

# The Lifeboat Fund

(The Communications and Public Service Lifeboat Fund)



## ANNUAL REPORT 2007



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 2007**

## **CONTENTS**

<b>3</b>	<b>Trustees Report for 2007</b>
<b>10</b>	<b>Independent examiner's report</b>
<b>11</b>	<b>Statement of financial activities</b>
<b>12</b>	<b>Balance Sheet at 31 December 2007</b>
<b>13</b>	<b>Notes to the financial statements</b>
<b>16</b>	<b>Summary of Contributions to the Fund in 2007</b>

### How to contact us

Honorary Secretary: Mrs Diana Allpress  
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 Jayne Harbury/Ms Louise Selby	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 Helliar	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, DCLG
Ms Deirdre Walker	DEL
Mrs Clare Wardle	Royal Mail

## The Communications and Public Service Lifeboat Fund

Registered charity number 248421

### Trustees Report for 2007

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 2007. 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) "Accounting and Reporting by Charities" issued in October 2000.

#### 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 2007 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	
Mr Keith Nurse	Department of Health	Appointed January 2007
Mrs Clare Wardle	Royal Mail	
Mr David Kellett	NAO	
Mr Nick Cheetham	DWP	
Mr Ivor Keates	GCHQ	
Ms Nicola Bowen Rees	Home Office	Resigned September 2007
Ms Jayne Harbury	Home Office	Appointed September 2007
Ms Louise Selby	Home Office	Appointed September 2007
Mrs Jay Mandalia	HMRC	

## 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 + Neylan LLP, 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 2007

### Naming Ceremony for *Mudford Servant*



The Lifeboat Fund's 48th lifeboat, *Mudford Servant*, was officially named during a ceremony at the Mudford Lifeboat Station, Dorset on Wednesday 23 May 2007. Sir Kevin Tebbit, The Lifeboat Fund's Chairman, handed over the lifeboat on behalf of the Fund. HRH The Duke of Kent, President of the RNLI, officially named the lifeboat.

*Mudford Servant* is an Atlantic 85 inshore 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.

The Lifeboat Fund 2007 Competition was won by Ruth Edisbury from HM Revenue and Customs. Ruth's prize is a tour of the state of the art RNLI survival centre in Poole including two nights' dinner, bed and breakfast in the onsite hotel where every room has stunning views of the sea.

### *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.

### *Flora London Marathon*

The Fund has 14 guaranteed places in the Flora London Marathon each year. If you are interested, please contact the Secretary for more details.

### *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 2007, the Fund reclaimed £946.

### *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.thelifeboatfund.org.uk](http://www.thelifeboatfund.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.

The website has been updated to allow supporters to make online donations.

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

**THE LIFEBOAT FUND'S LIFEBOATS**

	Launches	Lives Saved	People Rescued (incl. lives saved)
2007	200	6	226
2006	153	5	138
2005	130	7	37
2004	196	12	56
2003	45	2	21

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 (incl. lives saved)
Mudford Servant	59	84
Angel of Holyhead	28	28
Public Servant	442	165
Hunstanton Flyer	54	39
Princess Royal	203	144
Guardian Angel	21	13
Windsor Runner	135	176
Fraser Flyer	110	163
St. Cybi II	354	302

There are currently five Lifeboat Fund lifeboats in the RNLI active fleet: *Mudford Servant* at Mudford, 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 2007, the Fund's lifeboats were launched 200 times, saving 6 lives and giving assistance to a further 220 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 2007, the Fund collected £96,700 for the RNLI. The main sources of these donations were:

	2007 £	2006 £
Pension payroll giving (net of distribution charges)	73,000	79,000
Legacy	0	50,100
Payroll giving	17,000	15,100
Traditional appeal	5,000	8,500
Miscellaneous	700	600
Gift Aid	1,000	1,700
<b>Total</b>	<b>96,700</b>	<b>155,000</b>

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 £5,437, or about 5.6 per cent, of which £3,013 relates to fees charged by the agencies that collect and distribute pension payroll giving on the Fund's behalf and £1,806 was the cost of printing appeal leaflets. 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 £17,000, of the Honorary Secretary's time and expenses that are sponsored by the Ministry of Defence.

In 2007, The Lifeboat Fund also paid £15,000 for the purchase of 14 places in the 2008 Flora London Marathon which the Fund expects to more than recover in 2008.

### 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. The balance brought forward in this restricted fund at 1 January 2007 was £284,000, and by adding this year's net donations of £95,000 and £20,000 of notional interest less some minor expenditure, the restricted fund has a closing balance at 31 December 2007 of £383,000.

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 + Neylan LLP 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 has facilitated online giving to ensure that potential donors have a ready means of contributing.

## **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 three years, The Lifeboat Fund would aim to fund the provision of three inshore lifeboats, either D-Class or Atlantic, for stations at Poole, New Brighton and Portrush. It is planned that the Poole lifeboat, which is an Atlantic class, will go on station in 2008.

The Fund also wishes to arrange that the funds raised in Northern Ireland, some £1,600 in 2007, 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 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**

**26 March 2008**

**Independent examiner's report for the year ended 31 December 2007****Independent examiner's report on the accounts**

I report to the trustees/members for the year ended 31 December 2007 on the accounts set out on pages 11 to 15.

**Respective responsibilities of trustees and examiner**

As described on pages 1 to 7, 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:

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

**Statement of Financial Activities for the year ended 31 December 2007**

		<b>Unrestricted Funds 2007 £</b>	<b>Unrestricted Funds 2006 £</b>
	<b>Note</b>		
<b>Incoming resources</b>			
Incoming resources from generated funds			
Voluntary income	<b>2</b>	<b>117,791</b>	180,913
Investment income		<b>15</b>	61
Lifeboat Fund expenses met by the RNL		<b>16,806</b>	1,082
<b>Total incoming resources</b>		<b><u>134,612</u></b>	<b><u>182,056</u></b>
<b>Resources expended</b>			
Costs of generating funds			
Costs of generating voluntary income	<b>3</b>	<b>22,529</b>	27,099
Charitable activities	<b>3</b>	<b>95,283</b>	155,071
Governance costs	<b>3</b>	<b>1,000</b>	1,238
<b>Total resources expended</b>		<b><u>118,812</u></b>	<b><u>183,408</u></b>
<b>Net incoming resources for the year</b>		<b>15,800</b>	(1,352)
<b>Reconciliation of Funds</b>			
Total funds brought forward at 1 January 2007		<b><u>5,669</u></b>	<u>7,021</u>
Total funds carried forward at 31 December 2007		<b><u>21,469</u></b>	<u>5,669</u>

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

The notes on pages 13 to 15 form part of these financial statements.

**Balance Sheet as at 31 December 2007**

	2007 £	2006 £
	<b>Note</b>	
<b>Fixed Assets</b>		
Tangible fixed assets	6 <u>156</u>	<u>313</u>
Total fixed assets	<u>156</u>	<u>313</u>
<b>Current assets</b>		
Prepayments: London Marathon	<u>15,000</u>	
Cash at bank and in hand	<u>6,313</u>	5,358
Total current assets	<u>21,313</u>	<u>5,358</u>
<b>Liabilities</b>		
Creditors: Amounts falling due within one year	<u>-</u>	<u>(2)</u>
<b>Net current assets</b>	<u>21,313</u>	<u>5,356</u>
<b>Net assets</b>	<u>21,469</u>	<u>5,669</u>
<b>The funds of the charity</b>		
Unrestricted income funds	<u>21,469</u>	<u>5,669</u>
<b>Total charity funds</b>	<u>21,469</u>	<u>5,669</u>

The financial statements were approved by the Trustees on 26 March 2008 and signed on their behalf by:

**T P Grant**  
Honorary Treasurer

**Kevin Tebbit**  
Chairman

The notes on pages 13 to 15 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 2007, the position of these Restricted Funds was as follows:

	2007 £	2006 £
Balance in RNLI Restricted Funds for The Lifeboat Fund at 1 January 2007	<b>284,114</b>	592,942
Less: payments towards RNLI projects or lifeboats	-	(500,000)
The Lifeboat Fund's donations to RNLI in 2007	<b>95,221</b>	154,813
Notional interest received in 2007 on Restricted Fund balances	<b>20,352</b>	37,441
Less: Lifeboat Fund expenses paid direct by RNLI	<u>-16,806</u>	<u>(1,082)</u>
Balance in RNLI Restricted Funds for The Lifeboat Fund at 31 December 2007	<u><b>382,881</b></u>	<u>284,114</u>

## Notes to the financial statements for the year ended 31 December 2007

### 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.

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

<b>2. ANALYSIS OF INCOMING RESOURCES</b>	<b>Unrestricted Funds 2007 £</b>	<b>Unrestricted Funds 2006 £</b>
<b>Voluntary Income</b>		
Donations, legacies and similar incoming resources		
Donations received gross of cost of distributing payroll and pension-giving costs	80,629	89,733
Legacies	-	50,097
Gift Aid	946	1,725
Donations received via RNLI	18,221	16,188
	<u>99,796</u>	<u>157,743</u>
Donated services		
Salary (met by a government department)	14,749	20,195
Employer's National Insurance contributions	1,318	1,382
Miscellaneous support costs (met by a government department)	928	593
Cost of services of the independent examiners	1,000	1,000
	<u>17,995</u>	<u>23,170</u>
<b>Total Voluntary Income</b>	<u>117,791</u>	<u>180,913</u>
<b>3. ANALYSIS OF RESOURCES EXPENDED</b>		
<b>Cost of generating voluntary income</b>		
Cost of distributing payroll and pension-giving donations	3,015	3,277
Printing and distribution of appeal leaflets	1,906	844
Miscellaneous	457	651
Salary and support costs	16,994	22,170
Depreciation	157	157
	<u>22,529</u>	<u>27,099</u>
<b>Charitable activities</b>		
Donations passed to the RNLI	77,000	101,700
Donations and legacies to The Lifeboat Fund received by the RNLI	18,222	53,113
Attendance at the launching and naming of the Mudeford lifeboat	61	258
	<u>95,283</u>	<u>155,071</u>
<b>Governance costs</b>		
Printing and distribution of annual report	-	238
Independent examiners	1,000	1,000
	<u>1,000</u>	<u>1,238</u>

#### 4. NET INCOMING RESOURCES

This is stated after charging

Depreciation of tangible fixed assets owned by the charity	<b>157</b>	157
Independent examiner's fees	<b>1,000</b>	1,000
During the year no trustee received any remuneration (2006 - £0)		
During the year no trustee received any benefits in kind (2006 - £0)		
During the year one trustee received reimbursement of administrative expenses of £928 (2006 - £857)		

#### 5. STAFF COSTS

Staff costs were as follows:

Wages and salaries	<b>14,749</b>	20,195
Employers' national insurance costs	<b>1,318</b>	1,382
	<b>16,067</b>	21,577

The average number of employees during the year was one (2006 – one)

#### 6. TANGIBLE FIXED ASSETS

	<b>Office equipment £</b>
<b>Cost or valuation</b>	
Balance brought forward	<b>626</b>
Additions	<b>0</b>
Balance carried forward	<b>626</b>
<b>Accumulated depreciation</b>	
Balance brought forward	<b>313</b>
Depreciation charge for the year	<b>157</b>
Balance carried forward	<b>470</b>
<b>Net Book Value:</b>	
Brought forward	<b>313</b>
Carried forward	<b>156</b>



**SUMMARY OF CONTRIBUTIONS TO THE FUND**  
**Recorded during the year ended 31 December 2007**

	£
DEFRA	1.00
Ministry of Defence	1,242.00
DfT/DCLG	382.00
GCHQ	1080.20
HM Revenue & Customs	602.00
National Archives	82.17
National Audit Office	118.00
<b>NORTHERN IRELAND</b>	
NI Department for Education and Learning	146.49
NI Department of Finance and Personnel	262.25
NI Office	76.20
NI Social Security Agency	160.20
Department of Agriculture	667.00
Department for Social Development	33.00
DETI	264.78
<b>PAYROLL GIVING (including £17,126.13 from BT)</b>	<b>17,498.10</b>
<b>PENSION PAYROLL GIVING (Civil Servants and Royal Mail)</b>	<b>72,475.17</b>
<b>TAX RECLAIM ON GIFT AID DONATIONS</b>	<b>945.33</b>
<b>OTHERS</b>	<b>730.00</b>
<b>TOTAL</b>	<b>96,765.89</b>

Produced by THE LIFEBOAT FUND  
Printed by the RNLI, West Quay Road, Poole, Dorset, BH15 1HZ

**THE LIFEBOAT FUND ANNUAL GENERAL MEETING - MINUTES OF THE MEETING HELD  
ON 29 APRIL 2008**

<b>Chairman</b>	Sir Kevin Tebbit KCB CMG	Chairman
<b>Members</b>	Mr Tom Grant Mrs Diana Allpress Ms Louise Selby Ms Jayne Harbury Mr David Kellett Mr John Jarvis Ms Tracey Orchard Mrs Pat Shahin Ms Madeline Gunner	Honorary Treasurer Honorary Secretary Home Office Home Office NAO CSPA HMRC HMRC NAO
<b>In Attendance</b>	Mr Stuart Willson Mr Glen Palser Mr Denis Powell Mr Clinton Shaw  Mr Gordon Jones	RNLI MOD Previous MOD Representative Previous Inland Revenue Representative Reeves + Neylan LLP

**ITEM 1 – Chairman’s Opening Address**

1. The Chairman welcomed everyone to the meeting. Apologies were received from Sir David Rowlands, Mr Donald Scott, Mr Nick Cheetham, Mr Keith Nurse, Mr Tony Barker, Dame Valerie Strachan, Mr Stephen Pothecary, Mr Graeme Starkey, Mr Brian Sturtevant, Mrs Pauline Shannon, Mrs Colette Hagan, Ms Mamie Clugston, Miss Dawn Brown, Mr Jim Judge, Ms Joy Shearer and Ms Deirdre Walker.

**ITEM 2 – Treasurer’s Report**

2. The Hon. Treasurer reported that the Fund raised £96,700 in 2007, compared with £155,000 in 2006. Pension payroll giving was down by £6,000. The traditional appeal to serving civil servants was down yet again, this time by £3,500 from £8,500 in 2006 to £5,000 in 2007. The Fund received no legacies, which accounted for the biggest difference between 2007 and 2006 and emphasized how very important but clearly unreliable legacies are to the Fund.

3. In 2007 the Fund received notional interest from the RNLI of over £20,000 bringing the Fund’s total income to about £118,000. Fundraising costs were £22,500, of which some £17,000 was sponsored by the MOD and over £3,000 of which related to the charges made by the agencies that collect and distribute pension payroll giving. This meant that the direct cost to the Fund of raising some £98,000 was about £2,500 or 2.5 per cent. Governance costs, i.e. audit fees, were £1,000 but our auditors, Reeves and Neylan, very generously donated this back to the Fund as they have done equally generously for what is now over 60 years and for which they deserve much thanks. During the year, the Fund gave £95,000 to the RNLI.

4. At the end of 2007, The Fund had a balance of about £390,000 towards its programme of expenditure agreed with the RNLI, which is estimated to cost about £300,000 (for Poole, Portrush and New Brighton lifeboats). The only other outstanding commitment was an, as yet, unspecified intention to help fund the training of lifeboat crews in Northern Ireland. The Hon. Treasurer expected the Fund to be able to fulfil its agreed programme with the RNLI to the end of 2010.

5. The Chairman thanked the Hon. Treasurer and Reeves + Neylan LLP for their work in preparing the financial accounts. The Council approved the 2007 Trustees Report.

### **ITEM 3 – Secretary’s Report**

6. The Hon. Secretary gave details to the meeting of the Fund’s lifeboats. In 2007, the boats had been launched 200 times, 6 lives had been saved and a further 220 people had been rescued.

7. The Lifeboat Fund's 48th lifeboat, *Mudford Servant*, was officially named during a ceremony at the Mudford Lifeboat Station, Dorset on Wednesday 23 May 2007. Sir Kevin Tebbit, The Lifeboat Fund's Chairman, handed over the lifeboat on behalf of the Fund. HRH The Duke of Kent, President of the RNLI, officially named the lifeboat.

8. The competition held in 2007 was very successful in raising the profile of the Fund in departmental magazines and intranets. There was a good response to the competition (245 entries) and the winner was Ruth Edisbury from HMRC.

9. The Hon. Secretary announced that the competition would be run again in 2008, linked to the annual appeal. Peter Hopkins from the HMRC had donated a box of Microsoft goodies to be used to raise money for the Fund. These will be incorporated into the 2008 competition. The first prize will be the 2 night stay in the RNLI College, Poole, with additional prizes made up of the Microsoft goodies.

10. The Hon. Secretary planned to change the 2008 Northern Ireland appeal from Crew Training to raising money for the Portrush lifeboat. The last lifeboat paid for by the Fund was the Richard Evans, which was stationed at Portrush until 2000.

11. The Hon. Secretary announced that an article was included in the CSPA Pensioner magazine advertising the Portrush Lifeboat Appeal. The magazine was issued in March and so far the Fund had received over £450. The appeal will be advertised in the next issue.

12. Gift Aid is still a good source of revenue and the Fund reclaimed £945 of tax last year. Donors need to provide a home address (including postcode) 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.

13. 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. This year the Fund had 14 guaranteed places in the Flora London Marathon – each runner should raise a minimum of £1000 for the Fund.

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

15. 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.

16. The Fund aims to fund the provision of four inshore lifeboats, either D-class or Atlantic, for stations at Stranraer, Poole, New Brighton and Portrush. It is planned that the Poole lifeboat, which is an Atlantic class, will go on station in 2008.

#### **ITEM 4 – Election or Re-election of Officers**

17. The Chairman announced that Tom Grant had decided to stand down as Hon. Treasurer after serving for twelve years. The Chairman thanked Tom Grant for his hard work and dedication to the Fund over the last twelve years. Gordon Jones expressed his appreciation, on behalf of Reeves + Neylan LLP, for Tom's help and hard work. Madeline Gunner has volunteered to act as Hon. Treasurer.

18. The Hon. Treasurer thanked the Executive Committee for the bottle of champagne and the book on the history of the RNLI. He expressed how much he had enjoyed the last twelve years as Hon. Treasurer.

19. The following Officer was elected:

Ms Madeline Gunner	Honorary Treasurer
--------------------	--------------------

20. The Chairman announced that Sir John Bourn had resigned from the Executive Committee after serving as Deputy Chairman since 1987.

21. The following Officers were re-elected:

Sir Kevin Tebbit KCB CMG	Chairman
Sir David Rowlands KCB	Deputy Chairman
Mrs Diana Allpress	Honorary Secretary

#### **ITEM 5 – Election or Re-election of Members of the Executive Committee**

22. The following Members were elected:

Ms Jayne Harbury	Home Office
Ms Louise Selby	Home Office

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
Mr Tom Grant	Serving in a personal capacity
Mr Ivor Keates	GCHQ
Mr David Kellett	NAO
Mr Keith Nurse	DH
Mr Nick Cheetham	DWP
Mrs Jay Mandalia	HMRC

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

#### **ITEM 6 – Chairman's Closing Address**

25. The Chairman announced he would be writing to Permanent Secretaries and Heads of Agencies (including Northern Ireland) asking them to nominate an individual to take responsibility for promoting the Fund in their department. He asked departmental representatives and trustees to do more to increase the level of donations in their department to the 2008 appeal.

26. 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 2008 Appeal.

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

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

**Item 8: Any Other Business**

28. 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 five years, the Fund's lifeboats have been launched 724 times, saving 32 lives and rescuing a further 446 people. We can only buy new lifeboats for the RNLI with **your help**.

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

**Thank you to all our supporters**