

Report and Financial Statements

For the year ended 31 December 2009



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 51 boats and much other assistance.

Patron: HRH The Duke of Kent

Registered Charity Number: 248421

CONTENTS

3	Trustees Report for 2009
11	Independent examiner's report
12	Statement of financial activities
13	Balance Sheet at 31 December 2009
14	Notes to the financial statements
17	Summary of Contributions to the Fund in 2009
18	Minutes of the Annual General Meeting held 28 April 2010

The Communications and Public Service Lifeboat Fund

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

Honorary Treasurer: Mrs Madeline Dugmore
199 Kingston Road
London, SW19 3NG
Tel: 020 7798 5432

Website: 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.

Ms Roberta Watson	DRD/DOE/DCAL
Ms Louise Selby	Home Office
Mr Richard Koizumi	FCO
Ms Bev Marvin/Mrs Linda McGarty	HM Land Registry
Ms Janine Jackson	Office of the Advocate General for Scotland
Ms Lynne MacMaster	Crown Office and Procurator Fiscal Service
Ms Janice Marshall	OFSTED
Mrs Sally Bundock	Public Record Office
Ms Liz Campbell	NIO
Mr Paul Clement	DVLA
Ms Mamie Clugston	DETI
Ms Michelle Walsh	Government Actuary's Department
Mr Nick Cheetham	DWP
Mr Neil McClenaghan	DE
Mr Tony Helliar	Treasury Solicitor's Office
Mr Dan McAlea	DCAL
Mr John Jarvis	CSPA
Mr Jim Judge	NAO
Mr Ivor Keates	GCHQ
Mr David Kellett	NAO
Mrs Jay Mandalia	HM Revenue & Customs
Mr Philip Jackson	Scottish Government
Ms Linda Pender	Student Awards Agency for Scotland
Ms Eleanor Steed	DFP/OFM/DFM
Ms Elizabeth Mulholland	DARD
Ms Tracey Orchard	HM Revenue & Customs
Mr Simon Claydon	Department of Health
Mrs Rosina Robinson	
Mr Tom Grant	
Mrs Pauline Shannon	DSD
Mr Graeme Starkey	DfT, DCLG
Ms Alison Adams	DEL

The Communications and Public Service Lifeboat Fund
Registered charity number 248421

Trustees Report for 2009

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 2009. 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 March 2005. In preparation of the financial statements the Trustees have considered the Charity Commissioners guidance on Public Benefit.

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 2009 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 David Rowlands KCB	Deputy Chairman	
Mr Peter Housden	Deputy Chairman	Appointed August 2009
Mrs Madeline Dugmore	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	Resigned December 2009
Ms Tracey Orchard	HMRC	
Mr Simon Claydon	Department of Health	
Mrs Clare Wardle	Royal Mail	Resigned October 2009
Mr David Kellett	NAO	
Mr Nick Cheetham	DWP	
Mr Ivor Keates	GCHQ	
Ms Jayne Harbury	Home Office	Resigned September 2009
Ms Louise Selby	Home Office	
Mr Tom Grant	Serving in a personal capacity	
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.

The Communications and Public Service Lifeboat Fund Trustees Report for 2009 continued

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

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

Email: secretary@thelifeboatfund.org.uk; Tel: 01225 835762

Treasurer: Ms M Dugmore, 199 Kingston Road, London, SW19 3NG

Email: madeline.dugmore@nao.gsi.gov.uk; Tel. 0207 798 5432

Independent Examiner: Gordon Jones, Reeves + Neylan LLP, 37 St Margaret's 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 2009

Naming Ceremony for *Sgt Bob Martin*



The Lifeboat Fund's 50th lifeboat, *Sgt Bob Martin*, was officially named during a ceremony at the Poole Lifeboat Station, Dorset on Saturday 6 June 2009. Diana Allpress, The Lifeboat Fund's Hon. Secretary, handed over the lifeboat on behalf of the Fund.

Sgt Bob Martin is an Atlantic 85 rigid inflatable lifeboat. The lifeboat was named in memory of Sgt. Bob Martin, a Chelsea Pensioner who raised £200,000 for the RNLI.

New Brighton Lifeboat in service



Charles Dibdin, The Lifeboat Fund's 51st lifeboat, went into service on 13 November 2009 at the New Brighton Lifeboat Station, Merseyside.

Charles Dibdin is an Atlantic 85 rigid inflatable lifeboat. The lifeboat was named after Charles Dibdin, who was one of the founders of The Lifeboat Fund in 1866 and later went on to become RNLI Secretary.

The Communications and Public Service Lifeboat Fund Trustees Report for 2009 continued

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 2009 Competition was won by Carole Bell from the Department for Social Development in Northern Ireland. Carole'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.

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 2009, the Fund reclaimed £1,952.

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) 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.

**The Communications and Public Service Lifeboat Fund
Trustees Report for 2009 continued**

THE LIFEBOAT FUND'S LIFEBOATS

	Launches	Lives Saved	People Rescued (incl. lives saved)
2009	348	15	347
2008	280	9	111
2007	200	6	226
2006	153	5	138
2005	130	7	37

The reason for the substantial increase in the number of launches and lives saved by The Lifeboat Fund's lifeboats 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)
Stranraer Saviour	15	10
Mudeford Servant	163	196
Angel of Holyhead	66	68
Public Servant	688	217
Hunstanton Flyer	79	50
Sgt Bob Martin	137	169
Charles Dibdin	1	0
Princess Royal	222	155
Guardian Angel	36	32
Windsor Runner	143	184
Fraser Flyer	147	386

There are currently eight Lifeboat Fund lifeboats in the RNLI active fleet: *Stranraer Saviour* at Stranraer, Scotland; *Mudeford Servant* at Mudeford, Dorset; *Angel of Holyhead* at Holyhead, Wales; *Hunstanton Flyer* at Hunstanton, Norfolk; *Public Servant* at Lifeboat Pier, London; *Sgt Bob Martin* at Poole, Dorset; *Charles Dibdin* at New Brighton, Merseyside and RNLB *Princess Royal* at St Ives. The relief fleet includes RNLBs *Guardian Angel*, *Windsor Runner* and *Fraser Flyer*. During 2009, the Fund's lifeboats were launched 348 times, saving 15 lives and giving assistance to a further 332 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.

The Communications and Public Service Lifeboat Fund Trustees Report for 2009 continued

FINANCIAL REVIEW

In 2009, the Fund collected £189,000 for the RNLI. The main sources of these donations were:

	2009 £	2008 £
Pension payroll giving (net of distribution charges)	62,000	68,000
Legacy	75,000	5,000
Payroll giving	18,000	14,000
Traditional appeal	30,000	42,500
Miscellaneous	2,000	2,000
Gift Aid	2,000	1,000
Total	189,000	132,500

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 £5,200, or about 4 per cent, of which £2,580 relates to fees charged by the agencies that collect and distribute pension payroll giving on the Fund's behalf and £2,036 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.

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 2009 was £470,000, and by adding this year's net donations of £193,000 and £8,000 of notional interest less some minor expenditure, the restricted fund has a closing balance at 31 December 2009 of £669,000.

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, of Reeves + Neylan LLP in donating their services as the Honorary Independent Examiner and of Finmeccanica UK in providing meeting facilities for the Executive Committee.

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

The Communications and Public Service Lifeboat Fund Trustees Report for 2009 continued

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.

The Fund's Chairman wrote to all Permanent Secretaries and Heads of Agencies asking them to support the Fund's Appeal. As a result, thirteen new departments took part in the 2009 Appeal.

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 year, The Lifeboat Fund would aim to fund the provision of a D-Class inshore lifeboat for Portrush Lifeboat Station.

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.

TRUSTEES RESPONSABILITIES

The Trustees are responsible for preparing the Trustee's report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

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

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993 and trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

This report was approved by the Trustees on 11 March 2010 and signed on their behalf, by:

Kevin Tebbit

Chairman

on behalf of the Trustees

The Communications and Public Service Lifeboat Fund

Independent examiner's report for the year ended 31 December 2009

Independent examiner's report on the accounts

I report on the accounts of the charity for the year ended 31 December 2009 which are set out on pages 11 to 15.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the 1993 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 Commission. 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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
ACA BSc (Hons)
Reeves + Neylan LLP
Chartered Accountants
37 St Margaret's Street
Canterbury, Kent CT1 2TU

The Communications and Public Service Lifeboat Fund

Report and financial statements 2009

Statement of Financial Activities for the year ended 31 December 2009

		Restricted Funds 2009 £	Unrestricted Funds 2009 £	Unrestricted Funds 2008 £
	Note			
Incoming resources				
Incoming resources from generated funds				
Voluntary income	2	6,022	209,239	153,123
Investment income		-	2	24
Lifeboat Fund expenses met by the RNLI		-	2,036	1,615
Total incoming resources		6,022	211,277	154,762
Resources expended				
Costs of generating funds				
Costs of generating voluntary income	3	-	21,824	20,857
Charitable activities	3	6,022	192,549	110,694
Governance costs	3	-	1,000	1,000
Total resources expended		6,022	209,351	132,551
Net incoming resources for the year		-	(4,096)	22,211
Reconciliation of Funds				
Total funds brought forward at 1 January 2009		-	43,680	21,469
Total funds carried forward at 31 December 2009		-	39,584	43,680

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.

The Communications and Public Service Lifeboat fund

Balance Sheet as at 31 December 2009

	Note	Total Funds 2009 £	Total Funds 2008 £
Fixed Assets			
Tangible fixed assets	6	-	-
Total fixed assets		-	-
Current assets			
Debtors		2,052	-
Cash at bank and in hand		37,532	43,680
Total current assets		39,584	43,680
Net assets		39,584	43,680
The funds of the charity			
Unrestricted income funds		39,584	43,680
Total charity funds		39,584	43,680

The financial statements were approved by the Trustees on 11 March 2010 and signed on their behalf by:

Madeline Dugmore
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 2009, the position of these Restricted Funds was as follows:

	2009 £	2008 £
Balance in RNLI Restricted Funds for The Lifeboat Fund at 1 January 2009	470,439	382,881
Less: payments towards RNLI projects or lifeboats	-	(29,000)
The Lifeboat Fund's donations to RNLI	186,527	95,422
Notional interest received in year on Restricted Fund balances	8,429	22,751
Less: Lifeboat Fund expenses paid direct by RNLI	(2,036)	(1,615)
Balance in RNLI Restricted Funds for The Lifeboat Fund at 31 December 2009	663,359	470,439

The RNLI also hold a fund of £6,022, which was donated to them by The Lifeboat Fund and is held as a restricted fund. This was a legacy given for the purpose of aiding a Lifeboat station in Scotland.

The Communications and Public Service Lifeboat Fund

Notes to the financial statements for the year ended 31 December 2009

1. Accounting policies

1.1 Basis of preparation of financial statements

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

1.2 Fund accounting

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

1.3 Incoming resources

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

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

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

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

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

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Investment income is included in the accounts when receivable.

1.4 Resources expended

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

1.5 Value Added Tax

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

1.6 Tangible fixed assets and depreciation

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

Office Equipment - 25% straight line over 4 years

The Communications and Public Service Lifeboat Fund
Notes to the financial statements for the year ended 31 December 2009

2. ANALYSIS OF INCOMING RESOURCES

	Restricted Funds 2009 £	Unrestricted Funds 2009 £	Unrestricted Funds 2008 £
Voluntary Income			
Donations, legacies and similar incoming resources			
Donations received gross of cost of distributing payroll and pension-giving costs	-	95,232	115,294
Legacies	-	61,867	5,000
Gift Aid	-	1,952	749
Legacies received via RNLI	6,022	7,318	-
Donations received via RNLI	-	19,209	15,422
	<u>6,022</u>	<u>185,578</u>	<u>136,465</u>
 Donated services			
Salary (met by a government department)	-	14,242	13,289
Employer's National Insurance contributions	-	1,386	1,284
Miscellaneous support costs (met by a government department)	-	1,011	1,085
Cost of services of the independent examiners	-	1,000	1,000
	<u>-</u>	<u>17,639</u>	<u>16,658</u>
 Total Voluntary Income	<u>6,022</u>	<u>203,217</u>	<u>153,123</u>

3. ANALYSIS OF RESOURCES EXPENDED

	Restricted Funds 2009 £	Unrestricted Funds 2009 £	Unrestricted Funds 2009 £
Cost of generating voluntary income			
Cost of distributing payroll and pension-giving donations	-	2,580	2,819
Printing and distribution of appeal leaflets	-	2,036	1,615
Miscellaneous	-	570	609
Salary and support costs	-	16,639	15,657
Depreciation	-	-	156
	<u>-</u>	<u>21,824</u>	<u>20,857</u>
 Charitable activities			
Donations passed to the RNLI	-	160,000	80,000
Donations and legacies to The Lifeboat Fund received by the RNLI	6,022	26,527	15,422
Purchase of Marathon places	-	-	15,000
Attendance at the launching and naming lifeboats	-	-	272
	<u>6,022</u>	<u>186,527</u>	<u>110,694</u>
 Governance costs			
Independent examiners	-	1,000	1,000
	<u>-</u>	<u>1,000</u>	<u>1,000</u>

The Communications and Public Service lifeboat Fund

Notes to the financial statements for the year ended 31 December 2009

4. NET INCOMING RESOURCES

This is stated after charging

Depreciation of tangible fixed assets owned by the charity	-	156
Independent examiner's fees	1,000	1,000

During the year no trustee received any remuneration (2008 - £0)

During the year no trustee received any benefits in kind (2008 - £0)

During the year one trustee received reimbursement of administrative expenses of £1,011 (2008 - £1,085)

5. STAFF COSTS

Staff costs were as follows:

Wages and salaries	14,242	13,289
Employers' national insurance costs	1,386	1,284
	<u>15,628</u>	<u>14,573</u>

The average number of employees during the year was one (2008 – one)

6. TANGIBLE FIXED ASSETS

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

The Communications and Public Service Lifeboat Fund

SUMMARY OF CONTRIBUTIONS TO THE FUND Recorded during the year ended 31 December 2009

	£
Department of Work and Pensions	21,375
GCHQ	3,361
HM Revenue & Customs	781
Ministry of Defence	440
Health and Safety Executive	387
Government Actuary's Department	190
Land Registry	125
National Audit Office	100
CSA (including Northern Ireland)	71
Department of Business Innovation and Skills	60
UK Trade and Investment	13
Foreign and Commonwealth Office	10
NORTHERN IRELAND	
NI Department of Agriculture	788
NI Department for Education and Learning	378
NI DETI	206
NI Social Security Agency	71
Department for Social Development	36
SCOTLAND	
Scottish Government	275
Office of Advocate General Scotland	78
PORTRUSH APPEAL	672
PAYROLL GIVING (including £18,314 from BT)	18,477
PENSION PAYROLL GIVING (Civil Servants and Royal Mail)	62,312
LEGACIES (in memory of Ms Kathleen Naylor, Ms Madeline McGeachie and Mrs B Taylor)	75,207
TAX RECLAIM ON GIFT AID DONATIONS	1,952
OTHERS	1,655
TOTAL	189,019

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 28 APRIL 2010**

Chairman	Sir Kevin Tebbit KCB CMG	Chairman
Members	Sir David Rowlands Mrs Madeline Dugmore Mrs Diana Allpress Ms Louise Selby Mr Nick Cheetham Mr Simon Claydon Mr Tom Grant Mr John Jarvis Ms Nicola Higgins	Deputy Chairman Honorary Treasurer Honorary Secretary Home Office DWP DH CSPA DCLG
In Attendance	Mr Stuart Willson Ms Leesa Harwood Mr Robert Kinnear Mr Clinton Shaw Mr Gordon Jones	RNLI RNLI Monthly Donor 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 Mr Peter Housden, Sir John Bourn, Mrs Margaret Smith, Mr David Kellett, Mr Harold Blythe, Mrs Brenda Weston, Ms Mamie Clugston, Dame Valerie Strachan, Ms Cheryl Openshaw, Mr Tony Barker, Mr Ivor Keates, Miss Ivy Drayton, Ms Alison Hoffman and Ms Linda Pender.

Item 2 – Treasurer’s Report

2. The Hon. Treasurer reported that the Fund raised £189,019 in 2009, which compared with £132,500 in 2008. Pension payroll giving was down by £5,500 which represents the natural steady diminishing of receipts in this category of about £5k per annum. Payroll giving (the majority of which is from BT) increased by £4,000 following a decline in 2008. The last time this was above £18,000 was in 2003. Receipts from the traditional appeal to serving civil servants were down by £12,500 from £42,000 in 2008 to £30,000 in 2009. This was partly attributed to the later appeal day which meant some amounts raised were received after 31 December 2009 but a more major factor was likely to have been the economic downturn. The Fund received three legacies totalling £75,000, which accounted for the whole of the increase in income.

3. In 2009 the Fund received notional interest from the RNLI of over £8,500. This was substantially lower than in the previous year due to the fall in interest rates. Fundraising costs were £22,800, of which some £16,500 was sponsored by the MOD and some £2,600 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 £190,000 was about £2,600 or 1.4 per cent. During the year, the Fund gave £196,000 to the RNLI.

4. At the end of 2009, The Fund had a balance of about £669,000 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 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 2009 Trustees Report.

Item 3 – Secretary's Report

6. The Hon. Secretary gave details to the meeting of the Fund's lifeboats. In 2009, the boats had been launched 348 times, 15 lives had been saved and a further 332 people had been rescued.

7. The Lifeboat Fund's 50th lifeboat, *Sgt Bob Martin*, was officially named during a ceremony at the Poole Lifeboat Station, Dorset on Saturday 6 June 2009. Diana Allpress, The Lifeboat Fund's Hon. Secretary, handed over the lifeboat on behalf of the Fund.

8. The Lifeboat Fund's 51st lifeboat, *Charles Dibdin*, went into service on 13 November 2009 at the New Brighton Lifeboat Station, Merseyside. The lifeboat was named after one of the founders of The Lifeboat Fund in 1866 who later went on to become RNLI Secretary.

9. The Fund's next vessel would be a D-class inshore lifeboat for Portrush Lifeboat Station.

10. Last year the Chairman wrote to Permanent Secretaries and Heads of Agencies asking them to support the Fund's appeal. As a result, 13 new departments took part in the 2009 appeal.

11. The winner of the 2009 appeal competition was Carole Bell from the Department for Social Development, Northern Ireland. Carole's prize was a tour of the state of the art RNLI survival centre in Poole including two nights' fully inclusive stay at the onsite hotel. The competition would be run again in 2010, linked to the annual appeal. There was a decrease last year in the number of people entering the competition. In an effort to broaden the appeal of the competition, £100 would be spent this year on additional prizes.

12. The Hon. Secretary announced that The Lifeboat Fund Appeal Day would take place on Friday 17 September 10. If this date was inconvenient or departments would prefer to hold an ongoing appeal, they would be given the option to choose a more appropriate date. A workshop for department representatives was planned in May/June 10 to share fundraising ideas.

13. Last year the Hon. Secretary produced several articles for the CSPA Pensioner magazine advertising the Portrush Lifeboat Appeal last year which brought in £672. She planned to advertise this appeal in the CSPA magazine throughout 2010.

14. Gift Aid was still a good source of revenue and the Fund reclaimed £1,952 of tax in 2009. The Hon. Secretary encouraged supporters to fill in the declaration on the appeal sheets or download the form from the website.

15. Sponsored participation in events such as Marathons was a great way to get fit as well as raising money for the cause. Anyone who would like to raise money for The Lifeboat Fund in this or any other way was invited to contact the Hon. Secretary, who would be happy to advise and assist.

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

Item 4 – Election or Re-election of Officers

17. The Chairman announced that he had decided to step down from his post. He joined the Executive Committee in 2002 and had served as Chairman since 2004. Whilst he had enjoyed his time as Chairman, he felt it was best for the role to be held by a serving senior member of the Civil Service and was therefore glad to be able to announce that Peter Housden was prepared to be nominated to take over as his successor.

18. The following Officer was duly elected:

Mr Peter Housden	Chairman
------------------	----------

19. The following Officers were re-elected:

Sir David Rowlands KCB	Deputy Chairman
Mrs Madeline Dugmore	Honorary Treasurer
Mrs Diana Allpress	Honorary Secretary

Item 5 – Election or Re-election of Members of the Executive Committee

20. The following Members were re-elected:

Mr John Jarvis	Representing Civil Service Pensioners
Ms Tracey Orchard	HMRC
Ms Louise Selby	Home Office
Mr Ivor Keates	GCHQ
Mr David Kellett	NAO
Mrs Rosina Robinson	Serving in a personal capacity
Mr Tom Grant	Serving in a personal capacity
Mr Nick Cheetham	DWP
Mr Simon Claydon	DH
Mrs Jay Mandalia	HMRC
Sir Kevin Tebbit KCB CMG	Serving in a personal capacity

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

Item 6 – Chairman's Closing Address

22. The Chairman thanked those present and all the many people who have worked so hard to raise money for the Fund. 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. He commended the initiative launched by his successor to galvanise fundraising efforts in the major departments and to increase support for departmental representatives on a more continuing basis. Finally, the Chairman wished everyone good luck for the 2010 Appeal.

23. The Deputy Chairman thanked the Chairman for his service to the Fund. He noted that the Chairman had moved the Fund forward under his tenure to face a brighter future and that many people owe their lives to the charity and the Chairman's leadership.

Item 7: Guest Speaker – David Brook, RNLI Engineering and Supply Director

24. The Council was briefed by David Brook on engineering excellence within the RNLI and the next generation of RNLI Lifeboats. The Chairman thanked him for a fascinating and informative insight into the more technical aspects of operations which the meeting found most valuable.

Item 8: Any Other Business

25. The Chairman conveyed the Fund's best wishes to Stuart Willson as he moved to his new position as Director of Regional Fundraising with Guide Dogs for the Blind. He thanked Stuart for the support and insight which he had brought to the Executive Committee meetings over the years.

26. It was agreed, at Nick Cheetham's suggestion, that the Fund's website would be revamped and updated before the next Executive Committee meeting.