

 **DRAFT**

REPORT OF THE DIRECTORS AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022  
FOR  
HEALTHWATCH CAMBRIDGESHIRE AND  
PETERBOROUGH CIC

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FOR THE YEAR ENDED 31 MARCH 2022

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COMPANY INFORMATION  
FOR THE YEAR ENDED 31 MARCH 2022

**DIRECTORS:**

J F Wells  
S Rehman  
N Emmony  
S R Smith  
E Addison  
P Brice  
C Lake  
L Beer  
S Francis  
J Hebron  
C Palmer

**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 2022

The directors present their report with the financial statements of the company for the year ended 31 March 2022.

### DIRECTORS

The directors shown below have held office during the whole of the period from 1 April 2021 to the date of this report.

J F Wells  
S Rehman  
N Emmony  
S R Smith  
E Addison  
P Brice

Other changes in directors holding office are as follows:

V J Moore - resigned 30 September 2021  
S M Mahmoud - resigned 15 September 2021  
N W Patten - resigned 15 September 2021  
M A Robinson - resigned 15 September 2021  
P Jobling - resigned 26 January 2022  
C Lake - appointed 26 January 2022  
L Beer - appointed 26 January 2022  
S Francis - appointed 1 October 2021  
J Hebron - appointed 26 January 2022  
C Palmer - appointed 26 January 2022

### 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 undertake an extensive range of engagement and communication specifically for this purpose. This is supplemented by our network of Community Forums. We take every opportunity to involve local people in developing our priorities and strategic approach. We are a listening organisation, committed to acting and learning from feedback.

We have analysed our stakeholders as:

- General Public, including service users, patients and family carers.
- Health and social care staff in statutory organisations, including CCG, STP and GPs.
- Independent and voluntary service providers, Council for Voluntary Service and other VCS groups and organisations.
- Local Authority Councillors and district based Living Well Partnerships.
- Other external stakeholders and key contacts including MPs, media, parish councils and other pharmacists, libraries, community centres, other Healthwatch, Healthwatch England and other central public information points.

As a response to the COVID-19 emergency the Organisational Business Continuity Plan came into action on 17th March 2020. All staff moved to home working and all face to face engagement was cancelled. This transition was smooth and new ways of working are evolving; focusing on digital channels and new ways of connecting with communities, for example actively supporting our local and NHS volunteering schemes.

More details about our activities and consultative work can be found in our Annual Report for 2020/21.



REPORT OF THE DIRECTORS  
FOR THE YEAR ENDED 31 MARCH 2022

**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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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:**

.....  
S Francis - Director

Date: .....

### **Opinion**

We have audited the financial statements of Healthwatch Cambridgeshire and Peterborough CIC (the 'company') for the year ended 31 March 2022 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 2022 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 twelve 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**

In auditing the financial statements, we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

### **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 this gives rise to a material misstatement in the financial statements themselves. 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.

### **Opinions 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.

**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.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- We have considered the nature of the industry and sector, control environment and business performance, including the design of the Company's remuneration policies
- We have enquired with management in regards to their own assessment of the risks of irregularities, including fraud
- We have obtained relevant documentation and representations in order to form an opinion on potential irregularities, including fraud
- Our audit work is limited to samples inherently used under International Auditing Standards, therefore not all transactions are reviewed so the detection of irregularities, including fraud is limited to this
- Any matter we identified have obtained and reviewed the Community Interest Company's documented policies and procedures relating to:
  - o Identifying, evaluating and complying with laws and regulations and whether they are aware of any non-compliance
  - o Detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud
  - o The internal controls established to mitigate risks of fraud or non-compliance with laws and regulations

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud and identified the greatest potential for fraud is in relation to the overstatement of revenue. In common with all audits under ISAs (UK). We are also required to perform specific procedures to respond to the risk of management override.

We also obtained an understanding of the legal and regulatory environment and frameworks in which the Community Interest Company operates, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included the UK Companies Act and local tax legislation.

In addition, we considered provisions of other laws and regulations which do not have a direct effect on the financial statements, but compliance which may be fundamental for the Community Interest Company to operate or to avoid a material penalty. These included compliance with discrimination in the workplace, health and safety and in relation to the current pandemic, compliance with Covid-19 Government regulations.

Relevant identified laws and regulations were communicated within the engagement team so they remained alert throughout the audit for indications of fraud or non-compliance.

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](http://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 2022

	Notes	2022 £	2021 £
<b>GRANTS</b>	3	586,299	588,745
Administrative expenses		<u>580,361</u>	<u>536,178</u>
		5,938	52,567
Other operating income		<u>1,469</u>	<u>27,367</u>
<b>OPERATING SURPLUS</b>	5	7,407	79,934
Interest receivable and similar income		<u>53</u>	<u>99</u>
<b>SURPLUS BEFORE TAXATION</b>		7,460	80,033
Tax on surplus		<u>(9)</u>	<u>19</u>
<b>SURPLUS FOR THE FINANCIAL YEAR</b>		<u><u>7,469</u></u>	<u><u>80,014</u></u>

BALANCE SHEET  
31 MARCH 2022

	Notes	2022		2021	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	6		4,684		1,953
<b>CURRENT ASSETS</b>					
Debtors	7	1,662		68,981	
Cash at bank and in hand		288,819		231,055	
		<u>290,481</u>		<u>300,036</u>	
<b>CREDITORS</b>					
Amounts falling due within one year	8	40,516		54,809	
		<u>290,481</u>		<u>300,036</u>	
<b>NET CURRENT ASSETS</b>			<u>249,965</u>		<u>245,227</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>254,649</u>		<u>247,180</u>
<b>RESERVES</b>					
Income and expenditure account	9		<u>254,649</u>		<u>247,180</u>
			<u>254,649</u>		<u>247,180</u>

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

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

.....  
S Francis - Director



STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 31 MARCH 2022

	Retained earnings £	Total equity £
<b>Balance at 1 April 2020</b>	167,166	167,166
<b>Changes in equity</b>		
Total comprehensive income	80,014	80,014
<b>Balance at 31 March 2021</b>	<u>247,180</u>	<u>247,180</u>
<b>Changes in equity</b>		
Total comprehensive income	7,469	7,469
<b>Balance at 31 March 2022</b>	<u><u>254,649</u></u>	<u><u>254,649</u></u>



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022

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 capitalises single items with a cost or value in excess of £1,000 on date of acquisition. Computer equipment capitalised is depreciated over 3 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**

	2022	2021
	£	£
Cambridgeshire County Council	373,796	372,106
Peterborough City Council	187,503	187,500
National Lottery	-	29,139
Clinical Commissioning Group	25,000	-
	<u>586,299</u>	<u>588,745</u>

4. **EMPLOYEES AND DIRECTORS**

	2022	2021
	£	£
Wages and salaries	348,892	329,804
Social security costs	110,029	99,164
Pension costs	38,640	36,098
	<u>497,561</u>	<u>465,066</u>

The average weekly number of staff employed by the company during the period was 18 (2021: 17).



NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2022

5. **OPERATING SURPLUS**

The operating surplus is stated after charging:

	2022	2021
	£	£
Depreciation - owned assets	2,149	1,469

6. **TANGIBLE FIXED ASSETS**

	Computer equipment £
<b>COST</b>	
At 1 April 2021	5,877
Additions	4,880
At 31 March 2022	10,757
<b>DEPRECIATION</b>	
At 1 April 2021	3,924
Charge for year	2,149
At 31 March 2022	6,073
<b>NET BOOK VALUE</b>	
At 31 March 2022	4,684
At 31 March 2021	1,953

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

	2022	2021
	£	£
Trade debtors	-	68,160
Prepayments	1,662	821
	1,662	68,981

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

	2022	2021
	£	£
Tax	10	19
Social security and other taxes	13,526	3,059
Accruals	1,980	1,731
Deferred income	25,000	50,000
	40,516	54,809

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2022

9. RESERVES

	Brought forward as at 1 April 2021	Income	Expenditure	Carried forward as at 31 March 2022
Unrestricted	223,575	562,821	(542,806)	243,590
Restricted	23,605	25,000	(37,546)	11,059
	<u>247,180</u>	<u>587,821</u>	<u>(580,352)</u>	<u>254,649</u>

**Restricted funds:**

**National Lottery**

At the end of the financial year, £6,551 restricted funds were held in respect of National Lottery funding. These funds are held for the sole purpose of the 'Our Health Matters' project which has been set up by Healthwatch Cambridgeshire and Peterborough CIC to tackle health inequalities for Gypsy, Traveller and Roma (GTR) communities in Cambridgeshire and Peterborough. Total funds awarded by the National Lottery are £147,994 over a period of three years. Due to the Covid-19 pandemic the project has been delayed with the agreement of The National Lottery until such a time it can be resumed.

**Clinical Commissioning Group**

At the end of the financial year, £4,508 restricted funds were held in respect of Clinical Commissioning group. These funds are held for the sole purpose of the 'South Alliance' project which has been set up by Healthwatch Cambridgeshire and Peterborough CIC to provide an independent voice raising issues where the health sector is not addressing the needs of patients.

10. OTHER FINANCIAL COMMITMENTS

At 31 March 2022, the company had total commitments under non-cancellable operating leases over the remaining life of those leases of £21,478 (2021: £21,478).

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2022 (2021 : None).

12. FRC 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.

13. 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.



DETAILED INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2022

	2022		2021	
	£	£	£	£
<b>Grants</b>				
Cambridgeshire County Council	373,796		372,106	
Peterborough City Council	187,503		187,500	
National Lottery	-		29,139	
Clinical Commissioning Group	25,000		-	
	<u>          </u>	586,299	<u>          </u>	588,745
<b>Other income</b>				
Other income and grants	1,469		27,367	
Interest	53		99	
	<u>          </u>	1,522	<u>          </u>	27,466
		<u>587,821</u>		<u>616,211</u>
<b>Expenditure</b>				
Directors' remuneration	8,247		8,922	
Wages	450,674		420,046	
Pensions	38,640		36,098	
Mobile phones	2,030		1,582	
Office expenses	11,334		19,020	
Marketing and printing	8,187		2,239	
Travel costs	5,783		487	
Rent	21,793		22,090	
Insurance	1,513		1,176	
Website and computer consumables	9,695		9,209	
Training	3,662		3,083	
Meetings and events	638		69	
Other professional fees	13,962		8,634	
Auditors' remuneration	1,558		1,434	
Auditors' remuneration for non audit work	400		400	
Bad debts	-		151	
Bank charges	96		69	
Depreciation	2,149		1,469	
	<u>          </u>	580,361	<u>          </u>	536,178
<b>NET SURPLUS</b>		<u>7,460</u>		<u>80,033</u>