

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

HEALTHWATCH DERBYSHIRE LTD
REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 MARCH 2018

HEALTHWATCH DERBYSHIRE LTD

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FOR THE YEAR ENDED 31 MARCH 2018**

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HEALTHWATCH DERBYSHIRE LTD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

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 year ended 31 March 2018. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

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.

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 has been set up to represent the views and experiences of patients, service users and members of the public, through targeted engagement activities. With the aim of influencing and improving the design and delivery of Health and Social Care Services.

HEALTHWATCH DERBYSHIRE LTD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

ACHIEVEMENT AND PERFORMANCE

- Creating reports for service providers and commissioners with recommendations for the improvement of services.
- Managing information sharing agreements with key stakeholders, which have been instrumental in improvements to service delivery and design.
- Representing the voice of patients and the public on Clinical Commissioning group meetings, the Health and Well-being Board, Adult Care Board, Children's Trust, Improvement and Scrutiny Committees, and the Quality Surveillance Group.
- The regular scrutiny of comments received by members of the public through the work of the Intelligence, Insight and Action Sub Group (IIA). To identify areas of concern and discuss what action needs to be taken by Healthwatch.
- Producing a quarterly Intelligence Report to keep key stakeholders up to date with our work, and support triangulation of data.
- Implementing our Enter and View programme.
- Feeding back to patients and the public about the impact their comments have had on service design and delivery. This includes the production of our Speak Out Newsletter, and E-bulletin.
- Organising and targeting our engagement activity around key priorities with a clear rationale, in order to gather quality intelligence.
- Encouraging the active participation and involvement of local people as volunteers at all levels within the organisation and within all appropriate programmes and activities.
- Building on our digital presence through the development of our online feedback centre, and our Facebook and Twitter accounts.
- The development of a Mental Health Engagement Service for service receivers and their carers called Mental Health Together.

FINANCIAL REVIEW

Principal funding sources

Our principal funding source is a five year contract from Derbyshire County Council , which commenced on 1 April 2013, to represent patient and public interests in health and social care locally, with all income classified as un-restricted funds for all our activities.

The charity also had a three year contract which started on the 1 April 2017 to deliver an Engagement Service for Mental Health Service Receivers and their Carers called Mental Health Together.

Healthwatch Derbyshire had a total income of £455,709 for the year ended 31 March 2018, actively working in partnership with our commissioners to ensure value for money and effective use of our resources while developing strategic direction for the future.

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.

HEALTHWATCH DERBYSHIRE LTD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

FINANCIAL REVIEW

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

During the year the charity received restricted funds of £124,846 to run the Mental Health Together service which is an engagement service for Mental Health Service Receivers and their Carers.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity was originally 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.

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 purposes, 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.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

08413881 (England and Wales)

Registered Charity number

1154278

HEALTHWATCH DERBYSHIRE LTD

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2018**

REFERENCE AND ADMINISTRATIVE DETAILS

Registered office

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

Trustees

Mrs M R Fullerton	
Mrs S F Rafferty	
Dr C E M Shearer	
A J Simmons	
Mrs E E Hyde	- resigned 17.3.18
D A Roulston	- resigned 25.7.17
T J Ride	
Mrs H M Barker	
Mrs H O'Connor	- appointed 11.12.17
Mrs M Hannah	- appointed 11.12.17

Independent examiner

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

Approved by order of the board of trustees on 11 June 2018 and signed on its behalf by:

A J Simmons - Trustee

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

Independent examiner's report to the trustees of Healthwatch Derbyshire Ltd ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2018.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of FCA which is one of the listed bodies

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

G S Gilbert
FCA
CAMERON HUGHES LTD
Chartered Accountants
Derby

11 June 2018

HEALTHWATCH DERBYSHIRE LTD**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2018**

	Notes	Unrestricted fund £	Restricted fund £	2018 Total funds £	2017 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		330,863	124,846	455,709	340,979
Total		330,863	124,846	455,709	340,979
EXPENDITURE ON					
Charitable activities					
Cost of provision of services		281,445	97,016	378,461	310,323
Other		33,500	9,369	42,869	35,097
Total		314,945	106,385	421,330	345,420
NET INCOME/(EXPENDITURE)		15,918	18,461	34,379	(4,441)
RECONCILIATION OF FUNDS					
Total funds brought forward		36,458	-	36,458	40,899
TOTAL FUNDS CARRIED FORWARD		52,376	18,461	70,837	36,458

The notes form part of these financial statements

HEALTHWATCH DERBYSHIRE LTD

BALANCE SHEET
AT 31 MARCH 2018

	Notes	2018 £	2017 £
FIXED ASSETS			
Tangible assets	5	13,101	3,342
CURRENT ASSETS			
Debtors	6	-	3,337
Cash at bank and in hand		74,602	41,161
		<u>74,602</u>	<u>44,498</u>
CREDITORS			
Amounts falling due within one year	7	(16,866)	(11,382)
		<u>57,736</u>	<u>33,116</u>
NET CURRENT ASSETS			
		<u>70,837</u>	<u>36,458</u>
NET ASSETS		<u>70,837</u>	<u>36,458</u>
FUNDS	9		
Unrestricted funds		52,376	36,458
Restricted funds		18,461	-
TOTAL FUNDS		<u>70,837</u>	<u>36,458</u>

The notes form part of these financial statements

HEALTHWATCH DERBYSHIRE LTD

**BALANCE SHEET - CONTINUED
AT 31 MARCH 2018**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2018 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 charitable small companies.

The financial statements were approved by the Board of Trustees on 11 June 2018 and were signed on its behalf by:

A J Simmons -Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

Fixtures and fittings	- 20% on reducing balance
Computer equipment	- 33% on cost

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.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2018**

2. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2018 £	2017 £
Depreciation - owned assets	6,060	1,267
Hire of plant and machinery	1,489	1,920
	<u> </u>	<u> </u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017 .

Trustees' expenses

Travel costs amounting to £995 (2017 - £1,100) were reimbursed to 5 (2016 - 6) trustees during the year ended 31 March 2018.

4. STAFF COSTS

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

	2018	2017
Charitable activities	19	12
	<u> </u>	<u> </u>

No employees received emoluments in excess of £60,000.

5. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2017	6,419	20,341	26,760
Additions	2,470	13,349	15,819
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2018	8,889	33,690	42,579
	<u> </u>	<u> </u>	<u> </u>
DEPRECIATION			
At 1 April 2017	3,592	19,826	23,418
Charge for year	1,069	4,991	6,060
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2018	4,661	24,817	29,478
	<u> </u>	<u> </u>	<u> </u>
NET BOOK VALUE			
At 31 March 2018	4,228	8,873	13,101
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2017	2,827	515	3,342
	<u> </u>	<u> </u>	<u> </u>

HEALTHWATCH DERBYSHIRE LTD

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2018

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Other debtors	-	3,337
	<u> </u>	<u> </u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Trade creditors	14,754	-
Other creditors	2,112	11,382
	<u> </u>	<u> </u>
	<u>16,866</u>	<u>11,382</u>

8. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund £	Restricted fund £	2018 Total funds £	2017 Total funds £
Fixed assets	7,980	5,121	13,101	3,342
Current assets	45,874	28,728	74,602	44,498
Current liabilities	(1,478)	(15,388)	(16,866)	(11,382)
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	<u>52,376</u>	<u>18,461</u>	<u>70,837</u>	<u>36,458</u>

9. MOVEMENT IN FUNDS

	At 1.4.17 £	Net movement in funds £	At 31.3.18 £
Unrestricted funds			
General fund	36,458	15,918	52,376
Restricted funds			
Mental Health Grant	-	18,461	18,461
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>36,458</u>	<u>34,379</u>	<u>70,837</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2018**9. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	330,863	(314,945)	15,918
Restricted funds			
Mental Health Grant	124,846	(106,385)	18,461
TOTAL FUNDS	<u>455,709</u>	<u>(421,330)</u>	<u>34,379</u>

Comparatives for movement in funds

	At 1.4.16 £	Net movement in funds £	At 31.3.17 £
Unrestricted Funds			
General fund	40,899	(4,441)	36,458
TOTAL FUNDS	<u>40,899</u>	<u>(4,441)</u>	<u>36,458</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	340,979	(345,420)	(4,441)
TOTAL FUNDS	<u>340,979</u>	<u>(345,420)</u>	<u>(4,441)</u>

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2018.

HEALTHWATCH DERBYSHIRE LTD**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2018**

	2018 £	2017 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Grants	455,709	340,614
Commission received	-	365
	<hr/>	<hr/>
	455,709	340,979
Total incoming resources	<hr/>	<hr/>
	455,709	340,979
EXPENDITURE		
Charitable activities		
Wages	298,180	238,768
Pensions	18,490	12,920
Publicity costs	15,706	22,782
Travel expenses	13,060	11,854
Conferences	434	1,170
Staff development costs	7,381	12,998
Volunteer costs and expenses	4,188	2,571
Room hire	3,556	1,832
Sundry meeting expenses	3,041	1,320
Event costs	424	1,740
Spoke fund	9,300	-
Steering group expenses	826	-
	<hr/>	<hr/>
	374,586	307,955
Support costs		
Management		
Hire of office equipment	1,489	1,920
Insurance	2,476	2,225
Light and heat	955	925
Telephone	3,338	3,643
Postage and stationery	2,878	2,270
Sundries	811	850
Cleaning	567	533
Rent	11,213	10,799
IT support	6,589	4,817
Subscriptions	2,474	1,281
Depreciation of tangible and heritage assets	6,059	1,267
	<hr/>	<hr/>
	38,849	30,530

This page does not form part of the statutory financial statements

HEALTHWATCH DERBYSHIRE LTD

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2018

	2018 £	2017 £
Finance		
Bank charges	334	308
Governance costs		
Accountancy fees	1,656	1,296
Independent examiner's fees	1,056	816
HR professional fees	3,894	3,415
Trustees' travel expenses	955	1,100
	<hr/>	<hr/>
	7,561	6,627
Total resources expended	<hr/>	<hr/>
	421,330	345,420
Net income/(expenditure)	<hr/>	<hr/>
	34,379	(4,441)
	<hr/>	<hr/>

This page does not form part of the statutory financial statements