

 **DRAFT**

REPORT OF THE DIRECTORS AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015  
FOR  
HEALTHWATCH CAMBRIDGESHIRE CIC



CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2015

	Page
Company Information	1
Report of the Directors	2
Report of the Independent Auditors	4
Income and Expenditure Account	6
Balance Sheet	7
Notes to the Financial Statements	8
Detailed Income and Expenditure Account	11

**DIRECTORS:**

R Rogers  
M Andrews  
M Hewins  
G C Jagger  
S M Westwood-Bate  
K E Begg  
R E McCallum

**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 2015

The directors present their report with the financial statements of the company for the year ended 31 March 2015.

**DIRECTORS**

The directors shown below have held office during the whole of the period from 1 April 2014 to the date of this report.

R Rogers  
M Andrews  
M Hewins

Other changes in directors holding office are as follows:

D Neal - resigned 14 January 2015  
G C Jagger - appointed 15 May 2014  
S M Westwood-Bate - appointed 15 May 2014  
K E Begg - appointed 16 July 2014  
R E McCallum - appointed 16 July 2014

**CONSULTATION WITH STAKEHOLDERS**

Healthwatch Cambridgeshire 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 Consultation 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 the drafting of our Strategic Plan for 2015/18, all stakeholders were consulted on the priorities identified for the organisation to address. All feedback has been incorporated into our Work Programme and Communications Strategy.

More details about our consultative work and statements from our stakeholders can be found in our Annual Report in 2014/15.

**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). 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.



REPORT OF THE DIRECTORS  
FOR THE YEAR ENDED 31 MARCH 2015

**STATEMENT OF DIRECTORS' RESPONSIBILITIES - continued**

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 special provisions of Part 15 of the Companies Act 2006 relating to small companies.

**ON BEHALF OF THE BOARD:**

.....  
R Rogers - Director

Date: .....

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

We have audited the financial statements of Healthwatch Cambridgeshire CIC for the year ended 31 March 2015 on pages six to ten. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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.

**Respective responsibilities of directors and auditors**

As explained more fully in the Statement of Directors' Responsibilities set out on pages two and three, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors, including "APB Ethical Standard - Provisions Available for Small Entities (Revised)", in the circumstances set out in note nine to the financial statements.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Directors to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2015 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.

**Opinion on other matter prescribed by the Companies Act 2006**

In our opinion 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.

**Matters on which we are required to report by exception**

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.

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: .....

INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2015

	Notes	Year Ended 31.3.15 £	Period 3.5.13 to 31.3.14 £
<b>GRANTS</b>	2	316,739	277,963
Administrative expenses		285,213	216,697
		<u>31,526</u>	<u>61,266</u>
Other operating income		4,777	1,003
<b>OPERATING SURPLUS</b>	4	36,303	62,269
Interest receivable and similar income		93	124
<b>SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		36,396	62,393
Tax on surplus on ordinary activities	5	19	25
<b>SURPLUS FOR THE FINANCIAL YEAR</b>		36,377	62,368
Retained surplus brought forward		62,368	-
<b>RETAINED SURPLUS CARRIED FORWARD</b>		<u>98,745</u>	<u>62,368</u>

**CONTINUING OPERATIONS**

None of the company's activities were acquired or discontinued during the current year or previous period.

**TOTAL RECOGNISED GAINS AND LOSSES**

The company has no recognised gains or losses other than the surpluses for the current year or previous period.




**DRAFT**
**BALANCE SHEET**  
 31 MARCH 2015

	Notes	2015 £	2014 £
<b>CURRENT ASSETS</b>			
Debtors	6	-	10
Cash at bank and in hand		100,234	63,883
		<u>100,234</u>	<u>63,893</u>
<b>CREDITORS</b>			
Amounts falling due within one year	7	1,489	1,525
		<u>98,745</u>	<u>62,368</u>
<b>NET CURRENT ASSETS</b>			
		<u>98,745</u>	<u>62,368</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		<u><u>98,745</u></u>	<u><u>62,368</u></u>
<b>RESERVES</b>			
Income and expenditure account		<u>98,745</u>	<u>62,368</u>
	10	<u><u>98,745</u></u>	<u><u>62,368</u></u>

The financial statements have been prepared in accordance with the special 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:

.....  
 R Rogers - Director

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2015

1. **ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention.

**Financial reporting standard number 1**

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

**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.

**Pensions**

The company operates a defined contribution pension scheme on behalf of certain of its employees. Contributions to the scheme are charged to the income and expenditure account in the year in which they become payable.

**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.

**Tangible fixed assets**

Only purchases in excess of £1,000 are capitalised.

2. **GRANTS**

	£	£
Cambridgeshire County Council	<u>316,739</u>	<u>277,963</u>

3. **STAFF COSTS**

	£	£
Wages and salaries	199,824	144,076
Social security costs	16,415	11,969
Pension costs	15,337	10,708
	<u>231,576</u>	<u>166,753</u>

The average weekly number of staff employed by the company during the period was 8.

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2015

4. **OPERATING SURPLUS**

The operating surplus is stated after charging:

	Year Ended 31.3.15 £	Period 3.5.13 to 31.3.14 £
Auditors' remuneration	1,320	1,100
Directors' remuneration and other benefits etc	8,160	8,131

5. **TAXATION**

**Analysis of the tax charge**

The tax charge on the surplus on ordinary activities for the year was as follows:

	Year Ended 31.3.15 £	Period 3.5.13 to 31.3.14 £
Current tax: UK corporation tax	19	25
Tax on surplus on ordinary activities	19	25

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

	2015 £	2014 £
Trade debtors	-	10

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

	2015 £	2014 £
Tax	19	25
Accruals	1,470	1,500
	1,489	1,525

8. **OPERATING LEASE COMMITMENTS**

The following operating lease payments are committed to be paid within one year:

	Land and buildings 2015 £	2014 £
Expiring: Between one and five years	-	6,000

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2015

9. **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.

10. **RECONCILIATION OF MOVEMENTS IN RESERVES**

	2015	2014
	£	£
Surplus for the financial year	36,377	62,368
<b>Net addition to reserves</b>	36,377	62,368
Opening reserves	62,368	-
<b>Closing reserves</b>	<u>98,745</u>	<u>62,368</u>

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.

 **DRAFT**DETAILED INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2015

	Year Ended 31.3.15		Period 3.5.13 to 31.3.14	
	£	£	£	£
<b>Grants</b>				
Cambridgeshire County Council		316,739		277,963
<b>Other income</b>				
Other income	4,777		1,003	
Interest	93		124	
	<u>          </u>	4,870	<u>          </u>	1,127
		<u>321,609</u>		<u>279,090</u>
<b>Expenditure</b>				
Directors' salaries	8,160		8,131	
Wages	208,651		146,795	
Pensions	15,337		11,827	
Childcare vouchers	3,091		1,545	
Mobile phones	912		1,047	
Office expenses	5,696		4,470	
Marketing and printing	9,625		8,725	
Travel costs	11,198		7,954	
Rent	6,000		4,730	
Insurance	1,741		1,934	
Website and computer consumables	5,086		14,063	
Training	1,586		862	
Meetings and events	4,262		1,442	
Accountancy	-		400	
Other professional fees	2,188		1,672	
Auditors' remuneration	1,320		1,100	
Auditors' remuneration for non audit work	360		-	
	<u>          </u>	285,213	<u>          </u>	216,697
<b>NET SURPLUS</b>		<u>36,396</u>		<u>62,393</u>