

REPORT OF THE DIRECTORS AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016
FOR
HEALTHWATCH CAMBRIDGESHIRE CIC

DRAFT

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FOR THE YEAR ENDED 31 MARCH 2016

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COMPANY INFORMATION
FOR THE YEAR ENDED 31 MARCH 2016

DIRECTORS:

M Andrews
M Hewins
G C Jagger
S M Westwood-Bate
K E Begg
R E McCallum
V J Moore

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 2016

The directors present their report with the financial statements of the company for the year ended 31 March 2016.

DIRECTORS

The directors shown below have held office during the whole of the period from 1 April 2015 to the date of this report.

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

Other changes in directors holding office are as follows:

R Rogers – office coming to end of term 15 July 2015
V J Moore - appointed 15 July 2015

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 2015/16.

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.

REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2016

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:

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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 2016 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), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

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 page two, 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 eight 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 2016 and of its surplus for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; 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.

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

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:

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PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2016

	Notes	2016 £	2015 £
GRANTS	3	303,602	316,739
Administrative expenses		<u>291,021</u>	<u>285,213</u>
		12,581	31,526
Other operating income		<u>6,297</u>	<u>4,777</u>
OPERATING SURPLUS		18,878	36,303
Interest receivable and similar income		<u>143</u>	<u>93</u>
SURPLUS BEFORE TAXATION		19,021	36,396
Tax on surplus		<u>29</u>	<u>19</u>
SURPLUS FOR THE FINANCIAL YEAR		<u><u>18,992</u></u>	<u><u>36,377</u></u>

BALANCE SHEET
31 MARCH 2016

	Notes	2016 £	2015 £
CURRENT ASSETS			
Debtors: amounts falling due within one year	5	5,200	-
Cash at bank and in hand		<u>119,316</u>	<u>100,234</u>
		124,516	100,234
CREDITORS			
Amounts falling due within one year	6	<u>6,779</u>	<u>1,489</u>
NET CURRENT ASSETS			
		<u>117,737</u>	<u>98,745</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>117,737</u>	<u>98,745</u>
RESERVES			
Income and expenditure account		<u>117,737</u>	<u>98,745</u>
		<u>117,737</u>	<u>98,745</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 2016

	Retained earnings £	Total equity £
Balance at 1 April 2014	62,368	62,368
Changes in equity		
Total comprehensive income	<u>36,377</u>	<u>36,377</u>
Balance at 31 March 2015	<u>98,745</u>	<u>98,745</u>
Changes in equity		
Total comprehensive income	<u>18,992</u>	<u>18,992</u>
Balance at 31 March 2016	<u><u>117,737</u></u>	<u><u>117,737</u></u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 20161. **STATUTORY INFORMATION**

Healthwatch Cambridgeshire 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 the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" 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.

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.

Taxation

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

3. **GRANTS**

	2016 £	2015 £
Cambridgeshire County Council	287,602	316,739
Other grants	<u>16,000</u>	<u>-</u>

4. **EMPLOYEES AND DIRECTORS**

	2016 £	2015 £
Wages and salaries	203,238	199,824
Social security costs	16,963	16,415
Pension costs	<u>18,797</u>	<u>15,337</u>
	<u>238,998</u>	<u>231,576</u>

The average weekly number of staff employed by the company during the period was 11.

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

	2016 £	2015 £
Trade debtors	<u>5,200</u>	<u>-</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 20166. **CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2016	2015
	£	£
Tax	29	19
Accruals	1,550	1,470
Deferred income	<u>5,200</u>	<u>-</u>
	<u>6,779</u>	<u>1,489</u>

7. **OTHER FINANCIAL COMMITMENTS**

At 31 March 2016, the company had total commitments under non-cancellable operating leases over the remaining life of those leases of £6,000 (2015: £6,000).

8. **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.

9. **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 2016

	2016		2015	
	£	£	£	£
Grants				
Cambridgeshire County Council	287,602		316,739	
Other grants	<u>16,000</u>		<u>-</u>	
		303,602		316,739
Other income				
Other income	6,297		4,777	
Interest	<u>143</u>		<u>93</u>	
		<u>6,440</u>		<u>4,870</u>
		310,042		321,609
Expenditure				
Directors' remuneration	6,894		8,160	
Wages	213,307		208,651	
Pensions	18,797		15,337	
Childcare vouchers	1,030		3,091	
Mobile phones	1,101		912	
Office expenses	5,203		5,696	
Marketing and printing	5,302		9,625	
Travel costs	11,594		11,198	
Rent	6,000		6,000	
Insurance	1,677		1,741	
Website and computer consumables	8,603		5,086	
Training	4,635		1,586	
Meetings and events	3,199		4,262	
Other professional fees	2,159		2,188	
Auditors' remuneration	1,160		1,320	
Auditors' remuneration for non audit work	<u>360</u>		<u>360</u>	
		<u>291,021</u>		<u>285,213</u>
NET SURPLUS		<u>19,021</u>		<u>36,396</u>