

Registered Company number: 03253764
Registered Charity number: 1058262

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2022**

Trustees	Ms Ruth Kaufman OBE, Chair Mrs Stella Macaskill (appointed 7 October 2021) Mr Ryan Hall (appointed 7 October 2021) Mr Michael Cripps (appointed 7 October 2021) Captain Jeremy Kinder (appointed 7 October 2021) Ms Kathryn Jones ** (appointed 1 August 2021) Ms Kirsten Louise Riensema, CAA Nominee (appointed 1 April 2022) Captain Andrew Moll OBE Mr John Lloyd Mr Alastair Muir Mr Crispin Orr Captain Edward Pooley Mr Sean Parker * (resigned 31 July 2021) Captain Timothy Cheal (resigned 11 November 2021) Captain Stephen Gobbi (resigned 11 November 2021) Mr Allan Graveson (resigned 11 November 2021) Sir Alan Massey KCB CBE (resigned 11 November 2021)
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* CAA Nominee to 31 July 2021

** CAA Nominee from 1 August 2021 to 31 March 2022

Company registered number	03253764
Charity registered number	1058262
Registered office	167-169 Great Portland Street 5th Floor London W1W 5PF
Change of Registered office	From One Kingdom Street Paddington Central W2 6BD to above address on 28 June 2022
Company secretary	Mrs Stephanie KC Dykes
Executive Director	Mr Robert Robson OBE
Independent auditor	Peters Elworthy & Moore Chartered Accountants Salisbury House Station Road Cambridge CB1 2LA

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
(CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Bankers

Natwest Bank plc
12 High Street
Hitchin
Hertfordshire
SG5 1YY

Nationwide Building Society
Kings Park Road
Northampton
NN3 6NW

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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2022

The Trustees present their Annual Report together with the audited financial statement for the period of 1 April 2021 to 31 March 2022. The Annual Report serves the purposes of both a Trustees' report and a Directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their account in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Board of Trustees reviewed the charity's strategic position during 2021 and agreed revised and updated versions of its headline statements.

Vision

A world in which aviation and maritime safety are continuously improved by tackling human factors safety-related issues, underpinned by a strong safety culture.

Mission

The Mission of the Charity is to help improve aviation and maritime safety and build a Just Culture by managing an independent and influential programme for the confidential reporting of human factors –related safety issues. We will do this by:

- Receiving and considering reports that might not otherwise be submitted through formal reporting processes;
- Analysing the data to identify issues and trends;
- Disseminating safety-related reports and trends that we consider will be of public benefit.

Human Factors Definition

Human Factors is the consideration of mental and physical capabilities, limitations and actions that relate to the way humans interface and perform within their environment safely, comfortably and effectively.

Beneficiaries

Our beneficiaries are a large and diverse community that in the broadest sense includes all those whose lives are touched by the aviation and maritime industries and who benefit from CHIRP's mission.

The community includes

- Individuals who are directly affected by improved safety: aviators, mariners, the public; and,
- Individuals and Organisations that could or do play a role in improving safety.

Unique Selling Point

Our incident reporting programme is unique in its combination of 4 key features: we focus on the underlying human factors; we are confidential; we are independent; we follow up reports with the organisations concerned.

Governing Document

The CHIRP Charitable Trust is a charity registered in England and Wales, incorporated in the UK and was formed as a company limited by guarantee on 1 November 1996.

The Trustees had reviewed CHIRP's objects during 2020 and registered the amended version with the Charity Commission and Companies House. In 2021 the Trustees reviewed the Articles of Association.

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Objectives

The objectives of the Charity are synonymous with its Vision and Mission, namely, to seek the continued improvement of safety in the maritime and aviation worlds through a focus on the reporting of human-factor issues. The Charity delivers two programmes focused on these aims – a Maritime Programme and an Aviation Programme. The latter has four areas of focus: Air Transport, General Aviation, Drones and Cabin Crew. Detailed descriptions of how these programmes support the Aims of the Charity can be found in this report under the section Reporting Programmes below. The delivery of the Programmes' objectives will enable the Charity to further deliver on its charitable objectives.

STRATEGY REVIEW

During 2020 the Trustees identified the need to refresh CHIRP's strategic position. A Strategic Review Group (SRG) of Trustees and Executive Director was established and a framework for a strategic away day was created.

The Board and staff met in a virtual awayday setting in May 2021 to work through the first phase of a strategy review. Key topics discussed included:

- Definition of Vision and Mission
- Definition of Human Factors as applied to CHIRP
- Definition of our beneficiary group
- A model of a Theory of Change that CHIRP could adopt
- A STEEPLE (social, technical, economic, environmental, political, legal, ethical) analysis
- A SWOT (strengths, weaknesses, opportunities, threats) analysis

The process was monitored by the SRG and at each Board meeting the Trustees discussed key issues and authorised the work to proceed to the next checkpoint. The Trustees signed off on the strategic aims in January 2022 with the Operational Plan and Budget for 2022/3 being agreed on 20 April 2022.

As part of this process, CHIRP Trustees articulated the four outcomes our strategy seeks to achieve.

Outcome
Better leadership, awareness and attitudes towards safety issues.
Improve the safety culture by changing behaviours, so that practices, processes and procedures are as safe as they can be.
Safety outcomes identified in CHIRP reports are adopted by regulators, managers and individuals.
Good governance, financial viability/stability and administration of CHIRP as a charity.

These outcomes are supported by a comprehensive set of actions and enablers which seek to drive delivery from each programme, within the holistic concept of CHIRP as one charity with synergies and common themes. Historically CHIRP's programmes have delivered at arms-length from each other but, in line with Trustees' direction, by working together the programmes made definite strides to bringing this holistic concept to life by creating common strategic themes:

- Achieve greater penetration of our mission;
- Become a lead participator in delivering "safety-first thinking" to our sectors;
- Encourage the use of CHIRP as a forum for debating safety issues emerging from our reports and associated analyses;

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FOR THE YEAR ENDED 31 MARCH 2022

- Maintain relevance and effectiveness;
- Encourage a greater volume of actionable reports;
- Improve marketing and communications posture including the brand and digital footprint;
- Make greater use of academic input to generate Insight articles;
- Continue to upgrade databases to ensure excellence in enabling and tracking reports.

During 2022/23, a Performance Management Framework will be developed by the Executive and Board such that meaningful measures can be used to monitor progress.

In anticipation of the strategic decisions, a key enabling workstream was started in January 2022 which will enable the charity to re-position its marketing and communications, and attract greater numbers of adherents and followers with the intent of increasing CHIRP's recognition, boosting reporting numbers and providing insights and themes as regards emerging trends in the area of Human Factor safety. This involves:

- The development of new website;
- The roll-out of a new app covering all the programmes;
- A revised and refreshed social media posture.

The new look and refreshed approach will be launched in July 2022.

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FOR THE YEAR ENDED 31 MARCH 2022

Factors affecting the Charity's ability to achieve its objectives

Positive factors	Impact
Relationships with the Civil Aviation Authority (CAA)	Strong relationships with the CAA have been nurtured during a time of extreme stress for the Aviation industry. Bilateral communications have enabled that relationship to be enhanced as demonstrated by the agreement to fund the 2022/3 funding request in full at the start of the year. Regular Chair/CEO and Programme Director meetings have been held and the CAA nominated trustee plays a key role on the Board of trustees.
Relationships with maritime funders and regulators	Details can be found under the Maritime programme report, which demonstrate the value of the strong relationships built up over time with key sponsors and the Maritime and Coastguard Agency. This is resulting in increased grants from existing funders and grants from new funders.
Brand strength	Despite the global disruption caused by the COVID-19 pandemic the reporting structures of CHIRP in its various programmes have remained robust and open. The marketing and communications changes currently being created will enhance the CHIRP brand and provide a refreshed look and feel.
Database enhancement	The Aviation programme has continued to enhance its ability to track trends and themes through focused development of its database. The benefits are being seen in the enhanced reporting available. The Maritime programme will commence a planned upgrade in the summer of 2022 with the outcome being an ability to report themes in a similar way to its sister programme.
Governance review	The review commenced in 2019 concluded during the year with changes to the structure of the Board, a more diverse body of trustees, refreshed Articles of Association and a comprehensive reorganisation of the nature and role of members.
Working model	The decision by trustees in early 2020 to move to a remote working model to enhance efficiencies proved beneficial when the restrictions imposed by the pandemic regulations began. Systems, working patterns and behaviours were already established and proved a strength to the charity's ability to deliver. Virtual Advisory Board, trustee and staff meetings proved seamless through the year and it was a relief to begin to return to face to face meetings as the constraints of the covid-induced reaction fell away.
Negative factors	Impact
COVID 19	The pandemic effectively halted the aviation industry, which resulted in fewer reports being received. However the absence of flying for a significant part of the year in anything like normal volumes enabled the charity to focus on delivering its programme in a targeted way. Advisory Boards maintained their business drumbeat and a new programme covering drones was established. The maritime programme saw different challenges with seafarers at sea for abnormal lengths of time with significant difficulties in repatriation. Longer times at sea led to fatigue and other human factor related safety issues which impacted on safety, making the ability to have open confidential reporting channels even more important. 2021 saw CHIRP mirror the emergence of wider society from the constraints imposed and despite all factors our work continued effectively.

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ORGANISATIONAL STRUCTURE

Board of Trustees

The Board of Trustees has overall responsibility for the direction and management of the Charity's business. During the year, four Trustees retired from the Board on reaching their term limit, and the Nominations Committee led an open recruitment process, which resulted in Mr Michael Cripps, Mr Ryan Hall, Captain Jeremy Kinder and Mrs Stella Macaskill being appointed to the Board in November 2021.

During the year the CAA Nominated Trustee changed twice. In 2021 Mr Sean Parker moved to other duties in the CAA and was replaced by Ms Kathryn Jones. In the first quarter of 2022, Ms Kathryn Jones resigned from the CAA and was replaced by Ms Kirsten Riensema on completion of the agreed process of nomination, recommendation and a Board vote. Ms Kathryn Jones remains on the Board.

Advisory Boards – volunteer led

Advisory Boards assist the Programme Directors by providing subject matter expertise when reviewing reports. The five Boards cover:

- maritime operations;
- commercial air transport operations;
- cabin crew safety related tasks;
- drone operations: and,
- general aviation activities.

In March 2022 we began to test the concept of an additional Advisory Board for reports derived from super yacht activities.

Advisory Board panellists are volunteers who contribute significantly to the Charity's aims as they have deep technical expertise in their respective fields. They assist in the determination and resolution of issues raised in reports and, through the Directors, provide the Trustees with feedback on the programme's performance.

Executive

The Board of Trustees are supported by a small executive team

- Executive Director – responsible to the Board for the safe and effective management and delivery of CHIRP's day-to-day activities. Robert Robson has been in post since April 2020.
- Director Aviation – responsible for the delivery of the Aviation programme. Mr Steve Forward has been in post since April 2020
- Director Maritime – responsible for the delivery of the Maritime Programme. Mr Adam Parnell has been in post since August 2021.
- Support – Administration Manager and Company Secretary – operational and financial support. Mrs Stephanie Dykes returned from maternity leave in August 2021.

Board structure review

The changes and modernisation of Board practices described in detail below were put into practice during the year and worked smoothly.

Board sub-committees covering Remuneration and Nominations met regularly through the year and at the time of signing this report comprise:

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Board and Executive recruitment

During 2022 the Board will initiate a search for a new Executive Director following Mr Robert Robson's decision not to renew this three year contract. Trustees are very sorry to see Robert move on but his job in 2020 was very specific, namely to update the charity governance framework, and that is now largely complete.

In late 2022 and early 2023 we will also be managing the Trustees succession with a search for up to three new Trustees in this financial year.

Nominations Committee
<ul style="list-style-type: none"> • Mr Alastair Muir - Chair • Mr Ryan Hall • Captain Jerry Kinder • Mrs Stella Macaskill • Captain Ed Pooley • Ms Ruth Kaufman
Remuneration Committee
<ul style="list-style-type: none"> • Mr John Lloyd – Chair • Ms Ruth Kaufman- Chair of Trustees non-voting member in attendance • Mrs Stella Macaskill • Mr Alastair Muir

Governance improvement

During 2020 the Board conducted a review of its operations using the recommendations of the Charity Governance Code as its template. The resulting work to improve adherence continued in 2021 and is now complete. The Board will revisit the Code in 2022 and conduct a revised assessment. The findings and assessment will be updated during 2022.

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Key findings include:	Actions
The requirement for refreshed Board-led strategy	A new strategy was signed off in January 2022 and operational plan in April 2022.
Clarification of the role of Legal Members	Completed and agreed at the 2021 AGM.
Clearer regular financial reporting to the Board	Mostly complete – new quarterly reporting pack created; some further enhancements in hand A Performance Management Framework will be introduced in 2022.
Clearer stakeholder management and communication	A new marketing and communications approach has been agreed with a refreshed website, app and social media presence to be launched in July 2022.
Formal trustee induction process required	A new approach has been implemented comprising internal briefings, a programme of reading and attendance at the NCVO new trustee course for all new trustees.
Programme for Board development required	Board reflection is encouraged in trustee-only section of the agenda at each Board meeting. A review of Board effectiveness will be considered during 2022 with the benefit of input from new trustees who joined in 2021 and the (up to three) new trustees due to join in 2022/23.

Legal Membership

During 2021, the Board established a Membership Review Group to oversee a review of the legal membership of CHIRP in order that the members can provide the best possible interaction with the Directors and Trustees. The review considered the previous membership model and proposed ways to bring our processes up to date. The refreshed proposal for membership was detailed in the 2021 Directors' report approved at the AGM in November 2021.

Board Skills Audit

As a result of changes to governance agreed in previous years, including establishing term limits for Trustees, and removing ex officio roles from the Board, there has been considerable turnover in Board membership. The Board undertook an Audit of the current and required skills to identify anticipated gaps in skills and experience. This analysis was used to support Trustee recruitment during 2021, and will be refreshed and reviewed to support further recruitment in 2022.

Diversity and Inclusion

Over the coming year the Board will work to the guidance of the Charity Governance Code and adopt its methodology. The Board have agreed the following Statement of Commitment to Equality, Diversity and Inclusion, which underpin our Charity activities and form the basis for further discussions on this topic in the year ahead.

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Diversity, Equity and Inclusion is at the core of a safe and just culture. CHIRP believes the best teams not only share common goals and values, but they also need a diverse set of skills, perspectives and experiences to truly succeed. We therefore actively seek to engage diverse employees, Trustees, members and supporters to promote inclusion and diversity. Doing so strengthens our ability to serve the aviation and maritime safety communities, drives innovation and growth, and enables us to attract and retain the talent required to strive for continuous safety improvement.

• **Key outcomes**

- The principles of ED&I will be embedded in CHIRP and will contribute to delivering our public benefit;
- We will seek to reduce any obstacles to participation as appropriate, with our work open to anyone included in our charitable objects;
- The Board will be more effective because of its inclusion of different perspectives, experiences and skills, including where applicable from beneficiaries.

Trustee induction process

Following initial selection, Trustees complete a Declaration of Eligibility and go through an induction process, which was revised and updated in 2021 to meet good practice. This programme includes attendance on an established course on the role of a Trustee, the sharing of key documents and induction briefings by the Chair, Executive Director, Programme Directors and Company Secretary.

OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

This Report 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 CHIRP's achievements throughout the period of the report in gathering, analysing and disseminating safety-related reports for public benefit.

IMPACT OF COVID-19 ON ACTIVITIES

The scale and nature of our business mean that there is little direct but significant tangential impact from COVID – 19. The UK and global disruptions had the following effect:

- **Working practices** – the CHIRP modus operandi was that of a virtual office before the arrival of COVID and the UK-wide lockdown. As such IT and working methods were unaffected by the guidelines and rules.
- **Virus control measures** – given the remote working arrangements the control measures have had limited impact apart from the inability to interact on a personal basis. Inevitably this leads to sub-optimal, although still effective, communication.
- **Fundraising** – at the time of writing maritime sponsorships are holding up well and the CAA funded the whole of the 2022-23 bid upfront at the beginning of April. This issue is being monitored through CHIRP's risk register.
- **Impact on beneficiaries** – this has been severe for those who work in or are users of the aviation and maritime worlds, which have undergone a huge and dislocating change. The anticipated focus in the aviation world on fatigue, stress and uncertainty as well as concern over some employment policies is being revealed in reports to CHIRP.
- **Financial** – at present there is no identified impact on the charity's finances, but we remain cautious as grant funding across the charity sector remains tight. Time spent on maintaining relationships and putting the CHIRP impact message is crucial and is well spent. CHIRP holds no investments so is unaffected by

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the market volatility. Existing restricted and unrestricted funds are closely monitored and there is sufficient for the charity to maintain its operations as a going concern for at least the next twelve months.

- **Control** – the charity is able to maintain its controls through understood processes put in place to serve the remote working style of the staff.

REPORTING PROGRAMMES

- The Aviation programme is independent, confidential and voluntary and complements the mandatory reporting programme recommended by the International Civil Aviation Organisation (ICAO). It is funded by a grant from the CAA and is predominantly of UK scope.
- The Maritime programme is also independent, confidential and voluntary and is funded by grants from a number of maritime institutions and charities. CHIRP's maritime reach is global in nature.

Achievements and Performance

The Board of Trustees receives reports at each meeting on key areas relating to both Reporting Programmes' 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;
- The dissemination of information to user groups and relevant third parties.

Process

Broadly speaking the programmes are delivered through the following processes, with minor differences:

- Reports are most frequently submitted directly into the CHIRP database via our website/app reporting portal. Reports may also be submitted by telephone or by post using a downloadable form from the website but neither is encouraged because of the additional workload due to the need for manual transcription.
- Following initial submission and triage, the relevant Programme Manager will engage further with the reporter, normally by email, to seek additional information if necessary and to determine their appetite for more widespread engagement and action to be taken.
- Appropriate reports are selected by the secretariat and disidentified prior to dissemination for review by a relevant Advisory Board to obtain their specialist advice, counsel and guidance.
- Once CHIRP has completed its enquiries and interventions where appropriate, a closing response is sent to the reporter. This is usually by email outlining what has been done and advising them, before it occurs, of the intention to publish their report in the relevant FEEDBACK if appropriate. This gives the reporter the opportunity to consent to publication or not. Once published, the report is closed by CHIRP and the reporter's personal details are removed from the CHIRP email system and database so that future confidentiality can be ensured.

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AVIATION PROGRAMME

Resources

- The Aviation Programme is delivered through a secretariat comprising:
 - Director Aviation (Aviation Programme policy/management, Commercial Flight Crew, General Aviation, ATC, Display Flying);
 - Cabin Crew Programme Manager (Cabin Crew, Aviation Programme administration);
 - Engineering Programme Manager (Engineering, Ground Handling & Security); and,
 - Drone/UAS Programme Manager (Drone/UAS).

Funding

- The Aviation Programme is funded by a grant from the UK Civil Aviation Authority (CAA) to conduct the confidential reporting activity on their behalf. In return, in addition to CHIRP's own safety promotion activities, CHIRP submits a monthly report to the CAA Safety & Business Delivery Department detailing received report subjects and matters of interest: thematic and consolidated entity reports are also routinely sent to the CAA throughout the year.
- The CAA agreed the CHIRP core funding bid for FY2021-22 of £199.228K. This was granted in a single payment in March 2021 just prior to the start of the financial year.
- In year, the CAA and CHIRP agreed to incorporate a Bullying, Harassment, Discrimination and Victimisation (BHDV) reporting function and the CAA provided an additional £18.4K to cover associated staff training, database and website upgrade costs.
- Total received funding from CAA was therefore £217.7K.
- Overall programme cost for FY2021-22 (including BHDV costs) was £214.9K.
- Within the overall programme cost, £12K was spent to upgrade the Aviation database to improve file handling and analytic functionality, and £17.6K was spent as Aviation's contribution to the pan-CHIRP Marketing and Communications (MarCom) branding, website and app upgrade project.

Reporting Activity

- This reporting period saw aviation activity much reduced due to the ongoing COVID-19 restrictions and uncertainty in the early months. Commercial aviation activities entered a recovery phase in September/October when HMG's travel restrictions were eased and airlines began to return to fuller schedules. Having made many of their staff redundant or furloughed, the outstanding feature of this recovery was the shortage of staff to meet scheduling requirements thereby inducing stresses and pressures in the aviation system as airlines attempted to maximise their commercial activities.
- During the period, a total of 373 aviation reports were received; this represents just over twice as many as in the previous reporting period when 171 reports were received. The number of aviation programme reports received in the different categories of reporting for FY2019-20 and FY2020-21 are as shown in the table below. The chart shows the steady increase in reporting as the year progressed and COVID-19 travel restrictions were eased.

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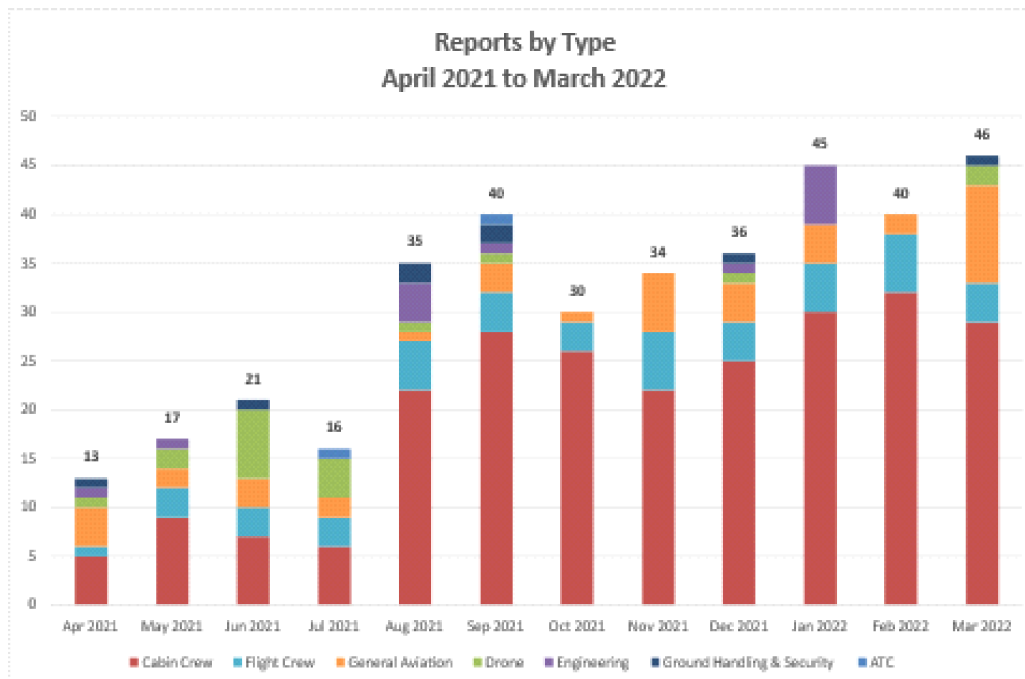
- **Key programme trends and activities were:**
 - **Flight Crew.** Commercial pressures during the COVID pandemic meant that many airlines faced existential threats which translated into redundancies and significant financial hardships that severely impacted the trust between flight crew and management. As a result, the perception of companies' Just Culture and pressures to meet performance objectives irrespective of additional COVID impacts meant that much of the flight crew reporting was focused on perceived poor safety culture and inappropriate pressures to operate.
 - **Cabin Crew.** Duty lengths and fatigue were prevalent themes, especially during ultra-long-haul flights when overseas COVID-19 restrictions saw many overnight stops being replaced by non-stop over flights with augmented crews. As they tried to mitigate reduced crew availability during the recovery to fuller schedules post-COVID restrictions, the decision by some airlines to reduce available rest when overseas and in between long-haul duties also generated reporting concerns. Duty has been a recurring issue for cabin crew for the last few years, even prior to the pandemic. Fatigue-related CHIRP reports have however increased significantly with only 9 fatigue related reports being received between May 2019 – May 2020 vs 69 fatigue related reports between May 2021 - May 2022.
 - **General Aviation.** The majority of General Aviation (GA) reports over the period related to mea culpa reports from pilots highlighting individual errors and failure to follow procedures as a result of reduced currency and rustiness due to lack of flying during the COVID lockdown period. Pilots were variously insufficiently ready to fly, overloaded, complacent or exhibited poor airmanship because they lacked spare capacity as they struggled with the task of flying itself to the expense of wider situational awareness.
 - **Engineering.** Engineering reports were relatively few but reflected pressures to conduct tasks leading to cutting corners, poor adherence to procedures and individual errors causing safety issues.
 - **ATC (Air Traffic Control).** There were too few ATC reports to deduce any trends in reporting, although, anecdotally, controllers and FISOs also suffered from poor continuity during the reduced flying period and overtasking for some as units attempted to maintain some semblance of ATC provision with reduced availability of staff.
 - **Ground Handling & Security.** Similarly, there were very few Ground Handling & Security reports, with no distinct trends in those received by CHIRP. The Ground Handling & Security Programme will be reinvigorated in the next reporting period by the establishment of a Manager who will be tasked with improving awareness of CHIRP's activities in this community.
 - **Drone/UAS (Unmanned Aerial Systems).** The Drone/UAS programme made good progress over the course of last year as it established itself as a going concern. The Advisory Board expanded and now includes representatives from a training organisation as well as the First Person View (FPV) leisure end of the market and the model flying community. We welcomed our first chairman, Rob Buckley, at the start of the reporting period. The number of reports has been steadily increasing, with a number of Human Factor aspects being identified in this emerging sector.
 - **Bullying, Harassment, Discrimination and Victimisation.** Since its inception in October 2021, Bullying, Harassment, Discrimination and Victimisation (BHDV) reporting has been limited but this is to be expected given that overall flying rates were much reduced at the time meaning that awareness of the CHIRP programme was likely limited by reduced exposure to safety issues overall. Only one BHDV

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report was received in the reporting period, although 10 other potential reports were initiated but not taken to formal submission. A further CHIRP BHDV awareness campaign will probably be initiated in the forthcoming year to improve our penetration of all elements of the aviation community.

Category of reporting	Current reporting period (1 Apr 2021 – 31 Mar 2022)	Previous reporting period (1 Apr 2020 – 31 Mar 2021)
Air Traffic Control	2	5
Cabin Crew	241	77
Drones and UAS	19	6
Engineering	14	17
Flight Crew (commercial)	47	41
Display Flying	0	0
General Aviation	42	20
Ground Handling & Security	8	5
Totals	373	171



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MARITIME PROGRAMME

Resources

The Maritime programme is delivered through a small team comprising a Maritime Director and Deputy Director, who are supported by volunteer members of the Maritime Advisory Board and volunteer Maritime Ambassadors who champion the reporting programme to the Maritime communities in their locality.

Funding

Funding in 2021-22 remained stable and sustainable, and delivered through several grants. This portfolio approach ensures the maritime programme's independence.

Funder	Amount (k)	Term remaining
Thomas Miller	£10k pa restricted	1 year
TK Foundation	£35k (\$50k) pa unrestricted	Expires September 2022 (last payment 2020/21 FY)
The Corporation of Trinity House	£19k pa unrestricted	3 years (2024)
Britannia Steamship Insurance Association	£15k pa unrestricted	Grant terminated
The Seafarers Charity	£60k pa unrestricted	0 year (new application granted in March 2022 for £75k)
ITF Seafarers Trust	£60k pa restricted	1 year
Lloyds Register Foundation	£60k pa restricted	0 year (new grant application in progress)

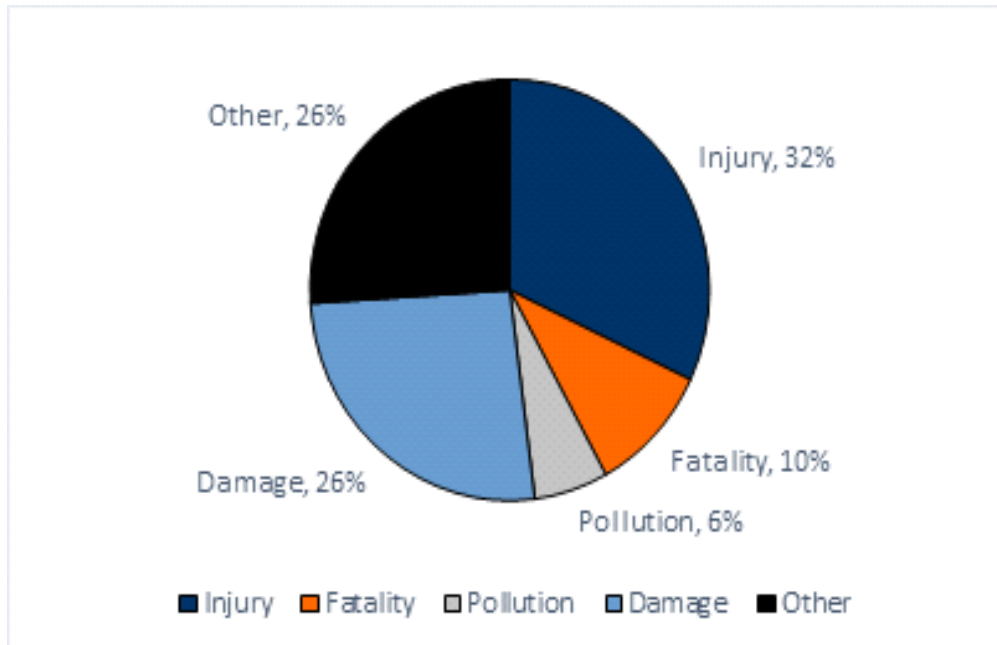
Reporting Activity

A total of 250 reports were received between 1 April 2021 to 31 March 2022; a return to pre-COVID reporting levels. 200 reports were sufficiently comprehensive to be investigated and 34 were subsequently published in Maritime FEEDBACK newsletters and online.

Of the 200 accepted reports, 86% related to incidents and 14% to near misses. Tragically 10% of the incidents resulted in a fatality and a further 32% in non-fatal personal injury. 26% resulted in damage to a vessel or equipment and 6% caused environmental pollution.

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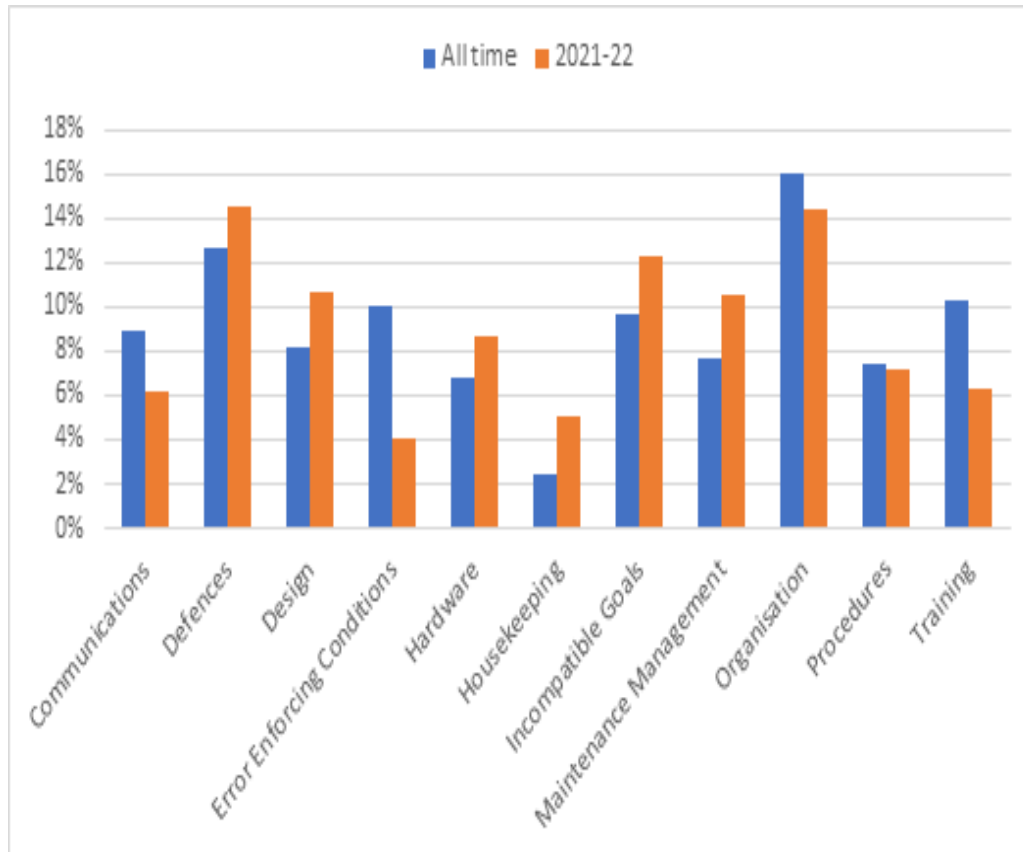
Our analysis indicates that the activities most likely to result in an accident or near miss report are:

- Incorrectly rigged, defective or otherwise non-compliant pilot ladders (26%).
- Inshore navigation e.g allision, collision and groundings (25%).
- Equipment defects and breakdowns resulting from inadequate maintenance (25%).
- Mooring operations (19%).
- Bunkering (5%).

Most of these incidents occur either in port/harbour or in inshore waters, arguably the locations of greatest vessel congestion and hazard concentration. However, pilot embarkation, passage planning, engineering maintenance and mooring are all planned events which can be made safer through an understanding of their common underlying latent causes.

THE CHIRP CHARITABLE TRUST
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022



Latent Causes

CHIRP analysed the 2021-22 reports received against its database of reports which goes back to 2003 in order to contextualise the current reports against the long-term baseline. The top latent causes identified in 2021-22, as shown in the graph above, were:

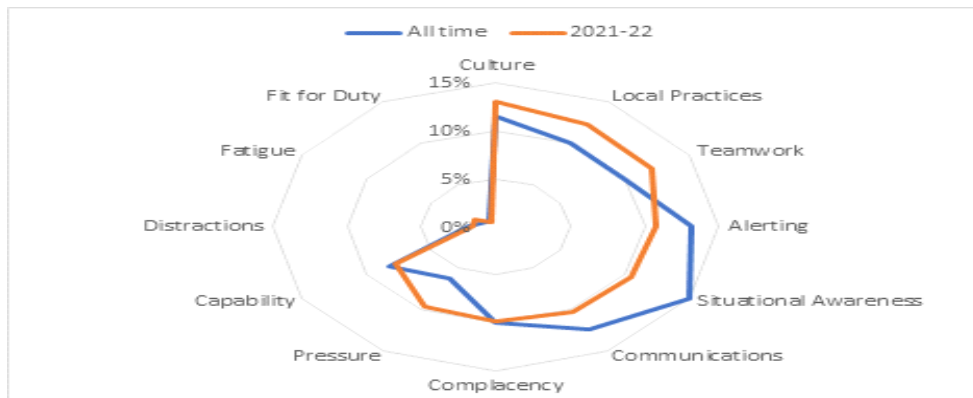
- **Organisation:** Inadequate planning and co-ordination because of real- or perceived-time pressures. In one incident a vessel was not made aware of the cargo it would embark or disembark until it was almost alongside, which made forward planning impractical.
- **Defences:** There was often an insufficient awareness of the risks either because the risk assessment was inadequate or because there was insufficient time or crew to properly assess the risks. In several incidents this meant that the crew was unprepared to deal with the incident because they had not prepared or briefed an emergency plan.
- **Maintenance management:** Several of the most serious incidents occurred either because routine maintenance had not been correctly carried out, or because equipment was left in a dangerous condition. This is often caused by insufficient crew or because the workload is so high that things get missed.
- **Design:** Vessel and equipment design was commonly cited as an incident cause e.g hull designs which prohibit the rigging of SOLAS-compliant pilot ladders. Unlike the aviation sector there are few maritime industry-standard equipment design standards and this also contributed to several incidents.
- **Incompatible goals:** Discrepancies between formal and informal practices (e.g taking short cuts).

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Human Factors

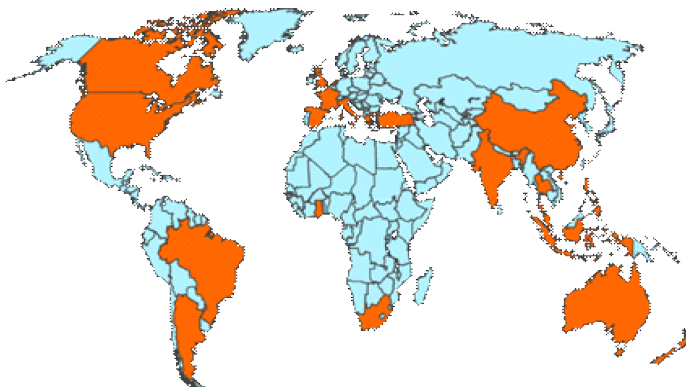
Safety culture, teamwork and local practices were the most common underlying human factors in 2021-22. These all reflect the attitudes and behaviours of a vessel or organisation's senior leaders. Although not borne out by the number of received reports, fatigue and distractions are significant problems but are currently vastly under reported.



Ambassador Programme

Additional volunteer Maritime Ambassadors were recruited to raise global awareness of the maritime programme, increasing from 13 to 28 by March 2022. Their role is to advocate for our incident reporting programme within their maritime networks and to encourage the submission of reports when appropriate.

Locations where Ambassadors are represented are shown in orange



Activity themes during the reporting period supported 3 broad objectives:

- Raising seafarer awareness through active networking, submitting copy to maritime publications; increasing ambassador numbers and building relationships with other maritime organisations.
- Encouraging engagement through publishing our newsletters in more languages (Spanish and Indonesian added); posting weekly (vice quarterly) updates on social media and contributing to the CHIRP-wide rebranding project.
- Improving efficiency by building partnerships with other incident reporting programmes and trialling a new analysis methodology and incident taxonomy for University of Strathclyde.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Projects Delivered

- a. Our Sea of Distractions video was published in June 2021 and to date has had over 4,000 views on YouTube as well as being forwarded to maritime colleges and other organisations.
- b. Following industry requests an inaugural superyacht-focused Marine Advisory Board (MAB) was held in March 2022. Dependent upon feedback this may become a periodic or regular feature of the maritime programme.

Future Projects

- a. The transition to an online format in preference to hard copy publications started in Autumn 2021 and will continue through 2022-23. Advantages include the ability to accurately gather readership metrics, save money and better tailor outputs to the individual.
- b. In 2022-23 the Maritime database will be upgraded to enhance usability and introduce analysis functionality.

DELIVERING OUR MESSAGE

Aviation Publications

After discussion by the Advisory Boards, reports with educational themes and identified value for wider dissemination are then published in the respective Air Transport, General Aviation, Cabin Crew, Drone/UAS and Ground Handling & Security FEEDBACK newsletters.

- Air Transport FEEDBACK is distributed by email to approximately 37,000 flight crew, air traffic controllers, engineers and ground handling subscribers. The CAA maintains a license database that includes email details and passes CHIRP these email addresses for FEEDBACK distribution.
- Cabin Crew FEEDBACK is distributed primarily in hard-copy with some electronic versions. There is no consolidated list of cabin crew email addresses. E-versions are distributed to those cabin crew who ask to subscribe, and to the principal airline companies who add FEEDBACK to their electronic company information portals. Hard copies are also normally sent to the airline companies for distribution via their crew rooms, although this was suspended during COVID-19 due to bio-security protocols.
- General Aviation FEEDBACK is distributed in hard-copy and e-versions. Approximately 38,000 e-versions are distributed by email to pilots, air traffic controllers and engineers using the CAA license database information. About 2,000 hard copies are distributed by post to flying clubs, flying training establishments and air traffic control towers so that unlicensed students and the wider aviation community have access.
- Drone/UAS FEEDBACK is distributed only electronically using the CAA SkyWise push-notification facility. Approximately 16,750 subscribers are reached through this method of distribution.
- Ground Handling and Security reports are reviewed by the Air Transport Board but are published in hard copy in a separate FEEDBACK newsletter. There has only been one edition to date, and none in this reporting period, due to the limited number of reports received and lack of penetration in this sector of the aviation community.

In addition to the email and hard-copy distributions, all FEEDBACK versions are posted to the CHIRP website, notified to subscribers of the CAA SkyWise push-notification service, and are also accessible using the CHIRP App. Overall, during this reporting period, 29 reports were printed in editions of Air Transport FEEDBACK, 18 reports in editions of General Aviation FEEDBACK, 9 reports in editions of Cabin Crew FEEDBACK and 7 reports in editions of Drone/UAS FEEDBACK. There were no editions of Ground Handling & Security FEEDBACK published during the period.

THE CHIRP CHARITABLE TRUST
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Maritime Publications

- 20,000 copies of Maritime FEEDBACK are published each quarter in English and distributed via Nautilus International and The Mission to Seafarers; approx. 7k are distributed in foreign languages via Dalian Maritime University, Wallem's Hong Kong and Britannia P&I. Hard copy remains the main medium for communicating the safety lessons learned from the confidential reports submitted but this will change in the coming year as the programme adopts a 'digital first' outlook.
- Digital distribution is 50,000+ and is on a global basis in 6 languages. CHIRP Maritime's Facebook page now has over 3,400 followers and 900 on Twitter.
- The promotion of the work completed by CHIRP Maritime is also enhanced through an e-newsletter with a distribution to over 2,300 people via 'Mailchimp'.
- 30 volunteer Maritime Ambassadors representing the Nautical Institute Mariners' Alerting and Reporting System (MARS) programme and CHIRP'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. The locations of our Ambassadors is shown on the map in figure 2.

External Outreach

- **Industry and the various associations** are represented on the Advisory Boards of the Aviation and Maritime programmes thereby giving them visibility of the safety issues submitted to CHIRP. A reciprocal arrangement exists with many of these organisations who request CHIRP representation at their meetings or workshops to raise awareness of safety issues at a working level.
- **CAA** - CHIRP Aviation regularly contributes to the CAA's formal pre-audit assessments of aviation entities including operators, maintenance organisations, airports, air navigation service providers etc. These briefs draw on CHIRP reports and advisory Board expertise to provide processed dis-identified intelligence on the relevant entity.
- **Presentations** - the Charity 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. We present several times each year the directors of both programmes attend numerous safety-related industry meetings to promote safety messages, disseminate safety information and encourage the adoption of related safety outcomes.
- **Professional networks (UK)** - the Charity contributes to the work of other national and international professional groups associated with aviation and maritime safety e.g. inter alia the Honourable Company of Air Pilots, the Honourable Company of Master Mariners, the UK Flight Safety Committee and the Maritime and Coastguard Agency's Human Element Advisory Group.
- **International** - the Charity 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. The Maritime Ambassador Programme provides direct links to maritime communities internationally, as do its links to industry bodies overseas such as MARAD (USA), HELMEPA (Greece), SOBRAMAM (Brazil), and the NZ Maritime Pilots Association.
- **Academia** - CHIRP has links to academic institutions worldwide including the World Maritime University in Sweden, the Dalian Maritime University in China, and in the UK the Universities of Leeds, Southampton,

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

London and Strathclyde.

RESERVES POLICY

The CHIRP Charitable Trust provides a confidential programme reporting service to users across the Maritime and Aviation industries. The Trustees wish to ensure that they are able to maintain that service through different economic and income cycles.

Income has proved volatile at times in the past and a provision has historically been made from within the restricted funding of each programme to ensure that CHIRP's operations could be closed safely if income should cease altogether. However, there has been no allocation of funds held to ensure that the charity can continue to operate if there are unexpected costs or a short-term hiatus in income.

Due to the nature of the funding which is restricted to the maritime or aviation scheme, there are currently no unrestricted funds and thus no ability to hold a General Reserve Fund. This restricts CHIRP's ability to deal with unexpected events that have a whole-charity impact.

The Trustees have agreed a reserves policy that ensures sustainability of services in the event of income or expenditure risk materialising, and that includes a General Reserve Fund to give CHIRP more flexibility in meeting unbudgeted or unexpected expenditure requirements.

The Reserves Policy recognises that some funders will wish to restrict their funding to one or other of the two main programmes. We therefore plan to hold three funds: an Aviation Fund; a Maritime Fund; and an Unrestricted General Reserve Fund.

The intention behind the Aviation and Maritime Funds is to ensure that programme delivery can continue smoothly in the event of short-term funding fluctuations. For 2022/23, the target minimums will be based on three months operating costs: Aviation Fund is therefore £60k and Maritime Fund is £69k.

The intention behind the Unrestricted General Reserve Fund is to be able to meet unexpected additional costs regardless of whether they are due to aviation or maritime programme costs, or shared overhead costs.

Our medium-term goal is to build up an Unrestricted General Reserve Fund of £60,000 (target based on the potential for £20k of unbudgeted cost for each programme and general overheads).

Progress towards building up the Unrestricted General Reserve Fund will be reviewed and the target updated as appropriate in future years.

RISK MANAGEMENT

The major risks to which the charity is exposed, as identified by the Trustees, are reviewed through the "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 reserves, governance, cyber, management of the programmes in relation to maintaining the confidence of sponsors, relevant reports received and finance. These are set out in the table below.

These risks are mitigated through:

- the acknowledged expertise that resides within the Board of Trustees;
- the thorough governance review undertaken by the Board;
- specialist Advisory Boards with industry-wide participation including nominees from the sponsoring agencies under an independent chair;
- the promulgation of issues raised through the programmes together with the actions taken;
- regular performance reports on the cost-effectiveness of each programme;
- focus on maintaining a healthy financial position.

The Charity notes the Charity Commission's focus on cyber-crime and during the year completed the processes to revalidate with Cyber Essentials.

THE CHIRP CHARITABLE TRUST
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Key Risk	Mitigation	Initial/Residual risk assessment
The Charity holds no funds in a general reserve as defined by the Charity Commission. This constrains its ability to develop and grow, as well as its ability to fund unexpected costs.	<ul style="list-style-type: none"> • Programme restricted funds hold restricted reserves. • Plan underway to seek to build unrestricted funding in 2022 (see Reserves Policy para above). 	High/Med
Loss of confidence in CHIRP's systems from either a data breach or release of reporter's information leads to a reduction in reports	<ul style="list-style-type: none"> • All CHIRP staff instructed in processes for data use and protection. • CHIRP database is protected within its storage and operating environment. • CHIRP staff have an annual reminder of IT Security policy. • CHIRP IT devices have appropriate protective software Anti-Virus, Firewall etc. • Maintain current database separation pending review of long-term database needs. • Charity is registered with the Cyber Essential kitemark. • Anonymisation of reports. • Adherence to a clear IT and Information Security Policy. 	Medium/Low
Business is unable to remain effective due to lack of suitable staff or staff retention.	<ul style="list-style-type: none"> • HR policies are appropriate and fit for purpose. • Ops Manual reviewed and updated periodically. • Staff succession and training plan in place to identify possible replacements on either a short term (stop gap) basis or for future recruitment into role. • Staff grievance/whistle-blower plan is suitable for the organisation. • Viability of volunteer or secondment role as a possible mitigating step to secure continuity kept under review. • Maintain contact lists of all who are regularly involved in CHIRP activities, including trustees. 	Medium/Medium

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

FINANCIAL REVIEW

The financial outturn for the year was affected by the unusual situation of having received two years' worth of grants from CAA in the prior financial year. Thus direct comparisons of income and funds carried forward show high variance.

- Income for the year was £224,133 (2021: £638,362). The funding grant from the CAA for FY2021/22 for the Aviation Programme was received in full during the previous financial year and recognised in the Aviation restricted reserves.
- Direct total charitable expenditure for the year was £479,547 (2021: £455,586).
- The receipt of the CAA funds in the prior year meant that CHIRP produced an in year deficit after the unexpectedly large surplus in the previous year.

Key variances - rounded

Category	2022 £ '000	2021 £ '000	Comment
Total Staff costs (Direct +Indirect)	194	210	The Admin Manager, Company Secretary and Cabin Crew Programme Manager roles were covered by a different mix of employee and contractor, during and after maternity leave.
Contractors	106	111	Contractor costs were closely monitored throughout the year and the dip reflects the lower level of reporting seen during the year
General direct costs	142	108	We continued to upgrade our database, using the reduced level of reporting activity to improve our systems
Travel	4.4	0.1	Less travel in prior year due to financial impact of remote working and virtual meetings and COVID 19 restrictions limiting contact.
Governance costs	13.3	8	The Governance review necessitated the expenditure of legal costs.

- A deficit of £255,414 (surplus in 2021: £182,776) was deducted to previous carry forward balances to give funds carried forward of £130,977 (2021: £386,391.)
- Aviation Funds - £72,550 (2021: £287,644)
- Maritime Funds - £58,427 (2021: £98,747)

The Trustees are satisfied that the assets of the charity are adequate to fulfil its obligations as a going concern for the twelve months ahead. The deficit for the year is the restricted CAA income being received and recognised in 2021.

The Charity's activities, together with the factors likely to affect its future development, performance and position are set out in this Report and the financial summary is set out below:

- The Charity meets its day-to-day working capital requirements through a single grant provided by the CAA

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

for the Aviation Programme and sponsorship from several maritime institutions for the Maritime Programme.

- In April 2022, the CAA approved the Charity's business proposal for the 2022-23 financial year and paid the full amount in one sum.
- In FY2021-22, core sponsors and sponsors for special projects contributed £206,203 (2021: £241,435) 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.

GOING CONCERN

In light of the global pandemic during the financial year, the Trustees have reviewed the funding sources to assess the sustainability of the Charity. Cashflow forecasts for the period April 2022-December 2023 for the Aviation and Maritime programmes and for the whole charity have been produced and discussed in the context of the Charity's Reserves policy.

Relations with the Civil Aviation Authority are strong and Trustees have received no indications that the funding of the Aviation programme will be affected negatively. Grants from sponsors to the Maritime programme remain under constant review and overall funding levels remain in accordance with expectations.

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.

PROVISION OF INFORMATION TO THE AUDITOR

In the case of each of the persons who are Trustees at the date of this report:

(a) so far as each Trustee is aware, there is no relevant audit information of which the company's auditor is unaware; and

(b) each Trustee has taken all the steps that they ought to have taken as a Trustee in order to make themselves aware of any relevant audit information and to establish that the company's auditor is aware of that information.

FINANCIAL RISK POLICIES AND EXPOSURES

The charity's policy in respect of cash funds is to deposit appropriate amounts in separate institutions to minimise exposure risk. The Charity has no invested funds.

Approved by order of the members of the Board of Trustees and signed on their behalf by:



Ms Ruth Kaufman OBE
Chair

Date: 26 August 2022

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE CHIRP CHARITABLE TRUST

OPINION

We have audited the financial statements of The CHIRP Charitable Trust (the 'charitable company') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, 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 2022 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 Auditor's 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

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

THE CHIRP CHARITABLE TRUST
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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE CHIRP CHARITABLE TRUST
(CONTINUED)

OTHER INFORMATION

The other information comprises the information included in the Annual Report other than the financial statements and our Auditor's Report thereon. The Trustees are responsible for the other information contained within the Annual Report. 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. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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 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.

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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE CHIRP CHARITABLE TRUST
(CONTINUED)

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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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE CHIRP CHARITABLE TRUST
(CONTINUED)

AUDITOR'S 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 Auditor's 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below. Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the company through discussions with directors and other management, and from our knowledge and experience of the sector;
- we obtained an understanding of the legal and regulatory framework applicable to the company and how the company is complying with that framework;
- we obtained an understanding of the company's policies and procedures on compliance with laws and regulations, including documentation of any instances of non compliance;
- we identified which laws and regulations were significant in the context of the company. The laws and regulations we considered in this context were Companies Act 2006 and UK taxation legislation. We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items;
- in addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the company ability to operate or to avoid material penalty; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non compliance throughout the audit.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud and considering the internal controls in place to mitigate risks of fraud and non compliance with laws and regulations.

We discussed among the audit engagement team regarding the opportunities and incentives that may exist within the organisation for fraud and how and where fraud might occur in the financial statements. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of fraud through management bias and override of controls. In addressing the risk of fraud through management bias and override of controls we:

- tested a sample journal entries to identify significant or unusual transactions;
- investigated the rationale behind significant or unusual transactions: and
- assessed whether judgements and assumptions made by management were indicative of potential bias.

In response to the risk of irregularities and non compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE CHIRP CHARITABLE TRUST
(CONTINUED)

- reviewing minutes of meetings of those charged with governance; and
- enquiring of management as to any actual and potential litigation, claims and any correspondence with regulators.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non compliance. Auditing standards also limit the audit procedures required to identify non compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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. This description forms part of our Auditor's Report.

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. This description forms part of our Auditor's 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 Auditor's 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.

Nikki Loan

Nikki Loan (Senior Statutory Auditor)

for and on behalf of

Peters Elworthy & Moore

Chartered Accountants

Statutory Auditor

Salisbury House, Station Road

Cambridge

CB1 2LA

Date: 26 August 2022

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022**

	Note	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
INCOME FROM:				
Donations and legacies	2	224,056	224,056	638,235
Investments	3	77	77	127
TOTAL INCOME		224,133	224,133	638,362
EXPENDITURE ON:				
Charitable activities	4	479,547	479,547	455,586
TOTAL EXPENDITURE	4	479,547	479,547	455,586
NET (EXPENDITURE)/INCOME		(255,414)	(255,414)	182,776
NET MOVEMENT IN FUNDS		(255,414)	(255,414)	182,776
RECONCILIATION OF FUNDS:				
Total funds brought forward	10	386,391	386,391	203,615
Net movement in funds	10	(255,414)	(255,414)	182,776
TOTAL FUNDS CARRIED FORWARD	10	130,977	130,977	386,391

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 32 to 44 form part of these financial statements.

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)
REGISTERED NUMBER: 03253764

BALANCE SHEET
AS AT 31 MARCH 2022

	Note	2022 £	2021 £
FIXED ASSETS			
Tangible assets	7	3,018	3,926
		<u>3,018</u>	<u>3,926</u>
CURRENT ASSETS			
Debtors	8	6,564	6,362
Cash at bank and in hand		151,550	401,129
		<u>158,114</u>	<u>407,491</u>
Creditors: amounts falling due within one year	9	(30,155)	(25,026)
NET CURRENT ASSETS		127,959	382,465
TOTAL NET ASSETS		130,977	386,391
CHARITY FUNDS			
Restricted funds	10	130,977	386,391
TOTAL FUNDS		130,977	386,391

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

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



.....
Ms Ruth Kaufman OBE
 (Chair of Trustees)

Date: 26 August 2022

The notes on pages 32 to 44 form part of these financial statements.

THE CHIRP CHARITABLE TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with second edition October 2019 (effective 1 January 2019), 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 GOING CONCERN

In light of the global pandemic during the financial year, the Trustees have reviewed the funding sources to assess the sustainability of the Charity. Cashflow forecasts for the period April 2021-October 2022 for the Aviation and Maritime programmes and for the whole charity have been produced and discussed in the context of the Charity's Reserves policy.

Relations with the Civil Aviation Authority are strong and Trustees have received no indications that the funding of the Aviation programme will be affected negatively. Grants from sponsors to the Maritime programme remain under constant review and overall funding levels remain in accordance with expectations.

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.

1.3 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.

The company has no unrestricted funds as all funding has been received either for aviation or maritime activities.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES (CONTINUED)

1.4 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 are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

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 institution with whom the funds are deposited.

1.5 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 of time spent. Governance costs comprise audit and other professional fees.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support and governance costs.

All expenditure is inclusive of irrecoverable VAT.

1.6 TANGIBLE FIXED ASSETS AND DEPRECIATION

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method. A full year of depreciation is charged in the year of acquisition.

Depreciation is provided on the following basis:

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

1.7 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.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES (CONTINUED)

1.8 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.

1.9 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.

1.10 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.

1.11 PENSIONS

The Company contributes towards employees' defined contribution pension scheme for employees where they have not opted out of contributions. The company does not operate its own scheme.

JUDGEMENTS IN APPLYING ACCOUNTING POLICIES AND KEY SOURCES OF ESTIMATION

1.12 UNCERTAINTY

In the application of the Company's accounting policies, the directors may be required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on the historical experience and other factors that are considered to be relevant. Actual result may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revision to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods. There are currently no critical estimates or judgements requiring disclosure in addition to the accounting policies described.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

2. INCOME FROM DONATIONS

	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Grants	217,563	217,563	628,985
Sponsorship	6,493	6,493	9,250
	<u>224,056</u>	<u>224,056</u>	<u>638,235</u>
TOTAL 2021	<u>638,235</u>	<u>638,235</u>	

3. INVESTMENT INCOME

	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Bank interest received	77	77	127
TOTAL 2021	<u>127</u>	<u>127</u>	

4. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £	Total funds 2021 £
Aviation	191,973	41,676	233,649	228,654
Maritime	207,909	37,989	245,898	226,932
	<u>399,882</u>	<u>79,665</u>	<u>479,547</u>	<u>455,586</u>
TOTAL 2021	<u>399,317</u>	<u>56,269</u>	<u>455,586</u>	

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

4. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

In 2022 and 2021 all expenditure was restricted.

ANALYSIS OF DIRECT COSTS

	Aviation 2022 £	Maritime 2022 £	Total funds 2022 £	Total funds 2021 £
Staff costs	78,897	71,271	150,168	178,014
General direct costs	72,679	70,246	142,925	108,932
Healthcare	412	274	686	684
Contractors	39,901	66,118	106,019	111,687
Governance costs	84	-	84	-
	<u>191,973</u>	<u>207,909</u>	<u>399,882</u>	<u>399,317</u>
TOTAL 2021	<u>196,932</u>	<u>202,385</u>	<u>399,317</u>	

ANALYSIS OF SUPPORT COSTS

	Aviation 2022 £	Maritime 2022 £	Total funds 2022 £	Total funds 2021 £
Staff costs	22,351	21,703	44,054	32,387
Depreciation	1,828	556	2,384	2,087
Premises and office costs	7,142	5,720	12,862	9,692
Travel and subsistence	2,083	2,357	4,440	182
Other support costs	1,577	959	2,536	2,992
Governance costs	6,695	6,694	13,389	8,929
	<u>41,676</u>	<u>37,989</u>	<u>79,665</u>	<u>56,269</u>
TOTAL 2021	<u>31,722</u>	<u>24,547</u>	<u>56,269</u>	

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

5. AUDITOR'S REMUNERATION

	2022	2021
	£	£
Support Governance - Auditor fees	10,197	8,473
Fees payable to the Company's auditor in respect of:		
All non-audit services not included above	996	2,473
	<u><u> </u></u>	<u><u> </u></u>

6. STAFF COSTS

	2022	2021
	£	£
Wages and salaries	165,438	180,833
Social security	18,751	20,102
Contribution to defined contribution pension schemes	10,033	9,466
	<u><u>194,222</u></u>	<u><u>210,401</u></u>

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

	2022	2021
	No.	No.
Management and administration of the charity	3	4
	<u><u> </u></u>	<u><u> </u></u>

At the time of signing the accounts the FTE number of employees is 2.5.

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2022	2021
	No.	No.
In the band £60,001 - £70,000	1	2

The key management personnel of the charity comprise the Trustees, Executive Director, Aviation Director and Maritime Director. The total employment benefits including employer's national insurance contributions and pension contributions of the key management personnel were £174,928 (2021 - £95,939).

During the year no. 1 (2021 - 3) Trustees received reimbursement of £84 expenses (2021 - no trustees) 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 (2021 - no trustees).

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

7. TANGIBLE FIXED ASSETS

	Office equipment £	Computer equipment £	Total £
COST OR VALUATION			
At 1 April 2021	1,136	7,015	8,151
Additions	-	1,475	1,475
At 31 March 2022	<u>1,136</u>	<u>8,490</u>	<u>9,626</u>
DEPRECIATION			
At 1 April 2021	1,120	3,105	4,225
Charge for the year	16	2,367	2,383
At 31 March 2022	<u>1,136</u>	<u>5,472</u>	<u>6,608</u>
NET BOOK VALUE			
At 31 March 2022	<u>-</u>	<u>3,018</u>	<u>3,018</u>
At 31 March 2021	<u>16</u>	<u>3,910</u>	<u>3,926</u>

8. DEBTORS

	2022 £	2021 £
DUE WITHIN ONE YEAR		
Trade debtors	1,000	1,000
Other debtors	-	173
Prepayments and accrued income	5,564	5,189
	<u>6,564</u>	<u>6,362</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade creditors	7,839	10,406
Other taxation and social security	8,262	6,489
Other creditors	1,922	292
Accruals	12,132	7,839
	30,155	25,026

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

10. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
UNRESTRICTED FUNDS					
Unallocated amounts	-	-	-	-	-
RESTRICTED FUNDS					
Aviation programme	287,644	18,516	(233,610)	-	72,550
Maritime programme - General	67,266	129,529	(144,947)	-	51,848
Maritime programme - Annual Digest	9,243	6,494	(9,242)	84	6,579
Maritime programme - Lloyd's Register Foundation	7,251	-	(7,530)	279	-
Maritime programme - Thomas Miller	-	10,000	(9,643)	(357)	-
Maritime programme - ITF Seafarers Trust	987	60,000	(60,981)	(6)	-
Maritime programme - Lloyd's Register Foundation Far East	14,000	(406)	(13,594)	-	-
	<u>386,391</u>	<u>224,133</u>	<u>(479,547)</u>	<u>-</u>	<u>130,977</u>
TOTAL OF FUNDS	<u><u>386,391</u></u>	<u><u>224,133</u></u>	<u><u>(479,547)</u></u>	<u><u>-</u></u>	<u><u>130,977</u></u>

THE CHIRP CHARITABLE TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

10. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
RESTRICTED FUNDS					
Aviation programme	119,200	396,927	(228,483)	-	287,644
Maritime programme - General	76,892	142,185	(152,334)	523	67,266
Maritime programme - Annual Digest	-	9,250	(7)	-	9,243
Maritime programme - Lloyd's Register Foundation	7,000	16,000	(8,749)	(7,000)	7,251
Maritime programme - International Federation for Aids to Navigation	523	-	-	(523)	-
Maritime programme - Thomas Miller	-	10,000	(10,000)	-	-
Maritime programme - ITF Seafarers Trust	-	50,000	(49,013)	-	987
Maritime programme - Lloyd's Register Foundation Sponsors	-	7,000	(7,000)	-	-
Maritime programme - Lloyd's Register Foundation Far East	-	7,000	-	7,000	14,000
	<u>203,615</u>	<u>638,362</u>	<u>(455,586)</u>	<u>-</u>	<u>386,391</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

10. STATEMENT OF FUNDS (CONTINUED)

(There were no unrestricted funds in the prior year)

Aviation programme

Funding to support an independent, voluntary, confidential reporting system. This also covers 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 - Lloyd's Register Foundation

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

Maritime programme - International Federation for Aids to Navigation

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.

Thomas Miller were content that the £357 be moved to an unrestricted fund.

Maritime programme - Trinity House

Funding CHIRP's media presence in the Maritime industry and promotion of CHIRP's offerings.

Maritime programme - Lloyd's Register Foundation Sponsors

Supporting the cost of a study to advance CHIRP's operations in association with a university - specifically sponsor costs. The Lloyd's Register Foundation Sponsors restricted fund received a small top up of £279 from the Maritime General fund.

Maritime programme - Lloyd's Register Foundation Far East

Supporting the cost of a study to advance CHIRP's operations in association with a university - specifically funding travel to the Far East.

Transfers

Transfers are made to the general maritime programme when funds from maritime projects are underspent and have not been requested back by the funder. Transfers are made from the general maritime programme when specific maritime projects are overspent and require additional funding. A credit was paid back to the Lloyd's Register Foundation Far East Programme of £406 as a result of an in-year underspend in this restricted funding line.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	3,018	3,018
Current assets	158,114	158,114
Creditors due within one year	(30,155)	(30,155)
TOTAL	<u>130,977</u>	<u>130,977</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	3,926	3,926
Current assets	407,491	407,491
Creditors due within one year	(25,026)	(25,026)
TOTAL	<u>386,391</u>	<u>386,391</u>

12. PENSION COMMITMENTS

During the year contributions to employees' personal pensions totalled £10,033 (2021 - £9,473). The balance outstanding as at 31 March 2022 was £770 (2021 - £292).

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

13. OPERATING LEASE COMMITMENTS

At 31 March 2022 the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2022	2021
	£	£
AMOUNTS PAYABLE		
Not later than 1 year	798	1,915
Later than 1 year and not later than 5 years	-	798
	<u>798</u>	<u>2,713</u>

The following lease payments have been recognised as an expense in the Statement of Financial Activities:

	2022	2021
	£	£
Operating lease rentals	<u>2,132</u>	<u>2,132</u>

14. RELATED PARTY TRANSACTION

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