

REPORT OF THE DIRECTORS AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019
FOR
HEALTHWATCH CAMBRIDGESHIRE AND
PETERBOROUGH CIC

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FOR THE YEAR ENDED 31 MARCH 2019

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HEALTHWATCH CAMBRIDGESHIRE AND
PETERBOROUGH CIC

COMPANY INFORMATION
FOR THE YEAR ENDED 31 MARCH 2019

DIRECTORS:

M Hewins
G C Jagger
S M Westwood-Bate
V J Moore
F B Dewhurst
S M Mahmoud
N W Patten
M A Robinson
J F Wells
S Rehman

REGISTERED OFFICE:

The Maple Centre
6 Oak Drive
Huntingdon
Cambridgeshire
PE29 7HN

REGISTERED NUMBER:

08516179 (England and Wales)

INDEPENDENT AUDITORS :

Prentis & Co LLP
Chartered Accountants & Statutory Auditors
115c Milton Road
Cambridge
CB4 1XE

BANKERS:

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2019

The directors present their report with the financial statements of the company for the year ended 31 March 2019.

DIRECTORS

The directors shown below have held office during the whole of the period from 1 April 2018 to the date of this report.

M Hewins
G C Jagger
S M Westwood-Bate
V J Moore
F B Dewhurst
S M Mahmoud
N W Patten
M A Robinson
J F Wells

Other changes in directors holding office are as follows:

N J Hampshaw - resigned 30 September 2018
G Smith - resigned 31 January 2019
S Rehman - appointed 8 February 2019

CONSULTATION WITH STAKEHOLDERS

Healthwatch Cambridgeshire and Peterborough consults with the general public as part of its core business. This consultation is generally asking for views on specific health and social care services and all findings are communicated back to the relevant provider and commissioner. We coordinate a network specifically for this purpose, and from time to time we ask them about inhouse services, such as accessibility of our website. We consider all feedback very carefully and put into practice all useful suggestions.

We have analysed our stakeholders as:

- General Public, including service users, patients and family carers.
- Health and social care staff in statutory organisations, including GPs and GP Commissioning Groups.
- Independent and voluntary service providers and other VCS groups and organisations.
- Local Authority Councillors and district based Local Health Partnerships.
- External stakeholders and key contacts including MPs, media, parish councils and other pharmacists, libraries, Citizen's Advice, community centres, other Healthwatch, Healthwatch England and other central public information points.

During this year the organisation reviewed its governance and staffing structures to maximise efficiency and ensure that all communities would be served equally. Key stakeholders and staff were consulted. The strategic priorities of the new organisation have been identified directly from intelligence received from the local people. These will be consulted on during the coming year.

More details about our our activities and consultative work can be found in our Annual Report for 2018/19.

REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2019

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Report of the Directors and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'. Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

AUDITORS

The auditors, Prentis & Co LLP, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:

.....
V J Moore - Director

Date:

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEALTHWATCH CAMBRIDGESHIRE AND
PETERBOROUGH CIC

Opinion

We have audited the financial statements of Healthwatch Cambridgeshire and Peterborough CIC (the 'company') for the year ended 31 March 2019 which comprise the Profit and Loss Account, Balance Sheet, Statement of Changes in Equity and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2019 and of its surplus for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note ten to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The directors are responsible for the other information. The other information comprises the information in the Report of the Directors, but does not include the financial statements and our Report of the Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Directors has been prepared in accordance with applicable legal requirements.

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HEALTHWATCH CAMBRIDGESHIRE AND
PETERBOROUGH CIC

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Directors.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Directors.

Responsibilities of directors

As explained more fully in the Statement of Directors' Responsibilities set out on page three, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Auditors.

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Ian Shipley FCCA (Senior Statutory Auditor)
for and on behalf of Prentis & Co LLP
Chartered Accountants & Statutory Auditors
115c Milton Road
Cambridge
CB4 1XE

Date:

PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2019

	Notes	2019 £	2018 £
GRANTS	3	543,827	490,102
Administrative expenses		546,295	464,836
		(2,468)	25,266
Other operating income		14,226	17,719
OPERATING SURPLUS	5	11,758	42,985
Interest receivable and similar income		165	45
SURPLUS BEFORE TAXATION		11,923	43,030
Tax on surplus		31	9
SURPLUS FOR THE FINANCIAL YEAR		11,892	43,021

BALANCE SHEET
31 MARCH 2019

	Notes	2019 £	£	2018 £	£
FIXED ASSETS					
Tangible assets	6		3,684		3,683
CURRENT ASSETS					
Debtors	7	5,076		2,700	
Cash at bank and in hand		<u>170,715</u>		<u>135,659</u>	
		175,791		138,359	
CREDITORS					
Amounts falling due within one year	8	<u>27,928</u>		<u>2,387</u>	
NET CURRENT ASSETS			<u>147,863</u>		<u>135,972</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>151,547</u>		<u>139,655</u>
RESERVES					
Income and expenditure account			<u>151,547</u>		<u>139,655</u>
			<u>151,547</u>		<u>139,655</u>

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on and were signed on its behalf by:

.....
V J Moore - Director

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 MARCH 2019

	Retained earnings £	Total equity £
Balance at 1 April 2017	96,634	96,634
Changes in equity		
Total comprehensive income	43,021	43,021
Balance at 31 March 2018	<u>139,655</u>	<u>139,655</u>
Changes in equity		
Total comprehensive income	11,892	11,892
Balance at 31 March 2019	<u><u>151,547</u></u>	<u><u>151,547</u></u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

1. **STATUTORY INFORMATION**

Healthwatch Cambridgeshire and Peterborough CIC is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. **ACCOUNTING POLICIES**

Basis of preparing the financial statements

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income and expenditure

Grant income is recognised in the year to which the grant relates, as specified by the funder, subject to the criteria of certainty, entitlement and measurement being met and achievement of specified milestones. Income relating to future years is deferred.

All expenditure is recognised on an accruals basis, inclusive of VAT.

Tangible fixed assets

The company only capitalizes single items with a cost or value in excess of £1000 on date of acquisition. Computer equipment capitalized is depreciated over 4 years on a straight line basis from the date of purchase in order to write off the value of each asset over its estimated useful economic life.

Operating leases

Rentals applicable to operating leases where substantially all of the benefits and risks of the ownership remain with the lessor, are charged against income as incurred.

Taxation

Corporation tax is charged at the standard rate on interest received for the year.

3. **GRANTS**

	2019	2018
	£	£
Cambridgeshire County Council	356,641	287,602
Peterborough City Council	187,186	202,500
	<u>543,827</u>	<u>490,102</u>

4. **EMPLOYEES AND DIRECTORS**

	2019	2018
	£	£
Wages and salaries	299,850	248,605
Social security costs	89,867	68,075
Pension costs	33,730	26,422
	<u>423,447</u>	<u>343,102</u>

The average weekly number of staff employed by the company during the period was 17.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2019

5. **OPERATING SURPLUS**

The operating surplus is stated after charging:

	2019 £	2018 £
Depreciation - owned assets	1,227	-
	<u>1,227</u>	<u>-</u>

6. **TANGIBLE FIXED ASSETS**

	Computer equipment £
COST	
At 1 April 2018	3,683
Additions	1,228
	<u>4,911</u>
At 31 March 2019	4,911
DEPRECIATION	
Charge for year	1,227
	<u>1,227</u>
At 31 March 2019	1,227
NET BOOK VALUE	
At 31 March 2019	3,684
	<u>3,684</u>
At 31 March 2018	3,683
	<u>3,683</u>

7. **DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2019 £	2018 £
Trade debtors	4,300	-
Prepayments	776	2,700
	<u>5,076</u>	<u>2,700</u>

8. **CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2019 £	2018 £
Tax	31	9
Social security and other taxes	9,703	-
Other creditors	715	-
Accruals	9,879	2,378
Deferred income	7,600	-
	<u>27,928</u>	<u>2,387</u>

9. **OTHER FINANCIAL COMMITMENTS**

At 31 March 2019, the company had total commitments under non-cancellable operating leases over the remaining life of those leases of £22,082 (2018: £26,460).

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2019

10. **APB ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES**

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

11. **LIMITED BY GUARANTEE**

The company is a Community Interest Company limited by guarantee. In the event of the company being wound up, the maximum amount which each member is liable to contribute is £1.

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DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2019

	2019		2018	
	£	£	£	£
Grants				
Cambridgeshire County Council	356,641		287,602	
Peterborough City Council	187,186		202,500	
	<u> </u>	543,827	<u> </u>	490,102
Other income				
Other income	14,226		17,719	
Interest	165		45	
	<u> </u>	14,391	<u> </u>	17,764
		<u> </u>		<u> </u>
		558,218		507,866
Expenditure				
Directors' remuneration	8,579		8,408	
Wages	381,138		308,272	
Pensions	33,730		26,422	
Childcare vouchers	-		1,803	
Mobile phones	2,466		1,942	
Office expenses	13,554		10,573	
Marketing and printing	9,602		11,735	
Travel costs	24,068		18,314	
Rent	23,754		28,080	
Insurance	953		1,299	
Website and computer consumables	14,072		23,645	
Training	3,208		3,643	
Meetings and events	17,624		6,158	
Sundry expenses	2		-	
Other professional fees	10,724		12,832	
Auditors' remuneration	1,120		1,250	
Auditors' remuneration for non audit work	400		400	
Bank charges	74		60	
Depreciation	1,227		-	
	<u> </u>	546,295	<u> </u>	464,836
NET SURPLUS		<u> </u>	<u> </u>	<u> </u>
		11,923		43,030