



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	30	04	2015		29	04	2016

## Section A

## Reference and administration details

Charity name	PC Nicola Hughes Memorial Fund		
Other names charity is known by			
Registered charity number (if any)	1156398		
Charity's principal address	<p>Unit 1, Block B, Gatehead business Park Delph New Road Oldham</p>		
	Postcode	OL3 5DE	

### Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 Bryndon Hughes	Chair		
2			
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14			
15			
16			
17			

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Richard Bartlett	
Mark Brook	

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
Legal Advisor	John Ainley	North Ainley Halliwell Solicitors, Clegg St, Oldham, OL1 1PS
Accountant	David Richardson	Richardson Accountancy

**Name of chief executive or names of senior staff members (Optional information)**

Bryndon Hughes

**Section B Structure, governance and management****Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution.
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated organisation.
Trustee selection methods (eg. appointed by, elected by)	Nominated and elected by vote from advisory body.

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

**Policies:**

- Sustainability policy (In progress)
- Data protection policy. (In progress)
- Fundraising strategy policy. (In progress)
- Safeguarding policy

**Guidance:**

- CC guidance issued to all trustees upon appointment.

**Organisational Structure:**

- Three Trustees (one of which is Charity Manager).
- Charity Advisory panel.
- Admin Officer (Part Time)
- Accountant

**Related parties:**

- Ongoing joint venture with the National Homicide Service funding a major project for approximately £40,000

**Section C****Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

The aims & objectives of the PC Nicola Hughes Memorial Fund are to alleviate poverty or hardship experienced by children and young people who have suffered the effects of losing a close family member (Parent or Sibling) through a violent act such as murder or manslaughter.

Practical assistance will be given through the provision of goods or services that would help in the continuance of education, the enhancement of further education or increasing the possibilities of securing employment.

**Support Given**

- Funded an extensive course of equine therapy for a number of children in Devon.
- Provided four years funding for martial arts lessons for a referral.
- Funded 12 months school uniform from a referral.

**Ongoing Projects**

- Funding of a joint venture with the National Homicide Service to provide a pilot project for the treatment of children suffering the effects of PTSD following the murder of a parent. Approximately £40,000.00
- Run to Remember to establish a network of EMDR therapy providers, approx. £36,000.00

We confirm that trustees have had regard to the Charity Commission's guidance on public benefit.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Assistance is provided in the form of securing goods and or services rather than issuing grants to individuals.

No investments have been made by the Fund.

Grant making criteria remains the same.

Large number of volunteers still remain active in their fundraising efforts.

36 Volunteers fundraised during their recent New York marathon to support the PTSD project with the National Homicide Service.

Our fundraising targets this financial year are focused on providing major funding for two projects at an estimated cost of £76,000.00  
This remains on target and will see joint partnerships for future projects.

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year	Achievements and performance
	<p>During the financial year for which this report refers to the charity has gained National publicity through the Chair, Bryn Hughes, entering the New York Marathon, this engaged audiences nationwide with appearances on BBC &amp; ITV news channels.</p> <p>The publication of the book entitled 'Extraordinary Sacrifice' will see profits being donated to the fund.</p> <p>Annual Run to Remember challenge will fund a network of therapy providers for children suffering from PTSD.</p> <p>Increased number of referrals due to more awareness through FLO conferences.</p>

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

All cash reserves

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

- Principal sources of fundraising remain with personal challenges & fundraising events.
- Expenditure has supported the key objectives with grants & donations made.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)			
Full name(s)	Bryndon Hughes	Richard Bartlett	
Position (eg Secretary, Chair, etc)	Chair	Trustee	
Date	28 <sup>th</sup> June 2017		



CHARITY COMMISSION  
FOR ENGLAND AND WALES

PC Nicola Hughes Memorial Fund

1156398

## **Receipts and payments accounts**

CC16a

**For the period  
from**

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30-Apr-15

To

29-Apr-16

## **Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	103,373	-	-	103,373	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total(Gross income for AR)</b>	103,373	-	-	103,373	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	103,373	-	-	103,373	-
<b>A3 Payments</b>					
Bank Charges	216	-	-	216	-
Salary	5,650	-	-	5,650	-
Travel Expenses	2,490	-	-	2,490	-
Advertising/Publishing	6,222	-	-	6,222	-
Rent	3,869	-	-	3,869	-
Donations Paid	849	-	-	849	-
Events	22,130	-	-	22,130	-
Sundry	771	-	-	771	-
Donation Refunds	1,300	-	-	1,300	-
<b>Sub total</b>	43,497	-	-	43,497	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	43,497	-	-	43,497	-
<b>Net of receipts/(payments)</b>	59,876	-	-	59,876	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	179,418	-	-	179,418	-
<b>Cash funds this year end</b>	239,294	-	-	239,294	-

## **Section B Statement of assets and liabilities at the end of the period**

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Lloyds Bank Current Account Santander Current Account Barclays Current Account	229,386 9 9,900 <b>Total cash funds</b> 239,294	- - - -	- - - -
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	- - - - - - -	- - - - - - -	- - - - - - -
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)

Signed by one or two trustees on behalf  
of all the trustees

**Signature**

Print Name

Date of approval

## CCXX R2 accounts (SS)



# Independent examiner's report on the accounts

## Section A

### Independent Examiner's Report

Report to the trustees/ members of	Charity Name <b>PC NICOLA HUGHES MEMORIAL FUND</b>	
On accounts for the year ended	29 Apr 2016	Charity no (if any) <b>1156398</b>
Set out on pages	01-02 (remember to include the page numbers of additional sheets)	

**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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement** In connection with my examination, no matter has come to my attention ~~(other than that disclosed below \*)~~  
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 Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:		Date:	24/08/2016
Name:	David Richardson		
Relevant professional qualification(s) or body (if any):	ICAEW		

<b>Address:</b>	22 The Paddocks,
	High Roding, Dunmow, Essex
	CM6 1NZ

**Section B****Disclosure**

Only complete if the examiner needs to highlight material problems.

**Give here brief details of  
any items that the  
examiner wishes to  
disclose.**