



## Annual Report 2012

**The Police Treatment Centres\***  
Charity Commission No.1147449  
OSCR No. SC043396

**The St George's Police Trust**  
Charity Commission No. 220955  
OSCR No. SC038769



\*The Police Treatment Centres is the working title of the Northern Police Convalescent and Treatment Centres



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## Trustees' Report - The Police Treatment Centres

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### LEGAL AND ADMINISTRATIVE INFORMATION

<b>Patron:</b>	HRH The Duke of York, KCVO, ADC.
<b>President:</b>	The Hon. Simon Howard
<b>General Council:</b>	The President The Board of Trustees Representatives from each donating Police Force

#### **Board of Trustees:**

I Poultney (Chair)	Cumbria
M Botham (Vice Chair)	North Yorkshire
C Audley	Police Service of Northern Ireland
M Banks	Durham
P Barker	Greater Manchester
S Cross	North Yorkshire
A Cupples	Police Service of Northern Ireland
J Curran	Tayside
N Day	North Yorkshire
G Dixon	Lothian and Borders
S Hyde	Cumbria
M Kennedy	Grampian
A Lees	West Yorkshire
M Lindsay	Police Service of Northern Ireland
G Morton	Police Service of Northern Ireland
G Payne	North Yorkshire
N Rhodes	Lincolnshire (To 11.05.12)
M Sultan	Greater Manchester (To 04.08.12)
M Taylor	North Yorkshire
D Whatton	Cheshire
S Ross	Central Scotland
M Whyman	South Yorkshire (From 31.05.12)
R Pratt	Co-opted - Fundraising

## Trustees' Report - The Police Treatment Centres

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<b>Treasurer:</b>	P Henson
<b>Chief Executive:</b>	M Baxter QPM, BA (Hons), MCIPD St. Andrews, Harlow Moor Road, Harrogate, HG2 0AD Tel: (01423) 504448
<b>Chaplains:</b>	Reverend Brian Hunt DL (St Andrews) Reverend Doctor Andrew Barton (Castlebrae)
<b>Solicitors:</b>	Raworths Station Parade Harrogate HG1 1HF
<b>Auditors:</b>	RSM Tenon Ltd 2 Wellington Place Leeds LS1 4AP
<b>Bankers:</b>	Barclays Bank Plc James Street Harrogate HG1 1ZT
<b>Investment Managers:</b>	Schroders Plc 100 Wood Street London EC2V 7ER

# **Trustees' Report - The Police Treatment Centres**

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## **BOARD OF TRUSTEES REPORT - 2012**

### **Charitable aims**

The Police Treatment Centres is the working title of the Northern Police Convalescent and Treatment Centre, a registered charity governed by a Sealed Scheme.

The aim of the Charity is to provide Treatment Centres where injured and ill police officers can receive intensive physiotherapy, recuperation and treatments to aid their return to better health and facilitate an earlier return to work.

### **Delivering our aims**

The aims, objectives and activities of the Police Treatment Centres are reviewed annually and the focus is on the outcomes and achievements of the previous twelve months. This helps to ensure the Charity's aims, objectives and activities remain focused on the stated purpose and also in preparing the following years annual Business Plan. We have referred to the guidance on public benefit provided by the Charity Commission and Office of the Scottish Charity Regulator (OSCR) when reviewing our aim and objectives, and when planning our future activities. In particular the Trustees consider how planned activity will contribute to the objectives they have set.

Our main objectives for the year continued to be the provision of two treatment centres to provide facilities and treatment to support the return to better health and wellbeing of serving and retired officers. The strategies we used to achieve these objectives included completing a review of clinical services to ensure the services provided meet the needs of our beneficiaries and also increasing the number of serving police officer donors.

The Charity is funded primarily through the voluntary Give As You Earn (GAYE) donations made by serving police officers. Approximately 50,000 officers make the suggested minimum weekly donation.

### **Provision of services and public benefit**

Our main activities and who we helped are described in this Annual Report. All our charitable activities focus on improving the health and wellbeing of serving and retired police officers and are undertaken to further our charitable purposes for public benefit.

Our objects and funding limit the services that we can provide to serving and retired police officers in the North of England, North Wales, Scotland and Northern Ireland as well as British Transport Police, the Civil Nuclear Constabulary and the Ministry of Defence Police. The number of serving police officers in this catchment area is now approximately 72,000 and the number of police offices making the voluntary donation is around 50,000 (the number of retired police officers is likely to be similar). During 2012 3,999 beneficiaries received direct support from the Police Treatment Centres.

Demand for our services is limited by giving priority to serving police officers who have a clinical need which is endorsed by a medical practitioner and is also based on an assessment by our own physiotherapy and nursing teams.

## **Trustees' Report - The Police Treatment Centres**

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Every officer in our catchment area is eligible to apply for treatment. Our eligibility policy is available from our website ([www.thepolicetreatmentcentres.org](http://www.thepolicetreatmentcentres.org)).

Further information about the direct beneficiaries of our services is provided later in this Annual Report. However, the impact of our work goes beyond those we help directly and includes reducing the distress suffered by families and friends of the injured and ill officers. The efficiency gain for police forces in our catchment area is also considerable with a proven minimum cost/benefit of 3:1 being achieved.

The main areas of charitable activity are the provision of intensive physiotherapy treatment; fitness and strength classes; advice and education; patient support services; complementary therapy, rest and recuperation.

### **Review of Activities - 2012**

The Police Treatment Centres strive to continue to improve services year on year and 2012 was no different.

During the last year 3350 serving and retired police officers received inpatient treatment and support at St Andrews and Castlebrae. A further 649 received treatment on an outpatient basis at one of the two Treatment Centres and a total of 3999 patients were treated.

The physiotherapy department continues to strive towards being a centre of excellence for the treatment of police officers and the specific problems they face. Two audits suggested we were doing well on this account – a retrospective e-mail audit of patients showed that they had clearly found that treatment at the centres had significantly speeded up their return to active duties and a clinical audit of all shoulder patients presenting in a one month period similarly demonstrated a significant improvement in their ability to perform daily tasks as a result of their treatment. We were also loaned the use of an Alter-G treadmill for two months which incorporates an inflatable skirt to negate the effects of gravity and so was very useful at allowing patients to perform weight bearing exercise at a much earlier stage in their rehab than would otherwise have been the case.

The Nursing Department has benefited from the appointment of a nurse as the single point of contact for the complementary therapy service and a subsequent reorganisation of the allocation of appointments. We are starting to explore the use of brief interventions to assist the treatment of mental health issues and during 2013 will have trained several members of staff in the use of the Emotional Freedom Technique (EFT) and also introduced the use of Eye Movement Desensitisation and Reprocessing (EMDR) with selected patients. The nursing team were very much to the forefront in dealing effectively with the outbreak of Norwalk virus and infection control at St Andrews during September 2012.

Castlebrae continues to provide excellent services and like St Andrews, the staff are highly praised for their professional expertise in supporting patients back to better health. However, the number of patients able to use the pools, rehab gym and classes have to be restricted because the facilities are too small, with patients queuing for a long time and sometimes not able to access them when they wish. The lack of a hydrotherapy pool at Castlebrae, for patients who are unable to weight-bear, continues to be a priority need.

## **Trustees' Report - The Police Treatment Centres**

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The reduction in the number of police officers in England and Wales has continued during 2012 this has also continued to have a major impact upon The Police Treatment Centre revenue funding. To help bridge the gap a Fundraising Strategy was formulated and this has included police officers who do not currently support the Charity with donor recruitment campaigns in four forces resulting in over 200 new donors being recruited. These campaigns will form the basis of greater donor recruitment activity during 2013.

At the 2012 AGCM a Motion was endorsed to engage more proactively with retired officers to consider ways that they could more actively support the Charity. Following a range of consultation with interested parties including national NARPO and RPOAS Executives, as well as local branches, the option of a lottery scheme was strongly favoured over introducing a reduced donation rate for retired officers which had inherent problems of the Charity also having to deal with 23 separate force pension payroll arrangements. Firm proposals for a lottery scheme that would be open not only to retired officers but also a wider audience were subsequently drafted for the Trustees consideration in January 2013. (Note: These proposals were approved and the lottery scheme launched in April 2013).

### **Facilities - St Andrews:**

The St Andrews Duke of York Wing refurbishment programme began in November 2012 to meet the restrictions of a £500,000 Home Office grant announced by The Home Secretary in May 2012 which stipulated all the work must be completed by the end of March 2013. The work is on schedule to be completed by March 2013. The refurbishment will bring 23 bedrooms and the patients Blue Lounge up to modern standards with two rooms designed and refurbished for patients with poor mobility and bariatric issues. Research has shown that bright and modern surroundings help patients improve their health more quickly and this is borne out by frequent very positive feedback from patients about the overall standard of accommodation.

### **Facilities - Castlebrae:**

The planned major improvement plans for Castlebrae remain a high priority with the staff continuing to cope with treatment, fitness and other facilities which are stretched to fully meet patient needs and requirements. The improvement plans have been finalised and approved by Trustees; and fundraising continues to be a major objective to raise the necessary capital funding to commence the building of Phase One and Two which comprise the new hydrotherapy and treatment pools; new changing facilities; new larger exercise studio and enlarged rehab gym.

We have now achieved over half of the £3 million target to undertake and complete Phase One and Two and sincerely thank everyone who has supported us so far.

### **Fundraising:**

The Fundraising Department has been reorganised to be better equipped to face the significant challenges of the reduction of police officer numbers coupled with the current difficult economic climate during 2012 and which is forecast to continue.

## **Trustees' Report - The Police Treatment Centres**

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The early part of the year saw the implementation of a new data system to support fundraising administration and an e-newsletter distributed to supporters. Amongst many initiatives a Police Treatment Centre 2013 fundraising calendar was developed and sold. Work continued to maintain and also improve relationships with local Police Federations and Benevolent Funds and a programme of 2013 donor recruitment campaigns were planned.

The two primary challenges for the Fundraising Department during 2012 were to ensure revenue was sufficient to operate both Centres and to also raise capital funding for St Andrews, Duke of York Wing and Castlebrae Main Scheme.

Fundraising for the Duke of York Wing to 'match' the Home Office grant announced in May 2012 was a necessity and speedily undertaken. This has been quite successful and the Yorkshire Committee and the North East fundraising committees being instrumental in raising significant sums for the project. The David Rathband's Blue Lamp Foundation made a substantial grant and other grants/donations included local force Police Benevolent Funds, some Police Federation JBB's, and NARPO. At the end of 2012 a shortfall of around £100,000 still existed and fundraising will continue into 2013 to achieve this.

Fundraising income from patients and police officers undertaking their own charity events including, bike rides, runs and walks etc. has increased with the proceeds often divided between The Police Treatment Centres and a charity of the officer's choice.

The Police Treatment Centre took part in the September 2012 Harrogate Heritage Open Day events and opened its doors on a weekend to the local community with many people taking the opportunity to visit and look around the facilities. A history of the Police Treatment Centre and fundraising project information was displayed.

The Fundraising Department are now also using Facebook and Twitter to proactively fundraise and communicate with supporters.

### **Finance and Legal:**

A project to convert the remaining GIFT AID forces, to Give As You Earn (GAYE) commenced in 2012 and the British Transport Police are scheduled to transfer early in 2013 and work with Cumbria continues.

During June 2012 the Charity conducted an Employee Engagement Survey which provided positive results supporting the maintenance of the Investors In People (IiP) standard. The responses recognised that the Charity is an employer that is clear about the way it leads, manages and develops its people; delivers its Objects and that effective communication is continually seen as one of the many tools which help promote the Charity's ethos of being an "employer of choice".

In September 2012 the St Andrews grounds, often the subject of appreciative comment, were awarded two "Harrogate in Bloom" awards in the Spring and Summer categories. Our thanks go to our contractor, Chris Platt and his team, for their excellent work.

## **Trustees' Report - The Police Treatment Centres**

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Finally, we would again like to thank all the serving and retired police officers whose donations help to support the work of the Charity; supporters and members of the public; police Staff Associations, force Benevolent Funds and force representatives for their continued support and help in promoting the service and benefits of the PTC to injured and ill police officers. Only by working together can we continue to support the thousands of police officers who need our help each year.

### **Governance**

The Board of Trustees set the strategy and policy direction of the Charity and is responsible for its compliance with the Sealed Scheme. The Trustees are appointed in accordance with the rules of the Sealed Scheme and report annually to the General Council. On appointment each Trustee takes part in an induction process and is also provided with an online Trustees' information pack which includes the Charity Commission Guide for Trustees, a history of the Charity as well as Minutes from recent Board of Trustees meetings, Minutes of the AGCM and the Annual Report. Trustee training is provided which covers the role and responsibilities of a Trustee.

On the 1 January 2013 the PTC will change its legal structure from being an unincorporated charity to becoming an incorporated charitable company limited by guarantee. This incorporation process was steered by a Trustees Governance Working Group and a complicated legal matter regarding '*permanent endowment*' was resolved during 2012. The outcome of charitable incorporation is that the Charity will have modernised Objects and improved governance arrangements. This means that the Charity is positioned to move forward in a number of key areas in the future e.g. campaigning on behalf of police officers in regard to their health and wellbeing; increasing income generation activity.

Trustees give their time voluntarily and receive no financial benefits from the Charity. As potential beneficiaries they are able to gain access to the services provided by the Charity but are subject to the usual application process by which beneficiaries' needs are assessed.

### **Management**

The Board appoints a Chief Executive who develops the Charity's Annual Business Plan for approval by the Trustees. The Chief Executive then has the authority within the Charity's Scheme of Delegation for implementing the approved Annual Business Plan and for the day-to-day operations of the Charity in accord with approved strategy, policy and procedures.

The Trustees wish to record their thanks to the PTC staff for their professionalism and commitment to their roles which enable the Charity's wide range of services to be effectively and efficiently provided to beneficiaries.

## Trustees' Report - The Police Treatment Centres

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### Admissions (by force name)

Patients have been admitted from the following forces:

	2011		2012	
	St. Andrews	Castlebrae	St. Andrews	Castlebrae
Central Scotland	0	33	9	25
Cheshire	82	5	80	5
Cleveland	77	29	57	36
Cumbria	30	71	22	53
Dumfries and Galloway	0	26	0	20
Durham	43	34	56	45
Fife	0	100	0	89
GMP	342	37	318	24
Grampian	2	67	2	71
Humberside	65	13	75	4
Lancashire	167	58	192	39
Lincolnshire	34	5	37	3
Lothian and Borders	10	135	5	128
Merseyside	173	29	163	38
North Yorkshire	69	11	67	4
Northern	0	65	0	61
Northumbria	55	61	38	65
North Wales	49	2	42	2
Nottinghamshire	207	9	186	10
PSNI	185	292	133	375
South Yorkshire	97	14	98	17
Strathclyde	20	433	8	410
Tayside	6	31	1	44
West Yorkshire	135	16	128	10
British Transport	35	11	18	12
Civil Nuclear	4	8	6	9
Isle of Man	1	3	4	2
Ministry of Defence	1	1	0	0
Metropolitan	1	4	1	2
Flint House	0	1	0	1
Other (i.e. Respite Courses)	94	138	143	111
<b>Total</b>	<b>1984</b>	<b>1742</b>	<b>1889</b>	<b>1715</b>
<b>Outpatients</b>	<b>391</b>	<b>127</b>	<b>271</b>	<b>378</b>

## Trustees' Report - The Police Treatment Centres

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### FINANCIAL INFORMATION

#### **The Police Treatment Centres**

The Police Treatment Centres was founded by Catherine Gurney OBE, who also founded the St George's Police Trust. Office accommodation is provided for the St George's Police Trust at St Andrews, the Police Treatment Centre in Harrogate and the two charities have a number of Trustees in common.

The Board of Trustees has considered and assessed the major financial risks to which The Police Treatment Centre is exposed, giving due regard to the guidance issued by the Charity Commission and OSCR. In order to reduce counterparty risk the Board will only engage financial advisors that are regulated in the UK by either the Bank of England or the Financial Services Authority.

In order to minimise investment risk the Board has an Investment Policy to which the appointed Investment Manager must adhere. In addition to these protections the Board retains cash assets which, in their opinion, are sufficient to meet any short term financial requirement which can reasonably be anticipated.

This also takes into account the Investment Policy relating to the assets invested within the designated funds, and the ready availability of those assets.

The PTC has now reached the levels from certain income streams not specifically involved with the provision of medical services that require the charity to partially register for VAT.

**The Investment Policy** agreed by the Board of Trustees is to increase income in line with inflation while preserving the real value of capital sums invested. The breakdown, nature of investments and Investment Policy has been agreed with the PTC Trustees' Investment Sub Committee and the PTC Finance and Personnel Sub-Committee. The Trustees have placed restrictions on the investment manager's authority and the Investment Policy will be continually monitored and reviewed at six-monthly intervals.

**The Reserves Policy** agreed by the Board of Trustees is to maintain freely available reserves to cover between six months and one year's running costs. The Charity requires this level of reserves because it does not have a guaranteed income and because there is a statutory duty to provide for its employees. This figure is deemed sufficient to meet any foreseeable short term funding requirement and takes into account the Investment Policy relating to the assets invested within the designated funds. It also takes account of the ready availability of those assets. The Reserves Policy will be continually monitored and reviewed at six-monthly intervals.

## Trustees' Report - The Police Treatment Centres

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### DONATIONS RECEIVED

The following unrestricted donations (over £500) were received by the Police Treatment Centres in 2012:

Patients in residence (St Andrews)	29,777.68
Patients in residence (Castlebrae)	30,720.72

PSNI	£50,000.00
GMP	£9,500.00
GMP Retired Officers	£1,743.00
York Minster Collection	£1,180.59
North Yorkshire Fed JBB	£834.50
Lothian & Borders Family Day	£819.63
ACPOS	£634.44
M Foulkes	£530.00
AR Green	£513.33
H Wadcock	£502.15
Cleveland Police Federation	£500.00
Lancashire Police federation	£500.00
V Arthur	£500.00
W Bayne	£500.00

Capital Donations received by the Police Treatment Centres in 2012:

Government and Police (This included £500,000 from the Home Office)	£728,145.00
Trusts and Foundations (This includes £500,000 from the Police Dependants Trust and £60,000 from David Rathband's Blue Lamp foundation)	£604,902.00
Scotland Committee (This donation was received from the McRoberts Trust)	£60,000.00
Yorkshire Committee	£5,550.00
North East Committee	£100.00

## Trustees' Report - The Police Treatment Centres

### NORTHERN POLICE CONVALESCENT AND TREATMENT CENTRE

#### STATEMENT OF FINANCIAL ACTIVITIES for the Year Ended 31 December 2012

	Unrestricted funds	Restricted Income funds	Restricted Endowment funds	2012 Total	2011 Total
	£	£	£	£	£
<b>Incoming resources</b>					
Incoming resources from generating funds:					
Voluntary income	3,734,494	1,017,385	-	4,751,879	3,946,792
Activities for generating funds	26,933	-	-	26,933	19,753
Investment income	67,039	-	-	67,039	63,992
Incoming resources from charitable activities	147,430	-	-	147,430	178,312
Other incoming resources	(514)	-	-	(514)	507
<b>Total incoming resources</b>	<b>3,975,382</b>	<b>1,017,385</b>	<b>-</b>	<b>4,992,767</b>	<b>4,209,356</b>
<b>Resources expended</b>					
Costs of generating funds:					
Cost of generating voluntary income	3,411	-	-	3,411	78,758
Fundraising trading:					
cost of goods sold and other costs	2,340	-	-	2,340	4,109
Investment management costs	4,275	-	-	4,275	3,097
Charitable activities	3,538,975	-	-	3,538,975	3,566,453
Governance costs	66,481	-	-	66,481	54,409
<b>Total resources expended</b>	<b>3,615,482</b>	<b>-</b>	<b>-</b>	<b>3,615,482</b>	<b>3,706,826</b>
<b>Transfers</b>					
Gross transfers between funds	-	(338,727)	338,727	-	-
<b>Net incoming/(outgoing) resources before other recognised gains and losses</b>	<b>359,900</b>	<b>678,658</b>	<b>338,727</b>	<b>1,377,285</b>	<b>502,530</b>
<b>Other recognised gains and losses</b>					
(Losses) / Gains on investment assets	100,869	-	-	100,869	(140,472)
<b>Net movement in funds</b>	<b>460,769</b>	<b>678,658</b>	<b>338,727</b>	<b>1,478,154</b>	<b>362,058</b>
Total funds brought forward	13,226,802	574,992	16,264,192	30,065,986	29,703,928
<b>Total funds carried forward</b>	<b>13,687,571</b>	<b>1,253,650</b>	<b>16,602,919</b>	<b>31,544,140</b>	<b>30,065,986</b>

The Trustees of the Northern Police Convalescent and Treatment Centre undertook a process of Charitable incorporation to modernise the governance and governing documents of the Charity and also to reduce the risk to Trustees. This change took place with effect from the 1st January 2013. From this date all activities have continued within a newly incorporated company, The Police Treatment Centres (a charitable company limited by guarantee), with all non-endowed assets being transferred to this entity. The endowed assets remain within the Northern Police Convalescent and Treatment Centre.

## Trustees' Report - The Police Treatment Centres

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### NORTHERN POLICE CONVALESCENT AND TREATMENT CENTRE

#### BALANCE SHEET As at 31 December 2012

	2012		2011	
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets		26,878,704		26,570,739
Investments		1,630,146		1,472,437
		<u>28,508,850</u>		<u>28,043,176</u>
<b>Current assets</b>				
Debtors	1,069,461		814,410	
Cash at bank and in hand	2,111,926		1,382,121	
	<u>3,181,387</u>		<u>2,196,531</u>	
<b>Creditors: amounts falling due within one year</b>	<u>(146,097)</u>		<u>(173,721)</u>	
<b>Net current assets</b>		3,035,290		2,022,810
<b>Net assets</b>		<u>31,544,140</u>		<u>30,065,986</u>
<b>Funds</b>				
Restricted income funds		1,253,650		574,992
Restricted endowment funds		16,602,919		16,264,192
Unrestricted funds		13,687,571		13,226,802
<b>Total funds</b>		<u><u>31,544,140</u></u>		<u><u>30,065,986</u></u>

## Trustees' Report - The Police Treatment Centres

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Total Funds are represented by:

	2012 £	2011 £
<b>Land and Buildings</b>		
Unrestricted (Scotland)	<b>9,556,940</b>	9,405,395
Restricted endowed (Harrogate)	<b>16,602,919</b>	16,264,192
<b>Fixed Asset Investments</b>	<b>1,630,146</b>	1,472,437
<b>Other Net Assets</b>		
Unrestricted	<b>2,500,485</b>	2,348,970
Restricted	<b>1,253,650</b>	574,992
	<b><u>31,544,140</u></b>	<b><u>30,065,986</u></b>

The financial statements were approved by the trustees and signed on its behalf by:

**M Botham**  
Trustee

**Dated:** 2 April 2013

## **Trustees' Report - The Police Treatment Centres**

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### **INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF THE NORTHERN POLICE CONVALESCENT AND TREATMENT CENTRE**

We have examined the summarised financial statements for the year ended 31 December 2012 set out on pages 12 to 14.

#### **Respective responsibilities of the trustees and the auditor**

The trustees are responsible for preparing the summarised financial statements in accordance with applicable United Kingdom law and the recommendations of the charities SORP.

Our responsibility is to report to you our opinion on the consistency of the summarised financial statements with the full annual financial statements and Trustees' Annual Report.

We also read other information contained in the summarised annual report and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the summarised financial statements.

We conducted our work in accordance with Bulletin 2008/3 issued by the Auditing Practices Board.

#### **Opinion**

In our opinion the summarised financial statements are consistent with the full annual financial statements and the Trustees' Annual Report of Northern Police Convalescent and Treatment Centre for the year ended 31 December 2012.

RSM Tenon Statutory Auditors  
9 April 2013

RSM Tenon  
2 Wellington Place  
Leeds  
LS14AP

## Trustees' Report - St George's Police Trust

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### LEGAL AND ADMINISTRATIVE INFORMATION

**Patron:** HRH The Duke of York, KCVO, ADC.

**President:** The Hon. Simon Howard

**General Council:** The President  
The Board of Trustees  
Representatives from each donating Police Force

#### **Board of Trustees:**

I Poultney (Chair)	Cumbria
M Botham (Vice Chair)	North Yorkshire
M Banks	Durham
P Barker	Greater Manchester
S Cross	North Yorkshire
J Curran	Tayside
N Day	North Yorkshire
G Dixon	Lothian and Borders
S Hyde	Cumbria
M Kennedy	Grampian
A Lees	West Yorkshire
G Payne	North Yorkshire
N Rhodes	Lincolnshire (To 11.05.12)
M Sultan	Greater Manchester (To 04.08.12)
M Taylor	North Yorkshire
D Whatton	Cheshire
S Ross	Central Scotland
M Whyman	South Yorkshire (From 31.05.12)
R Pratt	Co-opt - Fundraising

## Trustees' Report - St George's Police Trust

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<b>Treasurer:</b>	P Henson
<b>Chief Executive:</b>	M Baxter QPM, BA (Hons), MCIPD St. Andrews, Harlow Moor Road, Harrogate, HG2 0AD Tel: (01423) 504448
<b>Solicitors:</b>	Raworths Station Parade Harrogate HG1 1HF
<b>Auditors:</b>	RSM Tenon Ltd 2 Wellington Place Leeds LS1 4AP
<b>Bankers:</b>	Barclays Bank Plc James Street Harrogate HG1 1ZT
<b>Investment Managers:</b>	Schroders Plc 100 Wood Street London EC2V 7ER

### **BOARD OF TRUSTEES REPORT**

#### **Charitable aims**

The St George's Police Trust is a registered charity governed by a Sealed Scheme.

The aim of the Trust is to provide support and assistance to needy young people, one of whose parents is, or was, a serving police officer who contributed to the Trust and who is now deceased or incapacitated from earning a living.

#### **Delivering our aims**

The aims, objectives and activities of St George's Police Trust are reviewed annually and the focus is on the outcomes and achievements of the previous twelve months. This helps to ensure the Trust's aims, objectives and activities remain focused on the stated purpose and also in preparing the following years annual Business Plan. We have referred to the guidance on public benefit provided by the Charity Commission and Office of the Scottish Charity Regulator (OSCR) when reviewing our aim and objectives, and when planning our future activities. In particular the Trustees consider how planned activity will contribute to the objectives they have set.

Our main objectives for the year continued to be the provision of financial support to needy children and young people. The strategies we used to achieve these objectives included an annual review of the application process and to further develop the Trust website to further promote the services available.

The Trust is funded primarily through investment income and the voluntary donations made by serving police officers. There are approximately 61,000 police officers in the Trusts catchment area of which around 43,000 officers make the suggested minimum weekly donation. While the number of these officers who have children is unknown, the number of beneficiaries of the Trust number more than 325.

#### **Provision of services and public benefit**

The Trust's main activities and who we helped are described in this Annual Report. All our charitable activities focus on the provision of financial support to the children of serving and retired police officers who have died or who have been incapacitated from earning a living.

The Trust's objects and funding limit the services we provide to the children of officers who serve (or served) in the forces named in the Sealed Scheme.

Grants are currently "banded" to reflect the income level of the household to ensure funds are put to appropriate charitable use and support those most in need or who are suffering hardship. In respect of charitable activity, the Trust makes grants for support, maintenance, education and advancement in life up to school leaving age and, if appropriate, through a period of higher education.

## Trustees' Report - St George's Police Trust

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### Review of activities - 2012

The death of a parent, at any age, changes life forever and has devastating emotional impact and on top of which there may well be a financial implications for family and the bereaved children. The St George's Police Trust can't replace a parent but can give financial support and take at least one burden of worry away.

*'As a student who received your support for the four years it took to complete my Degree in pharmacy, I am sending this note to express my sincere thanks. Without the Trust I would have struggled financially with no support from my deceased father, but your charity's contribution meant I could concentrate on my studies without the worry of funding.'*

*'Thank you very much for all the financial support and Christmas gift. It makes all the difference!'*

During 2012 the St George's Police Trust supported 293 children and young people. Grants ceased for 37 children and young people as they had either reached the upper age limit or had ceased full time education. 82 people received Further Education Grants. In addition, regular financial support was given to 19 people with special needs.

The total amount paid by the Trust in the year on grants to beneficiaries was £475,680.

As has been reported previously the Board of Trustees occasionally make ex-gratia payments in line with the objectives of the Trust. Such support is provided to a group of former residents of St George's House, the Police Orphanage that once stood on Otley Road in Harrogate. Once again this year the Trust helped to fund the 'St George's Old Boy's and Girls' annual reunion dinner in Harrogate.

Finally, to conclude this review the Board of Trustees would like to extend their thanks to: police Staff Association Representatives; force Benevolent Fund Staff; Chief Officers; Occupational Health Departments; and Welfare Officers for their assistance and support.

The Board would like to record their thanks to the police officers and members of the public whose donations help to fund the work of the Trust, and to the members of the General Council for their on-going service and the help in promoting the service and benefits of the St George's Police Trust.

### Governance

The Board of Trustees set the strategy and policy direction of the Charity and is responsible for its compliance with the Sealed Scheme. The Trustees are appointed in accordance with the rules of the Sealed Scheme and report annually to the General Council. On appointment each Trustee takes part in an induction process and is also provided with an online Trustees' information pack which includes the Charity Commission Guide for Trustees, a history of the Charity as well as Minutes from recent Board of Trustees meetings, Minutes of the AGCM and the Annual Report. Trustee training is provided which covers the role and responsibilities of a Trustee.

## Trustees' Report - St George's Police Trust

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On the 1 January 2013 the Trust will change its legal structure from being an unincorporated charity to becoming an incorporated charitable company limited by guarantee. This incorporation process was steered by a Trustees Governance Working Group and a complicated legal matter regarding '*permanent endowment*' was resolved during in 2012. The outcome of charitable incorporation is that the Trust will have modernised Objects and improved governance arrangements. This means that the Trust is positioned to move forward in a number of key areas in the future e.g. campaigning on behalf of beneficiaries.

On 1 January 2013, as part of charitable incorporation, the Trust will also amend its name to that of St George's Police Children Trust. The inclusion of the word 'Children' in the Trust name clearly indicates who the beneficiaries are and improves early recognition of the Trusts purpose in supporting children in police families.

Trustees give their time voluntarily and receive no financial benefits from the Charity. As potential beneficiaries they are able to gain access to the services provided by the Charity but are subject to the usual application process by which beneficiaries' needs are assessed.

### **Management**

The Board appoints a Secretary who develops the Trust's Annual Business Plan for approval by the Trustees. The Secretary then has the authority within the Trust's Scheme of Delegation for implementing the approved Annual Business Plan and for the day-to-day operations of the Charity in accord with approved strategy, policy and procedures.

The Trustees wish to record their thanks to the staff for their professionalism and commitment to their roles which enable the wide range of services to be effectively and efficiently provided to beneficiaries.

### FINANCIAL INFORMATION

#### **The St George's Police Trust**

The St George's Police Trust was founded by Catherine Gurney OBE, who also founded the Police Treatment Centres. The Trust is based at and operates from offices at St Andrews, the Police Treatment Centre in Harrogate and the two charities have a number of Trustees in common.

The Board of Trustees has considered and assessed the major financial risks to which The St George's Police Trust is exposed, giving due regard to the guidance issued by the Charity Commission and OSCR. In order to reduce counterparty risk the Board will only engage financial advisors that are regulated in the UK by either the Bank of England or the Financial Services Authority.

In order to minimise investment risk the Board has an Investment Policy to which the appointed investment manager must adhere. In addition to these protections the Board retains cash assets which, in their opinion, are sufficient to meet any short term financial requirement which can reasonably be anticipated.

This also takes into account the investment policy relating to the assets invested within the designated funds, and the ready availability of those assets.

**The Investment Policy** agreed by the Board of Trustees is to increase income in line with inflation while preserving the real value of capital sums invested. The breakdown, nature of investments and Investment Policy has been agreed with the PTC Trustees' Investment Sub Committee and the PTC Finance and Personnel Sub-Committee. The Trustees have placed restrictions on the investment manager's authority and the Investment Policy will be continually monitored and reviewed at six-monthly intervals.

**The Reserves Policy** agreed by the Board of Trustees is to maintain available reserves of at least 4.5 million pounds. The Trust requires this level of reserves because it does not have a guaranteed income and this represents the Trust's ability to maintain reserves to meet commitments to current beneficiaries without the need to raise additional funds.

In addition the Trustees recognise that the value of annual benefits disbursed to beneficiaries cannot be met by the value of annual officer donations alone, therefore they have also resolved to retain sufficient reserves to generate enough income through its investments to support the revenue budget and the disbursement of those monies to beneficiaries. The Reserves Policy will be continually monitored and reviewed at six-monthly intervals.

## Trustees' Report - St George's Police Trust

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### DONATIONS RECEIVED

The following unrestricted donations (over £100) were received by the St George's Police Trust in 2012:

LA Smart Trust	£6,500.00
Tullibardine sheepdog trials	£150.00
Harrogate Civic Society	£100.00

The following unrestricted donations were received from St George's Police Trust collection boxes in 2012:

Strathclyde	£699.21
Lothian & Borders	£118.11
Nottinghamshire	£28.31
Lancashire	£27.25
Durham	£9.12

ST GEORGE'S POLICE TRUST

STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 December 2012

	Unrestricted funds	Restricted Income funds	Restricted Endowment funds	2012 Total	2011 Total
	£	£	£	£	£
<b>Incoming resources</b>					
Incoming resources from generating funds:					
Voluntary income	482,253	-	-	482,253	555,258
Investment income	444,782	-	-	444,782	444,878
<b>Total incoming resources</b>	<b>927,035</b>	<b>-</b>	<b>-</b>	<b>927,035</b>	<b>1,000,136</b>
<b>Resources expended</b>					
Costs of generating funds:					
Investment management costs	14,289	-	17,219	31,508	(15,392)
Charitable activities	410,849	18,238	-	429,087	355,486
Governance costs	864	-	-	864	6,147
<b>Total resources expended</b>	<b>426,002</b>	<b>18,238</b>	<b>17,219</b>	<b>461,459</b>	<b>346,241</b>
<b>Net incoming/ (outgoing) resources before other recognised gains and losses</b>					
	501,033	(18,238)	(17,219)	465,576	653,895
<b>Other recognised gains and losses</b>					
(Losses)/ gains on investment assets					
	327,944	-	394,755	722,699	(1,005,748)
<b>Net movement in funds</b>	<b>828,977</b>	<b>(18,238)</b>	<b>377,536</b>	<b>1,188,275</b>	<b>(351,853)</b>
Total funds brought forward	3,114,886	18,238	5,749,024	8,882,148	9,234,001
<b>Total funds carried forward</b>	<b>3,943,863</b>	<b>-</b>	<b>6,126,560</b>	<b>10,070,423</b>	<b>8,882,148</b>

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

The Trustees of St George's Police Trust undertook a process of charitable incorporation to modernise the governance and governing documents of the Charity and also to reduce the risk to Trustees. This change took place with effect from the 1st January 2013. From this date all activities have continued within a newly incorporated company, St George's Police Children Trust (a charitable company limited by guarantee), with all non-endowed assets being transferred to this entity

## Trustees' Report - St George's Police Trust

### ST GEORGE'S POLICE TRUST

#### BALANCE SHEET As at 31 December 2012

	Notes	£	2012 £	£	2011 £
<b>Fixed assets</b>					
Investments	12		11,752,495		10,622,759
			<u>11,752,495</u>		<u>10,622,759</u>
<b>Current assets</b>					
Debtors	13	162,898		166,972	
Cash at bank and in hand		1,494,706		1,579,951	
		<u>1,657,604</u>		<u>1,746,923</u>	
<b>Creditors: amounts falling due within one year</b>	14	(49,205)		(43,674)	
<b>Net current assets</b>			<u>1,608,399</u>		<u>1,703,249</u>
<b>Total assets less current liabilities</b>			13,360,894		12,326,008
<b>Provisions for liabilities</b>	15		(3,290,471)		(3,443,860)
<b>Net assets</b>			<u>10,070,423</u>		<u>8,882,148</u>
<b>Funds</b>	16				
Unrestricted income funds			3,943,863		3,114,886
Restricted funds			-		18,238
Restricted endowment funds			6,126,560		5,749,024
<b>Total funds</b>			<u>10,070,423</u>		<u>8,882,148</u>

The financial statements were approved by the trustees and signed on its behalf by:

**M Botham**  
Trustee

**Dated: 2 April 2013**

## **Trustees' Report - St George's Police Trust**

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### **INDEPENDENT AUDITORS' STATEMENT TO THE TRUSTEES OF ST GEORGE'S POLICE TRUST.**

We have examined the summarised financial statements for the year ended 31 December 2012 set out on pages 23 to 24.

#### **Respective responsibilities of the trustees and the auditor**

The trustees are responsible for preparing the summarised financial statements in accordance with applicable United Kingdom law and the recommendations of the charities SORP.

Our responsibility is to report to you our opinion on the consistency of the summarised financial statements with the full annual financial statements and Trustees' Annual Report.

We also read other information contained in the summarised annual report and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the summarised financial statements.

We conducted our work in accordance with Bulletin 2008/3 issued by the Auditing Practices Board.

#### **Opinion**

In our opinion the summarised financial statements are consistent with the full annual financial statements and the Trustees' Annual Report of St George's Police Trust for the year ended 31 December 2012.

RSM Tenon Statutory Auditors  
9 April 2013

RSM Tenon  
2 Wellington Place  
Leeds  
LS1 4AP

The Police Treatment Centres and St George's Police Trust Annual Report was kindly printed by the Police Federation of England and Wales.

Further copies of the report and copies of the full accounts are available on request from St Andrews, Harlow Moor Road, Harrogate, North Yorkshire, HG2 0AD.

Larger print copies are also available.