

# The Lifeboat Fund

(The Communications and Public Service Lifeboat Fund)



## ANNUAL REPORT 2006



The Lifeboat Fund is a fundraising charity that exists solely to support the work of the RNLI in saving lives at sea. The Fund was founded in 1866 and, since then, has provided the RNLI with 48 boats and much other assistance.

Patron: HRH The Duke of Kent

Registered Charity Number: 248421

## **THE LIFEBOAT FUND ANNUAL REPORT 2006**

### **CONTENTS**

|           |   |
|-----------|---|
| <b>4</b>  | <b>Trustees Report for 2006</b>                                 |
| <b>13</b> | <b>Independent examiner's report</b>                            |
| <b>14</b> | <b>Statement of financial activities</b>                        |
| <b>15</b> | <b>Balance Sheet at 31 December 2006</b>                        |
| <b>16</b> | <b>Notes to the financial statements</b>                        |
| <b>19</b> | <b>Summary of Contributions to the Fund in 2006</b>             |
| <b>20</b> | <b>Minutes of the Annual General Meeting held 24 April 2007</b> |

### How to contact us

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 85 Entry Hill, Bath  
 NE Somerset, BA2 5LS  
 Tel: 01225 835762  
 Email: [secretary@thelifeboatfund.org.uk](mailto:secretary@thelifeboatfund.org.uk)

Honorary Treasurer: Mr Tom Grant  
 1 Cornwall Road  
 Cheam, Surrey, SM2 6DR  
 Tel: 020 8642 7106

Website: [www.thelifeboatfund.org.uk](http://www.thelifeboatfund.org.uk)

### MEMBERS OF THE COUNCIL (excluding the Officers):

The council of The Lifeboat Fund comprises representatives from Departments of the Civil Service, Royal Mail and British Telecommunications plc, and from other organizations, who act on a voluntary basis.

|                                  |                                |
|----------------------------------|--------------------------------|
| Mrs Agnes Beers                  | DRD/DOE/DCAL                   |
| Ms Nicola Bowen Rees             | Home Office                    |
| Ms Jean Brown                    | GCHQ                           |
| Miss Dawn Brown                  | HM Land Registry               |
| Mrs Sally Bundock                | Public Record Office           |
| Mrs Eleanor Burns                | NIO                            |
| Mr Paul Clement                  | DVLA                           |
| Ms Mamie Clugston                | DETI                           |
| Mrs Michelle Connolly            | CSA                            |
| Mr Stephen Drewell               | Office for National Statistics |
| Mrs Colette Hagan                | DE                             |
| Mr Tony Helliard                 | Treasury Solicitor's Office    |
| Ms Amanda Holloway               | DCAL                           |
| Mr John Jarvis                   | CSPA                           |
| Mr Jim Judge                     | NAO                            |
| Mr Ivor Keates                   | GCHQ                           |
| Mr David Kellett                 | NAO                            |
| Mrs Christine MacGiffin          | Northern Ireland Assembly      |
| Mrs Jay Mandalia                 | HM Revenue & Customs           |
| Mr Scott McEwen                  | Scottish Executive             |
| Mrs Linda McGarty                | HM Land Registry               |
| Mr Eugene Murphy                 | DFP/OFM/DFM                    |
| Ms Ann O'Neill                   | DARD                           |
| Mr Glenn Palser                  | MOD                            |
| Mrs Pat Shahin/Ms Tracey Orchard | HM Revenue & Customs           |
| Mr John Pettifer                 | DCA                            |
| Mrs Rosina Robinson              |                                |
| Mrs Pauline Shannon              | DSD                            |
| Mr Graeme Starkey                | DfT, ODPM                      |
| Ms Deirdre Walker                | DEL                            |
| Mrs Clare Wardle                 | Royal Mail                     |

## The Communications and Public Service Lifeboat Fund

Registered charity number 248421

### Trustees Report for 2006

This is the Trustees' annual report and financial statements of The Communications and Public Service Lifeboat Fund (the charity) for the year ended 31 December 2006. The Trustees confirm that the annual 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) for Charities issued in March 2005.

### TRUSTEES

The Communications and Public Service Lifeboat Fund, whose short title is The Lifeboat Fund, consists of 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. In inducting them, the Council requires new members to familiarise themselves with 'The Essential Trustee: What you need to know' a Charity Commission publication designed to provide trustees with a full awareness of their responsibilities and duties. The members who served on the Executive Committee during the year ended 31 December 2006 and members who have been appointed since are shown below with the Department or body that they represent:

| Name                     | Office                         | Dates acted, if not for whole year |
|--------------------------|--------------------------------|------------------------------------|
| Sir Kevin Tebbit KCB CMG | Chairman                       |                                    |
| Sir John Bourn KCB       | Deputy Chairman                |                                    |
| Sir David Rowlands KCB   | Deputy Chairman                |                                    |
| Mr Tom Grant             | Hon. Treasurer                 |                                    |
| Mrs Diana Allpress       | Hon. Secretary                 |                                    |
| Mr John Jarvis           | Civil Service Pensioners       |                                    |
| Mrs Rosina Robinson      | Serving in a personal capacity |                                    |
| Ms Pat Shahin            | HMRC                           |                                    |
| Ms Tracey Orchard        | HMRC                           |                                    |
| Mrs Clare Wardle         | Royal Mail                     |                                    |
| Mr David Kellett         | NAO                            |                                    |
| Mr Peter Fischer         | GCHQ                           | Resigned March 2006                |
| Mr Ivor Keates           | GCHQ                           | Appointed March 2006               |
| Ms Nicola Bowen Rees     | Home Office                    | Appointed January 2006             |
| Mr Nick Cheetham         | DWP                            | Appointed November 2006            |
| Mrs Jay Mandalia         | HMRC                           | Appointed August 2006              |

### OBJECTIVES

The object of the Fund is to raise money to further the work of the Royal National Lifeboat Institution (RNLI) by providing lifeboats or other items agreed with the RNLI. The Fund seeks to achieve this object by issuing an annual appeal to staff of the Civil Service, Royal Mail and BT and by promoting Payroll and Pension Payroll Giving.

## ORGANISATION

The Council oversees the strategy, and the Executive Committee administers and manages the Fund. Day to day business of the charity is conducted by the Honorary Secretary and Honorary Treasurer under the direction of the Executive Committee.

**The registered address** of the Fund is 85 Entry Hill, Bath, NE Somerset, BA2 5LS.

**Website:** [www.thelifeboatfund.org.uk](http://www.thelifeboatfund.org.uk)

**Secretary:** Mrs D Allpress, 85 Entry Hill, Bath, NE Somerset, BA2 5LS

Email: [secretary@thelifeboatfund.org.uk](mailto:secretary@thelifeboatfund.org.uk); Tel: 01225 835762

**Treasurer:** Mr T P Grant, 1 Cornwall Road, Cheam, Surrey, SM2 6DR

Email: [tom.grant@blueyonder.co.uk](mailto:tom.grant@blueyonder.co.uk); Tel. 020 8642 7106

**Independent Examiner:** Reeves and Neylan, 37 St Margarets Street, Canterbury, Kent, CT1 2TU.

**Banks:** HSBC, Ridgeland House, 167 Dyke Road, Hove, East Sussex, BN3 1TX.

Alliance and Leicester Commercial Bank plc, Bridle Road, Bootle, Merseyside, GIR 0AA.

Halifax plc, Trinity Road, Halifax, HX1 2RG.

## ACTIVITIES AND ACHIEVEMENTS DURING 2006

### Naming Ceremony for *Angel of Holyhead*



The Lifeboat Fund's 47th lifeboat, *Angel of Holyhead*, was officially named during a ceremony at the Holyhead Lifeboat Station, North Wales on Saturday 22 April 2006. Diana Allpress, The Lifeboat Fund's Honorary Secretary, handed over the lifeboat on behalf of the Fund.

*Angel of Holyhead* is one of the RNLI's D class lifeboats and cost £20,000. She is the third lifeboat provided by the Fund for Holyhead.

### Official Opening for *Lifeboat Pier*



*Lifeboat Pier*, the RNLI's new lifeboat station on the River Thames, was officially opened on Monday 8 May 2006. Sir Kevin Tebbit, The Lifeboat Fund's Chairman, performed the ceremonials.

The Lifeboat Fund provided £400,000 towards the cost of the refurbishment of *Lifeboat Pier*. This new lifeboat station replaces the old one at Tower Pier. *Lifeboat Pier* provides much needed quiet and spacious accommodation for the lifeboat crew on one of the busiest stretches of water in the country. *Public Servant*, the E class lifeboat provided by the Fund in 2002 for saving lives on the River Thames, will now be stationed at *Lifeboat Pier*.

### *Mudford Servant* in service



*Mudford Servant*, The Lifeboat Fund's 48<sup>th</sup> lifeboat, went into service on 22 September 2006 at the Mudford Lifeboat Station, Dorset.

*Mudford Servant* is a rigid inflatable lifeboat. It has a manually operated self-righting mechanism and is capable of being beached in an emergency without sustaining damage to engines or steering gear. The lifeboat is fitted with radar and VHF direction finding equipment and can be operated safely in daylight in a force 6/7 and at night in a force 5/6.

## FUNDRAISING

### *Annual Appeal*

Each year, the Fund launches an annual appeal for contributions. Supporters are encouraged to fundraise in many forms and representatives are encouraged to find new and exciting ways to boost their collections.

Retired Civil Servants, Royal Mail pensioners and BT staff mainly subscribe through pension payroll and payroll giving, respectively.

### *Marathons*

Marathons are a great way to get fit and raise money for a good cause. If you would like to raise money for The Lifeboat Fund, please contact the Secretary, who will be happy to help with fundraising.

### *Card Aid*

Card Aid can supply your organization with a corporate Christmas card printed with the address, logo and signatures and most importantly the charity name that you have chosen to support. If you choose The Lifeboat Fund one third of the price of the card is donated to the Fund.

### *Gift Aid*



The Fund can reclaim tax on all donations if donors make a simple declaration that they have paid sufficient income tax and that they wish their donation to be made under the Gift Aid Scheme. Supporters are invited to complete the declaration form on the reverse of the appeal poster so that tax can be reclaimed. In 2006, the Fund reclaimed £1,724.

### *Payroll Giving and Pension Payroll Giving*

The Fund actively encourages donations made in this way and has designed forms to be held in Government Departments to simplify support for the Fund. The charity processing agents (Charities Trust, Charities Aid Foundation and South West Charitable Giving) also provide forms that can be used and The Lifeboat Fund should be quoted if supporters wish to give to the Fund in this way.

## WEBSITE AND E-MAIL LINKS

The Fund's website ([www.thelifeboathfund.org.uk](http://www.thelifeboathfund.org.uk)) provides full details of the Fund's activities and shows pictures of the Fund's lifeboats currently in service. Visitors to the site can download a Gift Aid form and send it to the Honorary Secretary with their contribution should they wish.

Email is now a standard means of communication and collectors and representatives are urged to provide their email address to [secretary@thelifeboathfund.org.uk](mailto:secretary@thelifeboathfund.org.uk).

The Lifeboat Fund wants supporters to be able to donate online and steps are being taken to arrange this.

## THE LIFEBOAT FUND'S LIFEBOATS

|      | Launches | Lives Saved | People Rescued (incl. lives saved) |
|------|----------|-------------|------------------------------------|
| 2006 | 153      | 5           | 138                                |
| 2005 | 130      | 7           | 37                                 |
| 2004 | 196      | 12          | 56                                 |
| 2003 | 45       | 2           | 21                                 |
| 2002 | 68       | 2           | 38                                 |

The reason for the substantial increase in the number of launches and lives saved by The Lifeboat Fund's lifeboats in the last three years is mainly because of the Fund's sponsorship of Public Servant, which is one of the lifeboats serving on the River Thames. These are the busiest lifeboats in the RNLI's fleet.

## Total launches and lives saved by the Fund's lifeboats currently in the RNLI fleets

|                   | Launches | People Rescued<br>(incl. lives saved) |
|-------------------|----------|---------------------------------------|
| Angel of Holyhead | 19       | 26                                    |
| Public Servant    | 357      | 61                                    |
| Hunstanton Flyer  | 37       | 26                                    |
| Princess Royal    | 179      | 32                                    |
| Guardian Angel    | 10       | 8                                     |
| Windsor Runner    | 110      | 32                                    |
| Fraser Flyer      | 83       | 35                                    |
| St. Cybi II       | 344      | 231                                   |

There are currently five Lifeboat Fund lifeboats in the RNLI active fleet: *Mudeford Servant* at Mudeford, Dorset; *Angel of Holyhead* at Holyhead, Wales; *Hunstanton Flyer* at Hunstanton, Norfolk; *Public Servant* at Lifeboat Pier, London and RNLB *Princess Royal* at St Ives. The relief fleet includes RNLBs *Guardian Angel*, *Windsor Runner*, *Fraser Flyer* and *St Cybi II*. During 2006, the Fund's lifeboats were launched 153 times, saving 5 lives and giving assistance to a further 133 people.

Three other lifeboats previously provided by the Fund are in a unique RNLI museum in Kent. The *Edward Bridges* (at Torbay until 1994), *St Cybi* (at Holyhead until 1980) and the *North Foreland* (at Margate until 1978) are all on display in the Lifeboat! Gallery at the Historic Dockyard, Chatham, Kent. This is well worth a visit.

## FINANCIAL REVIEW

In 2006, the Fund collected £155,000 for the RNLI. The main sources of these donations were:

|  | 2006<br>£      | 2005<br>£ |
|--|----------------|-----------|
| Pension payroll giving (net of distribution charges) | 79,000         | 73,000    |
| Legacy   | 50,100         | 52,800    |
| Payroll giving                                       | 15,100         | 15,000    |
| Traditional appeal                                   | 8,500          | 11,500    |
| Award from Charities Aid Foundation                  | 0              | 5,000     |
| Miscellaneous  | 600            | 1,200     |
| Gift Aid   | 1,700          | 500       |
| <b>Total</b>   | <b>155,000</b> | 159,000   |
|  |                | 0         |

This table shows the continuing strength of support from pension payroll giving and the impact that legacies can have on funding.

The in-year cost to The Lifeboat Fund of collecting these donations was £4,121, or about 2.8 per cent, most of which (£3,277) relates to fees charged by the agencies that collect and distribute pension payroll giving on the Fund's behalf. This, however, does not take into account the original cost (£78,000) of the three appeals in 1997, 2001 and 2005 that triggered the pension payroll giving, nor the value, estimated at £15,000, of the Honorary Secretary's time which is sponsored by the Ministry of Defence.

The Fund's administration costs were about £7,500 of which the Ministry of Defence sponsors some £6,500. As a result, the net costs met by The Lifeboat Fund are about £1,000 or about 0.6 per cent of all voluntary receipts.

## **Reserve Policy**

The Fund does not hold any reserves. As necessary, it retains any sums required to meet planned expenditure, and transfers all other income as it arises to the RNLI, which holds The Lifeboat Fund's donations in a restricted fund, accruing notional interest, until there is sufficient to purchase a new lifeboat or such other purchase as the Fund decides on, under its sponsorship arrangements with the RNLI. In 2006, The Lifeboat Fund paid £100,000 for its 48<sup>th</sup> lifeboat, £400,000 towards the RNLI's costs of constructing Lifeboat Pier on the River Thames near Waterloo Bridge and reimbursed £1,100 to the RNLI for miscellaneous administrative costs. After deducting this expenditure from the balance brought forward at 1 January 2006, adding this year's net donations of £154,000 and £37,000 of notional interest, the restricted fund has a closing balance of £284,000.

The Fund is wholly dependent on the services of unpaid volunteers and donations in kind. As such, it would wish to acknowledge the generosity of the Ministry of Defence in donating the services of its Honorary Secretary, and of Reeves and Neylan in donating their services as the Honorary Independent Examiner.

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

## **RISK MANAGEMENT**

Apart from the relatively small amounts spent on fundraising and administration, the Fund passes all its receipts onto the RNLI for them to invest and hold in the restricted funds as explained above.

The main risks faced by the Fund are therefore a sudden drop in fundraising. However, as about 80 per cent of the Fund's income comes from pension payroll giving, trustees consider a sudden substantial reduction in this form of receipt to be low risk. And, as this income comes in on a monthly basis, it can be monitored regularly.

As a result of recent changes in the form and culture of the Civil Service, the Fund also faces the risk that its traditional method of circulating an appeal sheet to civil servants and Royal Mail employees is no longer as effective as it once was. As more appeals are now made through departmental intranets, the Fund intends to facilitate online giving to ensure that potential donors have a ready means of contributing. The Chairman has also written to the Permanent Secretaries and heads of departments and agencies to ask them to encourage their staff to support this longstanding charity, which celebrated 140 years in 2006.

## **REMUNERATION TO CHARITY TRUSTEES**

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

## **FUTURE PLANS AND EVENTS**

The Lifeboat Fund has discussed with the RNLI future opportunities for the deployment of the Fund's donations with the broad aim of funding lifeboats as evenly as possible throughout the UK. It has been agreed that, over the next two years, The Lifeboat Fund would aim to fund the provision of four inshore lifeboats, either D-Class or Atlantic, for stations at Poole, Newquay, New Brighton and a fourth station that is still to be decided. It is planned that the Newquay lifeboat, which is an Atlantic class, will go on station in 2007.

The Fund also wishes to arrange that the funds raised in Northern Ireland, some £1,800 in 2006, are deployed for the benefit of Northern Ireland's lifeboat crews, probably through assisting their training. Final plans have still to be agreed with the RNLI as to how best to achieve this objective.

The Fund will continue to encourage support through Pension Payroll and Payroll Giving. The Fund is working towards providing the facility to make online donations through the Fund's website.

The Fund will also continue to encourage donors participating in the main appeal to make their donations under the Gift Aid Scheme so that tax can be reclaimed. Her Majesty's Revenue and Customs will not accept Gift Aid declarations without a home address and supporters are urged to give this information.

The Fund will remind supporters how a legacy can help lifeboat crews long into the future.



## **RELATIONSHIP WITH OTHER CHARITIES**

Since its foundation in 1866, the Communications and Public Service Lifeboat Fund has been and still is the biggest single supporter of the Royal National Lifeboat Institution. The RNLI is a registered charity that exists to save lives at sea by providing, on call, the 24-hour service necessary to cover search and rescue to 50 miles out from the coast of the United Kingdom and the Republic of Ireland. It depends entirely on voluntary contributions and legacies for its income, and mostly on volunteers\* to man its lifeboats.

The RNLI pays for most substantial expenditure by the Fund out of restricted funds, held as explained above, 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 Lifeboat Fund and which is reflected in the additional note set out below the Balance Sheet in The Lifeboat Fund's financial statements.

(\* some Thames lifeboats have full time crew)

The Fund's Chairman, Sir Kevin Tebbit, is a member of the RNLI Council.

**Kevin Tebbit**

**Chairman**

**on behalf of the Trustees**

**16 March 2007**

**Independent examiner's report for the year ended 31 December 2006****Independent examiner's report on the accounts**

I report to the trustees/members for the year ended 31 December 2006 on the accounts set out on pages 13 to 17.

**Respective responsibilities of trustees and examiner**

As described on pages 4 to 11, the trustees are responsible for the preparation of the accounts, and they consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 43(2) of the Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act; and
- state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

**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 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Acthave 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: 16/03/07

G Jones  
Reeves & Neylan  
Chartered Accountants  
37 St Margaret's Street  
Canterbury  
Kent CT1 2TU

**Statement of Financial Activities for the year ended 31 December 2006**

|   |             | <b>Unrestricted<br/>Funds<br/>2005<br/>£</b> | <b>Unrestricted Funds<br/>2005<br/>£</b> |
|---|-------------|--|--|
|   | <b>Note</b> |  |  |
| <b>Incoming resources</b>                       |             |  |  |
| Incoming resources from generated funds         |             |  |  |
| Voluntary income                                | <b>2</b>    | <b>180,913</b>                               | 184,175                                  |
| Investment income                               |             | <b>61</b>                                    | 146                                      |
| Lifeboat Fund expenses met by the RNLI          |             | <b>1,082</b>                                 | 1,629                                    |
| <b>Total incoming resources</b>                 |             | <b>182,056</b>                               | 185,950                                  |
| <b>Resources expended</b>                       |             |  |  |
| Costs of generating funds:                      |             |  |  |
| Costs of generating voluntary income            | <b>3</b>    | <b>27,099</b>                                | 81,936                                   |
| Charitable activities                           | <b>3</b>    | <b>155,071</b>                               | 104,923                                  |
| Governance costs                                | <b>3</b>    | <b>1,238</b>                                 | 393                                      |
| <b>Total resources expended</b>                 |             | <b>183,408</b>                               | 187,252                                  |
| <b>Net outgoing resources for the year</b>      |             | <b>(1,352)</b>                               | (1,302)                                  |
| <b>Reconciliation of Funds</b>                  |             |  |  |
| Total funds brought forward at 1 January 2006   |             | 7,021  | 8,323                                    |
| Total funds carried forward at 31 December 2006 |             | <b>5,669</b>                                 | 7,021                                    |

The Statement of Financial Activities includes all gains and losses recognized in the year.

The notes on pages 11 to 13 form part of these financial statements.

**Balance Sheet as at 31 December 2006**

|  |                      | <b>2006</b><br>£           | <b>2005</b><br>£    |
|--|----------------------|----------------------------|---------------------|
|  | <b>Note</b>          |                            |                     |
| <b>Fixed Assets</b>                            |                      |                            |                     |
| Tangible fixed assets                          | <b>6</b>             | <u><b>313</b></u>          | <u>470</u>          |
|  | Total fixed assets   | <u><b>313</b></u>          | <u>470</u>          |
| <b>Current assets</b>                          |                      |                            |                     |
| Cash at bank and in hand                       |                      | <u><b>5,358</b></u>        | <u>6,565</u>        |
|  | Total current assets | <u><b>5,358</b></u>        | <u>6,565</u>        |
| <b>Liabilities</b>                             |                      |                            |                     |
| Creditors: Amounts falling due within one year |                      | <u><b>(2)</b></u>          | <u>(14)</u>         |
| <b>Net current assets</b>                      |                      | <u><b>5,356</b></u>        | <u>6,551</u>        |
| <b>Net assets</b>                              |                      | <u><u><b>5,669</b></u></u> | <u><u>7,021</u></u> |
| <b>The funds of the charity</b>                |                      |                            |                     |
| Unrestricted income funds                      |                      | <u><b>5,669</b></u>        | <u>7,021</u>        |
| <b>Total charity funds</b>                     |                      | <u><u><b>5,669</b></u></u> | <u><u>7,021</u></u> |

The financial statements were approved by the Trustees on 16 March 2007 and signed on their behalf by:

**T P Grant**  
**Honorary Treasurer**

**Kevin Tebbit**  
**Chairman**

The notes on pages 15 to 16 form part of these financial statements.

**Additional note**

The RNLI hold the money donated to them by The Lifeboat Fund in Restricted Funds, accruing notional interest, until there is sufficient to buy a lifeboat or to contribute to a RNLI project approved by the Fund's Trustees. At 31 December 2006, the position of these Restricted Funds was as follows:

|   | <b>2006</b><br>£             | <b>2005</b><br>£      |
|---|------------------------------|-----------------------|
| Balance in RNLI Restricted Funds for The Lifeboat Fund at 1 January 2006          | <b>592,942</b>               | 498,891               |
| Less: payment towards the Waterloo Pier project and the 48 <sup>th</sup> lifeboat | <b>(500,000)</b>             | (40,000)              |
| The Lifeboat Fund's donations to RNLI in 2006                                     | <b>154,337</b>               | 104,923               |
| Notional interest received in 2006 on Restricted Fund balances                    | <b>37,441</b>                | 30,757                |
| Less: Lifeboat Fund expenses paid direct by RNLI                                  | <b>(844)</b>                 | (1,629)               |
| Balance in RNLI Restricted Funds for The Lifeboat Fund at 31 December 2006        | <u><u><b>283,876</b></u></u> | <u><u>592,942</u></u> |

**Notes to the financial statements for the year ended 31 December 2006****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. The financial statements have been prepared in accordance with the Statement of Recommended Practice for Charities (SORP 2005), applicable accounting standards and the Charities Act 1993.

**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.

When 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 SoFA when The Lifeboat Fund has unconditional entitlement to the resources.

Incoming resources from tax reclaims are included in the SoFA 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

| <b>2. ANALYSIS OF INCOMING RESOURCES</b>  | <b>Unrestricted Funds<br/>2006<br/>£</b> | <b>Unrestricted Funds<br/>2005<br/>£</b> |
|---|--|--|
| <b>Voluntary Income</b>   |  |  |
| Donations, legacies and similar incoming resources                                |  |  |
| Donations received gross of cost of distributing payroll and pension-giving costs | 89,733                                   | 94,784                                   |
| Legacies  | 50,097                                   | 52,843                                   |
| Gift Aid  | 1,725                                    | 527                                      |
| Donations received via RNLI   | 16,188                                   | 14,580                                   |
|   | <u>157,743</u>                           | <u>162,734</u>                           |
| <br>Donated services  |  |  |
| Salary (met by a government department)   | 20,195                                   | 18,377                                   |
| Employer's National Insurance contributions                                       | 1,382                                    | 1,198                                    |
| Miscellaneous support costs (met by a government department)                      | 593                                      | 1,114                                    |
| Cost of computer and associated software (50%)                                    | -  | 752                                      |
| Cost of services of the independent examiners                                     | 1,000                                    | -  |
|   | <u>23,170</u>                            | <u>21,441</u>                            |
| <br><b>Total Voluntary Income</b>   | <u><b>180,913</b></u>                    | <u><b>184,175</b></u>                    |
| <br><b>3. ANALYSIS OF RESOURCES EXPENDED</b>                                      |  |  |
| <b>Cost of generating voluntary income</b>  |  |  |
| Cost of distributing payroll and pension-giving donations                         | 3,277                                    | 3,110                                    |
| Printing and distribution of appeal leaflets                                      | 844                                      | 1,236                                    |
| Cost of appeal to retired civil servants  | -  | 55,021                                   |
| Miscellaneous   | 651                                      | 972                                      |
| Salary and support costs  | 22,170                                   | 21,441                                   |
| Depreciation  | 157                                      | 156                                      |
|   | <u>27,099</u>                            | <u>81,936</u>                            |
| <br><b>Charitable activities</b>  |  |  |
| Donations passed to the RNLI  | 101,700                                  | 37,500                                   |
| Donations and legacies to The Lifeboat Fund received by the RNLI                  | 53,113                                   | 67,423                                   |
| Attendance at the launching and naming of the Holyhead lifeboat                   | 258                                      | -  |
|   | <u>155,071</u>                           | <u>104,923</u>                           |
| <br><b>Governance costs</b>   |  |  |
| Printing and distribution of annual report  | 238                                      | 393                                      |
| Independent examiners   | 1,000                                    | -  |
|   | <u>1,238</u>                             | <u>393</u>                               |

**4. NET INCOMING RESOURCES**

This is stated after charging

Depreciation of tangible fixed assets  
owned by the charity

|       |     |
|-------|-----|
| 157   | 156 |
| 1,000 | -   |

Independent examiner's fees

During the year no trustee received any  
remuneration (2005 - £0)During the year no trustee received any  
benefits in kind (2005 - £0)During the year one trustee received  
reimbursement of administrative expenses  
of £857 (2005 - £917)**5. STAFF COSTS**

Staff costs were as follows:

Wages and salaries

20,195 18,377

Employers' national insurance costs

1,382 1,198

|        |        |
|--------|--------|
| 21,577 | 19,575 |
|--------|--------|

The average number of employees during the year was one (2005 – one)

**6. TANGIBLE FIXED ASSETS****Cost of valuation****Office equipment**

£

Balance brought forward

626

Additions

-

Balance carried forward

626

**Accumulated depreciation**

Balance brought forward

156

Depreciation charge for the year

157

Balance carried forward

313

**Net Book Value:**

Brought forward

470

Carried forward

313

**SUMMARY OF CONTRIBUTIONS TO THE FUND**  
**Recorded during the year ended 31 December 2006**

|  | £          |
|--|------------|
| DEFRA  | 18.00      |
| Ministry of Defence  | 1,350.00   |
| DfT/ODPM   | 800.00     |
| GCHQ   | 856.90     |
| DWP  | 530.00     |
| HM Revenue & Customs   | 2,572.65   |
| HM Land Registry   | 78.00      |
| National Archives  | 100.48     |
| National Audit Office  | 184.00     |
| <b>NORTHERN IRELAND</b>  |            |
| DHSSPS   | 73.51      |
| NI Assembly  | 20.00      |
| NI Department of Finance and Personnel                         | 533.61     |
| NI Office  | 101.11     |
| NI Social Security Agency                                      | 62.00      |
| Department of Agriculture                                      | 660.00     |
| Department for Social Development                              | 151.55     |
| DETI   | 219.65     |
| <b>PAYROLL GIVING (including £15,130.54 from BT)</b>           | 15,489.99  |
| <b>PENSION PAYROLL GIVING (Civil Servants and Royal Mail)</b>  | 78,627.63  |
| <b>LEGACIES</b> (in memory of Miss McGeachie and Mr& Mrs Hall) | 50,097.45  |
| <b>TAX RECLAIM ON GIFT AID DONATIONS</b>                       | 1,724.67   |
| <b>OTHERS</b>  | 595.00     |
| <b>TOTAL</b>   | 155,026.30 |

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**THE LIFEBOAT FUND ANNUAL GENERAL MEETING - MINUTES OF THE MEETING HELD ON  
24 APRIL 2007**

|                      |   |  |
|----------------------|---|--|
| <b>Chairman</b>      | Sir Kevin Tebbit KCB CMG  | Chairman   |
| <b>Members</b>       | Sir David Rowlands KCB<br>Mr Tom Grant<br>Mrs Diana Allpress<br>Mr John Jarvis<br>Ms Tracey Orchard<br>Ms Pat Shahin    | Deputy Chairman<br>Honorary Treasurer<br>Honorary Secretary<br>CSPA<br>HMRC<br>HMRC                            |
| <b>In Attendance</b> | Mr Stuart Willson<br>Mr Glen Palser<br>Mr Clinton Shaw<br><br>Mrs Lynda Jones<br>Mr Brian Sturtevant<br>Mr Gordon Jones | RNLI<br>MOD<br>Previous Inland Revenue<br>Representative<br>Previous Secretary<br>Rep. CSPA<br>Reeves & Neylan |

**Item 1: Chairman's Opening Address**

1. The Chairman welcomed everyone to the meeting. Apologies were received from Sir John Bourn, Mr Nick Cheetham, Ms Nicola Bowen Rees, Mr Ivor Keates, Mrs Rosina Robinson and Dame Valerie Strachan.

**Item 2: Treasurer's Report**

2. The Hon. Treasurer presented the 2006 Trustees' Report and Accounts to the meeting. The Fund raised £155,000 in 2006, compared with £159,000 in 2005. Pension payroll giving was up by £6,000, due mainly to the 2005 appeal to 100,000 retired civil servants. The traditional appeal was down by £3,000 to £8,500 in 2006. The Fund was fortunate to receive £50,000 in legacies.

3. Fundraising costs were £27,000, over £22,000 of which is sponsored by the MOD and over £3,000 of which relates to the charges made by the agencies that collect and distribute the payroll giving. This means that the direct administrative cost to the Fund of raising some £155,000 is about £1,500 or one per cent.

4. During the year, the Fund donated £154,000 to the RNLI, and agreed to provide £500,000 from its Restricted Funds towards the cost of the RNLI's Waterloo Pier project and the Mudeford lifeboat. The Hon. Treasurer expected the Fund to be able to fulfil the planned lifeboat programme, with currently runs to the end of 2008.

5. The Hon. Treasurer thanked the independent auditors, Reeves and Neylan, for their prompt help with the accounts.

6. The Chairman thanked the Hon. Treasurer and Reeves and Neylan for their work in preparing the financial accounts.

7. The Council approved the 2006 Trustees Report.

**Item 3: Secretary's Report**

8. The Hon. Secretary gave details to the meeting of the Fund's lifeboats. In 2006, the boats had been launched 153 times, 5 lives had been saved and a further 133 people had been rescued.

9. The naming ceremony for Angel of Holyhead (the Fund's 47<sup>th</sup> lifeboat) was held on 22 April 2006 in Holyhead and Diana Allpress, Hon. Secretary, performed the ceremonials. Angel of Holyhead is one of the RNLI's D class lifeboats and cost £20,000. She is the third lifeboat provided by the Fund for

Holyhead.

10. Lifeboat Pier, the RNLI's new lifeboat station on the River Thames, was officially opened on Monday 8 May 2006. Sir Kevin Tebbit, The Lifeboat Fund's Chairman, performed the ceremonials. The Lifeboat Fund provided £400,000 towards the cost of the refurbishment of Lifeboat Pier. This new lifeboat station replaces the old one at Tower Pier. Lifeboat Pier provides much needed quiet and spacious accommodation for the lifeboat crew on one of the busiest stretches of water in the country. Public Servant, the E class lifeboat provided by the Fund in 2002 for saving lives on the River Thames, will now be stationed at Lifeboat Pier.

11. Mudeford Servant (The Fund's 48<sup>th</sup> lifeboat) went into service on 22 September 2006 at the Mudeford Lifeboat Station, Dorset. Mudeford Servant is an Atlantic class lifeboat. The naming ceremony for the Mudeford lifeboat will take place on Wednesday 23 May 07 at 1400hrs at Mudeford Lifeboat Station. HRH The Duke of Kent will be attending.

12. The 140<sup>th</sup> anniversary competition held in 2006 was very successful in raising the profile of the Fund in departmental magazines and intranets. The competition will again be held in 2007, linked to the annual appeal.

13. The Hon. Secretary announced that the 2007 Appeal will be launched in late spring. The campaign material will be available in both hard copy and electronic format. As for 2005, there will be two appeals for 2006. The appeal for Northern Ireland will raise money for Crew Training in Northern Ireland and the appeal for the rest of the UK will raise money for the Fund's programme of lifeboats up to 2008. The Hon. Secretary encouraged all department representatives to ensure the 2007 Appeal is advertised as widely as possible.

14. Gift Aid is still a good source of revenue but the Fund reclaimed £1,700 of tax last year. Donors need to provide a home address if the Fund is to reclaim the tax. The Hon. Secretary encouraged supporters to fill in the declaration on the appeal sheets or download the form from the website.

15. Marathons are a great way to get fit and raise money for a good cause. Anyone who would like to raise money for The Lifeboat Fund should contact the Hon. Secretary, who will be happy to help with fundraising. The Hon. Secretary announced she was working with the RNLI to investigate the possibility of purchasing 'golden bond' places for the London Marathon 2008.

16. Card Aid can supply organizations with a corporate Christmas card and one third of the price of the card is donated to the Fund.

17. Payroll Giving and Pension Payroll Giving are valuable sources of income for the Fund and the Hon. Secretary asked department representatives to encourage these methods of support where possible.

18. The online donation page is now working on the Lifeboat Fund website. The website has also been given a new updated look.

19. The Fund aims to fund the provision of four inshore lifeboats, either D-class or Atlantic, for stations at Poole, Newquay, New Brighton and a fourth station that is still to be decided. It is planned that the Newquay lifeboat, which is an Atlantic class, will go on station in 2007.

20. The Fund also wishes to arrange that the funds raised in Northern Ireland, some £1,800 in 2006, are deployed for the benefit of Northern Ireland's lifeboat crews, probably through assisting their training. Final plans have still to be agreed with the RNLI as to how best to achieve this objective.

#### **Item 4: Election or Re-election of Officers**

21. The following Officers were re-elected:

|                          |                    |
|--------------------------|--------------------|
| Sir Kevin Tebbit KCB CMG | Chairman           |
| Sir David Rowlands KCB   | Deputy Chairman    |
| Sir John Bourn KCB       | Deputy Chairman    |
| Mrs Diana Allpress       | Honorary Secretary |
| Mr Tom Grant             | Honorary Treasurer |

#### **Item 5: Election or Re-election of Members of the Executive Committee**

22. The following Members were elected:

|                  |      |
|------------------|------|
| Mr Keith Nurse   | DH   |
| Mr Nick Cheetham | DWP  |
| Mrs Jay Mandalia | HMRC |

23. The following Members were re-elected:

|                      |                                       |
|----------------------|---------------------------------------|
| Mr John Jarvis       | Representing Civil Service Pensioners |
| Ms Tracey Orchard    | HMRC                                  |
| Mrs Rosina Robinson  | Serving in a personal capacity        |
| Ms Pat Shahin        | HMRC                                  |
| Ms Clare Wardle      | Royal Mail                            |
| Ms Nicola Bowen Rees | Home Office                           |
| Mr Ivor Keates       | GCHQ                                  |
| Mr David Kellett     | NAO                                   |

24. The Chairman thanked the Executive Committee for their service over the past year.

#### **Item 6: Chairman's Closing Address**

25. The Chairman closed the meeting by thanking everyone present and all the many people who have worked so hard to raise money for the Fund. He thanked the Executive Committee for their work over the past year. He extended thanks to everyone, both serving and retired, for their generous contributions which enable the Fund to continue to support the work of the RNLI. Finally, the Chairman wished everyone good luck for the 2007 Appeal.

#### **Item 7: Guest Speaker – Janet Kelly, Lifeboat Pier Station Manager**

26. The Council was briefed by Janet Kelly on the operational work carried out at Lifeboat Pier.

#### **Item 8: Any Other Business**

27. No issues were raised against this item.

## **The Lifeboat Fund**

Supporting the work of the RNLI by raising money from serving and retired staff from the Civil Service, Royal Mail and British Telecom.

Over the past six years, the Fund's lifeboats have been launched 592 times, saving 28 lives and helping a further 290 people. We can only buy new lifeboats for the RNLI with **your help**.

Visit [www.thelifeboattfund.org.uk](http://www.thelifeboattfund.org.uk) for more information.

**Thank you to all our supporters**