

The Big First Aid Project

Trustees Report and Financial Statements
For The Year Ended 30 September 2016

Charity No. 1139794

The Big First Aid Project - Trustees' Annual Report

For the period from 1st October 2015 to 30th September 2016

Charity name: The Big First Aid Project

Charity registration number: 1139794

Objectives and Activities

The charity's purpose as set out in its Constitution is the protection and preservation of life and good health by the provision of equipment, education and training in First Aid.

The charity's main activities and projects are the provision of and access to sustainable first aid equipment and education across sub-Saharan Africa, specifically in Malawi, Kenya, Tanzania and most recently Uganda. We believe that in an emergency, first aid can save lives. First Aid Africa provides support through the provision of training resources and practical lessons. We recruit volunteers from the UK and from our partner countries. Working together, we provide sustainable emergency healthcare solutions to benefit the public, which don't rely on imported equipment or handouts. First Aid Africa is funded by our constituent societies at UK Universities and through individual donations & grants.

The trustees have had due regard to the guidance issued by the Charity Commission on public benefit when exercising any powers or duties to which the guidance is relevant.

The trustees would like to acknowledge the significant contribution of volunteers to the charity's purpose and activities. Last year, 87 volunteers from 14 different universities across the UK took part in our expeditions and have been given essential training in first aid and teaching which they have passed on to the communities they worked with.

Achievements and Performance

During the year, the charity has continued to grow and exceed expectations. Since creation over 47,000 community members across Malawi, Tanzania, Kenya and Uganda have received direct training, with over 5000 of these in 2015/2016 alone.

The Board of Trustees continues to be impressed by the dedicated staff and volunteer team and particularly impressed by the local NGOs and local government organisations that we have had the opportunity to work within our partner countries.

This year, 10 expedition leaders were trained and recruited to work across our four partner countries, in order to coordinate the efforts of our volunteer trainers and to target the work to the most relevant communities. We have invested heavily in local knowledge and have handed much of the decision-making process regarding our international work to local community leaders and representatives in-country.

Following a full analysis with local NGOs and government last year, we determined that an expansion of the charity's work into Uganda would be of benefit and support to the community needs and aims of the charity. Following a pilot, annual expeditions to Uganda took place in 2015/2016 for the first time and 739 community members were trained.

Our 2016 AGM showcased our work with partners including the Scottish Government and Scotland-Malawi partnership. The charity has benefitted from membership of the Scottish International

Development Alliance (SIDA) and from continuing Scottish Government funding to build capacity and support the development of our online first aid resources.

Structure, Governance and Management

The Big First Aid Project is a charity registered in England and Wales with charity number 1139794. Its governing document is its Constitution which sets out its objects.

The Big First Aid Project Scotland is an SCIO registered in Scotland with Scottish charity number SC044672.

Both charities carry out activities jointly under the operating name First Aid Africa. The charity currently has dual registration but a single operation through The Big First Aid Project which has historically been the operational arm. Therefore income received by The Big First Aid Project Scotland is then transferred to the operational arm where all funding is combined and spent in the countries in which the charity operates. The intention is to move to a single registration and operation in future under The Big First Aid Project Scotland.

The Board of Trustees by which The Big First Aid Project is governed comprises a minimum of three members and no maximum number of members. The Board meets four times a year in addition to the AGM. The current Trustees are listed above. Three new trustees joined the Board in July 2016 with particular expertise in legal and fundraising matters. The selection process for new Trustees includes applications and interviews by the Board Chair and Principal Officer.

Following the end of the 2015/2016 financial year, Talat Yaqoob stepped down as Board Chair in December 2016 after 5 years with the charity. The Board of Trustees would like to note their sincere thanks and gratitude to Talat for her significant contribution during this time. Following this change, the Interim Chair of the Board since December 2016 is Margaret Morrow.

Financial Review

In the financial year ended 30 September 2016, the charity made a small surplus of £5,622.

Charity income increased by 7% on the previous year, driven by increased fundraising.

The Board of Trustees has examined the requirement for reserves, considering the nature of our work and the vulnerability of funding flows from grants and donations. Whilst there is currently not a reserves policy in place, the Board believe this is required and it will be implemented in the revised Strategic Plan being developed in 2017.

The charity's principal sources of funding are fundraising at our student societies, and grants primarily from the Scottish Government. During 2015/2016, the Scottish Government grants were paid to the charity's Scottish registered SCIO arm, The Big First Aid Project Scotland (SC 044672), and then transferred to the operational arm, The Big First Aid Project, to be spent in the countries in which the charity operates. These grants are presented as restricted funding in these accounts.

Looking ahead, financial stability and funding diversification remain key priorities for the charity. We will continue to deliver on our fundraising strategy (as stated in our 2015-2017 Strategic Plan) to engage alumni and pursue further grant funding for specific first aid projects.

Reference and Administrative Details

Charity name: The Big First Aid Project

Charity registration number: 1139794

Other names the charity uses: First Aid Africa, The Big First Aid Project Scotland (separate charity registered in Scotland, SC044672)

Charity's principal address: 7 Gerrard Close, Whitley Bay, NE26 4NS

Names of the charity trustees who manage the charity:

Talat Yaqoob (outgoing Chair as of December 2016)

Margaret Morrow (Interim Chair as of December 2016)

Tom Anderton

Hannah Cook

Helen Fyfe (joined July 2016)

Kate Loades (joined July 2016)

Callum Murdoch (joined July 2016)

Declarations

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

Signed on behalf of the charity's trustees:

Signature:

Full name: Margaret Morrow

Position: Interim Board Chair

Date: 30th July 2017

The Big First Aid Project

Receipts and Payments Accounts

for the period from 1 October 2015 to 30 September 2016

	2016 Unrestricted Funds to the nearest £	2016 Restricted Funds to the nearest £	2016 Total to the nearest £	2015 Unrestricted Funds to the nearest £	2015 Restricted Funds to the nearest £	2015 Total to the nearest £
Receipts						
	2016 unrestricted	2016 restricted		2015 unrestricted	2015 restricted	
Donations	77,518	446	77,964	81,378		81,378
Gift Aid	11,936		11,936	7,700		7,700
Grants		21,995	21,995		19,906	19,906
Fundraising	4,812		4,812			0
	<u>94,266</u>	<u>22,441</u>	<u>116,707</u>	<u>89,078</u>	<u>19,906</u>	<u>108,984</u>
Payments						
On charitable activities	94,076	<u>20,019</u>	<u>114,095</u>	<u>89,866</u>	<u>17,900</u>	107,766
Surplus	190	2,422	2,612	(788)	2,006	1,218
Funds last year end	1,004	2,006	3,010	1,792	0	1,792
Funds this year end	1,194	4,428	5,622	1,004	2,006	3,010

The Big First Aid Project
Balance Sheet as at 30 September 2016

	note		£	2016	£	2015
		unrestricted	restricted	total	total	
Fixed Assets						
Tangible assets						
Current Assets						
Debtors		0	2,200			
Cash/bank balances		2,113	2,228		<u>3,010</u>	
		2,113	4,428	6,541	3,010	
Creditors: amounts falling due within one year		(919)	0	<u>(919)</u>	0	
Net Current Assets/(liabilities)				<u>5,622</u>		3,010
Net Assets				<u>5,622</u>		<u>3,010</u>
<hr/>						
The funds of the charity						
Restricted income funds			4,428	4,428		2,006
Unrestricted funds		1,194		1,194	<u>1,004</u>	
Total charity funds				<u>5,622</u>	<u>5,622</u>	<u>3,010</u>

The Big First Aid Project

Notes to the accounts, 2015-16

1. Basis of accounts

These accounts have been prepared on a receipts and payments basis in accordance with applicable accounting standards and follow the recommendations in the Charity Commission CC16b

2. Financial Period

The financial year ends 30 September 2016

3. Costs of financial services

The cost for the Independent Examination for the financial period will be £300

4 Restricted Funds

Restricted funds comprise Scottish Government grants and a Scotland Malawi Partnership AGM donation. All other funds are unrestricted.

	2016	2016	2015	2015
	unrestricted	restricted	unrestricted	restricted
Voluntary income				
Donations	77,230	446	81,378	
Gift Aid	11,936		7,700	
Grants		21,995		19,906
Activities for generating funds				
Fundraising	4,812			
	<u>94,266</u>	<u>22,441</u>	<u>89,078</u>	<u>19,906</u>
	2016 total	<u>116,707</u>	2015 total	<u>108,984</u>

5 Resources Expended	2016 unrestricted	2016 restricted	2015 unrestricted	2015 restricted
Charitable activities				
Fundraising Costs	264		0	
Trainer Transport	41,843		36,415	
Overseas Activities & Support Services	2,557	20,019	16,945	17,900
Accommodation & Meals	0		1,428	
Motor Expenses	1,979		0	
Insurance	1,165		519	
Office Equipment	1,332		1,158	
Office Costs	2,799		1,678	
Staff Training	1,329		3,363	
Internet & Telephone	2,716		2,198	
Advertising & Promotion	208		530	
Bank Charges	488		169	
Computer Software	0		0	
Subscriptions	466		320	
Rent	612		1,004	
Staff entertaining	2,423		1,096	
Consultancy Fees	875		0	
Salaries	24,871		22,383	
Taxes, filing & registration fees	2,441		0	
Grants to local agencies	4,280		0	
Visibility	222		0	
Examiner Fee	300		250	
Miscellaneous	907		410	
	<u>94,076</u>	<u>20,019</u>	<u>89,866</u>	<u>17,900</u>
		<u>114,095</u>		<u>107,766</u>

Independent examiner's report

Report to the trustees/ members of	The Big First Aid Project		
On accounts for the year ended	30 September 2016	Charity no	1139794
Set out on pages	1 to 7		
Respective responsibilities of trustees and examiner	<p>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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none"> • examine the accounts under section 145 of the Charities Act, • to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and • to state whether particular matters have come to my attention. 		
Basis of independent examiner's statement	<p>My examination was carried out in accordance with 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 the 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.</p>		
Independent examiner's statement	<p>In connection with my examination, no matter has come to my attention</p> <ol style="list-style-type: none"> 1. which gives me reasonable cause to believe that in, any material respect, the requirements: <ul style="list-style-type: none"> • to keep accounting records in accordance with section 130 of the Charities Act; and • to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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. 		
Signed:		Date:	30 July 2017
Name:	Ralph C Tiffin BSc FCA AMIMechE		
Relevant professional qualification(s) or body (if any):	McLachlan+Tiffin, Chartered Accountants and Statutory Auditors		

Address:

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