



Charity Number 1138457

# financial report

ANNUAL REPORT AND ACCOUNTS

For the period to 31 March 2016

Transferring seriously ill children from local hospitals to specialist units throughout the UK

“...together with our supporters  
Lucy Air Ambulance is in a  
stronger position than ever before.”



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The Lucy Air Ambulance for Children Charity Trustees and Directors present their Annual Report (including the Directors' Report) for the period ended 31 March 2016 together with the accounts for the Charity.

The accounts comply with the requirements of the Companies Act 2006, the Charities Act 2011, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

## Report from the Chair of Trustees

In July 2015 we received our first instalment of the LIBOR grant, my grateful thanks go to our Business Development Manager, Amanda Homan-Green for her input into this application. LIBOR income has provided the Trustees with the opportunity to establish the Charity as a professional organisation meeting the Trustees' objectives and fulfilling the need of families and children requiring a long distance air transfer service. It is the catalyst the Trustees have worked so hard for over many years.

Our recruitment drive started with the position of CEO and I'm delighted to have obtained the services of Steven Lane who has many years charity experience at senior management level. In turn Steven set about recruiting a team of fundraisers capable of increasing our voluntary income to meet the required level post LIBOR. Steve Holdsworth (Trusts & Foundations), Hannah Simpson (Fundraising Manager) and Terry McLeman (Fundraising Coordinator) are now an integral part of our team.

LIBOR income enabled the Charity to make two significant purchases, firstly the collection box operation, originally set up on our behalf by a commercial organisation and secondly the purchase of a Voyager Incubator which will be used in future missions involving the transfer of premature babies. This was used within a few days of its purchase in the transfer of twins from Bristol to Preston. Costing in excess of £110k this vital piece of equipment will ensure the safety of many babies and provide reassurance to their families.

We have made significant progress in raising the Charity's profile, increasing the number of missions and building relationships with healthcare professionals. Our most recent appointment is that of Nicola Cleave to the role of Medical and Family Liaison Manager. Nicola is an experienced paediatric nurse with a wealth of experience and has specialised in haematology, oncology and bone-marrow transplants (BMT). With over 9 years' experience at Great Ormond Street Hospital, she has also worked in high dependency units, endocrinology and cardiology; working in University College Hospital in the teenage cancer unit as Specialist Chemotherapy Nurse; Paediatric Matron at Harley Street Clinic Children's Hospital and as BMT Co-ordinator at St Mary's Hospital, London. Nicola's role is central to the success of our Charity and we look forward to watching her develop this role.

Positive changes have also been made to our Board of Trustees. My special thanks go to former Trustees, Linda Cooke, Zainab Kaka Atta, Ian Canning and Will Tyler, (Ian and Will were instrumental in the Charity's early development), their contribution will be sadly missed. Laura Mariani has also stepped down as a Trustee but stays on board as an HR Advisor and is joined on the Advisory Board by Dr Nandiran Ratnavel, Lead Clinician for Neonatology at The Royal London Hospital, Dr Terry Martin, Medical Director at Capital Air Ambulance and solicitor Stephanie Kleyman, (Kleyman & Co). I am so grateful to have such dedicated professionals behind our cause. In this period of positive change I welcome to the Board, Paul McCartney, Anne Thomas, Emma Gurney and Sanjeev Gupta.

The focus is now on sustainability, post LIBOR funding. This is a challenge that cannot be underestimated. However we have in place dedicated teams of staff, Trustees, Patrons and Ambassadors and together with our supporters Lucy Air Ambulance is in a stronger position than ever before.

**Jill Williams, Chair of the Board of Trustees**  
**September 2016**

## About us

Registered in October 2010, Lucy Air Ambulance for Children Charity (Lucy AAC) is a dedicated fixed wing air transfer service for babies and children requiring expert medical or surgical treatment, or time sensitive repatriation, between hospitals throughout the UK.

Supported by professional staff trained for in-flight care, Lucy AAC works alongside the NHS to provide and deliver the highest standards of care offering the best possible survival chances for seriously ill children. This level of care may not be available locally, so Lucy AAC contracts to one of the UK's largest aero-medical operators to provide time critical air transfer to specialist lifesaving support.

We provide:

- ♥ Fully equipped medical aircraft, and highly qualified medical experts
- ♥ Ambulance transfers from the hospital to the airport at both location and destination
- ♥ Liaison with medical professionals in both location and destination

## Objectives

The principal objectives of Lucy AAC are:

“The relief of sickness for babies and children requiring expert medical care or relocation. We do this by facilitating the provision of a dedicated air transfer service throughout the UK and providing holistic support to their families.”

The Charity Objectives have been recently reviewed by the Trustees and have been submitted to the Charity Commission for amendment.

The need for a nationally funded air transport service in the United Kingdom is widely acknowledged by healthcare teams. The vision of Lucy AAC is to provide long distance transfers and to be a centrally funded, clinically led national air transport system meeting the highest standards of care.

## Achievements and Performance

The Charity has made significant progress in all areas during the past 12 months and has successfully completed 13 transfers including two sets of premature twins. Our new Medical and Family Liaison Manager was involved in the transfer of the twins and flew from Newquay with the second twin to reunite the family at St Mary's, Paddington.



## Achievements and Performance (contd)

We use case studies to reinforce the detail of our impact to the beneficiaries and they are available for funders. On a trip to Manchester from their home in Dorset in November 2015, Naomi and Pete were surprised by the early arrival of baby Mollie, 10 weeks ahead of schedule and over 200 miles from home. Weighing under 3lb 3oz, Mollie was too fragile to travel such a distance by road. Being 10 weeks early they were naturally anxious about what was going to happen. She was taken to the Neonatal Intensive Care Unit and over the next week as Mollie continued to get stronger, talk began about how they would all get home.

*“We were amazed to find out that the preferred method of transport was to fly her home, due to the distance and her vulnerability”* said Naomi.

The transfer was performed by a specialist neonatal aeromedical transfer team, crewed by two pilots trained and operating under multi-crew co-operation (MCC) procedures, ensuring maximum safety. Being back closer to home meant that both Mollie and her parents could get support from family and friends, helping them through this troubling time.

*“We wish to thank Lucy Air Ambulance for Children for bringing our special little daughter home”* said Naomi. *“Until you are affected by such an issue you don’t realise that these charitable services are out there and what a crucial and fantastic job they all do.”*

## Public Benefit

In establishing the annual objectives and activities which fulfil Lucy AAC’s overall aims, the Trustees have regard to the principles of public benefit at all times. The Trustees are aware of and have received copies of the Charity Commission’s guidance regarding Public Benefit and have taken it into account, where relevant, in their planning and decision making.

As the provider of a dedicated national fixed wing air transfer service, healthcare professionals are able to call upon our air transport service at critical times assured that their patient will receive the highest standards of care. Our service is delivering positive outcomes for those children and their families, benefiting physical and emotional health and well-being and lower levels of stress.

## Association of Air Ambulances

Lucy AAC is an associate member of the Association of Air Ambulances which represents the majority of the air ambulance network. Members are governed by a code of conduct which formally recognises the integral part that air ambulances play in the medical service provision. For further information please visit, [www.associationofairambulances.co.uk](http://www.associationofairambulances.co.uk)

## The Way Forward

A 3 year Business Plan is being produced which will provide in detail the ambitions of the Trustees and how the Charity will grow over the next 36 months. Our immediate aim is to be self-sustainable post LIBOR to ensure the future of our vital service. We aim to:



“ Our thanks go out to  
all those who raise funds”

1. Build stronger relations with healthcare professionals and NHS Trusts throughout the UK, which in turn will increase the number of transfers we perform.
2. Introduce a more holistic package of care for families accessing our service by arranging and covering the cost of parents travel arrangements.
3. Invest in staff development and training – Trustees have recognised the importance of staff retention and training and a programme of development has been introduced which includes training our Medical and Family Liaison Manger to flight nurse status.
4. Maintain ongoing relations with our service users and their families.
5. Recruit additional fundraisers to maximise the potential of the corporate and community sectors.
6. Expand our services, Lucy AAC’s Trustees have recognised the increasing demand for repatriation flights and will be carrying out a review to establish if this is an area that the Charity should develop.
7. Continue to achieve the highest standards across all areas of service provision, management, fundraising and governance – ongoing reviews of our internal processes will be carried out by the Trustees and senior management.
8. Raise our profile nationally with increased activity on social media and marketing.

## Fundraising and Investing in the Future

We have in place a fundraising team dedicated to meeting the targets required and a fundraising strategy that spreads across all the traditional income streams including:

- ♥ Trusts & Foundations – which will provide a high percentage of our income
- ♥ Collections – the Charity has an extensive static collection box network that extends nationwide
- ♥ Corporate – the support of so many national and local businesses is vital to our work
- ♥ Events – a series of fundraising and profile raising events involving our Ambassadors is planned for 2017
- ♥ Community – our thanks go out to all those who raise funds through their own events or taking part in challenges such as the Brighton and London Marathons.

To ensure we meet our financial demands, a Corporate Partnerships Manager and a Community Engagement and Event Fundraiser were recruited in September 2016.

Our fundraising challenge is to not only meet the demand of the annual budget but also to exceed the target so we can invest in our future plans and the future of the children requiring our service.

The recent adverse publicity surrounding certain third sector organisations and their alleged bad practice has prompted the Trustees of Lucy AAC to review the Charity's fundraising practices to ensure we adhere to best practice at all times, these include:

- ♥ To fully comply and be guided by the new Code of Fundraising Practice from the Fundraising Regulator
- ♥ To register with the Fundraising Regulator
- ♥ Compliance and subscription to the ICO (Information Commissioners office)
- ♥ Implementation of a data protection policy which follows the guidelines set out by the ICO
- ♥ The recording of all personal data kept on a recognised CRM database
- ♥ A guarantee that all personal data is maintained by Lucy AAC and is not passed on or shared with a third party
- ♥ Registration and compliance with the Fundraising Preference Scheme (once launched)
- ♥ Trustees aware of the Charity Commission publications "The Essential Trustee" (CC3) & "Charities and Fundraising" (CC20)

## Equal Opportunities Policy

The charitable company is committed to eliminating any discrimination and promoting diversity and equality of opportunity in all it does. It is therefore the charitable company's policy to ensure that no service user, employee or job applicant is treated less favourably, but not limited to, on the grounds of sex, race, sexual orientation, ethnic or national origin, disability, religion or age.

Lucy AAC will comply with all statutory obligations and codes of practice relating to equal opportunities to ensure we eliminate discrimination and promote equality of opportunity.

## Structure and Governance

This report has been prepared under the provisions applicable to small companies.

Lucy Air Ambulance for Children Charity is a Registered Charity, number 1138457. It is a Company, number 06935959, limited by guarantee. The Charity is governed by its Memorandum and Articles of Association. The Trustees who served during the period were as listed on the Legal and Administrative Information page. As at March 31st 2016 there were 5 guarantors whose liability in the event of a winding is limited to £10 each.

The directors of the company, who are also charity Trustees for the purposes of charity law, form the Board of Trustees. Two of the Trustees serve voluntarily as Treasurer and Company Secretary respectively. The Trustees have delegated day to day management of the Charity to Steven Lane, the Chief Executive.

A full Board meeting is held at least six times during each period of 12 months. One Trustee is appointed as Chair and staff are invited to report on the service and fundraising activities.

The minimum number of Trustees is four, there is no maximum. Prospective Trustees are required to complete an application form and declare any conflicts of interest. No person is appointed to serve as a Trustee unless recommended by the existing Trustees. New Trustees are introduced to the Board and briefed as necessary in all aspects of Lucy AAC's objectives and policies. Trustees are encouraged to seek training, as appropriate, also to observe and follow the requirements and guidelines set down by the Charity Commission.



## Risk Management

The Trustees, together with staff, are implementing controls and procedures throughout the organisation to minimise external and internal risk and ensure a consistent, high quality of care for the children and appropriate working conditions for the staff.

Risks have been identified to which the Charity is exposed and which might impact on Lucy AAC's ability to achieve its objectives. To mitigate those risks, policies and procedures are being developed and they will be designed to provide reasonable, but not absolute, assurance against material misstatement or loss. The Trustees have established an ongoing process for identifying, evaluating and managing Lucy AAC's key risks. In particular there are procedures being developed for:

- ♥ Obtaining sufficient funding to provide for the service
- ♥ Providing the capacity to meet the demand for services
- ♥ Ensuring that the service meets required standards
- ♥ Avoiding actions that could damage the organisation's reputation

- ♥ Recruiting and retaining sufficient levels of skilled staff
- ♥ Providing adequate ICT systems and ensuring the protection and security of confidential information
- ♥ The overall management and development of systems and personnel
- ♥ Ensuring the provision of adequate levels of governance and operational control through its Trustees and senior management
- ♥ Financial reporting within a comprehensive planning and accounting framework, and monitoring of other risks which are identified and reported to the Trustees

The Trustees will continue to monitor the risks and the effectiveness of the system of control that has been put in place by the Charity.

## Management

The Chief Executive is responsible for ensuring the delivery and standards of the service meet the objectives set out by the Trustees.

## Financial Review

We are reporting on a 9 month period following the decision to change the year end date from June to March. Gross income of £570,544 was achieved (30 June 2015: £56,702). The principal funding source of the Charity in the reporting period was monies received from the LIBOR Fund, £472,847. Resources expended in the period were £329,774 (30 June 2015: £63,969), this included a one off payment of £105,000 for the purchase of the collection box operation from a third party contractor. £40,172 (30 June 2015: £11,860) was spent on transfers carried out in the year.

## Reserves Policy

It is the policy of the Board to build sufficient unrestricted reserves to cover six months of expenditure. The Trustees have no plans to seek borrowings from any source. With the anticipated growth of funds, the Trustees will seek professional investment advice regarding the safe appropriate investment of those funds. Until reserve funds reach a level considered by the Trustees to require investment advice, they are retaining the funds in the bank account at CAF.

The £167,338 in restricted funds at 31 March 2016 (30 June 2015: £nil) represents monies received from the LIBOR Fund and is restricted to specific costs agreed with the Cabinet Office, including in excess of £110,000 for a Voyager Incubator which has since been purchased.

The £106,227 in unrestricted reserves at 31 March 2016 (30 June 2015: £32,795) is available to help meet the Charity's running costs and charitable activities. This level of funds is sufficient to cover 4 months of expenditure based on current year figures and the Trustees are improving the Charity's fundraising strategy to bring the level of reserves in line with policy.

The main objective of the Trustees is to ensure the Charity has adequate funding to safeguard its daily activities, meet its financial obligations and commitments. The Trustees are aware of the constant need to secure funding for future years.

## Going Concern

Accounting standards require the Trustees to consider the appropriateness of the going concern basis when preparing the financial statements. The Trustees confirm that they consider the going concern basis remains appropriate.

The Trustees have taken notice of the Financial Reporting Council guidance 'Going Concern and Liquidity Risk: Guidance for Directors of UK Companies 2009', which requires the reasons for this decision to be explained. The Trustees regard the going concern basis as remaining appropriate as the company has adequate resources to continue in operational existence for the foreseeable future. The Charity has sufficient reserves to make several transfers and the income stream is growing to enable further transfers to be made in the future.

## Statement as to Disclosure of Information to Independent Examiner

So far as the Trustees are aware, there is no relevant audit information of which the company's independent examiners are unaware, and each Trustee has taken all the steps that they ought to have taken as a Trustee in order to make themselves aware of any relevant independent examination information and to establish that the company's independent examiners are aware of that information.

The Trustees' Report incorporating the Directors' Report was approved by the Board of Trustees on 30 Sept 2016.

*Jill Williams* and signed on its behalf by;

**Jill Williams**  
Chair of Trustees

# Governance & Management

## Directors and Trustees

Jill Williams, Chair

Claire Glazebrook, Secretary

Timothy Younger, Treasurer

Alison Clarke

David Marshall

Paul McCartney (appointed 18/06/2016)

Anne Thomas (appointed 19/07/2016)

Emma Gurney (appointed 19/07/2016)

Sanjeev Gupta (appointed 16/08/2016)

Linda Cooke (resigned 16/05/2016)

Will Tyler (resigned 03/02/2016)

Ian Canning (resigned 22/01/2016)

Laura Mariani (resigned 22/01/2016)

Zainab Kaka Atta (resigned 22/1/2016)

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## Patrons

Lord Bilimoria of Chelsea CBE DL

Dr Carol Cooper

Lucy Dimes

Danny Dyer

Kate Elizabeth Hallam

Dr Dawn Harper

Odion Ighalo

Dr Hilary Jones

Monique Melis

Kevin Rochay

Levi Roots

Sophie Berenice Scott

---

## Ambassador

Linda Cooke

## Advisors

Dr Nandiran Ratnavel

Dr Terry Martin

Laura Mariani (HR)

Stephanie Kleyman (Solicitor)

## Chief Executive

Steven Lane

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## Registered Charity name

Lucy Air Ambulance for Children  
Charity

## Charity number

1138457

## Company number

06935959

## Registered office

The Courtyard, Shoreham Road  
Upper Beeding, Steyning  
West Sussex BN44 3TN

## Principal address

7-14 Great Dover Street,  
London SE1 4YR

## Subsidiary company

Lucy Air Ambulance Trading  
Limited

Company Registration No.

07632125

## Website

[www.lucyaac.org.uk](http://www.lucyaac.org.uk)

## Telephone

020 3096 7870

## Independent examiner

Russell New Limited,  
The Courtyard, Shoreham Road,  
Upper Beeding, Steyning,  
West Sussex BN44 3TN

## Bankers

CAF Bank Limited, 25 Kings Hill  
Avenue, Kings Hill, West Malling  
ME19 4JQ

HSBC Bank Plc,  
PO Box 1EZ, 196 Oxford Street,  
London W1D 1NT



Transferring seriously ill children from local hospitals  
to specialist units throughout the UK

# Financial Statements

For the period to 31 March 2016

## Lucy Air Ambulance for Children Charity (Limited by Guarantee) Statement of Trustee's Responsibilities

The Trustees, who are also the directors of Lucy Air Ambulance for Children Charity for the purpose of company law, are responsible for preparing the Trustees' Report (incorporating the Strategic Report) and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare accounts 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, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, 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; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Lucy Air Ambulance for Children Charity (Limited by Guarantee) Independent Examiner's Report to the Trustees of Lucy Air Ambulance for Children Charity

I report on the accounts of the company for the period ended 31 March 2016, which are set out on pages 16 to 31.

### **Respective responsibilities of Trustees and auditors**

The Trustees (who are also directors of Lucy Air Ambulance for Children Charity for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and part 16 of the Companies Act 2006 and that an independent examination is needed.

The Charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants. Having satisfied myself that the Charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 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 report**

My examination was carried out in accordance with the 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 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 overleaf.

**Lucy Air Ambulance for Children Charity  
(Limited by Guarantee)  
Independent Examiner's Report to the Trustees of Lucy Air Ambulance for  
Children Charity**

**Independent examiner's statement**

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006, Regulation 8 of the Charities Act 2011 and with the methods and principles of the Charities Statement of Recommended Practice FRS 102 have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Mr Mark Cummins FCCA FCIE  
for and on behalf of Russell New Limited**

**10 Oct 2016**

The Courtyard  
Shoreham Road  
Upper Beeding  
Steyning  
West Sussex BN44 3TN



“ We wish to thank Lucy Air Ambulance for Children for bringing our special little daughter home.”

Naomi

Lucy Air Ambulance for Children Charity (Limited by Guarantee)  
Statement of Financial Activities (including Income and Expenditure Account)  
Period Ended 31 March 2016

|   | Notes | Unrestricted funds<br>£ | Restricted funds<br>£ | Total<br>1 Jul 15 to<br>31 March 16<br>£ | Total<br>1 Jul 14 to<br>30 June 15<br>£ |
|---|-------|-------------------------|-----------------------|--|---|
| <b><u>Income from:</u></b>                                |       |                         |                       |  |   |
| Donations   | 3     | 94,340                  | -                     | 94,340                                   | 54,707                                  |
| Charitable activities                                     | 4     | 3,357                   | 472,847               | 476,204                                  | 1,995                                   |
| <b>Total income</b>                                       |       | <b>97,697</b>           | <b>472,847</b>        | <b>570,544</b>                           | <b>56,702</b>                           |
| <b><u>Expenditure on:</u></b>                             |       |                         |                       |  |   |
| <b>5</b>  |       |                         |                       |  |   |
| <b>Raising funds</b>                                      |       |                         |                       |  |   |
| Fundraising costs   |       | 24,265                  | 101,269               | 125,534                                  | 40,916                                  |
| Purchase of fundraising operations                        |       | -                       | 105,000               | 105,000                                  | -                                       |
| <b>Charitable activities</b>                              |       |                         |                       |  |   |
| Provision of air ambulance transfers                      |       | -                       | 99,240                | 99,240                                   | 23,053                                  |
| <b>Total expenditure</b>                                  |       | <b>24,265</b>           | <b>305,509</b>        | <b>329,774</b>                           | <b>63,969</b>                           |
| <b>Net income/(expenditure) and net movement in funds</b> |       | <b>73,432</b>           | <b>167,338</b>        | <b>240,770</b>                           | <b>(7,267)</b>                          |
| Fund balances at 1 July 2015                              |       | 32,795                  | -                     | 32,795                                   | 40,062                                  |
| <b>Fund balances at 31 March 2016</b>                     |       | <b>106,227</b>          | <b>167,338</b>        | <b>273,565</b>                           | <b>32,795</b>                           |

All activities are classified as continuing. There are no recognised gains or losses other than those reported on the Statement of Financial Activities.

Lucy Air Ambulance for Children Charity (Limited by Guarantee)  
 Balance Sheet  
 Period Ended 31 March 2016

|  | Notes | £              | 31 March<br>2016<br>£ | £             | 30 June<br>2015<br>£ |
|--|-------|----------------|-----------------------|---------------|----------------------|
| <b>Fixed assets</b>                            |       |                |                       |               |                      |
| Tangible assets                                | 10    |                | 6,298                 |               | -                    |
| Investments                                    | 11    |                | 1                     |               | 1                    |
|  |       |                | <u>6,299</u>          |               | <u>1</u>             |
| <b>Current assets</b>                          |       |                |                       |               |                      |
| Debtors  | 12    | 31,597         |                       | 28,481        |                      |
| Cash at bank and in hand                       |       | 250,017        |                       | 7,725         |                      |
|  |       | <u>281,614</u> |                       | <u>36,206</u> |                      |
| Creditors: amounts falling due within one year | 13    | (14,348)       |                       | (3,412)       |                      |
| <b>Net current assets</b>                      |       |                | <u>267,266</u>        |               | <u>32,794</u>        |
| <b>Total assets less current liabilities</b>   |       |                | <u>273,565</u>        |               | <u>32,795</u>        |
| <b>Net assets</b>                              |       |                | <u>273,565</u>        |               | <u>32,795</u>        |
| <b>Income funds</b>                            |       |                |                       |               |                      |
| Restricted funds                               | 14    |                | 167,338               |               | -                    |
| Unrestricted income funds                      |       |                | 106,227               |               | 32,795               |
|  |       |                | <u>273,565</u>        |               | <u>32,795</u>        |

The accounts were approved by the Board on

*Jill Williams*

30 Sept 2016

J Williams, Trustee

Company Registration No. 06935959

Lucy Air Ambulance for Children Charity (Limited by Guarantee)  
Cash Flow Statement  
Period Ended 31 March 2016

|   | Notes | At 31 March 2016 |         | At 30 June 2015 |         |
|---|-------|------------------|---------|-----------------|---------|
|   |       | £                | £       | £               | £       |
| <i>Net cash inflow/(outflow) from operating activities</i>  | 16    |                  | 250,689 |                 | (8,668) |
| <b>Cash flows from investing activities:</b>                |       |                  |         |                 |         |
| Purchase of tangible fixed assets                           | 10    | (8,397)          |         | -               |         |
| <i>Net cash provided by/ (used in) investing activities</i> |       |                  | (8,397) |                 | -       |
| Change in cash and cash equivalents in the year             |       |                  | 242,292 |                 | (8,668) |
| Cash and cash equivalents at the beginning of the year      |       |                  | 7,725   |                 | 16,393  |
| Cash and cash equivalents at the end of the year            |       |                  | 250,017 |                 | 7,725   |

**Analysis of cash and cash equivalents**

|                          | At 1 July 2015 | Cash flow      | Non-cash changes | At 31 Mar 2016 |
|--------------------------|----------------|----------------|------------------|----------------|
|                          | £              | £              | £                | £              |
| Cash at bank and in hand | 7,725          | 242,292        | -                | 250,017        |
|                          | <u>7,725</u>   | <u>242,292</u> | <u>-</u>         | <u>250,017</u> |

# Lucy Air Ambulance for Children Charity (Limited by Guarantee)

## Notes to the Accounts

### Period Ended 31 March 2016

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#### 1.0 Statutory information

Lucy Air Ambulance for Children Charity is a charitable company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found in the Legal and Administrative Information section of the accounts.

#### 2.0 Accounting policies

##### 2.1 Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The reporting period is for less than 12 months, covering the period 1 July 2015 to 31 March 2016. As a result the comparative amounts presented in these accounts are not entirely comparable. The period has been shortened to align the accounting year with the financial year and legal authority has been obtained from Companies House.

Lucy Air Ambulance for Children Charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about Lucy Air Ambulance for Children Charity's ability to continue as a going concern.

##### 2.2 Reconciliation with previous Generally Accepted Accounting Principles

In preparing the accounts the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP the restatement of comparative items was required. No material restatement of comparative items was required.

##### 2.3 Group financial statements

The company has taken advantage of the exemption to prepare consolidated financial statements afforded to it by the Charities SORP (FRS 102). Therefore these financial statements present information about the charity as an individual undertaking and not as a group.

## Lucy Air Ambulance for Children Charity (Limited by Guarantee)

### Notes to the Accounts (contd)

### Period Ended 31 March 2016

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#### 2.4 Income

All income is accounted for in the Statement of Financial Activities (SOFA) when the Charity is legally entitled to the income, receipt is probable and the amount can be quantified with reasonable accuracy.

Income from donations is accounted for as received by the Charity. The income from fund raising ventures is shown gross, with the associated costs included in fund raising costs. The value of voluntary work is not included in the financial statements.

Grants are recognised in full in the SOFA in the year in which they are receivable.

Other income is recorded on an accruals basis.

#### 2.5 Expenditure

Costs are included in the Statement of Financial Activities on an accruals basis inclusive of irrecoverable VAT. All costs are allocated between expenditure categories and departments on a basis designed to reflect the use of the resource.

Fundraising expenditure comprises costs incurred in inducing people and organisations to contribute financially to the Charity's work. This includes the cost of advertising for donations and the staging of special events.

Where possible, costs have been allocated directly to the activity to which they relate. However, there are also central support costs that enable the Charity's charitable income generating and administrative activities to be undertaken. These costs have been allocated as follows:

- Staff costs allocated on a time basis
- Other costs allocated on estimated resource use

#### 2.6 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer equipment            25-30% straight line

Assets costing less than £100 are written off to the Statement of Financial Activities and are not considered for capitalisation purposes.

## Lucy Air Ambulance for Children Charity (Limited by Guarantee)

### Notes to the Accounts (contd)

### Period Ended 31 March 2016

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#### **2.7 Investments**

Fixed asset investments are stated at cost less provision for any impairment.

#### **2.8 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments. The Trustees seek to use short and medium term deposits where possible to maximise the return on monies held at the bank and to manage cash flow.

#### **2.9 Financial instruments**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

#### **2.10 Creditors and provisions**

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

#### **2.11 Accumulated funds**

Funds held by the Charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Restricted funds – Donations, bequests or incoming resources for which the donor has earmarked for a specific purpose are treated as restricted funds.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### **2.11 Taxation**

The charitable company is registered as a charity and all of its income falls within the exemptions under Part 11 of the Corporation Tax Act 2010.

Lucy Air Ambulance for Children Charity (Limited by Guarantee)  
Notes to the Accounts (contd)  
Period Ended 31 March 2016

3. Income from Donations

|                                    | Unrestricted<br>funds | Restricted<br>funds | Total<br>1 Jul 15 to<br>31 Mar 16 | Total<br>1 Jul 14 to<br>30 Jun 15 |
|------------------------------------|-----------------------|---------------------|-----------------------------------|-----------------------------------|
|                                    | £                     | £                   | £                                 | £                                 |
| Charity boxes                      | 91,616                | -                   | <b>91,616</b>                     | 54,437                            |
| General donations from individuals | 454                   | -                   | <b>454</b>                        | 270                               |
| Charitable Trust Donations         | 1,000                 | -                   | <b>1,000</b>                      | -                                 |
| Other donations                    | 1,270                 | -                   | <b>1,270</b>                      | -                                 |
|                                    | <u>94,340</u>         | <u>-</u>            | <u><b>94,340</b></u>              | <u>54,707</u>                     |

4. Income from Charitable Activities

|                   | Unrestricted<br>funds | Restricted<br>funds | Total<br>1 Jul 15 to<br>31 Mar 16 | Total<br>1 Jul 14 to<br>30 Jun 15 |
|-------------------|-----------------------|---------------------|-----------------------------------|-----------------------------------|
|                   | £                     | £                   | £                                 | £                                 |
| Grants receivable | -                     | 472,847             | <b>472,847</b>                    | -                                 |
| Event income      | 3,357                 | -                   | <b>3,357</b>                      | 1,995                             |
|                   | <u>3,357</u>          | <u>472,847</u>      | <u><b>476,204</b></u>             | <u>1,995</u>                      |

Lucy Air Ambulance for Children Charity (Limited by Guarantee)  
Notes to the Accounts (contd)  
Period Ended 31 March 2016

5. Total Expenditure

|   | Staff costs   | Depreciation | Other costs    | Total 1 Jul 15 to 31 Mar 16 | Total 1 Jul 14 to 30 Jun 15 |
|---|---------------|--------------|----------------|-----------------------------|-----------------------------|
|   | £             | £            | £              | £                           | £                           |
| <b>Costs of raising funds</b>               |               |              |                |                             |                             |
| Fundraising costs                           | -             | -            | 79,341         | <b>79,341</b>               | 29,722                      |
| Purchase of fund raising operations         | -             | -            | 105,000        | <b>105,000</b>              | -                           |
| Support costs                               | 16,270        | -            | 29,923         | <b>46,193</b>               | 11,194                      |
|   | 16,270        | -            | 214,264        | <b>230,534</b>              | 40,916                      |
| <b>Charitable activities</b>                |               |              |                |                             |                             |
| <u>Provision of Air Ambulance transfers</u> |               |              |                |                             |                             |
| Activities undertaken directly              | -             | 2,099        | 40,172         | <b>42,271</b>               | 11,860                      |
| Support costs                               | 13,879        | -            | 43,090         | <b>56,969</b>               | 11,193                      |
| Total                                       | 13,879        | 2,099        | 83,262         | <b>99,240</b>               | 23,053                      |
| <b>Total expenditure</b>                    | <b>30,149</b> | <b>2,099</b> | <b>297,526</b> | <b>329,774</b>              | <b>63,969</b>               |

During the year the Charity paid £105,000 to acquire its outsourced fundraising operations from SQ1 Event Management Limited. This balance represents a material non recurring expense and has therefore been presented separately in the Statement of Financial Activities.

Lucy Air Ambulance for Children Charity (Limited by Guarantee)  
 Notes to the Accounts (contd)  
 Period Ended 31 March 2016

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**6. Support costs (including Governance Costs)**

|                                   | Total<br>1 Jul 15 to<br>31 Mar 16<br>£ | Total<br>1 Jul 14 to<br>30 Jun 15<br>£ |
|-----------------------------------|--|--|
| Wages and salaries                | 30,149                                 | -                                      |
| Professional and legal fees       | 23,555                                 | 9,795                                  |
| Recruitment and HR fees           | 26,073                                 | -                                      |
| ICT                               | 4,242                                  | 1,946                                  |
| Advertising                       | 904                                    | 829                                    |
| Printing and stationery           | 2,092                                  | 456                                    |
| Independent examiner remuneration | 3,384                                  | 7,025                                  |
| Memberships and subscriptions     | 1,146                                  | 1,875                                  |
| Travel                            | 376                                    | 390                                    |
| General expenses                  | 11,241                                 | 71                                     |
|                                   | <u>103,162</u>                         | <u>22,387</u>                          |

Included within support costs above are governance costs. These costs include amounts payable to the independent examiners of £3,384 (2015: Amounts paid to the previous independent examiner of £7,025) for independent examination and other services.

**7. Trustees**

None of the Trustees (or any persons connected with them) received any remuneration during the period or received any reimbursement of expenditure.

Lucy Air Ambulance for Children Charity (Limited by Guarantee)  
Notes to the Accounts (contd)  
Period Ended 31 March 2016

8. Comparative funds – Statement of Financial Activities for the year ended 30 June 2015

|   |       | Unrestricted<br>funds | Restricted<br>funds | 30 June 15<br>£ | 30 June 14<br>£ |
|---|-------|-----------------------|---------------------|-----------------|-----------------|
| <b><u>Income from:</u></b>                                    | Notes |                       |                     |                 |                 |
| Donations   | 3     | 54,707                | -                   | 54,707          | 15,000          |
| Charitable activities   | 4     | 1,995                 | -                   | 1,995           | -               |
| <b>Total income</b>   |       | <b>56,702</b>         | <b>-</b>            | <b>56,702</b>   | <b>15,000</b>   |
| <b><u>Expenditure on:</u></b>                                 | 5     |                       |                     |                 |                 |
| <b>Raising funds</b>  |       |                       |                     |                 |                 |
| Fundraising costs   |       | 40,916                | -                   | 40,916          | -               |
| <b>Charitable activities</b>                                  |       |                       |                     |                 |                 |
| Provision of air ambulance transfers                          |       | 23,053                | -                   | 23,053          | 13,273          |
| <b>Total expenditure</b>                                      |       | <b>63,969</b>         | <b>-</b>            | <b>63,969</b>   | <b>13,273</b>   |
| <b>Net income/(expenditure) and<br/>net movement in funds</b> |       | <b>(7,267)</b>        | <b>-</b>            | <b>(7,267)</b>  | <b>1,727</b>    |
| Fund balances at 1 July 2014                                  |       | 40,062                | -                   | 40,062          | 38,335          |
| <b>Fund balances at 30 June 2015</b>                          |       | <b>32,795</b>         | <b>-</b>            | <b>32,795</b>   | <b>40,062</b>   |

Lucy Air Ambulance for Children Charity (Limited by Guarantee)  
 Notes to the Accounts (contd)  
 Period Ended 31 March 2016

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**9. Staff costs**

The total average monthly number of employees (number of staff employed) during the reporting period was 3.

|                       | Total<br>1 July 15 to<br>31 March 16<br>£ | Total<br>1 July 15 to<br>30 June 15<br>£ |
|-----------------------|---|--|
| <b>Staff costs</b>    |   |  |
| Wages and salaries    | <b>29,202</b>                             | -  |
| Social security costs | <b>947</b>                                | -  |
|                       | <u><b>30,149</b></u>                      | <u>-</u>                                 |

No employees had employee benefits in excess of £60,000 (2015: nil).

The key management personnel of the Charity comprise the Chief Executive. The total employee benefits of the key management personnel were £13,462 (2015: £nil).

Lucy Air Ambulance for Children Charity (Limited by Guarantee)  
Notes to the Accounts (contd)  
Period Ended 31 March 2016

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10. Tangible fixed assets

|                         | Computer<br>equipment<br>£ |
|-------------------------|----------------------------|
| <b>Cost</b>             |                            |
| At 1 July 2015          | -                          |
| Additions               | 8,397                      |
| <b>At 31 March 2016</b> | <u>8,397</u>               |
| <b>Depreciation</b>     |                            |
| At 1 July 2015          | -                          |
| Charge for the period   | 2,099                      |
| <b>At 31 March 2016</b> | <u>2,099</u>               |
| <b>Net book value</b>   |                            |
| <b>At 31 March 2016</b> | <u>6,298</u>               |
| At 30 June 2015         | <u>-</u>                   |

11. Fixed asset investments

|                              | 31 March<br>2016<br>£ | 30 June<br>2015<br>£ |
|------------------------------|-----------------------|----------------------|
| Shares in group undertakings | <u>1</u>              | <u>1</u>             |

The shares above represent the investment in Lucy Air Ambulance Trading Limited which is a wholly-owned trading subsidiary, company number 07632125, incorporated in England and Wales. The Charity owns the entire issued share capital of 1 Ordinary £1 share. The subsidiary is used for the non-primary purpose of trading. All profits are gifted to Lucy Air Ambulance for Children Charity. A summary of the trading results of the subsidiary is shown overleaf.

Lucy Air Ambulance for Children Charity (Limited by Guarantee)  
Notes to the Accounts (contd)  
Period Ended 31 March 2016

Summary profit and loss account

|                         | Period<br>1 July 15 to<br>31 March 16<br>£ | Period<br>1 July 14 to<br>30 June 15<br>£ |
|-------------------------|--|---|
| Turnover                | -  | 24,299                                    |
| Cost of sales           | -  | (12,648)                                  |
| Administrative expenses | -  | (2,574)                                   |
| Net profit/(loss)       | -  | 9,077                                     |

Summary balance sheet

|  | 31 March<br>2016<br>£ | 30 June<br>2015<br>£ |
|--|-----------------------|----------------------|
| The assets and liabilities of the subsidiary were: |                       |                      |
| Current assets                                     | 6,954                 | 11,957               |
| Creditors: amounts falling due within one year     | (18,652)              | (23,655)             |
| Total net assets                                   | (11,698)              | (11,698)             |
| Aggregate share capital and reserves               | (11,698)              | (11,698)             |

12. Debtors

|  | 31 March<br>2016<br>£ | 30 June<br>2015<br>£ |
|--|-----------------------|----------------------|
| Prepayments                              | 5,275                 | -                    |
| Amounts due from subsidiary undertakings | 18,652                | 23,655               |
| Other debtors                            | 7,670                 | 4,826                |
|  | 31,597                | 28,481               |

Lucy Air Ambulance for Children Charity (Limited by Guarantee)  
 Notes to the Accounts (contd)  
 Period Ended 31 March 2016

13. Creditors: amounts falling due within one year

|                           | 31 March<br>2016<br>£ | 30 June<br>2015<br>£ |
|---------------------------|-----------------------|----------------------|
| Trade creditors           | -                     | 1,214                |
| Accruals                  | 11,401                | 2,198                |
| Taxes and social security | 2,947                 | -                    |
|                           | <u>14,348</u>         | <u>3,412</u>         |

14. Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants for specific purposes:

|                                  | Balance at<br>1 July 2015 | Income  | Expenditure | Transfers<br>between<br>funds | Balance at<br>31 March<br>2016 |
|----------------------------------|---------------------------|---------|-------------|-------------------------------|--------------------------------|
| Cabinet Office – Project Funding | -                         | 472,847 | (305,509)   | -                             | 167,338                        |

*Cabinet Office – Project Funding*

The purpose of the grant is to support the Charity to source its charter services on a more permanent basis and, so secure the long term viability of the Charity, along with boosting fundraising capabilities.

Lucy Air Ambulance for Children Charity (Limited by Guarantee)  
Notes to the Accounts (contd)  
Period Ended 31 March 2016

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15. Analysis of net assets between funds

|   | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>£            |
|---|----------------------------|--------------------------|-----------------------|
| <b>Fund balances at 31 March 2016 are represented by:</b> |                            |                          |                       |
| Tangible fixed assets                                     | 6,298                      | -                        | <b>6,298</b>          |
| Investments   | 1                          | -                        | <b>1</b>              |
| Current assets  | 114,276                    | 167,338                  | <b>281,614</b>        |
| Creditors: amounts falling due within one year            | (14,348)                   | -                        | <b>(14,348)</b>       |
|   | <u><b>106,227</b></u>      | <u><b>167,338</b></u>    | <u><b>273,565</b></u> |

16. Net cash inflow from operating activities

|   | 31 March<br>2016<br>£ | 30 June<br>2015<br>£  |
|---|-----------------------|-----------------------|
| Net income/(expenditure)                            | <b>240,770</b>        | (7,267)               |
| Depreciation of tangible fixed assets               | <b>2,099</b>          | -                     |
| Increase in debtors                                 | <b>(3,116)</b>        | (4,813)               |
| Increase in creditors                               | <b>10,936</b>         | 3,412                 |
| Net cash inflow/(outflow) from operating activities | <u><b>250,689</b></u> | <u><b>(8,668)</b></u> |

**Lucy Air Ambulance for Children Charity (Limited by Guarantee)**  
**Notes to the Accounts (contd)**  
**Period Ended 31 March 2016**

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**17. Financial commitments**

The Charity must give three months' notice to cancel its licence to occupy 7-14 Great Dover Street, London, SE1 4YR. This would represent a commitment of £7,438 (2015: £nil) at the balance sheet date.

The estimated amount of future capital expenditure relating to amounts contracted for an incubator is £110,530 (2015: £nil). The purchase of the incubator is being part funded by the Cabinet Office grant referred to in the restricted funds note.

**18. Related party transactions**

There were no related party transactions in the period.

**19. Share capital**

Lucy Air Ambulance for Children Charity is a company limited by guarantee and has no share capital.

**20. Control**

No one member has overall control of the Charity.



## A typical (in-flight) day with our Hospital and Medical Liaison Manager, Nicola Cleave



- ♥ A flight nurse is part of a tight medical team comprising of a specialist neonatal, paediatric or anaesthetist doctor and specialist nurse, or 2 specialist nurses
- ♥ Our 'missions' depart from Exeter, often leaving at 08.00
- ♥ All documentation is assembled in the 'Mission Folder' the most important being the 'Mission Statement' providing the flight medical team with a detailed itinerary for the day
- ♥ The equipment is checked, assembled and taken out to the aircraft
- ♥ Before loading and during the flight the incubator is warmed up in preparation for the child
- ♥ The medical team must remain vigilant and aware of safety issues inside the aircraft and any potential hazards that could arise
- ♥ Once airborne, the incubator system and equipment is double checked, It is then an ideal time to start the documentation process
- ♥ On arrival at the airport the flight nurse 'tracks in' i.e. contacts the Operational Base to update them. (This is the first of many tracking points that help monitor the efficiency and safety of the mission)
- ♥ The road ambulance teams are pre-booked and coordinated to arrive in time to meet the aircraft
- ♥ At the hospital, the aeromedical team and I make our way to the Unit with the incubator and medical bags containing all the necessary equipment that may be needed
- ♥ Once on the Unit, handover is taken from the nurse looking after the child. From this moment on, the flight nurse takes full responsibility for the child's safety and remains with the child until arrival at the receiving hospital
- ♥ Within the UK the average flight time is one hour
- ♥ On landing at the destination airport the Operational Base is updated. The road ambulance team is coordinated to meet the aircraft and transport the child to the receiving hospital where a full handover to the nurse is given and the child transferred to their new incubator or hot cot depending on the needs of the child
- ♥ A typical mission would see the child in transport for 2 hours with the whole operation (starting at 8.00 at Exeter and finishing late evening) lasting approximately 12 hours



Charity Number 1138457

CAN Mezzanine, 7-14 Great Dover Street, London SE1 4YR

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[www.lucyaac.org.uk](http://www.lucyaac.org.uk)