



The Lifeboat Fund is a fundraising charity which exists solely to support the work of the Royal National Lifeboat Institution in saving lives at sea. The Fund was established in 1866 and, since then, has provided the RNLI with 52 boats and significant additional assistance.

The Communications and Public Service Lifeboat Fund (The Lifeboat Fund)
Patron: HRH The Duke of Kent

Registered Charity Numbers: 248421 (England and Wales) and SC041904 (Scotland)

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Thoughts from the Chair...

by Sir Peter Housden KCB,
Chair of The Lifeboat Fund

I hope you enjoy reading the 2012 Annual Report of The Lifeboat Fund, telling of the charity's vital work raising money to support the Royal National Lifeboat Institution.

I write this against the background of terrible flooding conditions experienced recently in the UK. I cannot help but reflect upon the selfless and unstinting bravery of the lifeboat crews who helped bring people to safety in that awful weather.

This year, I was delighted to get 'close to the action' for the first time, taking a trip on the Dunbar lifeboat. We were fortunate. That September Sunday was a beautiful day weather-wise. The sea was like plate glass, so the helmsman showed us some hand-brake turns and then steered through his own waves at over 30 knots so we could experience conditions closer to those when the lifeboat launches for real. And we got wet! The event was a special privilege, giving a powerful insight into the essential service performed by the volunteers our charity supports.

Crew safety has been a strong theme of The Lifeboat Fund's recent appeals. Following the 2011 appeal, we gifted £200,000 to the RNLI to invest in training and equipping the crews. In 2012, as well as buying state-of-the-art lifejackets, we fundraised to pay for lifeguard training, and to cover the maintenance costs of our lifeboats.

Our target for 2012 was £150,000. I am extremely gratified that we shall be able to hand over this amount to the RNLI to invest as I describe above. Our traditional appeal to government departments and supporters raised the fine sum of £52,000. Once augmented by pension and payroll contributions, and investment income, our target was met in full. In a year when economic conditions matched some unfavourable meteorological events, I regarded this as splendid news.

I am extremely aware that this great result is due to our dedicated fundraisers' commitment and passion for the cause and I am immensely grateful to them and to every one of our donors.

The dedication I refer to is exemplified by the people concerned. Each year I find myself paying special tribute in this Report to the zeal of supporters in the Department for Work and Pensions. The amazing sums they have raised for the charity have resulted from campaigns delivered by The Fund's Deputy Chair, Frances Kilner MBE. The MBE was awarded to Frances in the New Year Honours List 2013. Everyone at the charity is thrilled. It is fitting recognition of exceptional drive, and signals that civil servants who 'engage' with their roles and take inspiration from making a difference beyond the office walls are people we must value and applaud.

As I reflect on The Lifeboat Fund's recent and considerable achievements, I also consider our key challenges as a public service charity. There is always scope to learn and look at fresh ways to address issues that can hold us back. I have therefore decided to embark on a strategic review of The Lifeboat Fund. You will be able to read about this on the website, in the course of the year.

Following retirements over the last few years of some senior, experienced Trustees, we have acted to recruit some new members at Senior Civil Service-level. We look forward to working with them in the course of the review, and to hearing their ideas for growing the charity and its supporter base.

Looking ahead, our 2013 Appeal focuses on covering the cost of new safety clothing and equipment for one crew member at every lifeboat station in the UK.

I hope this exciting goal will inspire our excellent supporters to renew their efforts in support of the cause. I send sincere thanks and my best wishes for their 2013 appeal activity.

“Following the 2011 appeal, we gifted £200,000 to the RNLI to invest in training and equipping the crews.”



Thoughts from the Hon. Secretary

by Angela Saunders,
Hon. Secretary of The Lifeboat Fund

I am very pleased to report that my second year as Hon. Secretary of The Lifeboat Fund proved just as busy as my first. That reflects a lot of activity by our supporters and increased promotional effort.

It was great to continue working and developing links with a team of very committed fundraisers and supporters around the UK. Their enthusiasm provides a tremendous buzz, especially when it's clear how rewarding and enjoyable they have found the events they've delivered. Efforts will continue to hone the support we give to Lifeboat Fund fundraisers – I'm always delighted to get feedback, informing the ways in which we can help.

I remarked in last year's Report how my awe and admiration for the volunteer lifeboat crews had rocketed after taking on this role, as I learned about their dedication to this

dangerous work. My respect for them keeps growing. I heard recently of a crew volunteer driving his grandmother to a family Christmas dinner when the 'shout' to mobilise was received. Grandma insisted he must divert his journey straight to the lifeboat station, where she sat patiently while he and fellow crew members launched the boat and effected the rescue. Christmas dinner was missed, but there was no choice to make when people might be in dire distress. When we admire the 4,600 men and women who serve as lifeboat volunteers, we shouldn't overlook the contribution of loved ones who wait for their return.

In 2012, I was fortunate to have several opportunities to meet crew members and see lifeboats in action. Sir Peter's introduction to the Report mentions our first trip on a lifeboat. While we experienced the rougher conditions simulated for us by the

helmsman, the vulnerability of crew members when they set off on a 'shout' was certainly on our minds. We were also able to examine the brand new lifejackets our fundraising in 2012 helped to buy. These were designed, in close consultation with volunteer crews, to meet the RNLI's current search and rescue requirements.

In October, the RNLI thanked The Lifeboat Fund for donating £200,000 in 2011. At a short event at Tower Lifeboat Station on the Thames, the Trustees' Committee met crew members and toured the facilities. As always we were immensely impressed by the crew, who told us of life-saving activities at the busiest UK lifeboat station.

I was privileged to meet more crew members at South Queensferry, near Edinburgh last November, when the new boathouse was handed over by Sir Peter. A wonderful surprise followed

when I was presented with a framed picture and plaque to thank Scottish Government staff for their extremely generous engagement with The Fund since it was registered as a Scottish charity late in 2010.

We are delighted that in 2012 The Fund's lifeboats doubled their rescues of 2011, helping 281 people, six of whom owe their lives to their rescuers.

I want to thank my fellow Trustees for their strong support – and also, of course, the RNLI and its committed team who help provide our fundraising materials and lend the support, advice and partnership which I value so greatly.

Partnerships with some other CS-affiliated organisations have blossomed of late. You can read in this Report about the Civil Service Insurance Society's engagement with us in 2012 – and its truly splendid support of the 2012 Appeal. I must also mention the Civil Service Pensioners' Alliance; its publication "The Pensioner" continues to promote the charity to a readership whose support is greatly appreciated.

I join our Chair in sending massive thanks to all our 2012 supporters and donors – current and former employees of the Civil Service, the Royal Mail and British Telecom – who delivered such a great result through

their commitment and efforts on the charity's behalf. Without them, none of the support we give the RNLI would be possible and we never ever forget that. The Lifeboat Fund may be a relatively small charity, but we aim to extend our reach, and are delighted to hold our position as the RNLI's longest-serving supporter and one of its biggest single contributors.

I look forward to working with you in 2013, when we aim to cover the cost of equipping more than 200 crew members to save lives.

“Without our supporters and donors, none of the support we give the RNLI would be possible, and we never ever forget that.”



“Each year we agree with the RNLI upon the priorities it wants us to support through our appeal.”

This is the Trustees' Report and Financial Statements of the Communications and Public Service Lifeboat Fund (the charity) for the year ended 31 December 2012. The Trustees confirm that the Report and Financial Statements of the charity comply with current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities", issued in March 2005. In preparing the financial statements, the Trustees have considered the Charity Commission's guidance on 'public benefit' and all pertinent guidance from the Office of the Scottish Charity Regulator.

Our Purpose

The Lifeboat Fund has one sole purpose, which inspired its creation and the vision that underpins everything it does. Since 1866, the charity has existed to support the vital work of the RNLI, saving lives and rescuing people at sea, on our rivers and from situations of flooding. Each year we agree with the RNLI upon the priorities it wants us to support through our appeal.

As the charity's name suggests, for many years The Lifeboat Fund focused its efforts on purchasing new lifeboats; however, due to the superior materials used now in boatbuilding, we have started recently to give other kinds of support. When the subject of the annual appeal is agreed, this is communicated to staff of the Civil Service; we also seek to promote the appeal and welcome payroll and pension payroll giving from current and former employees of the Royal Mail and British Telecom.

Since The Lifeboat Fund was set up, the total it has raised to support the work of the RNLI is over £4.7 million. In the last five years (2008 to 2012 inclusive), The Fund raised over £790,000 to help save lives at sea.

The Lifeboat Fund's achievements in 2012

New government supporters invited to help

The year 2012 saw continued efforts to encourage more government organisations to 'come on board' and support The Lifeboat Fund.

The Chair kept his Permanent Secretary colleagues apprised of the charity's news in 2012; and all received a copy of the charity's 2011 Report and Financial Statements. In November, members of that senior cohort were invited to trawl their departments inviting expressions of interest from those wishing to gain non-executive director experience in

a charitable setting by becoming Trustees of The Fund. This invitation followed resignations by a few senior Trustees over recent years and was pitched around Senior Civil Service-level. It was a great way to mark Trustees' Week 2012; and the charity was grateful for the strong response it received. That resulted in the appointment of seven new Trustees, including representatives of five government organisations not previously represented on the Committee.

We have high hopes that our incoming Trustees will help to increase the charity's reach and grow its supporter base. Such experienced senior ambassadors will doubtless prove a great asset.

This was one of several positive developments that you can read about in this Report. Another was an initiative to promote The Lifeboat Fund

to colleagues across the Civil Service at the national conference “Civil Service Live” in July 2012. Trustees, Diane Wailes and Nicola Baker, kitted out in Lifeboat t-shirts and bright yellow RNLI jackets, led the effort to accost delegates with news about the charity, and invited donations. Tower Lifeboat Station provided a volunteer crew member in full kit to help attract attention. We hope to capitalise on their enterprising efforts in July 2013 – any offers to help will be welcome!

A number of government departments identified new fundraisers and it was a pleasure working with them, supporting their activities. They also introduced some novel ideas for events to entertain their colleagues in return for donations. The Fund’s Trustees were delighted to have their support. Existing supporters also came up trumps with some great campaigns.

The 2012 Lifeboat Fund Appeal – headline news

Every year, The Fund launches an appeal for contributions. Supporters are encouraged to fundraise, while retired civil servants and Royal Mail pensioners subscribe mainly through pension payroll. British Telecom staff use payroll giving.

For the 2012 Appeal, the RNLI identified three pressing priorities and asked us to help. With an appeal target of £150,000 we fundraised to pay for:

- Training of a lifeguard at every RNLI-lifeguarded UK beach
- New improved lifejackets being provided to crew members in 2012
- Maintenance of lifeboats purchased by The Fund, to restore them to top condition.

All three aspects can make a significant contribution to crew safety and it is heartening to report that the traditional appeal in 2012 raised £52,000 in a challenging financial climate, and from Civil Service supporter bodies with reduced cohorts. As ever, this sum was supplemented by giving from pensions and payroll – producing nearly £120,000. The addition of investment income meant that we achieved our stated target.

Once again, the Department for Work and Pensions (DWP) ran a highly impressive appeal – embracing a large network of engaged colleagues all around the UK. This raised £16,791 – another great result for that Department.

Each year, we marvel at DWP’s efforts, masterminded by The Fund’s Deputy Chair, Frances Kilner MBE and her team. That “MBE” was bestowed most fittingly on Frances in the New Year’s Honours List 2013 for “services to the Royal National Lifeboat Institution”. This Honour recognises sustained commitment to charitable work by Frances, her team, and their network in DWP. It also signals that, notwithstanding the range of official demands on those working in the modern Civil Service, such activity and engagement with good causes really do matter.



Frances Kilner MBE:
honoured for highly
successful fundraising
for the charity
throughout DWP

(photo is courtesy of
Katherine Vasey, RNLI)

Following a popular development of last year, this publication again includes some information and pictures to show what different organisations did in 2012 to raise

money for the charity. We hope these convey how fulfilling, enjoyable – and sometimes tasty – the activities were for those who put time and effort into giving colleagues the chance to leave their desks and ‘give something back’ to a very special cause indeed.

The Lifeboat Fund is extremely grateful to all its volunteers, supporters and donors, for their hard work and many contributions. In difficult financial conditions, they achieved a splendid result, which will make a real difference in keeping crew members and lifeguards equipped and protected for their hazardous work.

Hopefully, all fundraisers’ promotional efforts will be inspired in 2013 by an appeal that aims to cover the equipment costs for a crew member at every UK lifeboat station.

Our partnerships blossom

The charity is indebted to all those organisations which support us by publishing our articles in their magazines and/or on their websites. While the range of these increased in 2011, some new partners came on board in a major way in 2012.

Our friends in the Civil Service Pensioners’ Alliance continue to publish our articles in each edition of

“The Pensioner”. Giving by pensioners is important to the charity – over £670 was donated this year by CSPA members. The Fund is extremely grateful for their grand support.

The Civil Service Insurance Society (CSIS) became another new and much-appreciated partner in 2012. On being asked if the CSIS would promote The Fund’s appeal, Chief Executive, Kevin Holliday, said yes, but went a lot further than that. Kevin and his board agreed to donate £4,500 through the appeal to kit out the entire crew of Sheerness Lifeboat Station with the new lifejackets The Fund was helping to provide last year. This was incredible news. The only way to say a fitting ‘thank you’ had to involve a trip on a lifeboat! So last September, Kevin, his colleagues and their families enjoyed an outing on the Sheerness lifeboat, in glorious sunshine. The crew members – men and women – showed how they test their new lifejackets by jumping into the sea. Sheerness is one of the busiest lifeboat stations in Kent.

It’s great when we can do business with other Civil Service-affiliated bodies and promote each other’s activities for mutual benefit. Once again in 2012, the Civil Service Sailing Club kindly published our advertisements. We were also

delighted last Autumn when the Civil Service Retirement Fellowship published our first article in its magazine, “Avanti”.

In another development of 2012, the Lifeboat Fund Secretary joined the forum of chief officers of Civil Service-affiliated bodies, to take part in discussions about aspects of common interest. All the organisations involved seek visibility and there is a productive agenda to pursue. For example, following discussions with the CS Retirement Fellowship, The Lifeboat Fund now gets promoted to pre-retirement course attendees, who can signal if they would like more information. This has already yielded up fresh interest for the Secretary to pursue.



The Sheerness lifeboat and members of the CSIS and their families enjoying a well-deserved excursion.

Kevin wrote afterwards to The Lifeboat Fund and the RNLI: *"On behalf of all our CSIS 'crew' can I please say a huge 'thank you' to you for such a memorable day with the Sheerness lifeboat team. They are a wonderful team of people who made us very welcome and were equally modest about their volunteering work - very humbling."*

Photo is courtesy of Barry Crayford (RNLI)

Another productive partnership yielding valuable support, is enjoyed with the clubs belonging to HASSRA, the Sports and Leisure Association available to current and former staff of the Department of Health, the Department for Work & Pensions, the Food Standards Agency and the Executive Agencies of each of these organisations. The Fund is most grateful for this welcome support that HASSRA bodies have provided over a number of years and looks forward to continuing its relationship with HASSRA going forward.

The performance of our lifeboats

We are delighted by the performance of the lifeboats we have purchased for the RNLI.

As this shows, during 2012, The Fund's lifeboats were launched 252 times, saving six lives and giving assistance to a further 275 people. This reflects a successful year for our boats, rescuing significantly more people than in any of the previous years, except 2009.

Years	Launches	Lives Saved	People rescued (including lives saved)
2012	252	6	281
2011	215	5	141
2010	261	4	250
2009	348	15	347
2008	289	12	117

The recent period saw a significant increase in the number of launches and lives saved by our lifeboats. This mainly was due to our sponsorship of *Public Servant*, one of the lifeboats serving on the River Thames – the busiest lifeboats in the entire RNLI fleet. In 2012, after extensive service and the saving of 39 lives, *Public Servant* entered the RNLI relief fleet.

Total launches and rescues by The Fund's lifeboats currently in the RNLI fleet:

There currently are eight Lifeboat Fund lifeboats in the RNLI active fleet: *Stranraer Saviour* at Stranraer, Scotland; *Mudeford Servant* at Mudeford, Dorset; *Angel of Holyhead* at Holyhead, Wales; *Hunstanton Flyer* at Hunstanton, Norfolk; *Sgt Bob Martin* at Poole, Dorset; *Charles Dibdin* at New Brighton, Merseyside; RNLB *Princess Royal* at St Ives; and *David Roulston* at Portrush, Northern Ireland. The relief fleet includes our RNLBs: *Public Servant*, *Guardian Angel*, *Windsor Runner* and *Fraser Flyer*.

Three other lifeboats provided by The Fund and no longer in active service can be seen in a unique RNLI museum in Kent. These boats are: *Edward Bridges* (at Torbay until 1994), *St Cybi* (at Holyhead until 1980) and *North Foreland* (at Margate until 1978). They are on display in the "Lifeboat!" Gallery at the Historic Dockyard, Chatham, Kent and we encourage supporters to visit.

Running the 2012 appeal

In 2012, while the traditional Appeal Day focused on 14 September (or 13th – to avoid the Autumn holiday), our supporters were also made aware of the RNLI's own fundraising seasons in case they wished to focus on those.

However, it was noteworthy in 2012 how many different seasons, festivals and assorted opportunities were grasped by supporters and used as 'hooks' for fundraising activity. Our supporters always know best what works for them: Easter, HM The Queen's Diamond Jubilee, Summer Sports Days, Diwali, Halloween and Christmas all featured as excellent 'excuses' for gathering with colleagues and having fun and games in aid of the lifeboat crews.

Our Boats	Launches	People rescued (including lives saved)
<i>Stranraer Saviour</i>	34	27
<i>Mudeford Servant</i>	300	379
<i>Angel of Holyhead</i>	105	100
<i>Public Servant</i>	688	217
<i>Hunstanton Flyer</i>	108	69
<i>Sgt Bob Martin</i>	410	443
<i>Charles Dibdin</i>	88	42
<i>Princess Royal</i>	262	196
<i>David Roulston</i>	53	19
<i>Guardian Angel</i>	51	37
<i>Windsor Runner</i>	151	196
<i>Fraser Flyer</i>	175	230

Fun, and also manageable

These are busy times for many of our supporters in government organisations, and 2012 was even busier. Sometimes when new supporters and fundraisers contact the charity, they ask how much time is needed to raise donations.

There are two possible answers. If a special activity is organised, it can take time to plan and deliver, with your volunteer helpers. That said, fundraising events are usually very enjoyable for all involved – benefiting morale as well as the charity.

Other activities are not at all onerous – but can still raise funds. We make no apology for reiterating from last year's review these really easy ways to fundraise:

- **encourage canteen providers to place collecting boxes at their tills** – the canteen providers welcome small change (which they convert into bank notes), while members of staff can lighten their purses and pockets – popular with all concerned
- **display small items such as Lifeboat Fund car stickers in reception areas** – another way to raise donations requiring minimal organisation, while promoting charity's logo

- **run lending libraries for books, CDs etc**, where items are borrowed or bought in exchange for a small donation; these are appreciated by colleagues and benefit the charity
- **departments donate a small sum for each completed Civil Service People Survey** – one simple way to encourage survey responses and boost the official charities.

Once again in 2012, the Scottish Government (SG) did all four of these. The canteen collections and charity 'libraries' ran in all its main buildings **throughout the year**. The total raised by these activities alone topped £2,850 (the Charity for Civil Servants also benefited by more than £550 from the SG's Employee Survey).

The RNLI supplies Fund supporters with free branded materials to help with their fundraising. Once more in 2012, several government bodies also asked for boxes of the attractive RNLI merchandise. (If just one box is requested, it is supplied free of charge.) Stickers bearing The Lifeboat Fund logo are available for fixing to RNLI materials – to show you are fundraising for this public service charity. If any readers of this Report wish to know more about these, or

other fundraising activities, please contact the Secretary:
secretary@thelifeboattfund.org.uk.

Fundraising hints and tips from our beneficiary

In December 2012, a Christmas 'gift' from the RNLI resulted in a new website article (see: www.thelifeboattfund.org.uk). Called, "Festive help with our fundraising!" it includes advice and ideas for our supporters, covering:

- how to maximise the impact of events
- obtaining RNLI speakers
- visiting London's Tower Lifeboat Station
- getting involved in London Lifeboat Day (street collections in the first week of May) – to save running your own event, and
- our beneficiary's "A-Z Guide", packed with splendid and quirky ideas for raising donations.

What they did – a snapshot of appeal activity in 2012

Here is just a flavour of what some departments did to raise money for The Lifeboat Fund in 2012. Sharing good practice is important and we hope this may give readers a few ideas. The photographs on pages 15 to 17 show that fundraising can be a lot of fun – just as it should be!

So here are a few examples of what supporters got up to last year:

Cabinet Office chose some scarily entertaining games to celebrate Halloween. The event also featured amazing cakes, including a lifeboat-shaped chocolate cake, which were bought by colleagues across the office. Both men and women got seriously into the arm-wrestling contest – for a prize of gold coins (also made of chocolate). This was a great display of teamwork and raised a welcome £282 for the cause.

The Northern Ireland Civil Service held a Christmas Hamper raffle in Royston House. Martin Toner, a colleague who was saved with only minutes to spare by RNLI volunteers in 2001, went round the office telling his story and persuading folk to buy raffle tickets. An Easter Hamper event also took

place earlier in 2012. A fine total of over £2,300 was raised by NI Departments.

HM Revenue & Customs (HMRC) had a lot of fun across the year, picking off seasonal festivals and events as chances to get together with colleagues and raise money. The highly-committed team at HMRC's Southend-on-Sea office repeated last year's successful Christmas Hamper raffle – after publishing one of their eye-catching posters, suggesting items to donate (luxury jam, salmon and champagne were just three from a mouth-watering list). Earlier, in November, the Hindu festival of lights, "Diwali", inspired more posters and fundraising activity. HM The Queen's Diamond Jubilee and the 2012 London Olympics both provided opportunities to celebrate in style while raising money, with a quiz and fancy dress event. Easter was not overlooked – a "Guess the Name of the Easter Bunny" competition, on its own, raised £600 – and St Valentine's Day saw another hamper raffle. Clearly no opportunities were missed, and the total raised in 2012 at Southend-on-Sea alone was £5,001!

National Audit Office decided once more to travel in aid of the charity. Following last year's row of the English Channel (in the gym), in 2012, the

team cycled all the way to Calais (again without leaving the office)! Once more, their efforts were fuelled by significant amounts of cake; and they raised over £900.

Ministry of Justice colleagues up and down the country got involved. Sunderland Magistrates' Court and Milton Keynes County Court both got fully into the action. In London, volunteers from Chiswick Lifeboat Station (including a government lawyer) visited the Petty France office and offered staff a chance to try on items of kit – both popular and instructive. Several offices indulged in cake – one of which sported an edible lifeboat and crew member! Others held a maritime-themed quiz, asked folk to guess the number of Lego bricks in a jar, collected loose change and dressed up as pirates etc. During MoJ's appeal period of 18-22 June, the grand total of over £1,460 was raised.

The Department for Education once more turned its family Summer Sports Day into a fundraising event, with input from a Chiswick Lifeboat Station volunteer – an expert in education about water safety. Also helping out at The Fund's Civil Service Live promotion, DfE's donations topped £100.

The Department for Environment, Food and Rural Affairs held cake and book stalls raising £430.

The Department for Communities and Local Government also chose a 'cakey' theme for their campaign, raising over £170.

Government Communications HQ repeated their successful regatta of 2011 – this time raising £2,500.

The Department for Business, Innovation and Skills had a successful year. The Ministerial and Parliamentary Support Team raised £1,555 through a Speed Auction and Silent Auction of gifts, supplemented by cake and book sales.

The Department for Work and Pensions had another excellent year, raising a total which totalled £16,791. Many activities were involved, including the popular 'dress down' days, and an impressive marathon run. The secret of DWP's success lies in the very large number of offices across the country, embracing all DWP operations (Jobcentres, Pensions and Corporate teams) that mobilise in support of the charity. HASSRA clubs involving DWP staff also contribute generously (see reference earlier in the Report).

The Scottish Government showed great enthusiasm for supporting The Fund. A second year-long campaign saw the donations stacking up, until £8,400 was achieved. Added to the 'easy' fundraising approaches mentioned on page 12, several special events were delivered – and enjoyed by all who took part. These focused on fitness and food (well, cake, to be precise) and ranged from marathons, a 'Lifeboat Games' (featuring a genuine Olympic torch and torch-bearer!), an enthusiastic celebration of National Doughnut Day (sponsored by canteen provider, Sodexo, and which turned into a full week), staff visits to the *Jura*, one of the SG's marine protection vessels, 5-a-side football, coffee mornings, events with Easter eggs, quizzes, caption competitions, bonus ball contests, office visits on 'Doors Open Days' – and more. Accountant in Bankruptcy raised over £245 at their Easter raffle.

Such a lot of activity – so much cake! Great commitment and support for the cause! Please keep telling us about your fundraising – if you send your campaign news to the Secretary: secretary@thelifeboatfund.org.uk, your efforts can feature on the website. Page 39 of the Report mentions the totals raised by all this activity.







RNLI shows appreciation for our support in 2011

At a short ceremony at London's Tower Lifeboat Station on 3 October 2012, following the Trustees' meeting, the RNLI expressed warm thanks to The Fund for its gift of £200,000 towards the costs of crew kit and training. The RNLI's Bianca Fischer spoke about the importance of our charity's support and explained that the 2011 donation would cover training costs for nearly

100 crew members and the kitting-out of up to 100 more.

Trustees were delighted to visit Tower Lifeboat Station. As well as being the busiest station in the UK in all ten years since it started operations, Tower has received substantial support from this charity over recent years.

When the RNLI's Chief Executive Paul Boissier heard the result of the 2011

Appeal, he sent a message to our fundraisers. Paul said, "I am immensely grateful for the work The Lifeboat Fund does on behalf of the RNLI. The 2011 appeal total is a wonderful achievement and will go a long way in ensuring our volunteers return home safely."

Scottish supporters of The Fund invited to Boathouse Opening

Saturday, 24 November was a big day for South Queensferry Lifeboat Station, near Edinburgh. Last summer (as reported in this publication), The Fund's Chair attended a Royal Naming Ceremony when the station's new Atlantic 85 lifeboat, *Jimmie Cairncross*, was 'named' by HRH The Duke of Edinburgh. Now the lifeboat has a home. The former boathouse lacked sufficient space for the new boat but the smart new boathouse is just the job – providing many much-needed facilities for the busiest inshore station in Scotland – including access for the boat to launch straight down the pier, saving precious minutes.

Sir Peter Housden KCB, Permanent Secretary of the Scottish Government (SG), RNLI Lifeboat Council Member and Chair of The Lifeboat Fund, handed the new building over into the care of Queensferry Lifeboat Station. Twenty of the 100 guests were SG's



The ceremony in October: Sir Peter hands over a lifejacket, symbolising The Lifeboat Fund's support in 2011, to the RNLI's Stan Todd, a full-time helm at Tower (photo is courtesy of Katherine Vasey, RNLI)

Lifeboat Fund supporters. Since the charity was registered in Scotland (late in 2010), more than £18,600 has been raised for the cause by SG staff. The RNLI presented their fundraising co-ordinator (also Secretary of The Fund) Angela Saunders with a framed picture of Queensferry Lifeboat Station, to say thanks to its supporters in the SG.



Angela with the 'thank you' picture, showing the new lifeboat station sitting beneath the iconic Forth Railway Bridge that crosses the busy Firth of Forth (photo is courtesy of Richard Smith, RNLI)

THE LIFEBOAT FUND

Helping the RNLI save lives at sea

Making an impression

The charity's "Report and Financial Statements" promote our modern brand, with a logo designed by APS Group (Scotland) Ltd (see above). This is the third successive year in which the document has been generously donated by the APS Group, at no cost to the charity. The Trustees are exceedingly grateful for this valuable support. Given the impending strategic review, this 21stC image can only help underline The Lifeboat Fund's identity and professional approach to addressing its goals and advancing its mission.

We encourage supporters to visit our website (www.thelifeboatfund.org.uk), built by Scottish Government's ISIS (Information Services & Information Systems) team. Its news section contains reports of appeal activity across the UK. Visitors to the website can also read the history of the charity and download fundraising materials. Supporters are encouraged to submit articles, and to send the Secretary (secretary@thelifeboatfund.org.uk) personal messages of support for the Home page section, "We support The Fund because...".

Many ways to donate

On-line and texting services

Since The Lifeboat Fund took out a registration with "JustGiving", this on-line donations service has provided a range of ways to donate (one-off and regular payments, texting donations etc). It also includes a sponsorship service, allowing supporters to create a 'page' for their activity or event, on which sponsors can donate. This service has proved very successful. The total raised for The Lifeboat Fund via JustGiving in 2012 (excluding Gift Aid) was £4,986. We are extremely grateful to all who have donated through this service.

In January 2012, The Fund registered with BT MyDonate, another well-used charity donations site, including a sponsorship service. It is free to use and Gift Aid is added where appropriate. British Telecom (BT) visitors to our charity page will see a big 'thank you' for their generous payroll giving. In 2012, this service attracted support from some new quarters; the total raised (excluding Gift Aid) was £1,004.

The Trustees have agreed to the charity registering with another on-line service: Virgin Money Giving. Registration will take place early in

2013, hopefully bringing the charity to the attention of a still wider community of interest.

Supporters who use on-line banking are able to set up one-off or regular donations themselves. Those wishing to do so should contact the Secretary: secretary@thelifeboatfund.org.

Gift Aid



The Fund can reclaim tax on all donations if donors have paid sufficient income tax and/or capital gains tax and want their donation to be made under the Gift Aid Scheme. Supporters are invited to complete a simple declaration form (available on the website) so that tax can be reclaimed. In 2012 The Fund reclaimed £1,673.

Her Majesty's Revenue and Customs will not accept Gift Aid declarations without a home address and postcode, so supporters are urged to give this information.

Payroll giving and pension payroll giving
The Fund encourages supporters to donate through payroll and pension giving and has designed forms (on our website) to make this as easy as possible. The charity processing agents (Charities Trust, Charities Aid Foundation and South West Charitable Giving) also provide relevant forms. "The Lifeboat Fund" should be quoted by anyone who wants to donate through this route.

Legacies

The Fund reminds supporters how a legacy can help lifeboat crews long into the future. Lifeboat Fund-branded 'legacy' bookmarks have been available since 2012, promoting this special form of support. Our volunteers who run charity bookstalls may like to order these from the RNLI, to encourage those who borrow and buy their books to remember the charity in their Wills.

Keeping in touch

It's always a delight to exchange messages with supporters and to get their phone calls. These conversations often touch on: fundraising opportunities, types of free merchandise available and help with ordering these.

The charity's new 'group' on the "Knowledge Hub" contains lots of helpful documents and photos for us

to download and use, provided by the RNLI. Materials from our previous "Community of Practice" have been migrated to the 'KHub'. It is hosted by a public service website supporting a wide range of collaborative networks. Ours is a 'private' group designed for the use of supporters. Ask the Secretary: secretary@thelifeboatfund.org for an invitation to join The Lifeboat Fund's group.

We also invite fundraisers to ask the Secretary if they would like to take part in 'teleconferencing' with other fundraisers. It can be very helpful to share tips and learning about what works.

Current plans for supporting the RNLI's life-saving work

During 2012, we learnt that 2011 had been the RNLI's second busiest year ever – for lifeboat launches, for the time crews spent at sea, and also for lifeguard incidents. It's extremely clear that The Lifeboat Fund's assistance really matters.

In 2012, poor weather and heavy rainfall resulted in slightly less activity for lifeboat crews in the south. However, the RNLI's Flood Rescue Team had its busiest year on record, deploying 12 times to flooding in England, Wales and Northern Ireland.

In Scotland, record numbers of people were rescued by lifeboat crews – 1,055 individuals: an all-time high; with a large number of those rescues taking place in darkness.

Overall statistics for the RNLI in 2012 were still impressive: 8,321 lifeboat launches and over 7,900 people rescued. The year was a tough one for the RNLI as several major issues, including continuing financial turbulence, conspired to shift people's interests away from the charity sector and its needs – an issue also for The Lifeboat Fund. Nevertheless, the RNLI made significant strides in improving its operational support structures and coastal safety initiatives.

2013 Lifeboat Fund Appeal

As mentioned, the charity's 2013 Appeal continues a focus of recent years by seeking to raise funds for volunteer safety. Our goal of £185,000 is sufficient to cover full kitting out costs of a crew member at every lifeboat station in England, Scotland, Wales and Northern Ireland.

In 2012, all crew members received new improved-safety lifejackets – with a bit of help from The Fund. The cost of the remaining kit and equipment for each crew member is either £772 or £740 (for all-weather or inshore kit,

respectively). Larger supporter bodies might want to make £770 their goal – or those with greater aspirations may want to support several lifeboat station volunteers in this way. We encourage other supporters and individuals to remember that a pair of lifeboat gloves costs just £8 and those famous yellow wellies cost £42 – no crew member can go on a 'shout' without the proper kit.

If supporter bodies wish advice about linking with their local lifeboat station, please contact the charity Secretary: secretary@thelifeboatfund.org.uk. The 2013 appeal provides a great reason to acquaint local RNLI teams about the help we provide. Of course as ever, we expect the RNLI to use or invest the funds we raise wherever need is greatest.

Timing of the 2013 Appeal

Supporters are advised to pick a time for their fundraising that suits them best and fits with their priorities and available resources. It can be easier to stagger your efforts across the year – permanent displays like a charity bookstall require limited input while keeping The Lifeboat Fund in people's minds. This publication's description of 2012 Appeal events (see pages 13 and 14) may help in planning for 2013. As in 2011 and 2012, Fundraisers' Packs

will be issued to 'lead' fundraisers in each government organisation, mentioning key dates in the charity's calendar and some opportunities to bear in mind.

Reflecting The Lifeboat Fund's developing partnership with the RNLI, that body will once more provide customised high-quality fundraising materials to publicise The Fund and its charitable events. These can be ordered direct from the RNLI; The Fund's Secretary is also pleased to assist.

If you can help us keep lifeboat crews safe in 2013, The Lifeboat Fund and all in the RNLI will be incredibly grateful!

Charity registration

We still await news that the Charity Commission for Northern Ireland is taking applications for registration. This may well be required in the course of 2013. Due to a technical legislative matter, the Commission has not yet started registering charities, but it has been made aware of our interest. In the meantime, supporters are still able to raise funds in Northern Ireland.

Who we are

Trustees

The Communications and Public Service Lifeboat Fund, also known as The Lifeboat Fund, consists of a Council with a Constitution – its governing document. The Council appoints members of the Executive Committee who serve as The Lifeboat Fund's

Trustees. In inducting them, the Council requires new members to familiarise themselves with "The Essential Trustee: What you need to know", a Charity Commission publication, which aims to provide Trustees with a full awareness of their responsibilities and duties. Members are also required to read and understand the guidance produced by

the Office of the Scottish Charity Regulator, since The Fund is also a charity registered in Scotland.

The Trustees who served on the Executive Committee during the year ended 31 December 2012 and members who have been appointed since are listed below:

Name	Office/Government body	Period in post, if not for whole year
Sir Peter Housden KCB Mrs Frances Kilner MBE	Chairman/Scottish Government Deputy Chairman/ Department for Work and Pensions	
Ms Angela Saunders Ms Madeline Dugmore	Hon. Secretary/Scottish Government Hon. Treasurer/National Audit Office	
Ms Christine McLaughlin	Hon. Treasurer/Scottish Government	Resigned with effect from end March 2012 – having completed the 2011 annual accounts
Ms Bronwyn Hill CBE	Department for Environment, Food and Rural Affairs	Appointed as Hon. Treasurer from April 2012
Ms Una O'Brien CB	Department of Health	Appointed February 2012
Mr Simon Claydon	Department of Health	
Ms Hope Halstad	Serving in a personal capacity	
Mr John Jarvis	Civil Service Pensioners' Alliance	
Mrs Jay Mandalia	HM Revenue & Customs	
Ms Louise Selby	Home Office	
Ms Nicola Baker	Serving in a personal capacity from October 2012; previously Ministry of Justice	
Mrs Diane Wailles	HM Revenue & Customs	Appointed in February 2013
Mr Conrad Bailey	Foreign & Commonwealth Office	Appointed in February 2013
Ambassador Jonathan Knott	Foreign & Commonwealth Office	Appointed in February 2013
Mr David Pitchford LVO	Cabinet Office	Appointed in February 2013
Mr Peter Schild	HM Revenue & Customs	Appointed in February 2013
Mr Paul Shipley	Ministry of Justice	Appointed in February 2013
Mr Michael Trevett	Office for National Statistics	Appointed in February 2013
Ms Linda Wilson	Northern Ireland Civil Service	Appointed in February 2013

Members of the Council

The Council of The Lifeboat Fund can comprise representatives from organisations and departments of the Civil Service, Royal Mail, British

Telecom plc, and from other bodies, who act on a voluntary basis. The present Council members (at time of writing in February 2013), excluding the Officers, are:

Ms Carolyn Airey	Department for International Development
Mr Conrad Bailey	Foreign & Commonwealth Office
Ms Nicola Baker	Serving in a personal capacity
Mr Kallon Basham	Ministry of Justice
Mr Simon Claydon	Department of Health
Ms Anne Coan	Health and Safety Executive
Ms Kathleen Cowan	Accountant in Bankruptcy
Ms Wendy Derrett	UK Statistics Authority/Office for National Statistics
Mr Eldad Druks	Crown Prosecution Service
Ms Sarah Duncan	Student Awards Agency for Scotland
Mrs Adela Ginn	Northern Ireland Civil Service
Ms Hannah Gautrey	UK Trade and Investment
Ms Hope Halstad	Serving in a personal capacity
Ms Angela Hamilton	Historic Scotland
Ms Claire Hardy	National Audit Office
Ms Bronwyn Hill CBE	Department for Environment, Food and Rural Affairs
Mr Terence Ilott	Department for Environment, Food and Rural Affairs
Mr John Jarvis	Civil Service Pensioners' Alliance
Mr Matt Keay	Ministry of Defence
Ambassador Jonathan Knott	Foreign & Commonwealth Office
Mr Kevin Lowrie	Department for Business, Innovation and Skills
Ms Sara Lymath	Home Office
Ms Valerie MacGregor	Scottish Court Service
Ms Laura Mackie	Disclosure Scotland
Ms Lynne MacMaster	Crown Office and Procurator Fiscal Service
Mrs Jay Mandalia	HM Revenue & Customs
Mrs Linda McGarty	HM Land Registry
Ms Ruth Murton	Department for Education

Mr Paul J Nelson	Cabinet Office
Ms Una O'Brien CB	Department of Health
Mr David Pitchford LVO	Cabinet Office
Ms Elaine Radburn	Dept for Communities and Local Government
Mr Peter Schild	HM Revenue & Customs
Ms Louise Selby	Home Office
Mr Paul Shipley	Ministry of Justice
Ms Harriet Stevens	HM Revenue & Customs
Mr Jonathan Stones	Department of Health
Mr Michael Trevett	Office for National Statistics
Mrs Diane Wailes	HM Revenue & Customs
Ms Linda Wilson	Northern Ireland Civil Service

Trustees' responsibilities

The Trustees administer and manage The Fund while the Council oversees the strategy. Day-to-day business of the charity is conducted by the Honorary Secretary and Honorary Treasurer under the direction of the Executive Committee of Trustees.

The Trustees are responsible for preparing the Trustees' Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial

statements comply with the Charities Act 2011 and trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. (Legislation in the United Kingdom which governs the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.)

This Report was approved by the Trustees on 17 April 2013 and signed on their behalf by:

Peter Housden
Chair
on behalf of the Trustees



2012 Financial Summary

2012 has been a very strong year for The Lifeboat Fund, with total donations of almost £120,000 for the RNLI. The main sources of these donations are shown in the table below, along with a comparison with 2011:

	2012	2011
	£	£
Pension payroll giving (net of distribution charges)	48,495	53,000
Payroll giving – BT	19,285	16,500
Traditional appeal		
– Donations	49,043	42,000
– Miscellaneous	1,254	5,000
– Gift aid	1,673	5,500
Total from traditional appeal	51,970	52,500
Total	119,750	122,000

During the year we were able to donate £100,000 to the RNLI, providing planning certainty to make best use of funds through the year. As a result, the RNLI were able to fund £235,000 of training and kit for lifeboat crews and lifeguards and lifeboat maintenance, by making use of reserves in line with the agreed plan for the year.

Use of funds

The Lifeboat Fund does not hold reserves. As in previous years The Fund holds a cash balance in order to meet planned expenditure. All other income is transferred to the RNLI as it

accumulates. The total cash at bank and in hand is £60,812 as at 31 December 2012, compared to £63,365 as at 31 December 2011.

The RNLI holds our donations in a restricted fund. For the first time, the RNLI has this year been able to identify £80,237 of actual investment income which has accrued from this restricted fund. This is significantly higher than the notional figure of £8,623 identified in 2011 and includes income of £25,336 for 2012, together with a retrospective adjustment for 2009-2011 of £54,901. Monies that are held in the

restricted fund are utilised in accordance with the plans agreed with the RNLI – to purchase a new lifeboat or any other related purchase that The Lifeboat Fund agrees upon.

The balance brought forward in the restricted fund as at 1 January 2012 was £619,980. Reserves were utilised through payments towards RNLI projects or lifeboats of £235,000 and expenses paid directly by the RNLI of £2,501. The RNLI funds of £235,000 were utilised through crew training of £155,000 and crew kit of £80,000. That statement derives from the accounts

and represents actual spend by the RNLI in-year, relating primarily to spend against 2011 priorities.

Reserves were increased through a donation from The Lifeboat Fund to the RNLI of £100,000, together with donations and legacies of £19,816 and investment income of £80,237. In total this brings the closing balance on the restricted fund to £582,532 as at 31 December 2012.

The Lifeboat Fund is wholly dependent upon the services of unpaid volunteers and donations in kind. We would therefore wish to acknowledge the contribution of the Scottish Government in donating the services of its Honorary Secretary and Treasurer, of Reeves & Co LLP in donating their services as the Honorary Independent Examiner and of the RNLI in providing meeting facilities for the Executive Committee. We greatly appreciate their support.

The Lifeboat Fund's financial statements and a summary of contributions are part of this annual report.

Risk management

Risks are assessed as part of the agreed annual financial plan. There are no high risks identified in relation to The Lifeboat Fund financial position given that The Fund passes all of its receipts on to the RNLI to invest and hold in the restricted fund. Any risks in relation to a reduction in income are mitigated by either a subsequent change to the planned expenditure, or a decision to utilise a greater proportion of reserves in year.

Remuneration to charity Trustees

No remuneration or other benefits were paid from the charity to a Trustee.

Relationship with other charities

Since its foundation in 1866, the Communications and Public Service Lifeboat Fund has become the longest-serving and one of the biggest single supporters of the RNLI. Supporting the RNLI remains its sole purpose.

The RNLI is a registered charity which exists to save lives at sea by providing, on call, the 24-hour search and rescue service to 100 nautical miles out from the coast of the UK and Republic of Ireland, and a seasonal lifeguard service on over 150 of the busiest beaches in England and Wales. It

depends entirely on voluntary giving and legacies for its income, and for the most part on volunteers to crew its lifeboats, which are based at 236 lifeboat stations. The support given by The Lifeboat Fund to the RNLI helps to maintain over 340 lifeboats and four hovercraft in its active fleet.

It costs over £140 million every year to run the RNLI. The donations which provide that income are put to very good use – the RNLI's volunteer crews rescued nearly 16,000 people in the last two years alone: an average of 22 people every day.

The RNLI pays for most substantial expenditure by The Fund out of restricted funds, held as explained earlier in the Report, subject to the approval of The Fund's Executive Committee. At the end of each financial year, the RNLI provides The Fund with a Statement of Account, which agrees the amount held by the RNLI in a restricted fund on behalf of The Fund and which is reflected in the additional note set out below the Balance Sheet in our financial statements.

Independent Examiner's Report for the year ended 31 December 2012

I report on the accounts of the charity for the year ended 31 December 2012 which are set out on pages 30 to 39.

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(2) of the Charities Act 2011 (the 2011 Act) or under Regulation 10(1)(a) to (c) of the Charities Accounts (Scotland) Regulations 2006 (the 2006 Regulations) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011 and under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act);
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 the general

Directions given by the Charity Commission and is in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 you as 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 matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the

2011 Act and section 44 (1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and

- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act and section 44(1)(b) of the 2005 Act and Regulation 8 of the 2006 Accounts Regulations have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Dated:

G Jones, ACA BSc (Hons),
Reeves & Co LLP,
Chartered Accountants,
Montague Place,
Quayside,
Chatham Maritime,
Chatham, ME4 4QU

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2012

		Unrestricted Funds 2012 £	Unrestricted Funds 2011 £
	Note		
Incoming resources			
Incoming resources from generated funds			
Voluntary income	3	159,649	162,016
Investment income		3	1
Lifeboat Fund expenses met by the RNLI		2,501	2,170
Total incoming resources		162,153	164,187
Resources expended			
Costs of generating funds			
Costs of generating voluntary income	4	42,429	43,527
Charitable activities	4	119,816	98,227
Governance costs	4	1,000	1,000
Total resources expended		163,245	142,754
Net incoming/(outgoing) resources		(1,092)	21,433
Total funds brought forward at 1 January 2012		67,929	46,496
Total funds carried forward as at 31 December 2012		66,837	67,929

The Statement of Financial Activities includes all gains and losses recognised in the year. The notes on pages 32 to 38 form part of these financial statements.

BALANCE SHEET AS AT 31 DECEMBER 2012

		Total Funds 2012 £	Total Funds 2011 £
	Note		
Fixed Assets			
Tangible fixed assets	7	-	-
Current assets			
Receivables	8	6,238	4,791
Cash at bank and in hand	9	60,812	63,365
		<u>67,050</u>	<u>68,156</u>
Current liabilities			
Payables	10	(213)	(227)
Net assets		<u>66,837</u>	<u>67,929</u>
The funds of the charity			
Unrestricted income funds		<u>66,837</u>	<u>67,929</u>
		<u>66,837</u>	<u>67,929</u>

The financial statements were approved by the Trustees on 17 April 2013 and signed on their behalf by:

Christine McLaughlin
Honorary Treasurer

Peter Housden
Chair

The notes on pages 32 to 38 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012

1. Accounting policies

1.1 Basis of preparation of accounts

The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005 and applicable accounting standards.

1.2 Fund accounting

Unrestricted funds are funds that are available for use at the discretion of the Trustees to advance the general objectives of the charity and that have not been designated for other purposes.

1.3 Incoming resources

All incoming resources are included in the Statement of Financial Activities when The Lifeboat Fund is entitled to the income and the amount can be measured with sufficient reliability. Legacies are included when The Fund is advised by the personal representative of an estate that

payment will be made or property transferred, and the amount involved can be quantified.

Where incoming resources have related expenditure, as with fundraising, the incoming resources and related expenditure are reported gross in the Statement of Financial Activities.

Donations are only included in the Statement of Financial Activities when The Lifeboat Fund has unconditional entitlement to the resources.

Incoming resources from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

Donated services and facilities are only included in incoming resources, with an equivalent amount in resources expended, where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

The value of any voluntary help received is not included in the accounts but is described in the Trustees' Annual Report.

Investment income is included in the accounts when receivable.

1.4 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities, they have been allocated on a basis consistent with the use of the resources.

1.5 Value Added Tax

Value Added Tax is not recoverable by the charity and, as such, is included in the relevant costs in the Statement of Financial Activities.

1.6 Tangible fixed assets and depreciation

These are capitalized if they can be used for more than one year, and cost more than £500. They are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Office Equipment - 25% straight line over 4 years.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012

2. Balance in RNLI Restricted funds

	2012 £	2011 £
Opening balance in RNLI Restricted funds for The Lifeboat Fund	619,980	590,522
Less: payments towards RNLI projects or lifeboats	(235,000)	(75,000)
Lifeboat Fund donations to RNLI	119,816	98,005
Investment income	80,237	-
Notional interest received in-year on Restricted fund balances	-	8,623
Less: Lifeboat Fund expenses paid directly by RNLI	(2,501)	(2,170)
Closing balance in RNLI Restricted funds for The Lifeboat Fund	582,532	619,980

3. Analysis of incoming resources

	2012 £	2011 £
Voluntary income		
Donations, legacies and similar incoming resources		
Donations received gross of cost of distributing payroll and pension-giving costs	98,261	99,572
Gift Aid	1,673	5,504
Legacies received via RNLI	19,816	18,505
	<u>119,750</u>	<u>123,581</u>
Donated services		
Salary (met by a government department)	35,204	34,187
Employer’s National Insurance contributions	3,695	3,248
Cost of services of the Independent Examiners	1,000	1,000
	<u>39,899</u>	<u>38,435</u>
Total voluntary income	<u><u>159,649</u></u>	<u><u>162,016</u></u>

4. Analysis of resources expended

	2012	2011
	£	£
Cost of generating voluntary income		
Cost of distributing payroll and pension-giving donations	-	2,167
Printing and distribution of appeal leaflets	2,501	2,170
Miscellaneous	1,029	1,755
Salary and support costs	38,899	37,435
	<u>42,429</u>	<u>43,527</u>
Charitable activities		
Donations passed to the RNLI	100,000	79,500
Donations and legacies to The Lifeboat Fund received by the RNLI	19,816	18,505
Attendance at the launching and naming of lifeboats	-	222
	<u>119,816</u>	<u>98,227</u>
Governance costs		
Independent Examiners	1,000	1,000
	<u>1,000</u>	<u>1,000</u>

5. Net incoming resources

	2012 £	2011 £
This is stated after charging		
Independent Examiner's fees	1,000	1,000
	<u>1,000</u>	<u>1,000</u>

6. Staff costs

Staff costs were as follows:

Wages and salaries	35,204	34,187
Employer's National Insurance contributions	3,695	3,248
	<u>38,899</u>	<u>37,435</u>

7. Tangible fixed assets

	Office equipment £
Cost or valuation	
Balance brought forward	626
Additions	-
Balance carried forward	<u>626</u>
Accumulated depreciation	
Balance brought forward	626
Depreciation charge for the year	-
Balance carried forward	<u>626</u>
Net Book Value:	
Brought forward	<u>-</u>
Carried forward	<u>-</u>

8. Receivables

Donations receivable from JustGiving	-	258
Gift Aid receivable	171	4,533
Other	6,067	-
	<u>6,238</u>	<u>4,791</u>

9. Cash

	2012	2011
	£	£
Cash at bank	60,812	63,345
Cash in hand	-	20
	<u>60,812</u>	<u>63,365</u>

10. Payables

	2012	2011
	£	£
Expenses due to the Scottish Government	195	213
Trade payables	18	14
	<u>213</u>	<u>227</u>

Summary of Contributions to The Fund
Recorded during the year ended 31 December 2012

	£
Charities – Pension and Payroll Giving	48,495
BT – Payroll Giving	19,285
Department for Work and Pensions	16,791
Scottish Government	8,414
HM Revenue and Customs	5,168
Civil Service Insurance Society	4,500
Government Communications Headquarters	3,547
Department for Social Development in Northern Ireland	2,325
Ministry of Justice	1,871
Gift Aid	1,673
Office for National Statistics	1,671
Department for Business Innovation and Skills	1,555
Miscellaneous	1,256
National Audit Office	901
Civil Service Pensioners’ Alliance	676
Department for Environment Food and Rural Affairs	430
Charities Aid Foundation	283
Cabinet Office	282
Department of Health	216
Department for Communities and Local Government	179
Department for Education	102
Ipsos MORI	80
NICS Centre for Workplace Health Improvement	50
Total	119,750

THE LIFEBOAT FUND ANNUAL GENERAL MEETING HELD ON 17 APRIL 2013 – MINUTES

13:30 hrs at the RNLI's London and South East Regional Office, 124-126 Webber Street, London

Item 1a, Welcome –

- Those attending were as follows:

Council Members –

- Sir Peter Housden, Chair (Scottish Government);
- Frances Kilner, Deputy Chair (Department for Work and Pensions);
- Christine McLaughlin, Hon. Treasurer (Scottish Government);
- Angela Saunders, Hon. Secretary (Scottish Government);
- John Jarvis (Civil Service Pensioners' Alliance);
- Jay Mandalia (HM Revenue & Customs);
- Diane Wailes (HM Revenue & Customs);
- Conrad Bailey (Foreign & Commonwealth Office);
- Michael Trevett (Office for National Statistics);
- Jonathan Knott (Foreign & Commonwealth Office);
- Peter Schild (HM Revenue & Customs);
- Paul Shipley (Ministry of Justice);
- Linda Wilson (Northern Ireland Civil Service);
- David Pitchford (Cabinet Office).

In attendance –

- Clinton Shaw;
 - Robert Kinnear;
 - Gordon Jones (Reeves & Co LLP);
 - Natalie Fischer, Amy Fallowfield and Andy Mayo (RNLI);
 - Gerry Higgins, James Finnie and Bill King (from CEIS and IFC – consultants for The Fund's strategic review).
- The apologies were as follows: Una O'Brien, Bronwyn Hill, Louise Selby, Nicola Baker, Kevin Holliday, Kevin Lowrie, Sir John Bourn, Adela Ginn, Sarah Duncan, Angela Hamilton, AJ Clewley, John Thompson, Graeme Kenyon, Sir David Rowlands, Brenda Weston, Margaret Smith, Sir Kevin Tebbit, Madeline Dugmore, Paul Kilner and Nick Cheetham.

Main purpose of the meeting was to –

- take the Hon. Treasurer's report;
- take the Hon. Secretary's report;
- commend the 2012 Trustees' Report ("Report and Financial Statements for the year ended 31 December 2012") to the Council for approval; and
- ask the Council to approve the election and re-election (as appropriate) of officers and members of the Executive Committee.

Item 1b, Chair's opening comments –

The Chair welcomed everyone and thanked the RNLI for their hospitality in kindly hosting the AGM.

In particular, Sir Peter recorded a warm welcome to seven new Trustees: Conrad Bailey, Jonathan Knott, David Pitchford, Peter Schild, Paul Shipley, Michael Trevett and Linda Wilson – whose appointments in February would be subject to confirmation at the meeting.

The Chair noted that, after a fine achievement in 2012, when The Fund raised nearly £120,000, the additional outreach potential of the expanded Trustee team and the impending strategic review of the charity offered significant opportunities for growth.

Sir Peter then commended the Executive Committee's officer team. In terms of encouraging larger numbers of civil servants and government organisations to get involved with the charity, he observed that employee engagement in good causes was also a great way to make workplaces livelier and more successful overall.

Item 2, Honorary Treasurer's report –

The Hon. Treasurer gave verbal and written reports, based on the "Report and Financial Statements for the year ended 31 December 2012". Christine thanked colleagues in Scottish Government and the Deputy Chair for their support in her first year as Treasurer.

The Fund had more than met its £150,000 target, making 2012 a very strong year. Income generated in-year had amounted to almost £120,000; the key donation categories being, as usual: pension and payroll giving and the traditional appeal. Through a combination of this income, plus reserves held already by the RNLI from The Lifeboat Fund, the RNLI was able to utilise a total of £235,000 gifted by The Fund. Noting the contribution by serving and former employees of British Telecom and the Royal Mail – and advice from the charity Secretary – it was agreed to refresh The Lifeboat Fund's long-standing relationships with those two organisations.

The Chair requested a split of pension and payroll giving. The Treasurer replied that pension giving amounted to £35,000 (from c. 900 people giving on a monthly basis) and payroll giving was £13,500 (c. 100 people giving monthly). BT Payroll giving amounted to £19,300 (from c. 114 people). Christine confirmed that the number of individuals giving and the average amounts will now be monitored routinely and reported back to the Executive Committee.

The Chair thanked Christine McLaughlin for her report.

Item 3, Honorary Secretary's report –

The Hon. Secretary remarked on the excellent attendance at the AGM, including the full team of new Trustees. Angela proceeded to highlight some key events of 2012 and aspects of the Annual Report:

- the charity's financial performance of 2012 had been highly gratifying; and the results of the traditional appeal, in a difficult climate, were a real credit to all who had worked hard fundraising and those who had donated.

- the 2012 Report document underlined, deliberately, that fundraising did not need to be onerous – but it must be made easy for people to give and marketing must be compelling. The strategic review would tell The Lifeboat Fund how well it was performing in these and other areas.
- some 17 bodies linked to the Civil Service had contributed to the appeal – this was encouraging but left room for improvement. The work of Jay Mandalia and her HMRC fundraisers at Southend-on-Sea was highly commended – raising £5,001 – as was the CSIS's generous support of the 2012 Appeal. The CSIS's engagement was a tremendous example of collaboration for mutual benefit. Sincere thanks were due to all CS-affiliated bodies which helped publicise The Fund's appeals.
- attendees' attention was drawn to page 11 of the 2012 Report, and the list of Lifeboat Fund boats in the RNLI fleet. In 2012, those lifeboats had doubled their rescues of 2011 and six of those rescued would otherwise have lost their lives.

The Secretary thanked her fellow Trustees and RNLI colleagues for all their support and help in 2012. Warm thanks were due to APS Group (Scotland) Ltd for donating the printing and production of another superb-looking Annual Report. The Chair proposed a vote of thanks to APS, which was passed enthusiastically.

Having fundraised in 2012 to support lifeguard training, the purchase of new lifejackets and to maintain lifeboats bought by the charity, in 2013 The Lifeboat Fund had set a target of £185,000 to cover kitting-out costs of a crew member at every single UK lifeboat station. The aim was to equip over 200 of the RNLI's "ordinary people doing extraordinary things" to keep saving lives at sea.

The Chair proposed that Council members should approve the "Report and Financial Statements for the year ended 31 December 2012", which they duly did.

Item 4, Re-election of officers –

The Council members approved:

- the re-election of –
Peter Housden as Chair;
Frances Kilner as Deputy Chair;
Christine McLaughlin as Hon. Treasurer; and
Angela Saunders as Hon. Secretary.

Item 5, Election or re-election of members of the Executive Committee –

The Council members approved:

- the election of –
Conrad Bailey (Foreign & Commonwealth Office);
Jonathan Knott (Foreign & Commonwealth Office);
David Pitchford (Cabinet Office);
Peter Schild (HM Revenue & Customs);
Paul Shipley (Ministry of Justice);
Michael Trevett (Office for National Statistics); and
Linda Wilson (Northern Ireland Civil Service).

- the re-election of the following Trustees –
Bronwyn Hill (Department for Environment, Food and Rural Affairs);
Una O'Brien (Department of Health);
Diane Wailes (HM Revenue & Customs);
Nicola Baker (serving in a personal capacity);
Simon Claydon (Department of Health);
John Jarvis (Civil Service Pensioners' Alliance);
Jay Mandalia (HM Revenue & Customs);
Louise Selby (Home Office); and
Hope Halstad (serving in a personal capacity).

Item 6, Closing words from the Chair –

The Chair thanked: all attendees; the AGM's hosts, the RNLI, and Andy Mayo, their guest speaker; also Gordon Jones of Reeves & Co LLP, The Fund's Independent Examiners and Accountants.

Sir Peter also recorded his gratitude to the members of the Executive Committee, and to all the charity's fundraisers and donors in 2012. He looked forward to 2013 being another successful year, with a strong business plan and heightened performance emerging from the strategic review.

Item 7, Guest speaker's address –

The Chair introduced Andy Mayo, from Chiswick Lifeboat Station in London.

Andy had served for 20 years with the RNLI, originally at Margate, then volunteering for All-Weather Lifeboat service at Dover. A chef by profession, he had experienced Force 10 conditions, 5 to 10 hour-long 'shouts' and a range of emergencies including tankers on fire.

Andy had become a Helmsman (full-time) at Chiswick on the Thames, but still volunteered on the lifeboat at Whitstable. He had been out on a shout at 22:20 hrs the previous evening.

There were four stations on the Thames, equipped with fast and powerful E Class lifeboats and life-rafts accommodating larger numbers of people. Around 50 volunteers served at Chiswick, including people employed by the police and ambulance services, and committed to two shifts every month. All had medical training to deal with emergencies they faced.

Andy said he loved the new lifejackets The Fund had helped purchase in 2012, which were lighter and more comfortable, with great safety features. He was much involved with local fundraising for the RNLI; a "Yellow Welly Ball" he had attended lately in the area had raised £125,000.

Andy thanked The Fund for all its donations to the RNLI and invited members to visit Chiswick Lifeboat Station – the second busiest in the country (250 shouts and 17 lives saved already in 2013). Team building experiences could also be offered to civil servants at Chiswick and at RNLI Poole.

HOW TO CONTACT US:

Honorary Secretary

Ms Angela Saunders
Scottish Government
E1 Spur
Saughton House
Broomhouse Drive
Edinburgh EH11 3XD

† 0131 244 8488

e secretary@thelifeboatfund.org.uk

Honorary Treasurer

Ms Christine McLaughlin
Scottish Government
Health Finance Directorate
Room BR.06, St Andrew's House
Regent Road, Edinburgh EH1 3DG

e Christine.McLaughlin@scotland.gsi.gov.uk

w www.thelifeboatfund.org.uk

The registered address of The Lifeboat Fund is:

The Scottish Government
Saughton House (Spur E1)
Broomhouse Drive
Edinburgh
EH11 3XD

Independent Examiner

Gordon Jones
Reeves & Co LLP
Montague Place
Quayside
Chatham Maritime
Chatham
ME4 4QU



The Lifeboat Fund

Helping the RNLI save lives at sea, on our rivers and in flooding conditions by raising money from serving and retired staff of the Civil Service, Royal Mail and British Telecom.

Over the past 5 years, The Fund's lifeboats have been launched 1,365 times, saving 42 lives and rescuing a further 1,094 people.

We can assist the RNLI in its life-saving work only with your help.

Visit www.thelifeboatfund.org.uk for more information about us.

Thank you to all our supporters!