

27 JUN 2016

Healthwatch Nottinghamshire
(Company number 08407721, charity number 1159968)
Financial statements
for the year ended 31 March 2016

Page	Contents
1 -4	Directors' (Trustees') annual report
5	Independent Examiner's report
6	Statement of financial activities (including the income and expenditure account)
7	Balance sheet
8 - 10	Notes to the accounts

**Healthwatch Nottinghamshire
Directors' report (incorporating the Trustees' annual report)
for the year ended 31 March 2016**

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 31 March 2016. The accounts have been prepared in accordance with the Companies Act 2006.

Full name Healthwatch Nottinghamshire

Registered charity number 1159968

Registered company number 08407721

Address of registered office

Unit 2-3, Byron Business Centre, Duke Street, Hucknall, Nottingham, NG15 7HP

Address of principal office

Unit 2-3, Byron Business Centre, Duke Street, Hucknall, Nottingham, NG15 7HP

Directors (Trustees)

Alan Sutton

Jonathan Lancaster

Shirley Inskip

Paula Noble

Juliet Woodin

James George, until 25/12/15

Emma Challans

Joe Pidgeon, until 29/04/16

Michelle Livingston, from 06/06/16, Chair

Company Secretary

Jez Alcock

Independent examiner

John O'Brien, employee of Community Accounting Plus, 7 Mansfield Road, Nottingham, NG1 3FB

Governance and management

The company is operated under the rules of its memorandum and articles of association adopted 18 February 2013 and most recently amended 9 September 2014.

It is a company limited by guarantee and therefore has no share capital. The liability of each member in the event of winding-up is limited to £1.

Overall management of the company is the responsibility of the directors who are elected and co-opted under the terms of the memorandum and articles of association. Day to day project activity is managed and carried out by paid staff.

New board members will be appointed/re-appointed at the AGM each year. Vacancies on the board will be filled by open recruitment with interviews against a job description and person specification. All posts advertised on our website and distributed through our extensive network. If required, posts are also advertised in the Nottingham Post. For the appointment of the Chair, an independent and appropriately experienced individual chairs the panel.

Healthwatch Nottinghamshire

Objectives and activities

- The advancement of health and the relief of those in need by reason of youth, age, ill-health, disability or financial hardship for the benefit of the entire population of the County of Nottinghamshire and elsewhere;
- 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 social care services and facilities; the promotion of high standards by health and social care providers; providing training and the development of skills for volunteers and the wider community in understanding, scrutinising, reviewing and monitoring local health and care services and facilities.

Public benefit statement

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

Summary of the main achievements during the period

Raising awareness of Healthwatch: We have attended 359 activities to raise awareness of Healthwatch. Since April 2015, the number of contacts on our mailing list has increased from 1124 to 1441 (22% increase). We have delivered 159 activities and directly engaged with 3702 local people.

Collecting local people's views and experiences: In total we have collected 3426 experiences from local people about health and social care services. Of these, 1569 (46%) have come from targeted groups (under 21s; disadvantaged/vulnerable; seldom heard; and over 65s). We have ensured that the experiences that we collect are shared with the service provider so that they are aware of what is working well and where improvements can be made.

Influencing decisions: We have supported four public consultations and attended 52 service quality and regulation activities, specifically Health Scrutiny Committee, Quality Surveillance Groups and Health and Wellbeing Boards. We have shared our data and insight work in these forums. For example, we shared our targeted work on renal transport, children and young people and pharmacy with the scrutiny committee and received positive feedback about these pieces of work.

Working with volunteers: We have 63 active volunteers and have attended 203 activities which were supported by them. Healthwatch has delivered 40 hours of volunteer training, and received 763 hours of volunteer time.

Financial review

The charity's policy on reserves:

The reserves are there to cover any unforeseen dips in income ensuring sustainability during the financial year; moreover to ensure full operational costs are covered for a minimum of 3 months should all income sources cease.

Financial risks:

Nottinghamshire County Council have agreed a grant of £296K for 2016/17 and confirmed they have extended our contract to 2017/18. The risk is reliance on a single funding source hence we are seeking to diversify this by seeking additional commissioned work to augment the core funding.

Healthwatch Nottinghamshire

Exemptions

The trustees have taken advantage of the exemptions available to small companies, including the audit exemption (see statement on balance sheet).

Responsibilities of the trustees

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the trustees are required to: select suitable accounting policies, as described on page 8, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The members of the Committee must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity, and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

Small company provisions:

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

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

Signed on behalf of the charity's trustees:

Signed
Alan Sutton, Director

_____ Date 22/6/16

**Independent examiner's report to the trustees of
Healthwatch Nottinghamshire
for the year ended 31 March 2016**

I report on the accounts of the charity, which are set out on pages 6 to 10.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake this examination by being a Fellow of the Association of Charity Independent Examiners.

It is my responsibility to:

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

Basis of 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 statement 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 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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.

Signed _____
John O'Brier
Employee of Community Accounting Plus

ie

23/6/16

Healthwatch Nottinghamshire
Statement of financial activities
(incorporating the income and expenditure account)
for the year ended 31 March 2016

	Note	Unrestricted Funds £	Total 2016 £	Total 2015 £
Income from:				
Grants & donations	2	335000	335000	386500
Events		30	30	9100
Bank interest		362	362	259
Sundry income		-	-	303
Total		335392	335392	396162
Expenditure on:				
Wages, NI & pension		253257	253257	237976
Travel & subsistence		9888	9888	11008
Volunteer expenses		881	881	2588
Recruitment		1832	1832	634
Training (volunteers)		375	375	1221
Training (staff & board)		2115	2115	2007
Rent & room hire		19147	19147	17002
Premises maintenance		10	10	3
Utilities		732	732	876
Insurance		6271	6271	2969
Telephone & postage		6072	6072	5525
Printing & stationery		4735	4735	4845
Publicity & website		4439	4439	8244
Publications & subscriptions		50	50	840
Legal & professional		8993	8993	18750
Equipment, repairs & renewals		13130	13130	34186
Refreshments		688	688	1049
Events & activities		1336	1336	7067
Bank charges		84	84	65
Sundry expenditure		2	2	90
Depreciation	3	7124	7124	7124
Total		341161	341161	363869
Net income/(expenditure)		(5769)	(5769)	32293
Taxation		-	-	(30)
Net movement in funds		(5769)	(5769)	32263
Reconciliation of funds:				
Total funds brought forward		260923	260923	228660
Total funds carried forward		255154	255154	260923

All the activities of the charitable company are classed as continuing
The notes on pages 8 to 10 form part of these financial statements

**Healthwatch Nottinghamshire
Balance sheet
at 31 March 2016
Company number 08407721**

	Note	£	2016 £	2015 £
Fixed assets:				
Tangible assets	3	1978		9102
<i>Total fixed assets</i>			1978	9102
Current assets:				
Debtors	4	87411		4631
Cash at bank and in hand		177723		258196
<i>Total current assets</i>		265134		262827
Liabilities:				
Creditors:				
Amounts falling due within one year	5	(11958)		(11008)
<i>Net current assets or liabilities</i>			253176	251821
<i>Total assets less current liabilities</i>			255154	260923
Total net assets or liabilities			255154	260923
The funds of the charity				
Unrestricted funds			255154	260923
<i>Total charity funds</i>			255154	260923

Exemption from audit

For the year ending 31/03/16 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small company's regime and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The trustees declare that they have approved the accounts above.

Signed on behalf of the charity's trustees:

Signed Shirley Inskip, Director

Dated 30.06.16

Healthwatch Nottinghamshire

Notes to the accounts

for the year ended 31 March 2016

1. Accounting policies

Basis of the preparation of the accounts

The financial statements have been prepared under the historical cost convention, with the exception of listed investments which are included at their market value. The financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice, applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015).

Incoming resources

All material incoming resources have been included on a receivable basis – i.e. they are included if the date receivable falls within the period covered by these accounts.

Pension costs

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity during the year.

Depreciation

Depreciation is calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets with a cost exceeding £500 over their expected useful lives on a straight line basis.

The rates applicable are:

IT equipment	33.3%	Fixtures & Fittings	10.0%
--------------	-------	---------------------	-------

2. Grants & donations

	Unrestricted funds £	Total funds £	2015 £
Nottinghamshire County Council	335000	335000	385000
Babington College	-	-	1500
	<u>335000</u>	<u>335000</u>	<u>386500</u>

Notes to the accounts

3. Tangible assets (analysis of opening & closing carrying amounts)

	Fixtures fittings £	IT equipment £	Total £
Cost or valuation			
At beginning of the year	618	21187	21805
Additions	-	-	-
Disposals	-	-	-
	<u>618</u>	<u>21187</u>	<u>21805</u>
Depreciation and impairments			
At beginning of the year	124	12579	12703
Disposals	-	-	-
Depreciation	62	7062	7124
	<u>186</u>	<u>19641</u>	<u>19827</u>
Net book value			
At beginning of the year	<u>494</u>	<u>8608</u>	<u>9102</u>
At end of the year	<u>432</u>	<u>1546</u>	<u>1978</u>

4. Debtors

	2016 £	2015 £
Prepayments & accrued income	2167	3049
Other debtors	85244	1582
	<u>87411</u>	<u>4631</u>

5. Creditors - amounts falling due within one year

	2016 £	2015 £
Trade creditors	4724	2530
Taxation & social security	5153	3948
Accruals & deferred income	641	-
Other creditors	1440	4528
	<u>11958</u>	<u>11006</u>

6. Staff costs and numbers

	2016 £	2015 £
Wages and salaries	226392	212035
Social security costs	16025	16603
Pension	10840	9338
	<u>253257</u>	<u>237976</u>

No employee received emoluments of more than £60,000.

The average number of employees during the year was 11 (2015: 10).

Notes to the accounts

7. Trustees' remuneration, benefits and expenses

During this period, a total of £1,812 was reimbursed to seven directors for travel expenses incurred. One director was paid a gross salary of £11,333.

8. Related party transactions

There have been no related party transactions during the period.

9. Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2016	2015
	£	£
Independent examination	1200	1200
Other financial services	1957	1818
	<u>3157</u>	<u>3018</u>

10. Annual commitments under operating leases

The charity has two operating leases which can be terminated by a notice period of 3 months.

11. Comparative Information

There were no restricted funds or endowment funds for the period ended 31/03/2015.

Therefore, funds comparative information is not applicable.