

Cambridgeshire Search and Rescue Trustees' Annual Report 2017-18

This report covers the financial year beginning 1st July 2017 and ending 30th June 2018.

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1 Registration and trustees

Charity name:	Cambridgeshire Search and Rescue		
Other names known by:	CamSAR		
Registered charity number:	1118622		
Principal address:	March Fire Station Wisbech Road March PE15 8ED		
Trustees:			
Name	Office (if any)	Dates acted if not whole year	Person/body entitled to appoint trustee
Jonathan Harwood	Chair		Team (term 2016-19)
Claire Butcher	Treasurer	To 29 Nov 2017	Team (terms 2014-16, 2016-18, resigned)
Sebastian Palmer	Treasurer	From 29 Nov 2017	Team (term 2017-2020)
Lynn Jenkins	Secretary		Team (term 2016-18)
Kristine McLaughlin			Team (term 2016-18)
Lee Sustins			Team (term 2016-18)
Stephen Hobbs			Team (terms 2014-16, 2016-18)
Wayne Perez-Bent			SMT (annual term renewed)
Christopher Wright		To 4 Oct 2017	Team (term 2016-18, resigned)
Paul Williams		From 29 Nov 2017	Team (term 2017-2019)

2 Structure and management

2.1 Governing document

CamSAR is governed by a constitution, adopted 1st August 2006 and subsequently amended on 6th January 2013 and 30th October 2014.

2.2 How the charity is constituted

CamSAR is a registered charity constituted as an unincorporated association.

2.3 National governing body

CamSAR is a member unit of Lowland Rescue, registered charity number 1150317.

2.4 Trustee selection methods

The Trustees are the members of the Executive Committee as described in the constitution.

The Chairperson, Treasurer, Secretary and up to 4 additional members of the Executive Committee are elected for specified terms between 1 and 3 years at the Annual General Meeting (AGM), by the team members of CamSAR (referred to as the General Council in the constitution).

The SMT Chairperson is a member of the Executive Committee and is elected by the Search Management Team (SMT) at their first meeting after each AGM.

2.5 Charitable objective

CamSAR's objective, as stated in the constitution, is:

The provision of search and rescue assistance, both independently and in association with the full-time emergency services and other voluntary aid societies, and to assist in the relief of suffering amongst persons endangered by accident or natural hazard and the preservation of life, principally in Cambridgeshire but without geographical limitation.

Consequently, CamSAR's primary role is as a specialist search and rescue team, called by Cambridgeshire Constabulary to plan, manage and undertake searches for high-risk vulnerable missing people. CamSAR trains its members to national (Lowland Rescue) standards as Search Managers, Search Operations Managers, Search Planners, Team Leaders and Search Technicians, and maintains equipment and several vehicles necessary to perform this role.

3 Activities, achievements and performance

3.1 Callouts

During this period, CamSAR attended 43 separate callouts across 48 separate days. 26 of those callouts were at the request of Cambridgeshire Constabulary, and 14 were to support other Lowland Rescue teams at incidents in nearby counties. 3 were to support Cambridgeshire Fire and Rescue Service, transporting their mobile welfare unit to the scene of major CFRS operations.

An average of 10.5 team members attended each callout, working a total of 1997 recorded hours.

The details of individual incidents attended cannot be discussed for the sake of the confidentiality of those vulnerable missing people involved.

3.2 Training

During this period, CamSAR undertook 81 training events:

- 12 were focused on training new recruits.
- 27 were local evening classroom sessions held at five training group centres at Cottenham, Littleport, March, Sawtry and St Ives Fire Stations.
- 6 were evening practical exercises.
- 10 were full-day team training sessions and exercises.
- 15 were search dog team training sessions.
- 12 were other sessions including Team Leader training and assessments, Search Management training, and training & quality assurance qualifications.

A total of 4959 hours were recorded at these events. Additional voluntary time was expended by the team members involved in organising and executing the training sessions and exercises.

3.3 Fundraising and other

During this period, CamSAR undertook 24 fundraising events, with 1467 recorded hours worked.

Significant events included:

- Marshalling in return for donation at Monster Racing events (4 events).
- Marshalling in return for donation at the London to Cambridge Bike Ride.
- "TransCambridgeshire Searchathlon" sponsored walk / bike / kayak event.
- "Santa Parade" collections in Milton in early December.

There were 78 other recorded team events. These included organisational meetings and working sessions, both internal and external, as well as 12 "awareness" talks given to groups such as Cub & Scout groups, Rotary Clubs and the U3A. They also include 3 social events.

These other events constituted 1835 recorded hours worked. Work undertaken by team members alone in their own time, such as substantial amounts of organisational work, is typically unrecorded.

4 Financial review

4.1 Reserves policy

CamSAR does not have a reserves policy.

4.2 Independently examined accounts



CamSAR's income during this period was **£27,214**. Expenditure during this period was **£20,893**, including **£4,072** for the purchase of communications equipment, and **£1,045** for the purchase of a portable generator.

Accounts have been prepared on the receipts-and-payments basis, and independently examined. These, and the Independent Examiner's report, are annexed to this report.



5 Declaration

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

Signed on behalf of the charity's trustees:

Signature(s)		
Full name(s)	Sebastian Palmer	Barry Carter
Position(s)	Treasurer	Secretary
Date	29 April 2019	29 April 2019

Appendix A Summary of accounts



 CHARITY COMMISSION FOR ENGLAND AND WALES	Cambridgeshire Search and Rescue		1118822	CC16a
	Receipts and payments accounts			
	For the period from	01 July 2017	To	30 June 2018

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
A1 Receipts					
Public Donations	9,833.99	6,040.83	-	14,874.82	10,177.36
Company Donations	2,737.28	1,000.00	-	3,737.28	2,620.00
Parish & Town Councils	2,850.00	-	-	2,850.00	3,050.00
Marshalling Events	1,825.00	-	-	1,825.00	4,601.61
HMRC Refunds	1,250.00	-	-	1,250.00	-
Team Subscriptions	1,130.00	-	-	1,130.00	20.00
Police Mileage	596.70	-	-	596.70	787.70
Extra Kit Sale	533.00	-	-	533.00	433.00
Teambuilding Events	400.00	-	-	400.00	-
Account Interest	10.71	-	-	10.71	7.89
Police Donations	-	-	-	-	6,900.00
LIBOR Grant	-	-	-	-	1,128.96
Training Courses	-	-	-	-	270.00
CFRS Deployments	-	-	-	-	-
<i>Sub total (Gross income for AR)</i>	21,172.68	6,040.83	-	27,213.51	28,876.22
A2 Asset and investment sales, (see table).					
Vehicle Sale	-	-	-	-	1,300.00
<i>Sub total</i>	-	-	-	-	1,300.00
Total receipts	21,172.68	6,040.83	-	27,213.51	30,176.22
A3 Payments					
Insurance	4,029.80	-	-	4,029.80	4,094.99
Vehicle Fuel + Maintenance	3,449.35	-	-	3,449.35	4,087.49
Team Kit	3,417.81	-	-	3,417.81	7,296.97
Search Management	1,304.10	-	-	1,304.10	1,373.04
Vehicle Tax + Charges	826.45	-	-	826.45	796.25
Training Courses	675.00	-	-	675.00	1,837.84
Miscellaneous	661.47	-	-	661.47	282.00
Teambuilding Events	390.00	-	-	390.00	-
Fundraising Costs	359.85	-	-	359.85	1,208.78
CRB/DBS Checks	254.40	-	-	254.40	28.80
Communications	180.11	-	-	180.11	-
PR and IT	162.00	-	-	162.00	316.12
CFRS Deployments	75.00	-	-	75.00	-
Bike Repairs	-	-	-	-	302.84
<i>Sub total</i>	15,775.14	-	-	15,775.14	21,805.30
A4 Asset and investment purchases, (see table)					
Comms Equipment (asset)	4,072.42	-	-	4,072.42	-
Other Equipment (asset)	1,045.00	-	-	1,045.00	-
Vehicle Purchase	-	-	-	-	3,000.00
Medical Kit	-	-	-	-	1,575.00
Kayak Purchase	-	-	-	-	1,069.80
<i>Sub total</i>	5,117.42	-	-	5,117.42	5,644.80
Total payments	20,892.56	-	-	20,892.56	27,289.80
Net of receipts/(payments)	280.12	6,040.83	-	6,320.95	2,906.32
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	18,026.21	764.96	-	18,791.17	15,884.85
Cash funds this year end CCX R1 accounts (SS)	18,306.33	6,805.79	-	25,112.12	18,791.17

28/04/19

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Held in main current account	2,963.27	-	-
	Held in secondary current account	-	-	-
	Held in savings account	16,363.66	6,805.79	-
	Total cash funds <small>(agree balances with receipts and payments account(s))</small>	18,306.33	6,805.79	-
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Vehicles	Unrestricted	2,000.00	
	2 Kayaks (incl. spraydeck)	Unrestricted	1,089.60	
	Lowland Rescue First Responder Kit	Unrestricted	1,576.00	
	Communications Equipment	Unrestricted	4,972.42	
Other Equipment	Unrestricted	1,048.00		
B5 Liabilities	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
		Sebastian Palmer	28/04/19	
		Barry Carter	28/04/19	

Appendix B Independent Examiner's report



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

Section A Independent Examiner's Report

Report to the trustees/ members of	Cambridgeshire Search and Rescue (CamSAR)		
On accounts for the year ended	30 June 2018	Charity no (if any)	1118622
Set out on pages	1 to 7		

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- 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 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.

Independent examiner's statement In connection with my examination, no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

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

* Please delete the words in the brackets if they do not apply.

Signed:  **Date:** 29 April 2019

Name: Natalie Harrower

Relevant professional qualification(s) or body (if any): ACA

Address: 11 Barons Court, Queens Road, Tunbridge Wells, Kent TN4 9LJ

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Section B **Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None to report.

