



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

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

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

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An eventful year, and a springboard to success

by Sir Peter Housden KCB,
Chair of The Lifeboat Fund

The year 2013 was a significant moment for the charity.

The urgency of saving lives at sea and around our coastline assumed sharp focus in December when the most extreme tidal surge in 500 years caused a major event across the country and extensive work by the emergency services. As ever, the RNLI crews played their part.

At such times, I feel both proud and humble. Proud, because in 2013 The Lifeboat Fund was doing its bit for crew safety, raising money to purchase sufficient kit to clothe and equip a crew member at every UK lifeboat station. Humble too, because while we office workers stayed safe and dry putting money in collecting boxes, attending coffee mornings and the like, these brave people were on the sea facing terrible conditions and doing an amazing job. It's really great to know we were helping protect them for their difficult and dangerous work.

And protect them we did. Our appeal target last year was £185,000, including £130,000 from fundraising and payroll giving, and the remainder from reserves. The appeal delivered the excellent sum of £51,438 – an enormous tribute to the hard work of our dedicated supporters and the fantastic generosity of our donors. My warmest thanks to them all!

My reflections in last year's annual report mentioned some important plans to help us move ahead as a charity. We are incredibly grateful to all our donors, who helped us achieve our goal in 2013. That said, a quick glance at the list of government organisations supporting us last year demonstrates there are many potential friends of the cause we have not yet managed to bring 'on board'.

You can read in this report of the thrust of recommendations from last Summer's

strategic review of The Lifeboat Fund. That focused on ways we can better promote the charity to attract more supporter organisations and more donors from bodies who support us already. We quickly accepted the review report and identified our priorities for strengthening the charity's infrastructure, capacity and communications, and ways to grow and develop its supporter-base and the help we give our beneficiary.

Our new Senior Civil Service Trustees have made a great start. A couple of promising beginnings were seen this year as Peter Schild began fundraising in HMRC's Scottish offices and Jonathan Knott swam Lake Balaton for this cause and another local charity. That's the largest freshwater lake in central Europe – in Hungary, where Jonathan is our Ambassador. Impressive stuff, sowing the seeds of The Lifeboat Fund's future ambitions!

I was also impressed and moved this year by the bravery of three crew members at RNLI Anstruther lifeboat station: Helmsman Barry Gourlay and fellow volunteers Rebecca Jewell and Euan Hoggan. It was a privilege to attend an event at which they were recognised for their part in saving the lives of a man from Liverpool and his son, one night at about 1 am in total darkness. The conditions were dreadful; strong winds and three-metre waves had driven the motor vessel onto rocks. The lifeboat crew took their craft to its limits, with no visibility of

the waves or the debris littering that area, they saved the two men with just moments to spare. The men were checked over, given dry clothing and spent the rest of that night at the home of a volunteer crew member. These volunteers are people who willingly compromise their own well-being and share their homes and hospitality with those who need it.

Equipping crews for such dangerous rescues has been a strong theme of The Lifeboat Fund's recent work. The 2014 Appeal seeks

to cover the cost of training a crew volunteer at every RNLI UK lifeboat station.

I hope sincerely that the refreshed approaches we plan to implement, to attract and assist supporters, will steadily increase the contribution we can make to help the RNLI rescue those in peril of their lives, for whom its crews prove their solitary source of succour.

My very best wishes to our supporters for the 2014 Appeal!

“Our appeal target last year was £185,000, including £130,000 from fundraising and payroll giving, and the remainder from reserves.”



Looking back – and planning ahead

by Angela Saunders,
Hon. Secretary of The Lifeboat Fund

For me, new developments were the theme of 2013. I like that.

If it proved an eventful year for The Fund, it was also incredibly busy for the RNLI's life-savers. When we look back on a Summer of gorgeous weather, we tend to forget how that can lead to danger. Thousands of people flocked to the coast to bask in the sun and enjoy the water. This always means more work for the RNLI's lifeboat crews and lifeguards, but 2013 was their busiest Summer in 24 years, rescuing people who suddenly found themselves in difficulty, and saving lives.

At The Lifeboat Fund, it was great to work with an extended cohort of Trustees. Our intake of Trustees, appointed early in 2013, has brought a wealth of experience, commitment and drive to The Fund – and also some very helpful networks. Their senior influence within their departments can deliver benefits in terms of motivating colleagues and providing leadership in support of the cause. I am very grateful to them – and to all our Trustees – for their support and assistance this year.

In 2014, we are all delighted to welcome a Trustee from British Telecom, Mervyn Gibb, to join the Committee.

The charity's strategic review was a stimulating opportunity to take stock and assemble many ideas for building our supporter base and advancing significantly current levels of fundraising. I am very grateful to consultants, James Finnie of Community Enterprise in Scotland and Bill King of International Fundraising Consultancy, for their rigour, responsiveness and commitment. We now have several priority workstreams in our sights to help expand and develop as a charity and I know our Trustees share my enthusiasm for making the most of these opportunities.

Near the end of the year, we were delighted that the Department of Energy and Climate Change embraced the cause, singing carols and eating mince pies as they raised donations. Across 2013, fundraising activity followed previous patterns. I never tire of getting calls and messages from Trustees, supporters and volunteers wanting to discuss their appeal

and ideas for raising money. Three years in, I'm starting to feel like a bit of an 'old hand', doing my best to be helpful and creative.

However, while I may be more experienced in this fundraising game than when I started, I am very aware that I'm not a professional fundraiser. One thing that struck me during the strategic review was how it highlighted the expertise of our beneficiary and the support we ought to be accessing to become more successful. The RNLI concurred with that view and is keen to help us access a range of relevant skills. Many activities should benefit – principally fundraising, with compelling, streamlined communications and hands-on support for Departments' appeal planning and delivery as we embark in earnest upon payroll giving campaigns.

I am grateful to the RNLI for all its help to us, and for its wish to support our development. The report says more about this; suffice to say that these are exciting times.

Our lifeboats had a busy year, launching 264 times and rescuing 277 people, nine of whom owe their lives to their rescuers.

Once more I place on record how grateful we are to those other CS-affiliated organisations whose partnership is such a boon. Once again, the Civil Service Insurance Society's donation was a splendid boost to the appeal. The Civil Service Pensioners' Alliance's publication "The Pensioner" and its readers proved great friends of the charity. We also were thankful that the 2013 appeal was

advertised in "Benhealth" and on several supporters' websites.

In my second "lifeboats" role – as fundraiser for the Scottish Government – I was deeply gratified yet again, by the wonderful response of my SG colleagues who donated more in 2013 than their amazing total in 2012. It was also great to be able to help with some HMRC fundraising north of the border!

I extend sincere thanks to all who supported us and donated in 2013 – including current and former employees of the Civil Service, British Telecom and Royal Mail. Thanks to your kindness, loyalty and energy, The Lifeboat Fund was able to buy essential clothing and kit for over 200 lifeboat crew members.

If you will help us again in 2014, we shall ensure a similar number of these selfless volunteers receive the training that is so vital in keeping them safe.

“If it proved an eventful year for The Fund, it was also incredibly busy for the RNLI's life-savers.”



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

This is the Trustees' Report and Financial Statements of the Communications and Public Service Lifeboat Fund (the charity) for the year ended 31 December 2013. The Trustees confirm that the Report and Financial Statements of the charity comply with current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities", issued in March 2005. In preparing the financial statements, the Trustees have considered the Charity Commission's guidance on 'public benefit' and all pertinent guidance from the Office of the Scottish Charity Regulator.

Our Purpose

The Lifeboat Fund has one sole purpose which inspired the charity's creation and the vision underpinning all it does. Since 1866, the charity has existed to support the vital work of the Royal National Lifeboat Institution (RNLI), saving lives and rescuing people at sea, on our rivers and from floods. Each year we agree with the RNLI the priorities it wants us to support through our appeal.

For many years The Lifeboat Fund focused its efforts on purchasing new lifeboats; however, in recent years the RNLI has asked us to help with other priorities, as lifeboats last longer now and are maintained as required. The RNLI is also developing its own in-house facility to produce and maintain all-weather lifeboats at Poole.

Once the Trustees and RNLI have agreed a priority for us to support, The Fund launches its annual appeal for contributions to staff of the Civil

Service. We also promote the appeal to current and former employees of British Telecom (BT) and Royal Mail. Supporters are encouraged to fundraise, while retired civil servants and Royal Mail pensioners subscribe mainly through pension payroll. BT staff favour the use of payroll giving.

Since The Lifeboat Fund was set up, the total it has raised to support the work of the RNLI is about £4.8 million. In the last five years (2009 to 2013 inclusive), The Fund raised over £800,000 to help save lives at sea.

The Lifeboat Fund's achievements in 2013

The 2013 Appeal – headline news

The Fund's 2013 Appeal focused again on the top RNLI priority of crew safety. The appeal target was £185,000, to pay for full kit and equipment for at least one crew member at every RNLI lifeboat station in England, Scotland, Wales and Northern Ireland. In 2012, every crew

member had received a new improved-safety lifejacket from the RNLI, which The Fund helped pay for in Scotland. That meant the cost to be met for the remaining equipment, per individual, was about £770 for one all-weather kit.

The RNLI will not compromise on safety. It is essential that crew volunteers have the correct equipment for their protection, saving lives in the hazardous conditions they often face.

While the climate for public sector charity fundraising remains challenging, our great supporters rallied yet again, raising £51,438 through the traditional appeal of donations and Gift Aid. As usual, this was supplemented by giving from pensions and payroll. The addition of funds from reserves meant our target was achieved.

The charity's Trustees are delighted by this splendid result and send warmest thanks to its supporters, volunteers and donors whose combined efforts make such a difference in helping to save life at sea. As a result of their commitment, the crews can continue to help those in distress and The Fund maintains its position as the RNLI's longest-standing supporter and one of its largest single contributors.

Once again, the Department for Work and Pensions ran an impressive appeal which involved all branches of the Department and all parts of the UK. This raised over £18,000, once more the biggest contribution by any government organisation.

New supporters make their mark

As usual, in 2013 we promoted The Lifeboat Fund Appeal to encourage more government bodies to engage and support this official charity. The Chair kept his Permanent Secretary colleagues updated on the important progress we were making: having recruited seven new senior Trustees and undertaking a strategic review to find ways to build on our strengths and increase the charity's reach across the Civil Service. Permanent Secretaries of government bodies also received a copy of the charity's 2012 Report and Financial Statements.

Following the arrival of the new Trustees – and after interdepartmental moves and one resignation – we now have 11 government organisations represented on the Committee: Scottish Government; Department for Work and Pensions; Department for Environment, Food and Rural Affairs; Department of Health; HM Revenue & Customs; Ministry of Justice; Home Office; Foreign & Commonwealth Office; Cabinet Office; the Northern Ireland Civil Service; and the Civil Service Pensioners' Alliance.

As soon as Peter Schild embraced his role as new Trustee for HM Revenue & Customs, he started encouraging his teams in Scotland to "come on board". They made an enthusiastic and impressive start in 2013.



Jonathan Knott (centre right) who undertook the annual Lake Balaton swim in support of the charity

Our Ambassador to Hungary, Jonathan Knott, made a very personal commitment to the cause in his first year as Trustee.

Undertaking a gruelling sponsored swim of Lake Balaton, Jonathan managed to raise over £3,000 **each** for The Lifeboat Fund and another life-saving organisation in Hungary. (See photo on page 8.)

Jonathan is now making plans to advance The Lifeboat Fund's cause to FCO colleagues at home and overseas, and is providing advice to the RNLI on its international work.

Following the office-based induction of our new Trustees in April, a visit to the RNLI's College in Poole was promoted by Mike Trevett (Cabinet Office) and arranged for September. Those who made it along enjoyed a splendid day in glorious sunshine, and learned a great deal about life-saving at sea and the rigorous training given to crew recruits. All the main facilities were toured, including the state-of-the-art lifeboat bridge simulator and the indoor Sea Survival Centre – both of which provide craft-handling experiences, creating all kinds of weather conditions, daylight and darkness. The Trustees boarded a Trent

All-Weather Lifeboat and were shown its specialised equipment and below-deck recuperation areas for those who have been rescued. Trustees were also shown the memorial to 800 lifeboat crew members who have died on duty. We hope The Fund's support of crew training in 2014 will help ensure no more names are added.

The Trustees' visit made a deep impression on all who took part. Paul Shipley (MoJ) commented that it was just as instructive as visiting an active lifeboat station. Nicola Baker said, "I recommend a visit to Poole for any supporters of The Lifeboat Fund. All of us who visited certainly renewed our enthusiasm for supporting the RNLI's 'ordinary people doing extraordinary things'."



Trustees' visit to Poole – many thanks to the RNLI for an instructive and enjoyable day!

Pictured are (left to right): Sarah Miller, John Jarvis, Paul Shipley, Nicola Baker, Michael Trevett and Peter Schild

It was great to hear just before Christmas 2013 from Maggie May of the Department of Energy and Climate Change that a successful event was held for The Lifeboat Fund involving carolling and mince pies. The Fund is delighted to have DECC's support.

A number of government departments identified new volunteers and it was a pleasure supporting their fundraising activity. Some new ideas for events to elicit donations raised a smile or two. Existing supporters also produced some novel ideas.

More information and illustrations of our fundraisers in action are on pages 14 to 16.



The DECC choir, carolling for The Fund

Reciprocity with our beneficiary in 2013

Sometimes the RNLI asks us to help in practical ways beyond our own fundraising activity. In 2013, we were asked if any volunteers would assist at "The RNLI Big Lifeboat Pull" in London. Trustee, Nicola Baker, was quick to respond. Nicola's positive experiences as a steward are recounted on the website.

The "Big Lifeboat Pull" was organised in 2013 for corporate supporters. It raised £20,000 to send lifeboat crews out to help those in trouble at sea. Described by Nicola as "awe-inspiring" and "a very exciting, happy day", it is just one event that the RNLI is considering developing so that Lifeboat Fund supporters can participate.

Other such RNLI-promoted activities include its annual street collections. While London Lifeboat Week – the biggest of these events – takes place at the end of April/start of May, there



Nicola Baker, entering into the spirit of "Big Lifeboat Pull"

is a rolling programme of street collections which take place around the country. In 2013, DWP's Frances Kilner MBE (Deputy Chair) and a team of helpers had a "fab day" in Manchester, raising £3,000 for The Lifeboat Fund's 2013 Appeal.

Other opportunities, for which we can supply Lifeboat Fund-branded RNLI resources, include, "Wear Your Wellies To Work Day" – suggested for 1 November, but which can take place at any time. Ask charity Secretary, Angela Saunders if you are interested. Colleagues in Defra had a major fundraising success wearing their wellies to work in 2013!



Great ideas inspire more...

Colleagues from National Records of Scotland wore slippers instead of wellies to dance a conga round the office (pictured below). Cake also featured in the events of that day!



Thanks to our splendid partners!

Continued thanks are due to several organisations which support us by publishing our articles in their magazines and/or on their websites.

It was great to have Benenden's help in 2013 – publicising the appeal in its magazine, "Benhealth". The Civil Service Pensioners' Alliance continued to publish our articles in each quarterly edition of "The Pensioner". Pensioners have a fine tradition of providing great support to the cause and 2013 saw a significant increase in pensioner giving, from over £670 in 2012 to over £1,200.

Readers of "The Pensioner" were clearly impressed by a testimonial of thanks to The Fund for her new

lifejacket from Lynsey Brown, a psychiatric nurse and crew member at Tighnabruaich lifeboat station in the West of Scotland. Lynsey said: "The new lifejackets are far less restrictive than the old style and allow us to carry out our work more effectively. We are really grateful to The Lifeboat Fund for their help."



Lynsey Brown, wearing her new lifejacket, donated by The Fund in 2012

It is always gratifying to work with other Civil Service-affiliated bodies, for mutual benefit. The Civil Service Retirement Fellowship regularly tells us about expressions of interest in the charity from those attending pre-retirement courses.

Once more the Civil Service Sports Council (CSSC) kindly published our Appeal advert on its website and the Cheltenham Civil Service Sailing Club made a fine donation of over £1,050, raised throughout the year by the sterling efforts of its committee and sponsorship for the Inter-Departmental Offshore Regatta.

For a second year running we were absolutely delighted at the help received from The Civil Service Insurance Society (CSIS) – a generous new donor to the 2012 Appeal. Chief Executive, Kevin Holliday, and his board readily agreed to donate the splendid sum of £5,000 to help equip

the crew of Sheerness lifeboat station with the skills they need for saving lives.

To say thanks for that gift, once again RNLI Sheerness laid on a great visit and lifeboat trip for CSIS staff members who thoroughly enjoyed the chance to see first-hand the crew's dedication and hard work.

Again in 2013, The Fund was extremely grateful to many clubs belonging to HASSRA, the Sports and Leisure Association for current and former staff of the Department of Health, the Department for Work & Pensions, the Food Standards Agency and those

bodies' Executive Agencies. HASSRA organisations are strong supporters and we very much value their continuing friendship to the cause.



Sheerness lifeboat crew members say a big thank you to their CSIS supporters with a lifeboat trip (photo by CSIS's Nic Campbell)

The performance of our lifeboats

We are delighted by the performance of the lifeboats we have purchased for the RNLI. During 2013, The Fund's lifeboats were launched 264 times, saving nine lives and giving assistance to a further 268 people.

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

RNLBs *Public Servant*, *Guardian Angel*, *Windsor Runner* and *Fraser Flyer*.

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

Years	Launches	Lives Saved	People rescued (including lives saved)
2013	264	9	277
2012	252	6	281
2011	215	5	141
2010	261	4	250
2009	348	15	347

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

Our Boats	Launches	People rescued (including lives saved)
<i>Stranraer Saviour</i>	42	35
<i>Mudeford Servant</i>	352	453
<i>Angel of Holyhead</i>	129	120
<i>Public Servant</i>	688	217
<i>Hunstanton Flyer</i>	120	88
<i>Sgt Bob Martin</i>	474	521
<i>Charles Dibdin</i>	124	62
<i>Princess Royal</i>	281	206
<i>David Roulston</i>	86	32
<i>Guardian Angel</i>	51	37
<i>Windsor Runner</i>	153	199
<i>Fraser Flyer</i>	189	262

Running the 2013 appeal

In 2013, the traditional Appeal Day focused on the period around 13 September. That said, The Lifeboat Fund always encourages supporters to plan with their own organisation's event calendar in view, and to be aware of the RNLI's fundraising seasons and events, which provide opportunities and profile for fundraising activity.

Any festival or big event can provide a great hook for attracting donations. It is sensible to avoid seasons when other popular charities hold their appeals; including the other official CS charity – The Charity for Civil Servants – which traditionally holds its "Fun Week" in early October.

Our supporters will be the ones who know best what works for them: Easter, Departments' Summer Sports Days, Halloween, Christmas, Diwali and more, provide excellent "excuses" for gathering with colleagues and having fun and games in aid of a special cause. We also encourage government bodies to collaborate in looking for opportunities to share events or "compete", through quizzes, sporting contests etc, to raise donations.

Fundraising is fun – and can also be easy

Running fundraising events requires some preparation and planning but the advantages in terms of teamwork and connectivity with colleagues make this an excellent developmental activity, aside from the charitable benefits. Volunteer networks help to make the task easier and fundraising initiatives tend to be extremely enjoyable for all concerned.

Some activities which are not event-based can be run across the year:

- encourage staff restaurant providers to place collecting boxes at their tills or place these boxes in reception areas
- run bookstalls where colleagues leave their unwanted books, CDs etc and borrow or buy these for a voluntary donation

Another simple way to support the charity is available when a government body that commits to the cause opts to encourage staff to complete the annual Civil Service People Survey by offering to make a small donation when they do. The Scottish Government raised £3,440 using the above three routes alone in 2013 (the Charity for Civil Servants also benefited by £862 from the SG's People Survey). If any readers of this report wish to know more about these or other fundraising activity, please contact the Secretary: secretary@thelifeboatfund.org.uk.

How we all fundraised in 2013

The following brief descriptions tell what some supporters did to raise money for their Lifeboat Fund Appeals in 2013. They may inspire ideas for 2014:

The Northern Ireland Civil Service

held a couple of fundraising events in Royston House in 2013. The Easter Hamper raffle was held in March followed by a bun sale in September. Both were very successful, and boosted by donations via collection boxes throughout the Departments.

HM Revenue & Customs (HMRC)

started to fundraise for The Lifeboat Fund in Scotland once again. Offices at Sighthill, Livingston, Bathgate and Barbara Ritchie House, Edinburgh got right into the action, also making links with RNLi Queensferry. At Livingston, "Marine Week" involved an array of sea-themed activities inspired by the local charity staff team. A virtual "Walk the Plank" challenge took place, with raft building, fancy dress,



a raffle and barbeque. Diane Sherwood, Operations Manager, remarked afterwards that colleagues had a lot of fun and now know each other better. Learning at Work events provided a good opportunity at HMRC offices to spread the word about the charity, and colleagues were generous in responding with their donations. HMRC also prepared for 2014 with a great new “presence” for The Lifeboat Fund on its Intranet.

The Ministry of Justice colleagues geared up for a Christmas-time Appeal, with RNLI scratch cards, rubber ducks and a lot more. MoJ also promoted the cause earlier in the year at the 2013 Fast Stream Conference.

The Department for Education once again chose to support the cause at its family Summer Sports Day. The weather was not kind and the dummy crew kit provided Communications Officer, Anjela Winson (pictured with her sister on page 14), with welcome protection from the elements; her colleagues responded generously.

The Department for Environment, Food and Rural Affairs had a lot of fun with its Wellies to Work initiative which took place in July at Smith Square and at local offices around the country. Permanent Secretary and Lifeboat

Fund Trustee, Bronwyn Hill, gave a great lead sporting her wellies. It was a very hot day for wearing wellies but our friends in Defra were not deterred and achieved a great result. Defra’s fundraising quiz and cake sale also benefited the charity.

The Department for Communities and Local Government held, as its main event, a cake sale for the whole Department which took place on “One Department Day”; another cake sale took place in the Local Government Finance Directorate.

The Department for Business, Innovation and Skills’ Private Office found some loose coinage in a cupboard and thought immediately to donate it to charity, along with a collection from colleagues. We are very grateful.



The Department for Work and Pensions had another great fundraising year, achieving the top total for any single government body. As ever, activities took place in many DWP offices all over the country. A small snapshot of all this activity includes fundraising by Peel Park office in Blackpool, selling books, cakes, merchandise and running a raffle; Tyneview Park’s Sophie Haagensen led an enthusiastic team of car washers (pictured below, left) – also ensuring all donations were gift-aided; while another DWP team assisted to great effect with the RNLI’s Manchester street collection in November, one of them dressing up as the RNLI mascot (pictured below).



Deputy Chair, Frances Kilner and friends have fun raising money in Manchester

The Foreign & Commonwealth Office campaign took the form of an impressive and highly-successful feat of sponsored swimming by new Trustee, Ambassador Jonathan Knott (see pages 8 and 9), completing the annual Lake Balaton challenge.

Scottish Government colleagues also did the charity proud once more, delivering an extensive series of events including: a raffle of day passes gifted by the Royal Yacht Britannia; a number of cake & coffee events; charity Christmas carolling; a conga and slippers event; some rigorous personal challenges; Lifebelt Doughnuts provided by Sodexo at SG's staff restaurants; a charity golf

challenge (including some HMRC golfers); a football match (pictured below), to mark SG's official design and publication company, APS Group (Scotland) Ltd, embracing the charity within its corporate social responsibility portfolio; and donations raised in return for RNLI rubber ducks. These special activities supplemented the three "easy" approaches mentioned on page 14.

Pages 38 and 39 of this report mention the totals raised by all this activity. Please keep telling the charity Secretary: secretary@thelifeboatfund.org.uk about your fundraising plans – we want to feature your efforts and news on the website.



Making donating easy

Online and texting services

The Lifeboat Fund's website currently is being rebuilt to ensure its functionality is right up-to-date in this age of handheld electronic devices and social media. The new website will launch shortly and will ensure online donating is made an even easier and more attractive option, as recommended in last year's strategic review.

The Lifeboat Fund is now registered with three online giving agencies, BT MyDonate, Virgin Money Giving and JustGiving. The second of these went "live" recently. HMRC has adopted BT MyDonate as its chosen online agency, with a corporate presence for the Department linking to its Intranet.

The online facilities mentioned above, between them, cover the following services: one-off payments, regular payments, fundraising/sponsorship pages and donations by text etc. The total raised for The Lifeboat Fund via BT MyDonate in 2013 (excluding Gift Aid) was £95; for JustGiving, this figure was £4,739. We send warm thanks to everyone who has fundraised or donated through these media.

Raise donations by shopping online

We are in the process of signing up to an innovative new fundraising tool, Give4Sure, that allows supporters to raise money for The Lifeboat Fund – all they need to do is download the App and shop as normal. Give4Sure generates a competitive average donation of 4% of the price of all goods purchased – 75% of which comes to the charity. There are no costs to the charity or its supporters.

There are over 1,400 retailers participating with Give4Sure, including Amazon, Marks and Spencer, Sainsbury's and John Lewis. The Lifeboat Fund could raise approximately £60 per annum per supporter who downloads the App which should be available shortly on the charity's website.

We hope Lifeboat Fund supporters will choose to benefit this great cause by nominating The Fund when shopping online. We are registered currently as The Communications and Public Service Lifeboat Fund (our "long charity title") with online shopping facilities: Give as you Live (giveasyoulive@email.everyclick.com); and Giving A Bit (givingabit.com), which also generate donations.

Gift Aid



Gift Aid increases the value of your donations and means The Fund can benefit even more at no extra cost to you.

If you're a UK taxpayer, add Gift Aid whenever you make a donation and the charity can reclaim the basic rate of tax on your gift – that's a whopping 25p for every £1 you give.

Higher rate tax payers can claim additional tax benefits for donations they make to charity, which you can keep or pass on to any charitable organisation. Simply indicate how much you have donated when completing your tax self-assessment form.

Please fill out a Gift Aid form, downloadable from The Fund's website. In 2013 The Fund reclaimed £1,256.

Payroll giving and pension payroll giving

The Fund encourages supporters to donate through payroll and pension giving. Your employer or pension organisation will be able to arrange this for you. Advice is available from the charity Secretary; and charity processing agents (Charities Trust, Charities Aid Foundation and South West Charitable Giving) also provide relevant forms. "The Lifeboat Fund" should be quoted by anyone who wants to donate through these routes.

Payroll giving was highlighted in the strategic review as a route that deserved more systematic attention. Read more below.

Legacies

The year 2013 saw an extremely generous legacy, for which the charity is most grateful. The Fund reminds supporters how a legacy can help lifeboat crews long into the future. Lifeboat Fund-branded "legacy" bookmarks have been available since 2012, promoting this special form of support. Our volunteers who run charity bookstalls can order these from the RNLI to encourage those who borrow and buy their books to remember the charity in their Wills. Further advice on legacies is available from the Secretary: secretary@thelifeboatfund.org.uk.

Big plans for growth

As mentioned in last year's annual report, the charity has been conscious of significant opportunities for expanding its supporter base and for growing substantially the donations it can raise for its beneficiary. In 2013, we determined to find ways to realise that potential.

A competitive tendering process was initiated and in early April a contract was let to Community Enterprise in Scotland (CEIS) and International Fundraising Consultancy (IFC) to undertake a strategic review. The Requirement specified for that review was to examine The Lifeboat Fund's current business strategy and operations, including:

- the effectiveness of its marketing messages and communications
- the active Civil Service supporter base
- the charity's engagement across UK government bodies
- its operational relationship with the RNLI and
- the scope of The Fund's objects specified in its Constitution.

We asked the reviewers to make recommendations for ways to:

- achieve greater impact and attract a broader supporter base, by improving communications generally
- increase substantially the active supporter base for the charity across the Civil Service over the next three years
- develop a more effective collegiate ethos across UK government bodies
- build on current assistance provided to supporter bodies, and promote wider and alternate funding streams
- develop our partnership with the RNLI for the benefit of both bodies.

Following submission of an interim report in July, the final report was delivered by the review team in September 2013. It was a thorough piece of work, containing many suggestions, which the Trustees considered at a meeting in October.

While Trustees noted The Lifeboat Fund's huge talents and existing assets, they were aware that the largest element of its annual income – payroll and pension giving – was in decline. It was agreed unanimously

that action was required. The review's proposals were accepted and Trustees decided on these priority workstreams to support the charity's looked-for growth:

- strengthening The Lifeboat Fund's infrastructure by establishing stronger ways of working with the RNLI, with full access to a wide range of expertise, help and professional skills in fundraising, copy-writing, marketing, payroll giving campaigns, and other intelligence
- focusing the charity's fundraising efforts in 2014 on large organisations based in London, other sizeable bodies across the UK, and the international arena – while nurturing existing supporters
- working with Trustees to establish fundraising committees in our target organisations for 2014 – offering a suite of support to those committees.

Once these arrangements are in place, bolstered by a project plan for future development, The Lifeboat Fund will have an excellent foundation to take to the next stage its engagement across the UK Civil Service and with other supporters.

Our close partnership with the RNLI will be signalled in future by displaying our logo alongside that of our beneficiary – as illustrated at right – so no-one will doubt that we exist to support its life-saving work.

Plans for supporting the RNLI

The year 2013 was very challenging for the RNLI's life-savers. Trained and equipped for any eventuality, RNLI volunteers faced the coldest Spring since 1962, the hottest Summer for seven years and the windiest December since 1993.

The hot weather attracted large numbers of people to the coast, and many needed the assistance of RNLI life-savers. The lifeboat crews and lifeguards experienced their busiest Summer in 24 years, with 4,300 lifeboat launches from 1 June to 31 August and RNLI lifeguards attending over 14,800 incidents.

The RNLI's overall performance record in 2013 was equally impressive. Its volunteer lifeboat crews launched over 8,300 times, rescuing over 8,380 people – an average of 23 people every single day. Of those rescued by RNLI teams in 2013, 425 people would not have lived had those volunteers not been there to save them.

THE LIFEBOAT FUND
Helping the RNLI save lives at sea



2014 Lifeboat Fund Appeal

The 2014 Lifeboat Fund Appeal is once more concerned with crew safety. We shall fundraise to pay for the essential training every member of the lifeboat crew needs before they can go on "a shout". Our goal is to donate £280,800 to the RNLI, sufficient to train one crew member at every lifeboat station in England, Scotland, Wales and Northern Ireland.

These volunteers deserve the very best training when putting their lives at risk to save others.

Only one in ten crew volunteers joins the RNLI from a maritime background, so a full range of training is vital. That covers everything from navigation to search and rescue, from being able to repair a lifeboat engine at sea to resuscitating a casualty in danger. It also includes "worst case scenario" training of being trapped under the lifeboat. The Sea Survival Centre at Poole has a wave tank equipped to turn over Atlantic lifeboats and an indoor training pool helps volunteers to practice lifeboat capsize drills in realistic conditions.



Photo by Nigel Millard, RNLI

The RNLI is clear about the important role this rigorous preparation plays, "Training turns a volunteer from someone who is willing to save lives into someone who can do it well and safely. We train one – we save many."

Last year, RNLI volunteer crews spent over 213,721 hours of their own time at sea in active service or on exercise. This includes 3,069 hours on service in darkness.

Lifting another recommendation from the strategic review, The Lifeboat Fund and the RNLI are developing a new style, streamlined Supporter's Pack in 2014. The Pack is fully digitised with links to all the information about the Appeal, the charity and reasons to support us that should help fundraisers deliver successful appeal activity.

Even more help is at hand this year... In addition to the free branded materials the RNLI supplies to Fund supporters – such as posters and collecting boxes – an attractive new range of merchandise and tailored support are also available in 2014, to help our volunteers fundraise for the charity. The new merchandise will be advertised in the Supporter's Pack. If you wish to know more, The Fund's Secretary is delighted to assist: secretary@thelifeboatfund.org.uk.

We shall be incredibly grateful to all who support the 2014 Appeal.

Help us train the crews to save lives and stay safe themselves.



RNLI crew helps in flood conditions – training is essential for such dangerous work



Any time of year is a good time to support the volunteer crews – colleagues at Marine Scotland chose Halloween in 2013



Photo by RNLI

Who we are

Trustees

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

When inducting the Trustees, the Council requires these new members to familiarise themselves with "The Essential

Trustee: What you need to know", a Charity Commission publication which aims to provide Trustees with a full awareness of their responsibilities and duties. Members must also read and understand the guidance produced by the Office of the Scottish Charity Regulator, as The Fund is also a charity registered in Scotland.

The Charity Commission for Northern Ireland will tell us when it is taking applications for registration. Due to a

technical legislative issue, registrations have been subject to delay. In the meantime, supporters are still able to raise funds in Northern Ireland.

The Trustees who served on the Executive Committee during the year ended 31 December 2013 and members who have been appointed since are listed below:

Name	Office/Government body	Period in post, if not for whole year
Sir Peter Housden KCB	Chair/ Scottish Government	
Mrs Frances Kilner MBE	Deputy Chair/	
	Department for Work and Pensions	
Ms Angela Saunders	Hon. Secretary/ Scottish Government	
Ms Christine McLaughlin	Hon. Treasurer/ Scottish Government	
Ms Bronwyn Hill CBE	Department for Environment,	
	Food and Rural Affairs	
Ms Una O'Brien CB	Department of Health	
Ms Nicola Baker	Serving in a personal capacity; previously	
	Ministry of Justice	
Mr Simon Claydon	Cabinet Office	
Mr Mervyn Gibb	British Telecom	Appointed in February 2014
Ms Hope Halstad	Serving in a personal capacity	
Mr John Jarvis	Civil Service Pensioners' Alliance	
Mrs Jay Mandalia	HM Revenue & Customs	
Ms Louise Selby	Home Office	
Mrs Diane Wailes	HM Revenue & Customs	
Mr Conrad Bailey	Cabinet Office	Appointed in February 2013
Ambassador Jonathan Knott	Foreign & Commonwealth Office	Appointed in February 2013
Mr David Pitchford LVO	Cabinet Office	Appointed February & resigned July 2013
Mr Peter Schild	HM Revenue & Customs	Appointed in February 2013
Mr Paul Shipley	Ministry of Justice	Appointed in February 2013
Mr Michael Trevett	Cabinet Office	Appointed in February 2013
Ms Linda Wilson	Northern Ireland Civil Service	Appointed in February 2013



Executive Committee members pictured at the charity's 2013 AGM – left to right (back) Michael Trevett, Linda Wilson, Bronwyn Hill, Diane Wailes, Jay Mandalia, Christine McLaughlin, John Jarvis, Andy Mayo (RNLI Chiswick), Angela Saunders, David Pitchford, Paul Shipley; (front) Conrad Bailey, Jonathan Knott, Peter Schild, Peter Housden (Chair), Robert Kinnear (supporter) and Frances Kilner

Members of the Council

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

Telecommunications plc, Royal Mail, and other bodies. They act on a voluntary basis. The present Council members (at time of writing in March 2014), excluding the Officers, are:

Ms Carolyn Airey
Mr Conrad Bailey
Ms Nicola Baker
Mr Kieran Brigden
Mr Simon Claydon
Ms Kathleen Cowan
Mr Matt Croker
Ms Wendy Derrett
Mr Eldad Druks
Ms Sarah Duncan
Mr Mervyn Gibb
Mrs Adela Ginn
Ms Hope Halstad
Ms Angela Hamilton
Ms Bronwyn Hill CBE
Mr Terence Ilott
Mr John Jarvis

Department for International Development
Cabinet Office
Serving in a personal capacity
Ministry of Justice
Cabinet Office
Accountant in Bankruptcy
Department for Education
UK Statistics Authority/Office for National Statistics
Crown Prosecution Service
Student Awards Agency for Scotland
British Telecom
Northern Ireland Civil Service
Serving in a personal capacity
Historic Scotland
Department for Environment, Food and Rural Affairs
Department for Environment, Food and Rural Affairs
Civil Service Pensioners' Alliance

Mr Matt Keay	Ministry of Defence
Mr Andy Knight	Home Office
Ambassador Jonathan Knott	Foreign & Commonwealth Office
Mr Kevin Lowrie	Department for Business, Innovation and Skills
Ms Sara Lymath	Home Office
Ms Valerie MacGregor	Scottish Court Service
Ms Lynne MacMaster	Crown Office and Procurator Fiscal Service
Mrs Jay Mandalia	HM Revenue & Customs
Ms Maggie May	Department of Energy and Climate Change
Ms Una O'Brien CB	Department of Health
Ms Kim Parker	Ministry of Justice
Ms Elaine Radburn	Department for Communities and Local Government
Mr Peter Schild	HM Revenue & Customs
Ms Louise Selby	Home Office
Mr David Shelton	National Records of Scotland
Mr Paul Shipley	Ministry of Justice
Ms Harriet Stevens	HM Revenue & Customs
Ms Karen Sussex	Department for Communities and Local Government
Mr Michael Trevett	Cabinet Office
Mrs Diane Wailes	HM Revenue & Customs
Ms Linda Wilson	Northern Ireland Civil Service

Trustees' responsibilities

The Trustees administer and manage The Fund while the Council oversees the strategy. Day-to-day business of the charity is conducted by the Honorary Secretary and Honorary Treasurer under the direction of the Executive Committee of Trustees. Council members also play a key role fundraising within their respective organisations.

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

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

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

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

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and trust deed. Trustees should also ensure the financial statements comply with relevant Scottish legislation: the Charities and

Trustee Investment (Scotland) Act 2005 and associated Charities Accounts (Scotland) Regulations 2006.

The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. They are also responsible for the maintenance and integrity of the charity and financial information included on the charity's website. (Legislation in the United Kingdom which governs the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.)

This report was approved by the Trustees on 23 April 2014 and signed on their behalf by:

Peter Housden
Chair
on behalf of the Trustees



Photo by Nigel Millard, RNLI



2013 Financial Summary

The Lifeboat Fund met its key financial target in 2013 of generating £185,000. The target was to achieve £130,000 raised from fundraising in year and the remaining £55,000 from reserves. The main sources of these donations are shown in the table below, along with a comparison with 2012:

	2013	2012
	£	£
Pension payroll giving (net of distribution charges)	48,511	48,495
Payroll giving – BT	17,047	19,285
Legacies	26,373	-
Traditional appeal		
– Donations	46,886	49,043
– Miscellaneous	3,296	1,254
– Gift aid	1,256	1,673
Total from traditional appeal	51,438	51,970
Total	143,369	119,750

Use of funds

The Lifeboat Fund does not hold reserves. As in previous years The Fund holds a cash balance in order to meet planned expenditure and this is kept at a level proportionate to spend. All other income is transferred to the RNLI as it accumulates. The total cash at bank and in hand was £40,516 as at 31 December 2013, compared to £60,812 as at 31 December 2012.

The RNLI holds our donations in a restricted fund which had a closing balance as at 31 December 2013 of £540,234. This has reduced from

£582,532 in 2012 and is in line with the plan to utilise reserves over a number of years. Reserves were utilised through payments towards RNLI projects of £202,152 and expenses paid directly by the RNLI of £522. With the sum of £202,152 committed from The Fund's 2012 Appeal, the RNLI was able to pay for lifeguard training, kit for lifeboat crews, and lifeboat maintenance at six lifeboat stations (St Ives, Tower Pier, Holyhead, Poole, New Brighton and Portrush). Reserves were increased through a donation from The Lifeboat Fund to the RNLI of £115,000, donations of £21,630 received directly by the RNLI

on behalf of The Lifeboat Fund, together with investment income of £23,746. In total this brings the closing balance on the restricted fund to £540,234 as at 31 December 2013. The Lifeboat Fund also incurred one off costs of £23,660 in relation to the strategic review.

The Lifeboat Fund is wholly dependent upon the services of unpaid volunteers and donations in kind. We would therefore wish to acknowledge the contribution of the Scottish Government in donating the services of its Honorary Secretary and Treasurer, of Reeves & Co

LLP in donating their services as the Honorary Independent Examiner and of the RNLI in providing meeting facilities for the Executive Committee. We greatly appreciate their support. The Lifeboat Fund's financial statements and a summary of contributions are part of this annual report.

Risk management

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

Remuneration to charity Trustees

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

Relationship with other charities

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

The RNLI is a registered charity which exists to save lives at sea by providing, on call, a 24-hour search and rescue service to 100 nautical miles out from the coast of the UK and Republic of Ireland, and a seasonal lifeguard service on more than 150 of the busiest beaches in England, Scotland and Wales. It depends entirely on voluntary giving and legacies for its income, and for the most part on volunteers to crew its lifeboats, which are based at 236 lifeboat stations. The support given by The Lifeboat Fund to the RNLI helps to maintain over 340 lifeboats and four hovercraft in its active fleet.

It costs over £140 million every year to run the RNLI. The donations which provide that income are put to very good use – the RNLI's volunteer crews rescued nearly 16,000 people in the last two years alone: an average of 23 people every day.

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

Independent Examiner's Report for the year ended 31 December 2013

I report on the accounts of the charity for the year ended 31 December 2013 which are set out on pages 30 to 39.

Respective responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) or under Regulation 10(1)(a) to (c) of the Charities Accounts (Scotland) Regulations 2006 (the 2006 Regulations) and that an independent examination is needed.

It is my responsibility to:

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

Basis of Independent Examiner's statement

My examination was carried out in accordance with the general

Directions given by the Charity Commission and is in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

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

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

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

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

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

Signed:

Dated:

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

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2013

		Unrestricted Funds 2013 £	Unrestricted Funds 2012 £
	Note		
Incoming resources			
Incoming resources from generated funds			
Voluntary income	3	185,138	159,649
Investment income		4	3
Lifeboat Fund expenses met by the RNLI		522	2,501
Total incoming resources		<u>185,664</u>	<u>162,153</u>
Resources expended			
Costs of generating funds			
Costs of generating voluntary income	4	43,527	42,429
Charitable activities	4	136,630	119,816
Governance costs	4	1,000	1,000
Other resources expended	4	23,660	–
Total resources expended		<u>204,817</u>	<u>163,245</u>
Net outgoing resources		(19,153)	(1,092)
Total funds brought forward at 1 January 2013		<u>66,837</u>	<u>67,929</u>
Total funds carried forward as at 31 December 2013		<u>47,684</u>	<u>66,837</u>

The Statement of Financial Activities includes all gains and losses recognised in the year. The notes on pages 32 to 37 form part of these financial statements.

BALANCE SHEET AS AT 31 DECEMBER 2013

		Total Funds 2013 £	Total Funds 2012 £
	Note		
Fixed Assets			
Tangible fixed assets		-	-
Current assets			
Receivables	7	7,307	6,238
Cash at bank and in hand	8	40,516	60,812
		<u>47,823</u>	<u>67,050</u>
Current liabilities			
Payables	9	(139)	(213)
Net assets		<u>47,684</u>	<u>66,837</u>
The funds of the charity			
Unrestricted income funds		47,684	66,837
		<u>47,684</u>	<u>66,837</u>

The financial statements were approved by the Trustees on 23 April 2014 and signed on their behalf by:

Christine McLaughlin
Honorary Treasurer

Peter Housden
Chair

The notes on pages 32 to 37 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

1. Accounting policies

1.1 Basis of preparation of accounts

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

1.2 Fund accounting

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

1.3 Incoming resources

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

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

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

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

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

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

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

Investment income is included in the accounts when receivable.

1.4 Resources expended

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

1.5 Value Added Tax

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

1.6 Tangible fixed assets and depreciation

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

Office equipment – 25% straight line over 4 years.

2. Balance in RNLI Restricted funds

	2013	2012
	£	£
Opening balance in RNLI Restricted funds for The Lifeboat Fund	582,532	619,980
Less: payments towards RNLI projects or lifeboats	(202,152)	(235,000)
Lifeboat Fund donations to RNLI	136,630	119,816
Investment income	23,746	80,237
Less: Lifeboat Fund expenses paid directly by RNLI	(522)	(2,501)
Closing balance in RNLI Restricted funds for The Lifeboat Fund	540,234	582,532

3. Analysis of incoming resources

	2013	2012
	£	£
Voluntary income		
Donations, legacies and similar incoming resources		
Donations received gross of cost of distributing payroll and pension giving costs	94,110	98,261
Legacies	26,373	–
Gift Aid	1,256	1,673
Donations received via RNLI	21,630	19,816
	<u>143,369</u>	<u>119,750</u>
Donated services		
Salary (met by a government department)	36,000	35,204
Employer’s National Insurance contributions	3,800	3,695
Committee meeting expenses (met by government department)	969	–
Cost of services of the Independent Examiner	1,000	1,000
	<u>41,769</u>	<u>39,899</u>
Total voluntary income	<u><u>185,138</u></u>	<u><u>159,649</u></u>

4. Analysis of resources expended

	2013	2012
	£	£
Cost of generating voluntary income		
Salary and support costs	40,769	38,899
Miscellaneous	2,236	1,029
Printing and distribution of appeal leaflets	522	2,501
	<u>43,527</u>	<u>42,429</u>
Charitable activities		
Donations passed to the RNLI	115,000	100,000
Donations and legacies to The Lifeboat Fund received by the RNLI	21,630	19,816
	<u>136,630</u>	<u>119,816</u>
Governance costs		
Independent Examiners	1,000	1,000
	<u>1,000</u>	<u>1,000</u>
Other resources expended		
Strategic review	23,660	-
	<u>23,660</u>	<u>-</u>

5. Net incoming resources

	2013	2012
	£	£
This is stated after charging		
Independent Examiner's fees	1,000	1,000
	<u>1,000</u>	<u>1,000</u>

6. Staff costs

Wages and salaries	36,000	35,204
Employer's National Insurance contributions	3,800	3,695
Committee meeting expenses (met by government department)	969	-
	<u>40,769</u>	<u>38,899</u>

7. Receivables

	2013	2012
	£	£
Charitable Giving	2,717	-
Cheltenham Civil Service Sailing Club	1,057	-
Scottish Government - People Survey	862	-
JustGiving	524	-
Gift Aid receivable	840	171
Other	1,307	6,067
	<u>7,307</u>	<u>6,238</u>

8. Cash

Cash at bank	39,257	60,812
Cash in hand	1,259	-
	<u>40,516</u>	<u>60,812</u>

9. Payables

Processing fees	139	18
Expenses due to the Scottish Government	-	195
	<u>139</u>	<u>213</u>

Summary of Contributions to The Fund
Recorded during the year ended 31 December 2013

	2013	2012
	£	£
Charities – Pension and payroll giving*	48,511	48,495
Legacies	26,373	–
Department for Work and Pensions	18,170	16,791
BT – Payroll giving	17,047	19,285
Scottish Government	8,544	8,414
Civil Service Insurance Society	5,000	4,500
Miscellaneous	3,296	1,256
Foreign and Commonwealth Office	3,040	–
HM Revenue and Customs	2,927	5,168
Department for Environment, Food and Rural Affairs	1,942	430
Gift Aid	1,256	1,673
Ministry of Justice	1,248	1,871
Civil Service Pensioners’ Alliance	1,233	676
Cheltenham Civil Service Sailing Club	1,057	–
Government Communications Headquarters	934	3,547
Department of Finance and Personnel Northern Ireland	729	–
Department for Communities and Local Government	683	179
Department for Education	294	102
Department of Energy and Climate Change	256	–
Department of Agriculture and Rural Development Northern Ireland	225	–
Charities Aid Foundation	196	283
Department of Justice Northern Ireland	162	–
Department for Business, Innovation and Skills	120	1,555
Department for Employment and Learning Northern Ireland	74	–

	2013	2012
	£	£
Department for Enterprise, Trade and Investment Northern Ireland	52	-
Department for Social Development in Northern Ireland	-	2,325
Office for National Statistics	-	1,671
National Audit Office	-	901
Cabinet Office	-	282
Department of Health	-	216
Ipsos MORI	-	80
NICS Centre for Workplace Health Improvement	-	50
Total	143,369	119,750

***Charities - Pension and payroll giving**

Cabinet Office & Judiciary	35,833
Royal Mail Pension Plan	11,464
HM Revenue & Customs	577
Home Office Pay Service	266
Other	371
	48,511

THE LIFEBOAT FUND ANNUAL GENERAL MEETING HELD ON 23 APRIL 2014 – MINUTES

12:15 hrs at the RNLI's London and South East Regional Office, 124-126 Webber Street, London

Item 1a, Welcome –

- Those attending were as follows:

Council Members –

- Sir Peter Housden, Chair (Scottish Government);
- Frances Kilner, Deputy Chair (Department for Work and Pensions);
- Christine McLaughlin, Hon. Treasurer (Scottish Government);
- Angela Saunders, Hon. Secretary (Scottish Government);
- John Jarvis (Civil Service Pensioners' Alliance);
- Diane Wailes (HM Revenue & Customs);
- Conrad Bailey (Cabinet Office);
- Michael Trevett (Cabinet Office);
- Ambassador Jonathan Knott (Foreign & Commonwealth Office);
- Peter Schild (HM Revenue & Customs);
- Paul Shipley (Ministry of Justice);
- Louise Selby (Home Office);
- Nicola Baker;
- Mervyn Gibb (British Telecom);
- Adrian Rees (Civil Service Insurance Society).

In attendance –

- Sir Kevin Tebbit;
 - Clinton Shaw;
 - Robert Kinnear;
 - Gordon Jones (Reeves & Co LLP);
 - Matthew Emmerson (Reeves & Co LLP);
 - Samantha (Sam) Selvarajah;
 - Catherine Kaye and Dave ('Spanish') Steenvoorden (RNLI).
- The apologies were as follows: Una O'Brien, Bronwyn Hill, Jay Mandalia, Linda Wilson, Kevin Holliday, Kevin Lowrie, Harriet Stevens, Adela Ginn, Tony Barker, AJ Clewley, Valerie Strachan, Tom Grant, Harold Blythe, John Thompson, Sir David Rowlands, Brenda Weston, Margaret Smith, Denis Powell, Michelle Noone and Nick Cheetham.

Main purpose of the meeting was to –

- take the Hon. Treasurer's report;
- take the Hon. Secretary's report;
- commend the 2013 Trustees' Report ("Report and Financial Statements for the year ended 31 December 2013") to the Council for approval; and
- ask the Council to approve the election and re-election (as appropriate) of the officers and members of the Executive Committee.

Item 1b, Chair's opening comments –

The Chair expressed delight at the strong attendance and welcomed everyone. Sir Peter also thanked the RNLI for their kind hospitality in hosting the meeting.

The Chair noted that 2013 had been a formative year, with new Trustees and the strategic review identifying opportunities for expanding the charity's supporter base. Now that the newly-recruited fundraiser, Sam, had been appointed, much activity identified by the review could begin – helping to realise The Fund's true potential.

In 2013, the charity had raised over £143,000 – and so was able to hand over the target sum of £185,000 to the RNLI to buy sufficient kit and equipment for one crew volunteer at every UK lifeboat station drawing on reserves as agreed. Sir Peter noted the very generous legacy of over £26,000 which had also contributed to The Lifeboat Fund's success in 2013.

The achievement of raising almost £51,500 through the "traditional appeal" was especially impressive since the pace of work in departments was intense and, while The Lifeboat Fund had official Civil Service recognition,

other charities were also seeking support. Once again, DWP had done a great job in this climate, raising over £18,000; and the strong contribution of BT colleagues' payroll giving had produced £17,000.

Payroll and pension giving accounted for about 46% of the overall total raised in 2013. Sam's role would entail significant time and investment focused on building what The Fund achieved through payroll and on-line giving routes.

The Chair acknowledged the support of c. 15 Civil Service bodies. The new Trustees were also thanked for the difference that their early efforts and enthusiasm had delivered. All of that was valued greatly; however the charity remained conscious that many CS organisations and civil servants were not engaged with the cause – the reason for embarking on the strategic review which reported in 2013. The review had delivered excellent value. Its report showed the way, and The Fund quickly identified priority actions that would promote growth and extend its impact and fundraising.

Having been over-reliant on a relatively small number of heroic volunteers, the charity needed to develop a reliable, more sustainable infrastructure, to offer organisations the proactive fundraising support and expertise they required. The addition of Sam to the complement on 12 May 2014 would be a crucial development.

In 2014, The Lifeboat Fund aimed to hand over support of £280,800 to the RNLI, from fundraising activities and drawing down reserves. This would cover the training costs of one crew volunteer at every UK lifeboat station.

Item 2, Honorary Treasurer's report –

The Hon. Treasurer provided verbal and written reports, based on the "Report and Financial Statements for The Lifeboat Fund for year-ended 31 December 2013".

Christine McLaughlin noted the good fundraising results of 2013, with pension and payroll giving proving fairly static.

The Fund had met its £185,000 target in 2013, and continued with the policy of reducing reserves year on year, ending the year with a balance of £540,234 as at 31 December 2013.

RNLI projects to kit out lifeboat crews, train lifeguards and carry out maintenance at six lifeboat stations where The Fund's boats were stationed had all benefited from the 2012 Appeal. The total value of funds utilised by the RNLI in 2013 was £202,152. The stations where maintenance had been effected were: St Ives, Tower Pier, Holyhead, Poole, New Brighton and Portrush.

There were no questions and the Chair thanked Christine for her report.

Item 3, Honorary Secretary's report –

The Hon. Secretary remarked on the splendid attendance at the AGM.

Angela proceeded to list some highlights from 2013, as follows:

- the arrival of six new Trustees and the charity's strategic review, laying the foundations for real development and providing a new framework for Committee discussions.
- another strong surge of fundraising and a great financial result in 2013, including some Lifeboat Fund supporters taking part in large scale initiatives provided by the RNLI – a commended, continuing trend. Recent expressions of interest by supporters in skydiving for The Fund were particularly impressive!
- the year 2013 had been busy generally for the RNLI and The Fund's boats had also been very active; to the great credit of their crews, nine people's lives had been saved and a further 268 people rescued.
- the importance of partnerships was noted, including the CSIS's generous support of the 2013 Appeal, and its promise to help again in 2014. Warm thanks were due to all CS-affiliated bodies that helped publicise The Fund's appeals. BT's valuable

contribution was also acknowledged with thanks; the arrival of Mervyn Gibb as a new Trustee would help consolidate that relationship. Corporate partners continued to prove firm friends and APS Group (Scotland) Ltd was due particular praise – publishing such an excellent Report at no cost, and for its recent fundraising.

- Angela thanked her fellow Trustees and new RNLI colleague, Catherine Kaye, for their significant commitment and assistance, and looked forward to working with Sam in delivering the review.
- a message from the RNLI Chairman, Charles Hunter-Pease, was read out. It recorded a "heartfelt thank you" to Lifeboat Fund supporters for helping so many stations and the RNLI relief fleet to keep the life-saving service operational 24 hours a day, 365 days a year, for 148 years.

The Chair proposed that Council members should approve the "Report and Financial Statements for the year ended 31 December 2013", which they duly did.

Item 4, Re-election of officers –

The Council members approved:

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

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

The Council members approved:

- the election of –
Mervyn Gibb (British Telecom).
- the re-election of the following Trustees –
Conrad Bailey (Cabinet Office);
Nicola Baker (serving in a personal capacity);
Simon Claydon (Cabinet Office);
Hope Halstad (serving in a personal capacity);
Bronwyn Hill (Department for Environment, Food and Rural Affairs);
John Jarvis (Civil Service Pensioners' Alliance);
Jonathan Knott (Foreign & Commonwealth Office);
Jay Mandalia (HM Revenue & Customs);
Una O'Brien (Department of Health);

Peter Schild (HM Revenue & Customs);
Louise Selby (Home Office);
Paul Shipley (Ministry of Justice);
Michael Trevett (Cabinet Office);
Diane Wailes (HM Revenue & Customs); and
Linda Wilson (Northern Ireland Civil Service).

Item 6, Closing words from the Chair –

The Chair thanked: all attendees; the AGM's hosts, the RNLI, and Dave Steenvoorden its guest speaker; also Gordon Jones and Matthew Emmerson of Reeves & Co LLP, The Fund's Independent Examiners and Accountants.

Gordon Jones noted that Reeves & Co worked with many charities, some of which were experiencing difficult times. Based at Chatham, Gordon felt a clear affinity for The Fund and its mission.

Item 7, Guest speaker's address –

Catherine Kaye recorded her warm appreciation for the commitment and great support provided to the RNLI by The Lifeboat Fund. Catherine then introduced Dave ('Spanish') Steenvoorden, Coxswain at RNLI Humber and holder of an RNLI gallantry award.

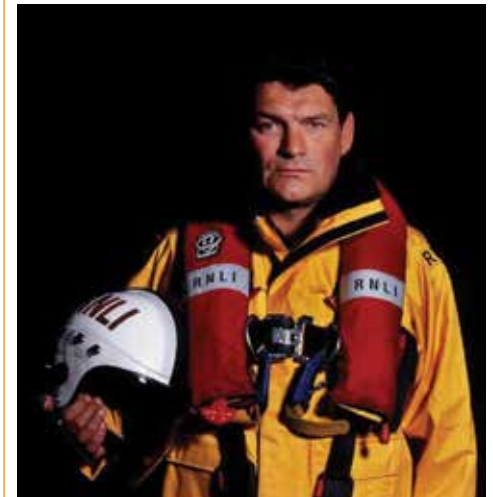
Dave spoke with passion and professionalism about his long service with the RNLI. In over 30 years, Dave had been involved in more than 1,000 rescues. Crews needed to deal with some very bad situations, and a sense of humour was vital. One rescue that remained vivid in his mind was a very difficult episode on 12 August 1986, involving *Fraser Flyer*, one of The Fund's lifeboats. Three people and a yacht had been saved – tragically one life had been lost, though it could very easily have been worse.

The tidal surge of December 2013 had damaged most lifeboat stations on the north east coast, including RNLI Humber to which power had only recently been restored. Dave's response as Coxswain had been to stay at sea for 32 hours with his crew, in case their help was required.

In response to questions, Dave mentioned the RNLI's 24-hour helpline, providing instant support to staff who needed it. An amazing breadth of people now served as lifeboat crew, though the RNLI struggled to maintain the supply of volunteers. About 20% of crew members now were women and, since very few volunteers had a maritime background, the training The Fund was helping pay for in 2014 was absolutely vital.

Rescues had not changed over the years – people cut off by the tide, windsurfers etc – and each year demand kept increasing; the annual 'high season' of activity had already started.

On behalf of all lifeboat crews, Dave expressed warm thanks to the charity for helping put kit and training into every station. Anything Dave needed as Coxswain would be provided by the RNLI, because of such fundraising support. Dave offered to lend his support to Fund activity by sharing his experience of the crucial and testing business of life-saving at sea. 'Spanish' concluded saying: "We love you for all this help – please keep doing it!"



Dave 'Spanish' Steenvoorden

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The Lifeboat Fund

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

Over the past 5 years, The Fund's lifeboats have been launched 1,340 times, saving 39 lives and rescuing a further 1,257 people.

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

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

Thank you to all our supporters!