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**THE CHIRP CHARITABLE TRUST**  
**(A company limited by guarantee)**

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**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2019**

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<b>Ex officio members</b>	Mr S Clinch, Chief Inspector, Marine Accident Investigation Branch (appointed 31 March 2018, resigned 31 July 2018) Sir A Massey KCB CBE, Chief Executive, Maritime and Coastguard Agency (resigned 9 December 2018) Mr B Johnson, Chief Executive, Maritime and Coastguard Agency (appointed 9 December 2018) Mr J Lloyd, Chief Executive, The Nautical Institute (appointed 22 January 2019) Mr S Parker, Head of Reporting, Civil Aviation Authority
<b>Trustees</b>	Captain D R Harrison, Chairman Mr N Butcher (appointed 2 October 2018) Captain T Cheal Captain S Gobbi Mr A Graveson Captain A Hibbert Mr P J Hunt Sir A Massey KCB CBE (appointed 9 December 2018) Mr A Muir (appointed 9 August 2018) Captain E J Pooley Mr J Rose (appointed 2 October 2018) Mr C P Wake OBE (resigned 2 October 2018)
<b>Company registered number</b>	03253764
<b>Charity registered number</b>	1058262
<b>Registered office</b>	Centaur House Ancells Road Fleet Hampshire GU51 2UJ
<b>Company secretary</b>	Mr C P Wake OBE (until 1 October 2018) Mrs S K C Dykes (from 2 October 2018)
<b>Chief executive officer</b>	Mr I L Dugmore (until 13 March 2019) Mr K Fairbank (from 14 March 2019)
<b>Independent auditors</b>	Peters Elworthy & Moore Chartered Accountants Salisbury House Station Road Cambridge CB1 2LA
<b>Bankers</b>	NatWest Bank plc 12 High Street Hitchin Hertfordshire SG5 1YY

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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2019**

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The Trustees present their annual report together with the audited financial statements of the company for the year 1 April 2018 to 31 March 2019. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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).

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

## **OBJECTIVES AND ACTIVITIES**

### **PUBLIC BENEFIT**

The Trustees Report for 2018-19 has been compiled in compliance with the Charity Commission guidance on public benefit and, as required by the Charities (Accounts and Reports) Regulations 2008, describes below the Trust's achievements throughout the period of the report in bringing to the attention of the relevant aviation and maritime agencies those safety related issues that have been assessed to be a direct benefit to the public.

### **PROGRAMME**

The Board of Trustees receives regular reports on key areas relating to the Programme's objectives. During the period of this report the principal areas were:

- the cost-effective management and operation of the aviation and maritime programmes;
- the review and analysis of information provided through the aviation and maritime programmes;
- the communication of safety related issues to operational managements and, when relevant, Regulatory agencies; and
- the dissemination of information to user groups and relevant third parties.

### **PROGRAMME DEVELOPMENT**

A successful recruitment of a new Chief Executive took place during the period, with the new incumbent taking up post on 14 March 2019. The new Chief Executive, who is an experienced commercial aviation captain and aviation accident investigator, also assumed the post of Director (Aviation).

As previously reported, Ground Handling and Security (GHS) activities at airports are important elements of safe operations. They are also areas where employment is characterised by high levels of contract work and turnover of staff. These conditions are not conducive to safety reporting and relatively few reports are received despite the evidence, particularly in ground handling, of frequent reportable occurrences. CHIRP, with the support of the CAA, has sought to encourage reporting by GHS personnel. The successful recruitment of a Deputy Director (Engineering) during the period, should enable progress to be made in encouraging more GHS reporting.

During the period, CHIRP developed plans for the implementation of a drone reporting programme, with the intention that it sit alongside other operator and national safety reporting programmes in the same way as the other CHIRP aviation programmes do. Funding approval was gained from the CAA during the period, and the programme is expected to be launched in 2019-20.

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2019**

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## **ACHIEVEMENTS AND PERFORMANCE**

### **Aviation Programmes**

In the period from 1 April 2018 to 31 March 2019 a total of 1,275 aviation reports were received; which was a significant increase on the previous period, when 973 aviation reports were received.

The number of flight crew reports received in the period was 154 (2018: 88). Reports submitted by Air Traffic Control Officers (ATCOs) totalled 11 (2018: 6); Licensed Aircraft Maintenance Engineers and other maintenance personnel submitted 13 (2018: 15) reports; Cabin Crew submitted 1,061 (2018: 821) and General Aviation personnel submitted 36 (2018: 43).

The Trust's policy is to acknowledge all reports in writing and similarly to provide subsequent closing responses detailing, where relevant, the action taken with the agreement of the reporter. In some cases, a face to face or telephone follow-up interview is held with the reporter to obtain as much relevant detail as possible on specific incidents/areas of concern.

Three Aviation Advisory Boards, comprised of nominees from all of the principal relevant aviation interests in the UK together with the Aviation Trustees, provide specialist expertise in the definition and resolution of Human Factors issues. Both the Air Transport and General Advisory Board Meetings are held quarterly but the Cabin Crew Advisory Board meet three-times a year. The role of the Advisory Boards is to review reports and issues raised through the Programme and provide counsel on the most appropriate way in which specific issues might be resolved. The different Advisory Board Chairperson will then provide feedback on the performance of the programme and what is discussed at each meeting to the Board of CHIRP Trustees.

Advisory Board members act as individual expert advisers and not as representatives of their sponsoring organisations. The reports that are discussed by the Advisory Boards is on a confidential basis and all personal details are deleted from the reports prior to discussion at the meetings. The composition of the Advisory Boards is reviewed regularly to ensure that the membership is appropriate to the scope of the Programme and retains relevant current operational expertise.

Some reports are also selected for publication in the quarterly FEEDBACK magazines and the CHIRP staff - with assistance from the relevant Advisory Board - will produce a 'CHIRP comment' to accompany the report. The 'CHIRP comment' provides assistance to the individual reporter but also to the wider audience in how best to manage a similar situation if it should occur and also promotes what CHIRP has done to assist with the concerns that have been raised. Reporters are notified before their report is selected for publication in FEEDBACK so that they can advise their agreement to do this.

A total of 220 reports, appropriately disidentified, were reviewed by the Air Transport Advisory Board (ATAB) (99), Cabin Crew Advisory Board (CCAB) (56) and General Aviation Advisory Board (GAAB) (65). The CAA is represented on all the Aviation Advisory boards and the Military Aviation Authority is represented on the ATAB.

The CAA agreed the CHIRP bid for funding for FY18-19 of £194.5k and paid the money in 4 instalments. The Authority has agreed to meet the Trust's bid for FY19-20 of £171.4k. This sum, with the savings made in the previous year, will enable the Aviation Programmes to be run as planned while maintaining a reserve of £30k. With the Authority's agreement, the funding bid did not include provision for unplanned expenditures such as staff maternity liabilities. Should these expenses materialise and prove to be unaffordable from in-year funds, additional funding would be sought from the CAA.

### **Flight Crew reports**

Crew rostering practices, fatigue and absence management policies were the main safety issues reported by professional flight crew. CHIRP has no remit to investigate contractual or industrial relations issues, but these can be difficult to separate from safety concerns. CHIRP has engaged with operators to highlight the safety implications of absence management policies that are incompatible with pilots' licence obligations to fly only

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when fit to do so, and which also affect cabin crew, who are not licensed but are just as vulnerable to the physiological effects of minor ailments.

After discussions between CHIRP and the UK Flight Safety Committee (UKFSC), it was agreed that the UKFSC would lead a project to develop a generic absence management policy, which would be supported by CHIRP. The work, which will have the support of the DfT, will require input from industry, HR specialists, aviation medicine specialists, lawyers, flight crew and trade unions; it is hoped that Air Operator's Certificate (AOC) Holders will actively participate and share good practice where it already exists. The CAA will be asked to endorse the results, which will be made available to all operators. Initial responses from operators who have been approached to support this initiative have been positive.

#### **Air Traffic Control Officer (ATCO) Reports**

CHIRP continues to receive relatively few reports from ATCOs and it has not been possible to determine any particular themes, although the majority concerned equipment or procedural issues and some concerned fatigue issues on smaller units.

#### **General Aviation (GA) Reports**

The majority of GA reports continue to be admissions of error and/or requests for advice on better courses of action in the reported circumstances. It is commendable that so many pilots are prepared to share embarrassing experiences in the hope of preventing other pilots making similar errors. That this is an effective process is borne out by the number of comments received in response to publishing these reports. As has been the case in previous years, problems in busier airspace such as the visual circuit tend to predominate.

#### **Engineering Reports**

Engineering reports reflect shortages of suitable qualified personnel and spare parts. Lack of personnel manifests itself in long working hours and pressure to work quickly. The lack of spare parts as organisations draw down spares holdings to save money increases the number of times parts must be robbed from other aircraft, which adds to the workload and the pressure felt by the workforce. Engineers and technicians are not covered by the same limitations on working hours as pilots, cabin crew or ATCOs and many engineers work night shifts. It seems likely that there is a problem with fatigue but it has become clear that the culture among engineers is such that there is little likelihood that individuals would declare themselves to be unfit to work through fatigue. Developing an improved reporting culture among engineering personnel remains a CHIRP aim which, with the engagement of a new Deputy Director (Engineering) during the period, should be achievable in the next.

#### **Ground Handling and Security Reports**

In a repeat of the previous period, 7 of the 10 reports received concerned security issues. In processing security reports, CHIRP works with the CAA's Aviation Security staff and, through the CAA, the UK Department for Transport when the reports concern foreign carriers or airports. Other reports concerned dangerous goods and passenger handling issues.

#### **Cabin Crew Reports**

In the period from 1 April 2018 to 31 March 2019 a total of 1,061 (2018: 821) Cabin Crew reports were received. This substantial increase was owing to two large submissions in January and April which were regarding two specific issues at one UK operator and concerned roster publication timeframes. Both the company and the CAA were contacted to assist with answering the reporters concerns.

Similar to previous year, the most frequently reported cabin crew issue was Duties. Total reports in this category totaled 691 (2018: 645), which was a small increase on the previous year. The reports were mostly submitted from cabin crew at one UK operator and discussed different issues ranging from long working blocks, rest between duties, in-flight rest during particular duties and the use of Commander's Discretion.

We have also seen an increase in reports from both cabin crew and flight crew discussing pressure to operate when sick due to the company sickness policies. A number of cabin crew have commented that they have felt pressurized by their company to operate when they have been sick or return to early. The reasons being cited

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have been loss of pay and the management of the company sickness policy.

Each reporter is reminded of the importance of reporting safety issues and concerns directly to the company as a number of reports have indicated that the reporter had not already raised their concern with the company. This is also emphasised through Cabin Crew FEEDBACK Newsletters. The Cabin Crew Programme Manager has utilised her contacts at the different UK operators and has been able to answer concerns with the assistance of those contacts and the Cabin Crew Advisory Board. CHIRP also has a strong relationship with the CAA and many reports have been referred to them for comment throughout the year.

As of January 2019, to ensure that reporting statistics are accurate only cabin crew reports discussing specific safety concerns are entered into the CHIRP database. A number of reports received in the period 2018-19 have not related to safety and have had to be redirected to either the company for further investigation or the Trade Union and these reports have increased the total number received.

To be able to monitor how many events and concerns are reported to the company before contacting CHIRP, online reporting forms have been edited to include a selection box which has to be completed and states whether the reporter has submitted a company report or not. This is also helpful to pass back to the operators during the routine updates that are supplied to them on subjects reported to CHIRP.

#### **Maritime Programme**

In the period from 1 April 2018 to 31 March 2019 a total of 151 (2018: 98) maritime reports were received. The Maritime Programme also receives multiple reports on a single subject matter of low risk which are not entered through the database. The sum total of these for the year is 1,498 with 49 reports being used for publication in Maritime FEEDBACK. Circulation of the CHIRP Maritime Annual Digest increased by 40% on last year, with 700 copies being published.

Four part-time Maritime Advisors are now in place to assist the part-time Director (Maritime) Capt. Jeff Parfitt. In collaboration with The Nautical Institute, CHIRP Maritime liaises with 14 global Maritime Ambassadors with talks and other representations being given around the world, notably, Iceland (D(M), Hong Kong, China and New Zealand.

A conceptual strategy for the development of the maritime programme was proposed by the Director (Maritime) during 2018 and funding secured. This strategy is now in the process of implementation with various initiatives underway, such as a media brand refresh, a second collaborative study with UCL into Critical Decision Making, the continuation and expansion of the published Maritime Feedback into other languages. Most recently, a Portuguese translation of Feedback has been agreed and this has opened CHIRP Maritime to the Brazilian maritime fraternity.

CHIRP Maritime continues to engage using social media and digital distribution. The Witherby Group have agreed to compile and distribute all CHIRP Maritime publications to a targeted 50,000 member vessels gratuitously.

The period has seen a renewal of sponsorship for 3 years by Trinity House, a new 3 year funding from Lloyds Register Foundation (LRF) increased to £50,000/year and the addition of new sponsors with Seafarers UK and the ITF Seafarers Trust. The Maritime Programme therefore had eight core sponsors throughout the period: The Corporation of Trinity House (£20,000), Lloyds Register Foundation (£50,000), The Britannia Steamship Insurance Association Ltd (£15,000), IFAN – International Foundation for Aids to Navigation (£60,000), TK Foundation (\$50,000 - £34,683.13), Seafarers UK (£20,000), ITF Seafarers Trust (£25,000), and Thomas Miller (£10,000). The programme also received funding from 25 different sponsors for the production of the CHIRP Maritime Annual Digest 2018, totalling £12,729. Most sponsors contributed £500 with 2 sponsors giving £1,000.

The period has seen the ending of the TK Foundation & Cammell Laird sponsorship. However, the first stage of a new three-year funding from the TK Foundation has been accepted by the Foundation. The Standard have ceased funding video production and video production has now ended.

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**TRUSTEES' REPORT (continued)**  
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CHIRP does not ordinarily undertake fundraising and does not seek funds from the general public. However, CHIRP seeks sponsorship for distribution of the CHIRP Maritime Annual Digest each year and from other targeted industry bodies to sustain operations and undertake specific research.

The cost of printing and distributing on a global basis is expensive and it is therefore desirable to cover the costs through individual sponsorship. The individual sponsors pay to have their logo appear inside the publication. There is potential to raise funds through this sponsorship in excess of the publication costs but there is currently a shortfall in this funding and this is covered from the core funding budget.

### **COMMUNICATION OF PROGRAMME ISSUES**

The output from CHIRP is achieved by a variety of means. Reporters are advised individually on the outcome of their reports before the casework file is closed and the reporter's personal details deleted. Quarterly FEEDBACK newsletters are produced for different sectors of the reporting populations to raise awareness of safety-related issues raised by reporters.

- Air Transport and General Aviation FEEDBACK newsletters are e-mailed to approximately 57,000 licence holders. These comprise licenced pilots, engineers and air traffic controllers.
- Cabin crew are not licenced in the UK, so Cabin Crew FEEDBACK is mainly distributed in paper format with 2,300 copies being sent to different operators' crew rooms around the UK. Some operators choose to distribute via electronic means only as they have introduced electronic methods of distributing safety information. An electronic distribution list is now also in use to send out Cabin Crew FEEDBACK. There are currently just over 400 addressees and we had hoped that the list would increase year on year but the take-up for it so far has been small.
- The safety lessons learned from the confidential reports submitted through the CHIRP Maritime Programme are circulated to seafarers through the quarterly 8 page publication Maritime FEEDBACK. 57,550 copies are published each quarter in English with an additional 6,000+/- copies in Filipino and 1,000+ copies in Chinese distributed to seafarers worldwide through The Marine Society Library, Safety at Sea, Nautilus International, Missions to Seafarers and partners Dalian Maritime University and Britannia P&I. Digital distribution is 50,000+ and is on a global basis in 4 languages.
- The promotion of the work completed by CHIRP Maritime is also enhanced through an e-newsletter with a distribution to over 1,870 people. Social media platforms have again been utilised; CHIRP Maritime's Facebook page now has over 2,750 followers.
- 14 volunteer Maritime Ambassadors representing the Nautical Institute Mariners' Alerting and Reporting System (MARS) Programme and the CHIRP Charitable Trust's near miss reporting programme have been appointed to promote the two programmes to mariners in their local area or region. Their mission is to improve the safety of individuals employed within or associated with maritime operations and to promote the submission of hazardous occurrence and incident reports. These Ambassadors are located in Australia, Ghana, Greece, Hong Kong, New Zealand, South Africa, Singapore, Turkey and the UK.

All of the Trust's publications are available for download from the Trust's website or via a smartphone and tablet app.

Industry has visibility of safety issues through representation on CHIRP Advisory Boards. In addition, relevant safety-related issues are also communicated to participating and non-participating managements when appropriate. The CAA has visibility of safety issues through its representation on aviation Advisory Boards and CHIRP contributes to the Authorities pre-audit assessment of aviation entities. CHIRP provides briefs to the CAA to meet its calendar timetable for audits and inspections of operators, maintenance organisations, airports, air navigation service providers etc. These briefs draw on CHIRP reports and advisory board expertise to provide processed intelligence on the relevant entity.



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**TRUSTEES' REPORT (continued)**  
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The Trust continues to provide ad-hoc advice and assistance in the management and operation of a confidential reporting programme both nationally and internationally. Presentations are given to related and non-related industry and interested groups on request and in support of promoting CHIRP. The Trust presents several times each year to the members of the UK Flight Safety Committee Flight Safety Officers Course. Articles are produced for a wide variety of publications in order to raise the Trust's profile and disseminate safety information.

The Trust contributes to the work of other national professional groups associated with aviation and maritime safety; these include the Honourable Company of Air Pilots, the UK Flight Safety Committee and the Maritime Human Element Advisory Group.

Internationally, the Trust is a founding member of the International Confidential Aviation Safety Systems (ICASS) Group and provides assistance to other ICAO Member States in the development and management of National confidential reporting programmes. In 2017 CHIRP hosted the annual ICASS Conference in London where a delegation representing the Indonesian Aviation Authority was introduced to the principles and good practices of confidential reporting. The Trust presents papers on the UK Confidential Reporting Programmes and important issues that have been raised through them to international aviation and maritime groups.

## **RESEARCH AND ANALYSIS**

The Trust provides report data in response to specific requests from its sponsors and other agencies involved in aviation and maritime safety research. However, there is limited capability for in-house research and analysis because of a lack of staff resource and because of the nature of the CHIRP database and its interface. This weakness was identified during the last 5-Year Review and informed a number of its recommendations. It had been intended to transition the CHIRP database into the ECCAIRS (European Co-ordination Centre for Accident and Incident Reporting Systems) taxonomy, as used by the CAA, which would enable disidentified CHIRP aviation data to be downloaded to the CAA for inclusion in its analyses.

ECCAIRS is a system which continues to evolve; the technical details of harmonisation have yet to be decided upon as the precise nature of 'Future ECCAIRS' is still to be determined. Discussions on future harmonisation have taken place between CHIRP and the CAA's ECCAIRS technical support team and it remains CHIRP's intention to harmonise its database with that of the CAA.

The Maritime Programme will not adopt ECCAIRS; it uses a bespoke reporting, analysis and library tool that is separate from the aviation database. The International Maritime Organisation now promulgates the annual summary of reports and the review of data on Human Factors to 174 of its member states around the world.

## **FINANCIAL REVIEW**

Income for the year was £459,146 (2018 - £429,325). Direct total charitable expenditure for the year was £385,943 (2018 - £399,961). The trustees are satisfied that the assets of the charity are adequate to fulfil its obligations.

The Trust's activities, together with the factors likely to affect its future development, performance and position have already been set out in the Report of the Board of Trustees. The Trust meets its day-to-day working capital requirements through a grant provided by the CAA and sponsorship from several maritime institutions. In January 2018, the CAA approved the Trust's business proposal for the 2018-19 financial year on the basis of four quarterly payments in advance. The first of these was paid in April 2018.

In FY2018-19, eight core sponsors and 25 sponsors for special projects contributed £253,872 to the Maritime Programme. The CHIRP Trustees are able to modify the charitable activities to ensure that the charity continues to exist within its means.

After making enquiries, the directors, who are the trustees, have a reasonable expectation that the charity has

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adequate resources to continue in operational existence for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the annual report and accounts.

#### **PRINCIPAL RISKS AND UNCERTAINTIES**

The company's policy in respect of cash funds is to deposit appropriate amounts in order to provide a satisfactory return whilst allowing access in a reasonable timeframe. This mitigates any liquidity risk to which the company is exposed. The trustees do not believe the company is exposed to any other significant financial risks.

Other risks to which the organisation is exposed are discussed on page 9.

#### **RESERVES POLICY**

The Trust's two sources of funding are both classified as restricted income funds; therefore the Trust's policy in respect of general-purpose expenditure is that no reserve is necessary or required.

The Aviation Programme maintains a reserve of £30,000 in a specific reserve account in respect of any contingent liabilities in the event that sponsorship of the aviation programmes should be withdrawn. The size of the reserve fund is reviewed annually.

The Trustees have previously requested that operational funds for 3 months should be available for the Maritime Programme, this is currently estimated at £60,000. Funds required to honour current commitments include FEEDBACK translation £11,000 (Portuguese and Chinese); UCL students (collaborative study) £2,500, UCL study project £12,000, Media refresh £5,000, CHIRP Maritime generic video £7,500. Total £98,000.

If the Maritime Programme was to be discontinued, the CHIRP Trustees are confident that no liabilities would arise other than the normal general-purpose expenditure committed against the available maritime programme funds. The services of the Director (Maritime) and the Maritime Advisors are provided by consultancy contracts, the terms of which render no liability in respect of employment. Notwithstanding the above, it is intended that spending will be profiled such that money will be available to cover the cost of Maritime FEEDBACK for 6 months in the event of the loss of a major sponsor or, if CHIRP were to close, to contribute towards the wind-up costs.

In the current year, the Maritime programme has general funds of £106,747 and project specific funds of £8,204 carried over for the start of the financial year 2019-20.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **ROLE AND OBJECTIVE**

The role of the Trust is to manage an independent, voluntary, and confidential reporting programme for the aviation and maritime industries. The Trust's objective is improving the safety of the travelling public and that of individuals employed within or associated with aviation and maritime operations.

The members of the Board of Trustees, who are also company directors under the terms of the Companies Act and served throughout the year and at the date of the signing of the financial statements, are set out on page 1.

##### **GOVERNING DOCUMENT**

The CHIRP Charitable Trust is a registered charity and was formed as a company limited by guarantee on 1 November 1996.

The Trust's objectives as set out in the Memorandum and Articles of Association reflect the public benefit

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guidance published by the Charity Commission and are as follows:

- to manage an independent confidential reporting programme for the collection of Human Factors safety-related issues in the UK commercial air transport industry and the UK general aviation communities;
- to manage an independent confidential reporting programme for the collection of potentially hazardous issues in the UK and international maritime industries;
- to analyse data and identify safety trends where possible as a contribution to improving safety in commercial air transport, general aviation and maritime operations; and
- to advise interested bodies on Human Factors related issues/incidents relevant to air safety and potentially hazardous issues/incidents relevant to maritime transport safety with the aim of improving the safety of the travelling public and individuals employed in or associated with aviation and maritime operations.

#### **ORGANISATIONAL STRUCTURE**

The Board of Trustees has responsibility for the management of the Trust's affairs. The Board of Trustees is assisted by four Advisory Boards, comprised of nominees with expertise in commercial air transport operations, maritime operations, cabin crew safety related tasks and general aviation activities respectively. The Advisory Boards assist in the determination and resolution of issues raised in reports and provide the Board of Trustees with feedback on the programme's performance.

Membership of the Trust is open to persons involved in or who have previously been involved in the regulation, management and operation of aviation and maritime activities, which comply with the criteria for membership. Members of any of the Advisory Boards are also members of the Trust.

The Aviation programmes meet the International Civil Aviation Organisation (ICAO) requirement and the European Commission recommendation for an independent, voluntary aviation confidential reporting system; the programmes are funded by a grant from the UK Civil Aviation Authority (CAA), which itself is funded by the UK air transport industry.

The Maritime programme was established in 2003 at the request of the UK Department for Transport (DfT) and sponsored by the DfT until 31 March 2011. DfT funding ceased as a consequence of Her Majesty's Government's Comprehensive Spending Review. Since then, the Trust has been successful in seeking sufficient alternative funding from a number of maritime institutions to enable the programme to continue.

The Board of Trustees is supported by a management team and staff; at the start of the year there were two full-time employees, one part-time employee and three part-time maritime consultants. The trustees are also responsible for setting the key management personnel's remuneration with pay changes dependent on performance.

#### **RECRUITMENT, APPOINTMENT, INDUCTION AND TRAINING OF TRUSTEES (DIRECTORS)**

The trustees, including ex-officio members, are formally elected/re-elected by members of the Trust in accordance with the Trust's Memorandum and Articles of Association. The Board of Trustees issues invitations to prospective new trustees, all of whom would be either widely acknowledged for their professional achievements associated with aviation or maritime safety, or hold senior appointments related to aviation/maritime safety regulation or accident investigation. Prior to receiving a formal invitation to participate, all prospective trustees are briefed individually on the Trust, its aims and objectives, the programmes and the processes and procedures.

The appointment of all new trustees is subject to the formal confirmation of members. On appointment, all new trustees are required to sign a Declaration of Eligibility to serve in accordance with Section 72 of the Charities Act 2011. New trustees are also briefed on the Trust's Constitution, which includes a section on Conflicts of

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Interest, and are required to be familiar with the Charity Commission document "The Independence of Charities from the State"; they are also required to sign a Trustee's Code of Conduct form based on the NCV0 guidelines

**RISK MANAGEMENT**

The major risks to which the charity is exposed, as identified by the trustees, have been reviewed through the compilation of a "Business Risk Register"; systems and procedures have been established to mitigate those risks identified and to review the risks annually. The principal risks are associated with governance and management of the programmes in relation to maintaining the confidence of sponsors, the principal aviation and maritime industry interests and the user groups.

These risks are mitigated through the acknowledged expertise that resides within the Board of Trustees, including several senior ex-officio members, specialist Advisory Boards with industry-wide participation including nominees from the sponsoring agencies under an independent chairman, the promulgation of issues raised through the programmes together with the actions taken and regular performance reports on the cost-effectiveness of each programme.

All risks are detailed on a risk register which is reviewed annually. The nature of CHIRP's confidential reporting programmes are such that the most significant risks concern loss of confidence or reputation among the reporting community, which could arise through a failure of CHIRP's internal procedures or through inappropriate release of information by third parties with privileged access to information for investigative purposes (personal details are never released). Mitigating factors for such risks are based on staff policies, data protection measures, confidentiality statements and appropriate IT security measures.

**PLANS FOR FUTURE PERIODS**

The Aviation Programme expects to launch the new drone reporting programme in 2019.

CHIRP has been monitoring the development of the regulatory requirement for commercial flight crew to have access to a Peer-Pilot Assistance Network (P-PAN). Following exploratory talks with the CAA, it is likely that CHIRP will wish to bid to provide an independent P-PAN for operators too small to provide an in-house facility. It is expected that the project will be put out to tender in late 2019.

The Maritime programme is increasingly recognised as the shipping world's foremost maritime reporting programme. As the organisation has rapidly expanded its global reach in recent years, the aim is to consolidate the gains by embracing all areas of the international maritime community, representing mariners from all sectors including leisure; military; commercial; offshore and fishing.

**TRUSTEES' RESPONSIBILITIES STATEMENT**

The Trustees (who are also directors of The Chirp Charitable Trust for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;

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**THE CHIRP CHARITABLE TRUST**  
**(A company limited by guarantee)**

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2019**

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- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements 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.

**DISCLOSURE OF INFORMATION TO AUDITORS**

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

This report was approved by the Trustees, on 9 July 2019 and signed on their behalf by:



**Captain D R Harrison, Chairman**

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**THE CHIRP CHARITABLE TRUST**  
**(A company limited by guarantee)**

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE CHIRP CHARITABLE TRUST**

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**OPINION**

We have audited the financial statements of The Chirp Charitable Trust (the 'charitable company') for the year ended 31 March 2019 which comprise the Statement of financial activities incorporating income and expenditure account, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2019 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**BASIS FOR OPINION**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**CONCLUSIONS RELATING TO GOING CONCERN**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**OTHER INFORMATION**

The Trustees are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Auditors' report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material

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**THE CHIRP CHARITABLE TRUST**  
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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE CHIRP CHARITABLE TRUST**

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misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report has been prepared in accordance with applicable legal requirements.

**MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION**

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a Strategic report.

**RESPONSIBILITIES OF TRUSTEES**

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

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**THE CHIRP CHARITABLE TRUST**  
**(A company limited by guarantee)**

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE CHIRP CHARITABLE TRUST**

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**AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditors' report.

**USE OF OUR REPORT**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Jayne Rowe (Senior statutory auditor)

for and on behalf of

**Peters Elworthy & Moore**

Chartered Accountants  
Statutory Auditors

Salisbury House  
Station Road  
Cambridge  
CB1 2LA  
29 July 2019



**THE CHIRP CHARITABLE TRUST**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2019**

	Note	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
<b>INCOME FROM:</b>				
Donations and legacies	2	458,372	458,372	429,325
Investments	3	774	774	-
<b>TOTAL INCOME</b>		<b>459,146</b>	<b>459,146</b>	<b>429,325</b>
<b>EXPENDITURE ON:</b>				
Charitable activities	4	385,943	385,943	399,961
<b>TOTAL EXPENDITURE</b>		<b>385,943</b>	<b>385,943</b>	<b>399,961</b>
<b>NET INCOME BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<b>73,203</b>	<b>73,203</b>	29,364
<b>NET MOVEMENT IN FUNDS</b>		<b>73,203</b>	<b>73,203</b>	29,364
<b>RECONCILIATION OF FUNDS:</b>				
Total funds brought forward		125,544	125,544	96,180
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>198,747</b>	<b>198,747</b>	125,544

The notes on pages 17 to 26 form part of these financial statements.

There were no other recognised gains or losses other than those listed above and the net income for the year. All income and expenditure derives from continuing operations.

**THE CHIRP CHARITABLE TRUST**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 03253764**

**BALANCE SHEET**  
**AS AT 31 MARCH 2019**

	Note	£	2019 £	£	2018 £
<b>FIXED ASSETS</b>					
Tangible assets	9		96		136
<b>CURRENT ASSETS</b>					
Debtors	10	16,222		4,740	
Cash at bank and in hand		200,551		146,729	
			<u>216,773</u>		<u>151,469</u>
<b>CREDITORS:</b> amounts falling due within one year	11	(18,122)		(26,061)	
<b>NET CURRENT ASSETS</b>			<u>198,651</u>		<u>125,408</u>
<b>NET ASSETS</b>			<u>198,747</u>		<u>125,544</u>
<b>CHARITY FUNDS</b>					
Restricted funds	12		<u>198,747</u>		<u>125,544</u>
<b>TOTAL FUNDS</b>			<u>198,747</u>		<u>125,544</u>

The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on 9 July 2019 and signed on their behalf, by:



**Captain D R Harrison, Chairman**

The notes on pages 17 to 26 form part of these financial statements.

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**THE CHIRP CHARITABLE TRUST**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**

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**1. ACCOUNTING POLICIES**

**1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS**

The financial statements have been prepared 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 Chirp Charitable Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**1.2 COMPANY STATUS**

The company is a company limited by guarantee and incorporated in England and Wales. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company. The address of the registered office is listed on page 1.

**1.3 FUND ACCOUNTING**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**1.4 GOING CONCERN**

The Trustees have reviewed the financial position of the charity and have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, the financial statements continue to be prepared on the going concern basis.

**1.5 INCOME**

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants and donations are only included when the charity has unconditional entitlement to the resources.

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**THE CHIRP CHARITABLE TRUST**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**

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**1. ACCOUNTING POLICIES (continued)**

**1.6 EXPENDITURE**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

**1.7 INTEREST RECEIVABLE**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the Bank.

**1.8 TANGIBLE FIXED ASSETS AND DEPRECIATION**

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Office equipment	-	14% straight line
Computer equipment	-	33% straight line

**1.9 DEBTORS**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**1.10 CASH AT BANK AND IN HAND**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

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**THE CHIRP CHARITABLE TRUST**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**

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**1. ACCOUNTING POLICIES (continued)**

**1.11 LIABILITIES AND PROVISIONS**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

**1.12 FINANCIAL INSTRUMENTS**

The company 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 with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**1.13 PENSIONS**

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

**2. INCOME FROM DONATIONS AND LEGACIES**

	<b>Restricted funds 2019 £</b>	<b>Total funds 2019 £</b>	<b>Total funds 2018 £</b>
Grants	<b>458,372</b>	<b>458,372</b>	429,325
Total 2018	<b>429,325</b>	<b>429,325</b>	

**3. INVESTMENT INCOME**

	<b>Restricted funds 2019 £</b>	<b>Total funds 2019 £</b>	<b>Total funds 2018 £</b>
Bank interest received	<b>774</b>	<b>774</b>	-

**THE CHIRP CHARITABLE TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**

**4. ANALYSIS OF EXPENDITURE BY ACTIVITIES**

	<b>Activities undertaken directly 2019 £</b>	<b>Support costs 2019 £</b>	<b>Total 2019 £</b>	<b>Total 2018 £</b>
Aviation	139,529	44,565	184,094	196,686
Maritime	170,780	31,069	201,849	203,275
<b>Total 2019</b>	<b>310,309</b>	<b>75,634</b>	<b>385,943</b>	<b>399,961</b>
<b>Total 2018</b>	<b>336,890</b>	<b>63,071</b>	<b>399,961</b>	

All expenditure in the current and prior year related to restricted funds.

**5. DIRECT COSTS**

	<b>Aviation £</b>	<b>Maritime £</b>	<b>Total 2019 £</b>	<b>Total 2018 £</b>
General direct costs	7,022	67,279	74,301	69,663
Healthcare	1,002	786	1,788	-
Contractors	55,316	37,282	92,598	-
Wages and salaries	52,033	43,664	95,697	184,697
National insurance	3,528	5,117	8,645	45,014
Pension cost	20,628	16,652	37,280	37,516
	<b>139,529</b>	<b>170,780</b>	<b>310,309</b>	<b>336,890</b>
<b>Total 2018</b>	<b>159,690</b>	<b>177,200</b>	<b>336,890</b>	

**THE CHIRP CHARITABLE TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**

**6. SUPPORT COSTS**

	Aviation £	Maritime £	Total 2019 £	Total 2018 £
Premises and office costs	19,056	14,857	33,913	18,740
Travel and subsistence	9,353	9,171	18,524	15,183
Recruitment fees	-	-	-	7,780
Other support costs	2,053	865	2,918	1,438
Audit and accountancy fees	5,013	1,587	6,600	7,274
Meeting costs	4,641	2,365	7,006	6,693
Wages and salaries	4,449	2,224	6,673	5,963
	<u>44,565</u>	<u>31,069</u>	<u>75,634</u>	<u>63,071</u>
Total 2018	<u>36,996</u>	<u>26,075</u>	<u>63,071</u>	

During the year ended 31 March 2019, the company incurred Governance costs of £6,600 (2018 - £7,274) in relation to audit and accountancy fees.

**7. NET INCOME/(EXPENDITURE)**

This is stated after charging:

	2019 £	2018 £
Depreciation of tangible fixed assets:		
- owned by the charity	40	153
Auditors' remuneration - audit	4,800	4,800
Auditors' remuneration - other services	1,800	2,474
Operating lease rentals	<u>8,205</u>	<u>19,692</u>

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**THE CHIRP CHARITABLE TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**

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**8. STAFF COSTS**

Staff costs were as follows:

	2019 £	2018 £
Wages and salaries	102,370	184,697
Social security costs	8,645	45,014
Other pension costs	37,280	37,516
	<u>148,295</u>	<u>267,227</u>

The average number of persons employed by the company during the year was as follows:

	2019 No.	2018 No.
Management and administration of the charity	2	3

The number of higher paid employees was:

	2019 No.	2018 No.
In the band £60,001 - £70,000	1	0
In the band £80,001 - £90,000	1	1

The key management personnel of the charity comprise the Trustees and Chief Executive. The total employment benefits including employer's national insurance contributions and pension contributions of the key management personnel were £108,455 (2018 - £91,892). A new Chief Executive was appointed during the year, this total is for both employees.

During the year 4 (2018 - 1) Trustees received reimbursement of expenses amounting to £2,071 (2018 - £216) in respect to travel, accommodation and subsistence cost incurred in their role as Trustees.

No Trustees received any remuneration or benefits in kind from the charity (2018 - none).



**THE CHIRP CHARITABLE TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**

**9. TANGIBLE FIXED ASSETS**

	Office equipment £	Computer equipment £	Total £
<b>COST</b>			
At 1 April 2018 and 31 March 2019	2,490	10,645	13,135
<b>DEPRECIATION</b>			
At 1 April 2018	2,354	10,645	12,999
Charge for the year	40	-	40
At 31 March 2019	2,394	10,645	13,039
<b>NET BOOK VALUE</b>			
At 31 March 2019	96	-	96
At 31 March 2018	136	-	136

**10. DEBTORS**

	2019 £	2018 £
Prepayments and accrued income	16,222	4,740

**11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2019 £	2018 £
Accruals	18,122	26,061

**THE CHIRP CHARITABLE TRUST**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**

**12. STATEMENT OF FUNDS**

**STATEMENT OF FUNDS - CURRENT YEAR**

	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2019 £
<b>RESTRICTED FUNDS</b>					
Aviation programme	77,801	194,500	(187,789)	-	84,512
Maritime programme - General	1,566	182,298	(63,044)	(14,789)	106,031
Maritime programme - Annual digest	-	13,165	(14,050)	885	-
Maritime programme - TK Foundation	39,775	34,683	(85,344)	10,886	-
Maritime programme - LRF	-	14,500	(13,601)	-	899
Maritime programme - IFAN	6,044	10,000	(8,739)	-	7,305
Maritime programme - Thomas Miller	358	10,000	(13,376)	3,018	-
	<u>125,544</u>	<u>459,146</u>	<u>(385,943)</u>	<u>-</u>	<u>198,747</u>

**STATEMENT OF FUNDS - PRIOR YEAR**

	Balance at 1 April 2017 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2018 £
<b>RESTRICTED FUNDS</b>					
Aviation programme	70,187	204,300	(196,686)	-	77,801
Maritime programme - General	18,903	120,472	(137,809)	-	1,566
Maritime programme - TK Foundation	16,707	34,553	(11,485)	-	39,775
Maritime programme - IFAN	-	10,000	(3,956)	-	6,044
Maritime programme - Thomas Miller	-	10,000	(9,642)	-	358
	<u>105,797</u>	<u>379,325</u>	<u>(359,578)</u>	<u>-</u>	<u>125,544</u>

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**THE CHIRP CHARITABLE TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**

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**12. STATEMENT OF FUNDS (continued)**

**Aviation programme**

Funding to support an independent, voluntary, confidential reporting system. This also cover the general costs associated with running such a system.

**Maritime programme - General**

Funding to support CHIRP's general maritime activities offering independent, voluntary, confidential reporting medium to those working in maritime.

**Maritime programme - Annual digest**

Fund to support the production of the CHIRP Maritime Annual Digest.

**Maritime programme - TK Foundation**

Supporting the broader outreach of CHIRP, including funding a Maritime Advisor to attend conferences overseas and meetings with international stakeholders.

**Maritime programme - LRF**

Supporting the cost of a study to advance CHIRP's operations in association with a university.

**Maritime programme - IFAN**

To cover general maritime costs and support CHIRP's work in the Middle East.

**Maritime programme - Thomas Miller**

To promote safety and awareness for international seafarers.

The transfers in the year from the general Maritime funds to the project specific funds relate to the support the general fund has offered to the project work.

**THE CHIRP CHARITABLE TRUST**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**

**13. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR**

	<b>Restricted funds 2019 £</b>	<b>Total funds 2019 £</b>
Tangible fixed assets	96	96
Current assets	216,773	216,773
Creditors due within one year	(18,122)	(18,122)
	<u>198,747</u>	<u>198,747</u>

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR**

	<b>Restricted funds 2018 £</b>	<b>Total funds 2018 £</b>
Tangible fixed assets	136	136
Current assets	151,469	151,469
Creditors due within one year	(26,061)	(26,061)
	<u>125,544</u>	<u>125,544</u>

**14. PENSION COMMITMENTS**

The charity operates a defined contribution stakeholder pension scheme for the benefit of employees. The assets of the scheme are administered by trustees of the fund independent of those of the charity.

During the year contributions totalled £36,787 (2018 - £37,516). The balance outstanding as at 31 March 2019 was £255 (2018 - £2,831).

**15. OPERATING LEASE COMMITMENTS**

At 31 March 2019 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	<b>2019 £</b>	<b>2018 £</b>
<b>AMOUNTS PAYABLE:</b>		
Within 1 year	<u>5,219</u>	<u>8,205</u>

**16. RELATED PARTY TRANSACTIONS**

There are no related party transactions in the period that require disclosure.