

ANNUAL REPORT 1997



A Severn Class boat

CISPOTEL's new Severn Class Lifeboat will join the relief fleet.
Over £250,00 is still required to complete our purchase.

THE CIVIL SERVICE, POST OFFICE AND BRITISH TELECOMMUNICATIONS LIFEBOAT FUND

Founded 1866- Registered charity number 248421

Civil House, Beaconsfield Road, Bickley, Kent, BR1 2BL. Telephone: 0181 466 1150

The Civil Service, Post Office and British Telecommunications Lifeboat Fund (also known as the CISPOTEL Lifeboat Fund) is the biggest single supporter of the Royal National Lifeboat Institution (RNLI). Since its foundation in 1866, the Fund has provided 42 lifeboats for the RNLI which have saved over 4,400 lives.

The Fund is a charity which operates by collecting money on a voluntary basis from both serving and retired Civil Servants, Post Office and British Telecommunications employees and from employees of other bodies associated with the Civil Service. The money collected is handed over to the RNLI to accrue to buy lifeboats.

There are currently 4 CISPOTEL boats in the RNLI active fleet; these are the Richard Evans at Portrush. St. Cybi II at Holyhead, the Princess Royal at St. Ives and Windsor Runner at Blyth. Percy Garon, an Atlantic 75, is currently at Lamlash but is usually in the relief fleet. Eric Seal, which was stationed at Eyemouth, transferred to the relief fleet in April 1996 and is now for sale. During 1997 our lifeboats were launched 74 times and 10 lives were saved with a further 54 people given assistance.

Other CISPOTEL lifeboats are in a unique RNLI museum in Kent. The Edward Bridges which was at Torbay until 1994, St. Cybi which was at Holyhead until 1980 and North Foreland which was at Margate until 1978, are on display at the Lifeboat! Gallery at the Historic Dockyard, Chatham, Kent.

ROYAL NATIONAL LIFEBOAT INSTITUTION

The Royal National Lifeboat Institution is a registered charity which exists to save life at sea. It provides, on call, the 24-hour service necessary to cover search and rescue requirements to 50 miles out from the coast of the United Kingdom and the Republic of Ireland. There are 222 lifeboat stations and an active fleet of 302 lifeboats with a further 133 boats in the reserve. In 1997 the lifeboats were launched 6,839 times; 1,430 lives were saved and a total of 6,748 were assisted; lifeboat hours at sea amounted to 9,585.

Lifeboat men and women are volunteers who earn their living in other ways. There are over 170 women in the crews from more than 4,300 volunteer crew members throughout the country. There is a full-time mechanic in each all-weather lifeboat crew.

The volunteers receive a few pounds each time they are called out to cover their expenses. The RNLI depends entirely on voluntary contributions for its income, and in 1998 it will cost around £72 million to run the lifeboat service.

The Civil Service. Post Office and British Telecommunications Ltfeboat Fund - Established 1866

PATRON: **HRH The Duke of Kent**

CHAIRMAN: **Dame Valerie Strachan, DCB**

DEPUTY CHAIRMAN: **Sir John Bourn, K.C.B.**

HONORARY SECRETARY: **Mrs L. Jones**
Culver House, Beaconsfield Road,
Bickley, Kent, BR1 2BL
(Tel: 0181 466 1150)

HONORARY TREASURER: **T. P. Grant**
1 Cornwall Road
Cheam, Surrey, SM2 6DR
(Tel: 0171 798 7771 (Office), 0181 642 7106 (Home))

EXECUTIVE COMMITTEE:

D. Bowers Department of Social Security
J. A. Dixon DETR
C. Henn Without portfolio
Mrs C. Ringshaw-Dowle Home Office
D Screeche-Powell Ministry of Defence
P. Walls HM Customs and Excise
Ms C. Wardle Post Office

The Fund is governed by a Council and its governing document is its Constitution. The Council appoints the members of the Executive Committee who act as the charity's trustees. The Chairman, Deputy Chairman, Honorary Secretary and Honorary Treasurer are ex-officio members of the Executive Committee. No Officer or Member of the Executive Committee is remunerated by the Fund.

The Chairman is also a member of the RNLI's Committee of Management and Executive Committee.

BANKERS:

Midland Bank Pie., Seven Dials Branch, Hove, BN3 ITX
Girobank, Bootle, Merseyside

ACCOUNTANTS:

Messrs. Reeves and Neylan, Chartered Accountants. Canterbury

MEMBERS OF THE COUNCIL (excluding the Officers):

The Council of the Fund comprises representatives from Departments of the Civil Service, the Post Office and British Telecommunications plc, and from other organisations as listed in the Civil Service Year Book, who act on a voluntary basis.

Mrs M. Wilsey, Ministry of Agriculture, Fisheries and Food

Ms K. Battson, Cabinet Office

P. Belcher, Central Office of Information

Mrs V. Wainwright, Charity Commission

R. Blake, Crown Estate Office

P. Walls, HM Customs and Excise

D. J. Screeche-Powell, Ministry of Defence

Miss K. Rowe, Department for Education and Employment

P. D'Costa, DEIR (Environment side)

Mrs L. Clemitson, Foreign and Commonwealth Office

Ms V. Collier, Government Communications Headquarters

Mrs E. Dainty, Department of Health

Mrs C. Ringshaw-Dowle, Home Office

Mrs A. Johnson, House of Lords

Mrs A. Roy, Board of Inland Revenue

Mrs C. Airey, Intervention Board

Mrs A. South, HM Land Registry

R. Flanigan, Lord Chancellor's Department

D. Kennedy, National Audit Office

A. G. Ladd, National Investment and Loans Office

Mrs Williamson, Northern Ireland Office

Mrs S. Hill, Office for National Statistics

Mrs V. Pittock, Ordnance Survey

Ms S. Warne, Overseas Development Administration

S. J. Hurrell, Parliamentary Commissioner's Office

Ms C. Wardle, Post Office

Mrs A. Kidd, Public Record Office

P. Palmer, Royal Mint

D. Bowers, Department of Social Security

Miss P. Morris, Department of Trade and Industry

J. Dixon, DEIR (Transport side)

Mrs E. Wright, HM Treasury

Ms H. Donnelly, Treasury Solicitor's Department

C. Tester, Welsh Office

Miss Dickey, Crown Office, Scotland

J. Macdonald, Scottish Court Service

Mrs C. Wilkinson, Department of the Environment, Northern Ireland

Mrs Williamson, Northern Ireland Office

Mrs A. O'Neil, Northern Ireland Social Security Agency

REPORT FOR 1997

The Council, which includes the trustees, have pleasure in presenting the Annual Report for 1997 of the Civil Service, Post Office and British Telecommunications (CISPOTEL) Lifeboat Fund.

CHAIRMAN AND OFFICERS OF THE FUND IN 1997

CHAIRMAN:	Sir Angus Fraser, KCB TD
DEPUTY CHAIRMEN:	Sir John Bourn, KCB Mrs V P M Strachan, CB
HONORARY SECRETARY:	Mrs L Jones
HONORARY TREASURER:	Mr A Barker and Mr T P Grant*

MEMBERS OF THE EXECUTIVE COMMITTEE IN 1997

D. Bowers*	Department of Social Security
J. A. Dixon	DETR
C. Henn	Without portfolio
J. Morrison	Post Office
Miss C McGuinness**	BT
Mrs C. Ringshaw-Dowle	Home Office
D. Screeche-Powell	Ministry of Defence
P. Walls	HM Customs and Excise

FINANCIAL REVIEW

In 1997, donations increased by almost £50,000 over the previous year, mainly due to the generosity of retired civil servants (see below) and a large legacy, enabling CISPOTEL to hand over almost £127,000 to the RNLI. Fundraising was again the main expense and this year it was substantial as it included £12,572 for the cost of printing and distributing leaflets to 570,000 retired civil servants.

The balance held by the RNLI at 31 December 1997 in their restricted funds towards the purchase of the Fund's next lifeboat was £506,000.

There was one minor change to accounting policy as explained in the Notes to the financial statements.

PENSION PAYROLL GIVING SCHEME

Early in 1997, CISPOTEL had the opportunity to write to all civil service pensioners by means of a leaflet included with details of pension increases distributed by **Paymaster**. The Fund was delighted with the response to this special appeal. Civil service pensioners (including those who responded to the first payroll giving appeal in 1994) provided an extremely valuable £52,341 in 1997. The Fund extended sincere thanks for this achievement and values a considerable regular amount that is now contributed to the Fund by civil service pensioners.

A leaflet explaining the Pension Payroll Giving Scheme is still available from the Honorary Secretary who would also be happy to advise anyone wishing to contribute this way.

BADGE APPEAL IN ROYAL MAIL SCOTLAND

To see if the sale of badges to CISPOTEL supporters would prove successful. Royal Mail Scotland embarked on a sale of RNLI badges in late 1996/early 1997 which resulted in £2,985.98 being raised overall. John Morrison co-ordinated the trial appeal which was, generally, well received. The sale of badges was considered a good way to raise funds in certain other Departments or organisations, and indeed, RNLI badges have been provided to a few other organisations with encouraging results.

***CHANGE OF HONORARY TREASURER**

Mr Tony Barker stood down as Honorary Treasurer at the 1997 Annual General Meeting where Mr Tom Grant was appointed to succeed him.

... CHANGES IN EXECUTIVE COMMITTEE

During 1997 Miss Cathy McGuinness. BT. resigned from the Executive Committee and no appointment to replace her has been made. Mr David Bowers was appointed to succeed Mr Ed Chapman. Department of Social Security. who also resigned.

GRATEFUL THANKS

On behalf of the Fund, the Council takes this opportunity to record its thanks to Departmental representatives and all the generous contributors. both serving and retired, in the Civil Service, the Post Office and BT, for their hard work. continued support and generosity over the past year.

Signed on behalf of the Council
Sir Angus Fraser, Chairman
Mrs Lynda Jones, Honorary Secretary
March 1998

ANNUAL GENERAL MEETING
10 MARCH 1998

The Annual General Meeting was held on Tuesday 10 March at 2.30 pm in the Board Room of the Crown Estate Office, 16 Carlton House Terrace, London, SW1. The Guest speaker was Mr Brendan Eley, Regions Fundraising Development Manager, RNLI.

Chairman's opening remarks

WELCOMES

The Chairman greeted and thanked everyone for attending. A warm welcome was extended to Mr Brendan Eley, the guest speaker from RNLI, who was supported by Mrs Jennifer Bush, RNLI.

APOLOGIES

Apologies had been received from Mr John Dixon, DETR. and Mr David Bowers, DSS.

CHAIRMAN RETIRES

The Chairman advised that he was standing down as Chairman having now reached the age of 70 which, coincidentally, was actually on that day. He was very pleased to announce that Mrs Valerie Strachan had agreed to be nominated to succeed him.

PENSION PAYROLL GMNG

Last year, the Fund took the opportunity to write to all retired civil servants seeking their support for the Fund by means of a leaflet included with pension increase advices sent out by **Paymaster**. There had been a significant cost to the Fund of £12,572 for printing and distribution, but the Chairman was pleased to advise that civil service pensioners had responded well to this special appeal and it was expected that contributions from them would amount to about £78,000 in a full year. The Chairman thanked everyone who had Joined the Pension Payroll Giving Scheme and hoped that an opportunity to write again to retired civil servants through the **Paymaster** might become possible in the future.

CISPOTEL'S 43RD LIFEBOAT FOR RNLI

The Chairman explained that the Fund had been accumulating money for a second Trent class boat but, as a substantial sum was now held for the next boat and a Trent class would not be available until 2002, RNLI had offered C!SPOTEL the chance to provide a Severn class boat, which was the largest in the fleet, at a cost to the Fund of about £879,000. CISPOTEL was pleased to accept the offer to provide this boat which was expected to Join the relief fleet later that year with the advantage that more CISPOTEL supporters would have the chance to see the lifeboat as it moved from lifeboat station to lifeboat station. The Chairman hoped that the remaining £372,000 needed to fund this lifeboat would be raised before the end of 1999 which was the year in which the boat was expected to be formally named.

PROPOSED AMENDMENTS TO THE CONSTITUTION

The Honorary Secretary's note circulated in advance was considered. The Chairman advised that the Charity Commission who had been consulted about the proposed amendments to the Constitution. had not been convinced that CISPOTEL had the power to make certain amendments about the objects of the charity or how the annual accounts were audited and these amendments were deferred. Amendments dealing with purely administrative issues were considered by the Charity Commission to be permissible and the Council proceeded to take amendments as follows:

1. Resolution of the Council

That the Council agrees to amend the Constitution of the Civil Service. Post Office and British Telecommunications Lifeboat Fund as follows:

2. Para. 3. Management. a. line 2, after *Book*. insert wemployees of other organisations which support the Fund."

3. Para. 3. Management. a. line 4, after *voluntary*, change remaining paragraph to WFor this purpose the Fund shall appoint a CISPOTEL representative in each such organisation to arrange an annual collection or any other appeal for funds. When a new representative needs to be appointed. the Fund will consult with the appropriate organisation."

4. Para. 3. Management. b. line 3, after *Officers*), replace remaining paragraph with wtogether with the CISPOTEL representatives appointed in 3. a. above (without limit as to numbers). plus up to two retired members from the organisations set out in 3. a. above. The offices of Honorary Secretary and Honorary Treasurer may be combined."

5. Para.3. Management. g, replace paragraph with WMinutes of the meeting of the Executive Committee (approved in the usual manner) shall be kept by the Honorary Secretary and circulated to members. The Honorary Secretary shall prepare and publish an Annual Report incorporating an account of the most recent Annual General Meeting.

Amendments (2) to (5) were proposed. seconded and approved. The resolution (1) was approved.

A copy of the revised Constitution is appended to this report.

Treasurer's Report

The annual accounts for 1997 were circulated and considered; it was also explained that the format was amended slightly to show clearly the accruing balance held at RNLI (see below).

The Honorary Treasurer was pleased to report a good year with an increase in contributions which was attributed to an increase to £6,500 from £2,500 per month from retired civil servants (this would yield in a full year about £78,000), a legacy of £17,000, and Departments overall showing a small upturn on the 1996 performance.

The Honorary Treasurer explained that the RNLI held money collected and passed to them by CISPOTEL. in restricted Funds accruing intere t until there was sufficient to buy a lifeboat. Notional interest on this money amounted to £33,000 in 1997, and there

was £506,000 accumulated for the Fund's 43rd boat at 31 December 1997. However, as previously mentioned, a further £372,000 was needed before the end of 1999 to fund the Severn class boat. The target was a testing one and every effort would be needed on the next two appeals so that the next boat could be funded on time. The financial statements for the Fund and summary of contributions are annexed.

The Honorary Treasurer thanked Tony Barker, the previous Honorary Treasurer, for his help and assistance afforded to him while he was new to the post.

Secretary's report

NEWS OF CISPOTEL LIFEBOATS

The Honorary Secretary reminded the Council of the lifeboats in RNLI's active fleet (details are given on the inside cover). The CISPOTEL boats were called out 74 times in 1997, saving 10 lives and assisting a further 54 people. During the long association with RNLI, the CISPOTEL boats have been launched over 6,000 times saving over 4,400 lives.

SPORTING APPEAL..

The Honorary Secretary described two fundraising activities that were being promoted in addition to the annual appeal. For the Sporting appeal, CISPOTEL was looking for enthusiastic sportsmen and women who would participate in a sporting event and also seek sponsorship for the Fund, and, in return, RNLI would provide free of charge one of their attractive sporting shields or trophies with the wish that the money raised from the event exceeded the cost of the trophy. She explained that the Civil Service Sports Associations had been approached to find volunteers and that letters would be written to certain local sports clubs to ask if their members would arrange a sponsored event. She went on to say that Rod Burton, HM Customs and Excise, had been successful in securing a place in the 1998 London Marathon and he would be seeking sponsorship for CISPOTEL.

..AND RNLI BADGE APPEAL

RNLI's 175th anniversary celebrations were to include the sale of a commemorative badge and CISPOTEL had been invited to Join this special badge appeal. The Honorary Secretary would be inviting volunteers to sell a number of badges within their organisation and she knew that some representatives found the sale of badges a useful way of promoting the CISPOTEL appeal. Members of the Council were asked to consider Joining the special badge appeal.

1998 ANNUAL APPEAL

The Honorary Secretary said that the appeal would take the usual form this year with appeal literature being sent to representatives at the usual time ie April/May, and she hoped that an early start to the appeal would be made. This would be particularly important over the next two years if the target of £372,000 was to be reached by the end of 1999. She asked everyone to make a big effort to provide the Honorary Treasurer with all money by the end of the year. Finally, she said that she was certain that everyone would do their best to reach the target, and wished every success for the appeal

Election of Officers

Mrs VPM Strachan was elected Chairman, Sir John Bourn was re-elected Deputy Chairman, and the Honorary Secretary and Honorary Treasurer were re-elected into office for a further year.

Confirmation of Executive Committee

Messrs. Bowers, Dixon, Henn. Screeche-Powell and Walls. and Mrs Ringshaw-Dowle were re-elected for the next year. The post of Post Office representative was being advertised.

Deputy Chairman's address

The Deputy Chairman thanked everyone involved with the work of fundraising for CISPOTEL for their hard work in 1997. and he hoped they would continue their commitment to the Fund so that the next lifeboat for RNLI, the Severn class boat. could be funded in time. He endorsed earlier thanks given to retired civil servants for their generosity which. as the Council had heard. would now amount to about £78,000 in a full year. He was sure that the vital regular amount received through the Pension Payroll Giving Scheme had made the provision of a Severn boat a reality. But. he said, the funding target of £372,000 by the end of 1999 was quite a mountain to climb. However. he felt sure that the dedication and commitment of CISPOTEL supporters would help to achieve this.

The Deputy Chairman reminded the Council of the particularly British affinity with the sea and hence the commitment and support for the RNLI. especially from CISPOTEL and its supporters. He urged the CISPOTEL representatives to do their best to broadcast the annual appeal widely in their organisations. to highlight the sporting appeal. and to find volunteers for the special badge appeal. He reminded everyone of the vital role of the Departmental representative whose time and commitment meant that the work of CISPOTEL continued year on year. He encouraged all the fundraisers and the contributors for their support and thanked them for the time they devoted to the worthy work of the Fund.

Guest Speaker

MR BRENDAN ELEY. REGIONS FUNDRAISING DEVELOPMENT MANAGER. RNLI

Mr Eley said that many exciting fundraising events were being planned to celebrate RNLI's 175th anniversary in 1999 and also fresh events to attract new and younger supporters. He explained that a number of Golden Bond- places had been secured for runners in the London Marathon seeking sponsorship for RNLI. and that there was to be a 1998 Arctic Challenge which would be a professionally led 450 mile bicycle tour of the Arctic Circle from Tromso, Norway, to the most northerly lifeboat station in Europe, Nordkapp.

Mr Eley highlighted events as part of the 175th anniversary celebrations which would include a lifeboat challenge where teams or individuals would be challenged to visit as many lifeboat stations as possible in 48 hours. a Birthday Bash where branches could hold a fundraising event of their choosing, the sale of a commemorative badge during

1999, there was also to be a huge flotilla of boats in Poole harbour during July 1999, culminating in a Royal review. In conclusion, Mr Eley said that the aim of the different and varied events planned would not only celebrate 175 years of the lifeboat service but also give people a menu of choice for sponsorship which should appeal to a very wide audience.

FAREWELL TO SIR ANGUS FRASER

The Deputy Chairman invited everyone present to say a big thank you to Sir Angus Fraser for his dedication and hard work for the Fund.

Close of Annual General Meeting

The Chairman drew the AGM to a close by thanking Brendan Eley for his informative address and extended thanks to everyone for all their support throughout the year. He also extended heartfelt thanks to everyone, both serving and retired, for their generous contributions which enabled the Fund to continue to support the work of the RNLI.

Auditors' Report to the Trustees of Civil Service, Post Office and British Telecommunications Lifeboat Fund

We have audited the financial statements on pages 2 to 6 which have been prepared under the historical cost convention and the accounting policies set out on page 5. We have carried out our audit under Section 43 and in accordance with regulations under section 44 of the Charities Act 1993.

Respective responsibilities of trustees and auditors

As described on page 5 the trustees are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charity's affairs as at 31 December 1997 and of the incoming resources and the application of the resources of the charity for the year then ended and complies with the requirements of regulation 3 of the Charities (Accounts and Reports) Regulations 1995.

Reeves & Ncylan
Chartered Accountants and Registered Auditors
37 St Margaret's Street
Canterbury
Kent CT1 2TU
Date 10 March 1998

Civil Service, Post Office and
British Telecommunications Lifeboat Fund

Statement of financial activities
for the year ended 31 December 1997

	Note	Unrestricted fund 1997 £	Unrestricted fund 1996 £
Income and expenditure			
Incoming resources			
Subscriptions	2	110,208	75,911
Legacies		17,392	
Half-marathon			2,500
Printing and other expenses incurred direct by RNLI		15,135	2,426
Investment income		147	178
Total incoming resources		142,882	81,015
		==	==
Resources expended			
Direct charitable expenditure	3	126,586	77,725
Fundraising and publicity	4	16,710	3,580
Management and administration of the charity	5	604	858
Total resources expended		143,900	82,163
		---	---
Net outgoing resources for the year		(1,018)	(1,148)
Balances brought forward at 31 December 1996		2,147	3,295
Balances carried forward at 31 December 1997		1,129	2,147
		---	---

The above statement of financial activities includes all recognised gains and losses.

The notes on pages 4 to 6 form part of these financial statements.

The figures for 1996 are restated to reflect a change in the presentation of the accounts as explained in note 2.

Civil Service, Post Office and
British Telecommunications Lifeboat Fund

Balance sheet
at 31 December 1997

	Note	Unrestricted funds 1997 £	Unrestricted funds 1996 £
Current assets			
Cash at bank and in hand	6	1,129	2,147
Net current assets		1,129	2,147
Funds			
Unrestricted		1,129	2,147

The notes on pages 4 to 6 form part of these financial statements.

Approved by the trustees on/ 0 March 1998 and signed on their behalf.

TP Grant
Honorary Treasurer



Sir A Fraser
Chairman



Additional note

The RNLI hold the money collected by CISPOTEL and passed to the RNLI in restricted funds accruing interest until there is sufficient to buy a lifeboat. At 31 December 1997, the position of these accrued funds was as follows:

	1997 £	1996 £
Balances held in RNLI Restricted Funds for CISPOTEL at 1 January 1997	362,047	265,793
CISPOTEL donations passed to RNLI in 1997	126,586	77,725
Notional interest received in 1997 on Restricted Fund balances held by RNLI	32,807	20,955
Less: CISPOTEL expenses paid direct by RNLI	(15,135)	(2,426)
Balance held in RNLI Restricted Funds for CISPOTEL at 31 December 1997	506,305	362,047

Civil Service, Post Office and British Telecommunications Lifeboat Fund

Principal accounting policies

Basis of accounting

The financial statements have been prepared in accordance with applicable Accounting Standards in the United Kingdom and the Statement of Recommended Practice 2.

These financial statements are prepared in accordance with the historical cost convention.

A summary of the more important accounting policies, which have been applied consistently, is set out below.

Donations received :

Cash and liquid resources

Income is accounted for when received.

Other resources

The financial statements do not reflect non-cash resources, including the time of volunteers, donated to the charity.

**Civil Service, Post Office and
British Telecommunications Lifeboat Fund**

**Notes to the financial statements
for the year ended 31 December 1997**

Responsibilities of the trustees for the preparation of financial statements

The trustees are responsible for the preparation of annual financial statements in respect of which they are required to select suitable accounting policies and then apply them consistently.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. 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.

2 Subscriptions

	1997	1996
	£	£
Subscriptions received gross of cost of distributing payroll and pension-giving costs	102,140	69,264
Donations received direct by RNLI	8,068	6,647
	110,208	75,911

The 1996 figures have been restated to reflect the charges deducted at source by those companies and charities who distribute to CISPOTEL the donations the fund receives through pension and payroll giving.

3 Direct charitable expenditure

	1997	1996
	£	£
Payments made to RNLI	118,518	71,078
Payments made direct to RNLI	8,068	6,647
	126,586	77,725

4 Fundraising and publicity

	1997	1996
	£	£
Cost of distributing payroll and pension-giving donations (see note 2)	2,013	1,473
Cost of distributing appeal leaflets	7,794	
Printing etc by RNLI	6,903	2,107
	<u>16,710</u>	<u>3,580</u>

5 Management and administration of the Charity

	1997	1996
	£	£
Postage, stationery and telephone	249	97
Travelling	19	442
Printing etc by RNLI	336	319
	604	858

Civil Service, Post Office and
British Telecommunications Lifeboat Fund

Notes to the financial statements
for the year ended 31 December 1997

6 Cash at bank and in hand	1997	1996
	£	£
Bank accounts	1,089	2,112
Petty cash	40	35
	1,129	2,147

7 Trustees' **expenses**

A total of £166 was paid to two trustees in the year. The payments were for sundry petty cash items.

CIVIL SERVICE, POST OFFICE AND
BRITISH TELECOMMUNICATIONS
LIFEBOAT FUND
(Registered Charity Number 248421)

CONSTITUTION

1.1111..E

The Fund shall be known as the "CIVIL SERVICE, POST OFFICE AND BRITISH TELECOMMUNICATIONS LIFEBOAT FUND." This title may be contracted to the acronym CISPOTEL Lifeboat Fund.

2.OBJECT

The object of the Fund shall be to raise money to further the work of the Royal National Lifeboat Institution (RNLI) in the following ways:

- a. By providing from time to time the cost of replacement of Civil Service, Post Office and British Telecommunications boats and/or of additional Lifeboats at other stations;
- b. By providing the RNLI with annual payments towards the cost of maintaining these boats;
- c. By paying the allowances to the crews on service on such Lifeboats; and
- d. In any other similar manner that may be agreed between the Council of the Fund and the RNLI.

3. MANAGEMENT

- a. Civil Servants, employees of the Post Office and British Telecommunications, employees of other bodies as listed in the Civil Service Year Book, employees of other organisations which support the Fund, and retired employees of all these organisations, shall be given the opportunity of making contributions to the Fund of such amount and in such ways as they may wish; all such contributions shall be voluntary. For this purpose the Fund shall appoint a CISPOTEL representative in each such organisation to arrange an annual collection or any other appeal for funds. When a new representative needs to be appointed, the Fund will consult with the appropriate organisation.
- b. The Fund shall be comprised of, and its affairs shall be governed by, a Council consisting of a Chairman, up to two Deputy Chairmen, an Honorary Secretary and an Honorary Treasurer (all the foregoing being the Officers), together with the CISPOTEL representatives appointed in 3.a. above (without limit as to numbers), plus up to two retired members from the organisations set out in 3.a. above. The offices of Honorary Secretary and Honorary Treasurer may be combined.
- c. On the occurrence of vacancies among the Officers the appointment shall be filled by the Council either from within or from without its number.
- d. The Council shall appoint the Vice-Patrons of the Fund.

e. The Council shall appoint annually an Executive Committee of the Council consisting of the Officers and not less than eight ordinary members of the Council to meet as necessary to administer the Fund, to receive the interim statements of accounts and to transact any other business requiring immediate attention.

f. The Honorary Secretary and the Honorary Treasurer shall be empowered to conduct day-to-day business acting under direction of the Council and its Executive Committee. Unforeseen vacancies in these offices may be filled by the Executive Committee pending the next meeting of the Council.

g. Minutes of the meetings of the Executive Committee (approved in the usual manner) shall be kept by the Honorary Secretary and circulated to members. The Honorary Secretary shall prepare and publish an Annual report incorporating an account of the most recent Annual General Meeting.

h. The Council shall meet once a year as prescribed in 5. below. It may be summoned on other occasions by the Chairman or either of the Deputy Chairmen or the Executive Committee or any ten members of the Council.

4. FINANCE

a. The financial year shall end on 31st December each year.

b. Accounts of the Fund shall be prepared annually and shall be audited by professional accountants appointed by the Council.

c. The arrangements for transmission to the Honorary Treasurer of all moneys collected and the Honorary Treasurer's banking arrangements shall be such as are prescribed from time to time by the Executive Committee in consultation with the Honorary Treasurer and ratified by the Council.

5. ANNUAL GENERAL MEETINGS

An Annual General Meeting shall be held each year before 30 April for the following purposes:

- a. to receive the Honorary Secretary's Report;
- b. to receive the audited accounts for the past year;
- c. to elect the Officers and Executive Committee;
- d. to transact any other agreed business.

6. CONSTITUTIONAL AMENDMENT

This constitution shall only be amended by a resolution submitted to a General Meeting of the Fund and approved by a majority of Council members present.

Issued by: CISPOTEL Executive Committee

Date: April 1998

SUMMARY OF CONTRIBUTIONS TO THE FUND
Recorded during the year ended 31st December 1997

	£
Agriculture., Fisheries and Food, Ministry of	1,345.50
Cabinet Office	234.90
Central Office of Information	135.72
Civil Service Sports Council	50.00
Customs and Excise-; HM	2,035.00
Defence, Ministry of	2,672.46
Education and Employment	160.48
Environment, Department of	911.00
GCHQ	812.40
Health, Department of	559.71
Home Office	521.64
House of Lords	206.30
Inland Revenue	6,523.97
Land Registry, HM	961.06
Lord Chancellor's Department	379.00
National Audit Office	924.00
National Savings Department	296.67
Office for National Statistics	126.69
Ordnance Survey	437.30
Post Office	2,659.45
Public Record Office	21.12
Transport, Department of	420.00
Social Security, Department of	8,084.38

SCOTLAND

Scottish Office	972.99
Scottish Courts Administration	4.00

NORTHERN IRELAND

Agriculture, Department of	609.80
Economic Development, Department of	569.37
Education (DENI)	137.50
Environment, NI	2,250.00
Health and Social Services, Department of	74.28
NI Office	147.34

PAYROLL GIVING (including £7,065.02 from BT) 19,002.38

PENSIONERS' PAYROLL GIVING 52,341.63

SPECIAL CONTRIBUTIONS

In memory of Miss Alma Eames.....	17,229.11
Others	1,423.32

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