



# Annual Report

**Incorporating:**

**Balance Sheet**

**Statement of Financial Activities**

**Financial Review (2019-2020)**

1 April 2019 – 31 March 2020

Summary of achievements and performance  
including work for the public benefit

12 April 2020

**SickKids is a Charity registered with the Charity Commission for England and  
Wales**

**(Registration number: 1164131)**

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# Charity Commission Registration Information

## Charity number

1164131

## Contact details

Website: <http://www.sickids.co.uk>

Email: [hello@sickids.co.uk](mailto:hello@sickids.co.uk)

Tel: 07966866923

## Public address

Professor Andrew Rowland, 505 The Hatbox, 5 Munday Street, Manchester, M4 7AY

## Aims & activities

We believe every child deserves the right to grow up safe from abuse, exploitation and trafficking. We raise funds and work on projects to support children and young in the North West of England, as well as Cambodia, whose vulnerabilities, risks of exploitation and potential for abuse have striking similarities. Further information about our current projects is available on our website.

## Constitution

Charitable Incorporated Organisation (CIO)

## Registration date

27 October 2015

# Registration evidence – at new registration

1164131 - SICKIDS		NEWLY REGISTERED
<p><b>Activities</b></p> <p>WE BELIEVE EVERY CHILD DESERVES THE RIGHT TO GROW UP SAFE FROM ABUSE, EXPLOITATION AND TRAFFICKING. WE RAISE FUNDS AND WORK ON PROJECTS TO SUPPORT CHILDREN AND YOUNG IN THE NORTH WEST OF ENGLAND, AS WELL AS CAMBODIA.</p>	<p><b>Where it operates</b></p> <p>BOLTON BURY LANCASHIRE MANCHESTER CITY OLDHAM ROCHDALE SALFORD CITY</p>	
<p><b>Other names</b></p> <p>NONE</p>	<p><b>Where it operates</b></p> <p>BOLTON BURY LANCASHIRE MANCHESTER CITY OLDHAM ROCHDALE SALFORD CITY STOCKPORT TAMESIDE WIGAN CAMBODIA</p>	
<p><b>Governing document</b></p> <p>CIO - FOUNDATION REGISTERED 27 OCT 2015</p>		
<p><b>Area of benefit</b></p> <p>NO INFORMATION RECORDED</p>		
<p><b>Organisation type</b></p> <p>CHARITABLE INCORPORATED ORGANISATION</p>		
<p><b>Registration history</b></p> <p>27 October 2015 Registered</p>		
<p><b>Charitable objects</b></p> <p>I. THE RELIEF OF SICKNESS AND THE PRESERVATION OF HEALTH AMONG CHILDREN AND YOUNG PEOPLE RESIDING PERMANENTLY OR TEMPORARILY IN THE NORTH WEST OF ENGLAND OR SOUTH EAST ASIA. II. TO PRESERVE AND PROTECT THE HEALTH OF CHILDREN AND YOUNG PEOPLE LIVING IN THE NORTH WEST OF ENGLAND, AND IN CAMBODIA, BY PROVIDING AND ASSISTING IN THE PROVISION OF FACILITIES, SUPPORT SERVICES AND EQUIPMENT NOT NORMALLY PROVIDED BY THE STATUTORY AUTHORITIES. III. TO PRESERVE AND PROTECT THE HEALTH OF CHILDREN AND YOUNG PEOPLE LIVING IN THE NORTH WEST OF ENGLAND, AND IN CAMBODIA, BY PROMOTING RESEARCH FOR THE PUBLIC BENEFIT IN ALL ASPECTS OF SAFEGUARDING VULNERABLE CHILDREN AND CHILDREN'S EMERGENCY MEDICINE.</p>	<p><b>Classification</b></p> <p><b>What</b></p> <ul style="list-style-type: none"> <li>• EDUCATION / TRAINING</li> <li>• THE ADVANCEMENT OF HEALTH OR SAVING OF LIVES</li> <li>• OVERSEAS AID / FAMINE RELIEF</li> <li>• HUMAN RIGHTS / RELIGIOUS OR RACIAL HARMONY / EQUALITY OR DIVERSITY</li> </ul> <p><b>Who</b></p> <ul style="list-style-type: none"> <li>• CHILDREN / YOUNG PEOPLE</li> <li>• OTHER CHARITIES OR VOLUNTARY BODIES</li> <li>• THE GENERAL PUBLIC / MANKIND</li> </ul> <p><b>How</b></p> <ul style="list-style-type: none"> <li>• MAKES GRANTS TO INDIVIDUALS</li> <li>• MAKES GRANTS TO ORGANISATIONS</li> <li>• PROVIDES SERVICES</li> <li>• PROVIDES ADVOCACY / ADVICE / INFORMATION</li> <li>• SPONSORS OR UNDERTAKES RESEARCH</li> </ul>	

# Charity Commission Registration Certificate



This is to confirm that  
SICKIDS

was entered on the Register of Charities on

27 October 2015

Registered charity number:

1164131

Rt Hon Baroness Stowell of Beeston MBE  
Chair

Dr Helen Stephenson CBE  
Chief Executive Officer

This certificate confirms that a charity has been entered on to the Register of Charities.  
You can check a charity's current registration status by visiting the Register of Charities at  
[www.gov.uk/charity-commission](http://www.gov.uk/charity-commission)



CHARITY COMMISSION  
FOR ENGLAND AND WALES



## Overview

SicKids' constitution was approved and accepted by the Charity Commission on 27 October 2015. As with other charities, the Trustees of SicKids (a Charitable Incorporated Organisation, CIO) are free to choose any year end which suits the charity's work, subject to compliance with Charities (Accounts and Reports) Regulation 2008 for England & Wales CIOs. There is no equivalent of the "accounting reference date" for companies.

SicKids prepares accounts to a 31 March year-end.

This financial and annual report from SicKids covers the period 1 April 2019 – 31 March 2020.

## Highlights between 1 April 2019 and 31 March 2020

In all of the activities of SicKids since registration with the Charity Commission for England and Wales on 27 October 2015, the Trustees have had regard to the Charity Commission's guidance on public benefit.

Since 1 April 2019 **SicKids** has:

- Funded £464 of Sensory Equipment for the PANDA Unit at Salford Royal Hospital NHS Foundation Trust
- Provided £2000 to the Royal Bolton Hospital (Bolton NHS Foundation Trust) to create a bespoke Sensory Space in the Emergency Department

## Reference and administration details

### Charity name

SickKids

### Other names charity known by

None

### Charity registration number

1164131

### Structure of Charity

Charitable Incorporated Organisation

### Charity's principal address

505 The HatBox, 5 Munday Street, Manchester, M4 7AY, UK

### Contact e-mail

[Hello@sickkids.co.uk](mailto:Hello@sickkids.co.uk)

### Trustees

Andrew Graeme Rowland | Chairman of the Board | 27 October 2015 to present

Denis James Carter | Head of Communications | 27 October 2015 to present

Dianne Louise Cook | Director of Nursing | 27 October 2015 to present

Jennifer Anne Brown | Director of Operations | 14 September 2018 to present

### Expiry of current terms of office of current Trustees

Andrew Graeme Rowland (for life)

Denis James Carter (until 3 June 2022)

Dianne Louise Cook (until 3 June 2022)

Jennifer Anne Brown (until 3 June 2022)

### Exemptions from disclosure

None

## Structure, governance and management

### Type of governing document

Constitution

### How the charity is constituted

Charitable Incorporated Organisation (CIO)

### Trustee selection methods

Appointed by the Board of Trustees

## Objectives and activities

### Objects

The objects of **SicKids** are:

1. The relief of sickness and the preservation of health among children and young people residing permanently or temporarily in the North West of England or South East Asia.
2. To preserve and protect the health of children and young people living in the North West of England, and in Cambodia, by providing and assisting in the provision of facilities, support services and equipment not normally provided by the statutory authorities.
3. To preserve and protect the health of children and young people living in the North West of England, and in Cambodia, by promoting research for the public benefit in all aspects of safeguarding vulnerable children and children's emergency medicine.

## **Activities**

In all of the activities of SicKids since registration with the Charity Commission for England and Wales on 27 October 2015, the Trustees have had regard to the Charity Commission's guidance on public benefit.

Since 1 April 2019 **SicKids** has:

- Funded £464 of Sensory Equipment for the PANDA Unit at Salford Royal Hospital NHS Foundation Trust
- Provided £2000 to the Royal Bolton Hospital (Bolton NHS Foundation Trust) to create a bespoke Sensory Space in the Emergency Department

## Achievements and performance

### Medical outreach clinics, developing talent and sharing skills

Our medical outreach project aims to improve the health and wellbeing of children and young people. In addition we have a great opportunity for our UK health and/or social care professionals to gain valuable experience, professional development and enhanced clinical, organisational and managerial skills which are of great benefit to their patients.

This project has several outputs.

#### Skype clinics

Two of our Trustees are healthcare professionals specialising in paediatrics or emergency medicine. Along with other medical professionals from the NHS who have donated their time, between 1 April 2019 and 31 March 2020 we have supported the provision of on-demand Skype clinics with a health centre in Cambodia. These Skype clinics offer an excellent opportunity for health and social care workers in Cambodia to consult with our teams in the UK, with positive outcomes for children and young people in Cambodia. These clinics also offer valuable insight into the medical issues affected by poverty, which is important for the continuing professional development of UK healthcare professionals involved in the work.

#### Clinics and training in Cambodia

In 2019 our Chair, Professor Andrew Rowland, undertook two visits to Cambodia where he undertook his regular Outreach Clinics. These visits were at no-cost to SickKids charity.

Prevalent health and wellbeing concerns in Cambodia include:

- Malnutrition
- Respiratory infections
- Dengue fever
- Gastrointestinal infections
- Parental alcohol or drug use
- Childhood drug dependency
- Developmental delay
- Autistic spectrum disorders
- Learning disabilities
- Physical disabilities
- Skin diseases
- Developmental delay
- Health consequences of child abuse

## **Portable and fixed sensory equipment**

Sensory equipment is designed specifically to support the development of the senses - like touch, hearing and sight - through cool things like special lighting, music, and tactile objects. While all children in a clinic or hospital might benefit from additional sensory support, for those with developmental delay, mobility issues, or visual/hearing impairment this might make their visit so much more pleasant. Sensory equipment has been used to support child health in lots of settings in the UK, but many health facilities still do not have access to either portable (eg a 'sensory trunk') or fixed (eg a 'sensory room') equipment. In Cambodia, very few children have access to these sorts of facilities at all.

We are delighted that over the course of the last year we have been able to provide Sensory Equipment for the PANDA Unit at Salford Royal NHS Foundation Trust.

In addition SicKids has made a donation of £2000 to the Royal Bolton Hospital to open a brand new Sensory Space in its Emergency Department.

Our aim during 2020/2021 is to open up to three further facilities in the North West of England as well as to provide a further donation of £1000 of Sensory Equipment to a team in Cambodia providing community care for disabled children.

## Financial matters

### **Bankers**

HSBC, 2 Yorkshire Street, Rochdale, OL16 1EE, UK

### **Reserves policy**

SicKids does not have a formal policy for holding reserves. The Trustees have decided that holding reserves is unnecessary as, currently, SicKids employs no staff members and does not have any financial liabilities to any other organisations.

### **Funds held as a custodian Trustee**

None.

## About us

### What is SickKids?

Our primary goal is to relieve sickness and preserve health among children and young people in the North West of England and South East Asia.

We do this by providing and assisting in the provision of facilities, support services and equipment not normally provided by local authorities.

We also aim to promote research in all aspects of safeguarding vulnerable children and children's emergency medicine, and to empower communities to support children to have every chance of happiness, good health and protection from harm.

### What's in a name?

Our name is a play on words, drawing on the traditional meaning of the word 'sick', as in conditions affecting physical and mental health, and the urban use of the word to mean 'great' or 'excellent'. The former reflects the real situation of the children and young people we wish to support, while the latter refers to our aspiration to promote their sustained health and wellbeing.

### Facts and stats

SickKids operates with very minimal operating costs as all Trustees are volunteers and the only regular overhead is the annual fee which the charity must pay to the Office of the Information Commissioner in England.

All Trustee travel and accommodation is paid for at the Trustee's own expense or, in some cases, in the form of restricted grants for this specific purpose from donors

To further reduce overheads, we use Virgin Money Giving and Global Giving to collect donations from members of the public. They take online payments on our behalf, and recover Gift Aid contributions from HMRC, where applicable. Both suppliers take commission to cover their own costs (2.5-3.6% for Virgin Money Giving, depending on the payment card used, and 10% for Global Giving)

This means that for every £1 collected from members of the public, we can typically invest approximately £1.21\* that goes straight towards funding our projects supporting the health and wellbeing of children and young people

100% of funds received directly to SickKids, either through BACS or a cheque from individual supporters or grant giving donors, goes straight to support our projects

\*Assumes supporter is a UK taxpayer donating via Virgin Money Giving or Global Giving and the payment is eligible for Gift Aid. Calculated using a median commission of 3.6% collected from our provider.



## Trustees' statement

We formed SicKids in 2015, and gained registration with the Charity Commission for England and Wales on 27 October 2015 (1164131), following Professor Andrew Rowland's visit to Cambodia as part of his Winston Churchill Memorial Trust Churchill Fellowship.

In his report 'Living On A Railway Line', Andrew identified striking parallels between the health needs of children in his own community of North Manchester, and those in the coastal area of Southern Cambodia.

At the heart of our charitable objectives is the health and wellbeing of children. We believe every child has the right to grow up healthy, and safe from abuse, exploitation and trafficking. Focusing our attention initially on the parallel needs of children and young people in the North West of England and Southern Cambodia, in 2016 we established two project streams. We've made great progress on both, which we're delighted to report on in this, our second annual report and accounts.

SicKids remains a small Charity with a team of four volunteer Trustees. Our work on SicKids projects is entirely voluntary, in our own time and at our own expense. Our focus for 2020-2021 is to open up to three further Sensory Spaces in the North West of England as well as to provide £1000 of sensory equipment to a team in Cambodia which is caring for disabled children in the community.

This annual report contains a summary of the main achievements of the SicKids Charity between 1 April 2019 and 31 March 2020. We have identified in this report the difference the Charity's work has made to the circumstances of its beneficiaries and the wider benefits to society as a whole. In all of the activities of SicKids since registration with the Charity Commission for England and Wales on 27 October 2015, the Trustees have had regard to the Charity Commission's guidance on public benefit.

We're eternally grateful to the supporters who've donated time, money or both towards our successes to date, and look with excitement to the year ahead, during which we aim to continue to support children and young people's health and wellbeing.

**Andrew Rowland | Den Carter | Dianne Cook | Jennifer Brown**  
Trustees | 12 April 2020

## Statement from the Chairman of the Board of Trustees

I am delighted that SicKids' fourth full year has, again, been successful. I am incredibly grateful to all of my colleague Trustees for their sterling work for SicKids.

This has been a difficult year for SicKids because of SARS-CoV-2 (COVID-19). Although the virus only emerged at towards the end of the 2019-2020 year (at the end of the 2019 calendar year), SicKids prepares its accounts with a 31 March year-end and therefore the effects of COVID-19 have, sadly, impacted on SicKids.

Firstly, on behalf of the Trustees of SicKids, I wish to pay our respects to the families of all of those who have died from this novel virus as well as to the survivors of this virus. There is no doubt that this virus has had a profound effect around the world and the Trustees can only hope that solutions are found in all countries around the world to limit the adverse effects of this virus going forwards.

The Trustees made financial provision to open two new Sensory Spaces in the North West of England in the 2019-2020 year. A grant of £2000 was provided to the Royal Bolton Hospital to create a brand new Sensory Space in the Emergency Department. The opening of this was planned to take place at the start of 2020 however this was not possible as the Emergency Department was preparing for COVID-19. It is hoped that the Sensory Space will be able to be opened during the 2020-2021 year. However, at this stage, no one know what will happen about COVID-19 and it is possible – if Emergency Departments do not return to their usual design by the end of this financial year – the Trustees may permit the Royal Bolton Hospital to use the money to buy portable sensory equipment to use in a number of locations around the hospital where children need it.

In addition, the Trustees had approved an application from another NHS Trust in the North West region to receive a grant to equip a sensory space in its children's emergency department. Before the funds could be transferred COVID-19 struck and the Trustees have therefore put the financial transfer on-hold until it is known when, or if, the hospital will be able to equip a Sensory Space in its emergency department. A further update will be provided in the 2020-2021 report.

In Cambodia, the Trustees identified a wonderful organisation, on the advice of the children's hospital in Siem Reap, providing superb care for disabled children in the community. A Sensory Space would be extremely beneficial to the clients of that organisation and therefore the Trustees of SicKids approved the purchasing of £1000 worth of sensory equipment to send out to Cambodia. However, before this money could be spent on equipment, international travel became virtually impossible due to COVID-19 and the Trustees therefore do not currently have a way to get the sensory equipment into Cambodia. This is something that will be explored during the 2020-2021 financial year and a report will be provided in next year's annual report.

I'm incredibly grateful to the other Trustees for the huge amount of work they have put in to resolving the above situations in a way that benefits children in England and Cambodia and we look forward to reporting on the outcome of the above situations in the next annual report.

From the point of view of finances, SicKids remains in a strong financial position and continues to receive incredibly generous donations from members of the public for which the Trustees are extremely grateful.

SicKids has been registered since October 2015 and the Trustees took the decision to conduct a full financial review of the charity during 2019-2020. The results of this financial review are included in this Annual Report as it is in the public interest that this information is released for public scrutiny.

I remain incredibly proud to be associated with SicKids Charity and its continued work in the North West of England and in Cambodia. The work of the Board of Trustees is commendable as the work of SicKids is delivered without any employed staff and entirely from funds raised through the efforts of our Trustees and the other supporters of the Charity.

This coming year has challenges ahead due to COVID-19 however I am hopeful SicKids will be able to deliver some exciting projects and I look forward to continuing our voluntary work over the next twelve months.



**Professor Andrew Rowland**

JP BMedSci (Hons) BMBS (Hons) MFMLM MAcadMEd FRCEM FRCPCH FRSA CF

12 April 2020

## The Trustees

**Andrew Graeme Rowland** | Chairman of the Board of Trustees

**Jennifer Anne Brown** | Director of Operations

**Denis James Carter** | Head of Communications

**Dianne Louise Cook** | Director of Nursing

# Financial Review 2019-2020

## 1. Introduction

### 1.1 Purpose of this review document

Internal financial controls are essential checks and procedures that help the Trustees of SicKids:

- meet their legal duties to safeguard SicKids' assets;
- administer SicKids' finances and assets in a way that identifies and manages risk
- ensure the quality of financial reporting, by keeping adequate accounting records and preparing timely and relevant financial information.

If SicKids is to achieve its aims then the Trustees need to ensure that assets are properly used, that its funds are spent effectively and its financial affairs are well managed.

The internal financial controls explained in this financial review document reduce, but do not eliminate, the risk of losses through theft and fraud, bad decisions, human error, breaches of controls, management override of controls and unforeseeable circumstances.

Internal financial controls reduce the risk of those things happening. If they do happen then internal financial controls should also help the Trustees of SicKids to find out sooner and take necessary action. Some controls also help SicKids achieve good value for money.

This Financial Review complies with the requirements of the Charity Commission for England and Wales. It affirms that SicKids follows the Charity Commission's "must do" obligations in addition to as many of the "should do" obligations as possible. Where a "should do" obligation is not followed by SicKids, detailed justification for this deviation is set out in this document.

In preparing this document the Trustees of SicKids have had regard to the Charity Commission's [guidance on Charities working internationally](#).

### 1.2 Using this guidance

The Trustees are together responsible for establishing, implementing and monitoring SicKids' internal financial controls. SicKids is in a position where it has four volunteer Trustees and no employed staff.

### 1.3 Technical terms used in this review

Accounting records means the documents and books of account kept by SicKids of money coming into and going out of the charity and a record of its assets and liabilities.

Audit, for the purposes of this report, means Internal Audit as there is currently no statutory requirement for SicKids to undergo an external audit. Internal audit is part of the internal control arrangement.

SicKids' current assets are:

- Cash (HSBC Bank, Rochdale)
- Laptop computer
- Video recording equipment

The term "Governing document" means the document that sets out SicKids' purposes and how it is to be administered.

Management accounts means the form of financial reporting put in place to provide the Trustees of SicKids with the financial information they need to manage the charity's financial affairs.

Reserves are that part of SicKids' unrestricted funds that is freely available to spend on any of the charity's purposes. The Trustees have had regard to the Charity Commission's Guidance note on Building Resilience ([Charity reserves: building resilience \(CC19\)](#)).

Restricted funds are subject to specific trusts, which may be declared by the donor(s) or with their authority (eg in a public appeal) or created through legal process, but still within the wider objects of the charity.

Restricted funds may be restricted income funds, which can be spent at the discretion of the Trustees in furtherance of some particular aspect(s) of the objects of SicKids. Or they may be endowment funds, where the assets are required to be invested, or retained for actual use, rather than expended.

Statutory accounts means the accounts prepared by the Trustees of SicKids which are required by and meet the form and content requirements of Part 8 of the Charities Act 2011 to which are appended the required Trustees' Annual Report and, where required by law or the charity's governing document, the external scrutiny report prepared by the auditor or independent examiner.

Tangible fixed assets include land, buildings, vehicles and equipment and investments held on a continuing basis.

Trustees means charity Trustees. Charity Trustees are the people who serve on the governing body of SicKids. The Charity Trustees of SicKids are responsible for the administration of the charity.

## **2. Key issues, monitoring arrangements and the risk from financial crime**

### **2.1 Internal financial controls**

#### **In brief**

It is a duty of the SicKids charity Trustees to ensure that the charity's resources are protected in order that the charity can fulfil its aims.

#### **In more detail**

Internal financial controls are one part of SicKids' overall control framework. The aims of internal financial controls are:

- to protect SicKids' assets;
- to identify and manage the risk of conflicts of interest, loss, waste, bribery, theft or fraud;
- to ensure that financial reporting is robust and of sufficient quality; and
- to ensure that the Trustees of SicKids comply with charity law and regulation relating to finance.

No system of controls, however elaborate, can guarantee that SicKids will be totally protected against loss, waste, bribery, theft or fraud, or mistakes or mismanaged conflicts of interest. Having sufficiently rigorous controls does provide protection for SicKids' assets and is the best defence for the Trustees against the charge of failing to protect the charity's assets and funds.

SicKids is run by four volunteer Trustees all of whom lead by example in adhering to the charity's internal financial controls and good practice, in accordance with the Charity Commission's requirements.

SicKids' Trustees annually review the effectiveness of the charity's internal financial controls, including an assessment of whether the controls are relevant to, and appropriate for, SicKids and not too onerous or disproportionate, ensuring there is adequate and sufficient segregation of duties amongst the Trustees.

## **2.2 Monitoring activities and the system of internal financial controls.**

### **In brief**

The controls put in place need to be monitored to ensure that they are complied with and provide a sufficiently robust system for managing financial risk. The monitoring of financial activities by Trustees on a regular basis is a vital part of this process.

### **In more detail**

SicKids has established processes in place to share financial information with all Trustees. Monitoring of this at the SicKids Board Meetings ensures, for example, that any restrictions placed on the use of funds are identified and reporting requirement to funders are met.

## **2.3 Internal audit**

### **In brief**

SicKids does not have the current resources or need to support a separate audit committee or formal internal audit function. This is not currently a requirement that SicKids must comply with.

## **2.4 Provision and communication of financial information to Trustees**

### **In brief**

Trustees of SicKids need access to accurate and up-to-date financial information to enable them to make proper decisions. Trustees' meetings are used to communicate information concerning the finances and financial management of the charity. All decisions by the Trustees concerning SicKids are usually taken collectively and significant decisions and action points are noted in writing and stored on the SicKids preferred server: Yammer.

### **In more detail**

The financial information provided at each trustee meeting includes details of the charity's financial position and performance, typically:

- the latest management accounts
- a comparison of budget to actual figures
- an explanation for variances between forecasts and what actually happened
- details of cash flow and closing bank balances.

Each Board meeting sets aside a specific time within the agenda for discussion of financial matters to allow any trustee to raise any issues of concern.

## **2.5 The Trustees' responsibilities regarding the accounting requirements for SicKids**

### **In brief (the legal requirement)**

The SicKids Trustees have legal responsibilities to keep accounting records, and to prepare an annual report and accounts with the appropriate level of external scrutiny. The Trustees also safeguard SicKids' assets and take steps to ensure the charity is protected against financial abuse. Accounting records are kept for six years on Yammer.

### **In more detail**

The SicKids Trustees comply with a number of legal duties that must be met in relation to accounting and financial reporting. These include:

- keeping 'sufficient' accounting records to explain all transactions and show the charity's financial position
- preparing an annual report and statutory accounts meeting legal requirements
- considering the need for a reserves policy, managing the level of reserves held and the disclosure of any reserves policy in the Trustees' Annual Report
- formally approving the Trustees' Annual Report and accounts
- ensuring that accounts are subjected to any external scrutiny required by law or by the charity's governing document
- ensuring that the Trustees' Annual Report, accounts and annual return are filed on time with the Charity Commission
- meeting requests from the public for copies of the charity's most recent Trustees' annual report and accounts
- safeguarding the assets of the charity and ensuring proper application of resources
- taking steps for the prevention and detection of bribery, fraud, financial abuse and other irregularities

New Trustees are given a copy of the latest accounts on appointment, together with the following essential documents:

- the commission's [guidance on public benefit](#)
- the [responsibilities of Trustees](#)
- the governing document; and
- the latest management accounts.

The Trustees have had regard to the Charity Commission's guidance on reporting an accounting ([Charity reporting and accounting: the essentials \(CC15b\)](#)).



## **2.6 Financial crime and abuse**

### **In brief**

SickKids has, to date, not suffered from any financial crime however the Trustees take this risk seriously. The Trustees recognise that the voluntary nature of charities and their nature and areas of work can make them vulnerable to people who want to misuse charities for their own gain. Further, the Trustees recognise that financial crimes such as bribery, fraud, theft, and money laundering, or the loss of electronic data can result not only in significant loss of charitable funds but also in damage to the public trust and confidence in charities more generally. It is understood that there is a significant risk to SickKids' reputation from association with bribery or the making of 'facilitation payments' and, accordingly, the Trustees formally confirm that no such payments have ever been made, nor will they be made.

### **In more detail**

SickKids raises, holds, moves and uses funds in the course of its work. The Trustees understand that all sectors of the economy are vulnerable to financial crime and abuse, and this includes the charitable sector. Further, the Trustees of SickKids understand that charities are highly valued in society and the very nature of charities can make them attractive targets for criminals.

The SickKids Trustees understand that charities:

- enjoy high levels of public trust and confidence
- often rely on goodwill and voluntary support in one form or another
- often depend on one or two individuals who can play a key or largely unsupervised role in running the charity, particularly in smaller charities
- may have a global presence, including in areas of conflict and/or where there is poor banking infrastructure
- may need to use alternative remittance systems overseas
- may use intermediaries to deliver work which may involve passing funds through agents
- may have branches and/or projects that are not under the direct or regular control or supervision of charity management
- may have unpredictable and unusual income and expenditure streams where suspicious transactions may be harder to identify

The Trustees understand that criminals may exploit charities by misappropriating charitable funds through fraud, theft, money laundering or diverting charitable funds from legitimate charitable work and they have had regard to the following areas of risk in formulating the financial governance arrangements of SickKids:

- income-related fraud
- expenditure fraud
- procurement fraud
- fraudulent fundraising in the charity's name
- fraudulent invoicing and grant applications
- identity fraud/theft
- banking fraud
- e-crime (including 'phishing')
- Gift Aid fraud

- mass market fraud (letter or e-mail)
- section '419' (advance fee) frauds

The Trustees understand that working internationally (in SicKids' case in Cambodia) exposes SicKids to particular risks inherent in the environment in which it operates.

The Trustees have had regard to the Charity Commission's guidance on [Charities working internationally](#).

The Trustees understand that there is a risk from financial crime at every stage of a charity's activity: at the point of income generation and fundraising, in the course of the administration of the charity, and when charitable funds are disbursed.

Any risks identified are assessed by the Trustees and proper steps are taken to manage them.

In recognition of the risk of financial crime, the implications of The Bribery Act 2010 and steps that can be taken to manage risk, the Trustees have had regard to the Charity Commission's toolkit: [Protecting charities from harm](#).

## **2.7 The Bribery Act 2010**

This financial review acts as an anti-bribery policy for SicKids. The function of this is to:

- guard against undue influence being exercised over the decisions being taken by Trustees, or bribery taking place; and
- be transparent

SicKids Trustees have, so far, not accepted any hospitality and any interests are declared at each Board meeting when required.

The Trustees recognise that the accepting of some donations may not be in the interests of the charity, for example where the terms of the donation are unduly restrictive or are intended to exercise undue influence over the Trustees or where the acceptance of the donation would be detrimental to the charity's reputation.

## **2.8 Managing the risks from criminal financial abuse**

### **In brief**

The Trustees of SicKids have considered the risk of financial crime and managed those risks. The Trustees understand and confirm that they will [report any incidents of financial crime and abuse that takes place in SicKids](#) to the police and the Charity Commission.

### **In more detail**

SicKids is registered with the Office of the Information Commissioner and minimal data is held on third parties – the only information held on third parties is the GiftAid donation forms and e-mail correspondence received.

## **3. Internal financial controls in practice - income**

### **3.1 Controls in place to protect income received in the post**

#### **In brief**

It is rare for SicKids to receive income in the post – and only then by cheque. There have been no instances of cash arriving at the SicKids office by post. Any cheques received are paid swiftly into the HSBC bank account and, where appropriate, Gift Aid claimed.

#### **In more detail**

Post is held securely at the SicKids' registered address from the time it is received until it is opened. There is no delay in the opening of the post, the recording of donations received and banking. It is not possible for all of SicKids post to be opened in the presence of two unrelated individuals. However, the person who does open SicKids post is a regulated professional with obligations towards a professional regulator.

The Trustees regularly review income at each meeting.

### **3.2 Gift Aid**

#### **In brief**

Donations made under Gift Aid are treated as if the donor had already deducted basic rate tax from them. SicKids can then reclaim this tax to increase the value of a donation. Internal controls help ensure complete and accurate returns are made maximising the value of donations to the charity.

### **3.3 Tainted charity donations**

#### **In brief**

The Trustees understand that the Finance Act 2011 introduced rules on 'tainted charity donations' and that this new legislation is intended to counter the abuse arising whereby a donor gets relief from tax, only for the capital or a benefit from the donation to end up back in the hands of the donor.

Such a circumstance cannot happen at SicKids since it does not receive donations from donors who may also benefit financially in some way from SicKids.

### **3.4 SicKids' banking and custody procedures**

#### **In brief**

Cheques received are kept securely, banked promptly and recorded in the accounting records. There has not been a situation where SicKids has received a cash donation but if it did this would also be kept securely, banked promptly and recorded in the accounting records.

### **3.5 Income records**

#### **In brief**

Trustees make regular checks to ensure that the accounting records of income are being accurately maintained.

## **4. Internal financial controls in practice - purchases, payments and loans**

### **4.1 Authorisation of expenditure on goods and services**

#### **In brief**

Controls help ensure that purchases have been authorised, and that the goods or services ordered have actually been received.

#### **In more detail**

Expenditure controls help ensure that only necessary and authorised purchases are made and that funds exist within approved budgets to meet the expenditure. Controls also ensure that payments are made only for the goods and services actually received and at the agreed prices.

Any payment for more than £500 will be signed by more than one trustee and payments for more than this will be made by cheque.

### **4.2 Authorisation of expenditure on grants**

#### **In brief**

The Trustees ensure that grant payments further SicKids' charitable purposes and the Trustees ensure that the funding is used appropriately by recipients either by a visit in person or by requiring a report to be provided by the recipient.

### **4.3 Controls in place (payments by cheque)**

#### **In brief**

Cheques for more than £500 are signed by two Trustees. All expenditure on grants is reviewed at the SicKids Board meetings. Receipts are kept in the SicKids financial file, for a period of six years.

This is held as a combination of a box file, at the SickKids registered address, and an e-mail folder for electronically provided receipts.

### **In more detail**

The following controls are in place:

- cheque books are kept in a secure place and there is prohibition on the signing of blank cheques
- regular review of bank mandates and authority limits
- prompt recording of payments in cash books including details of the cheque number, nature of the payment and the payee
- obtaining documentation to support the validity of the payment including relevant invoices and confirmation that the goods or services have been received

## **4.4 Controls in place (payments by direct debit, standing order and Bankers' Automated Clearing Services (BACS) direct credit)**

### **In brief**

SickKids pays the information commissioner fee by standing order each year. There are no direct debit payments made.

The financial records, and online bank accounts, are available for inspection by the Trustees at each meeting.

## **4.5 Controls in place (over payments in cash)**

### **In brief**

Payments in cash are kept to an absolute minimum due to the greater risk that handling cash presents and difficulties that can arise in establishing correctness and control over significant cash transactions.

### **In more detail**

Where payments are made in cash the following rules apply:

- cash payments are for small amounts only
- details of payments are entered into the accounts

## **4.6 Controlling the payment and reimbursements of expenses**

### **In brief**

Controls over expense payments are applied without exception to all Trustees. There are no staff or volunteers.

## **In more detail**

Only legitimate expenses, properly incurred on behalf of SickKids, are reimbursed.

## **4.7 Checks on expenditure records**

### **In brief**

The records of expenditure are available for all Trustees to see at each Board meeting.

## **5. Internal financial controls in practice - assets and investments**

### **5.1 Fixed assets used by the charity (functional assets)**

#### **In brief**

The only fixed assets of SickKids are:

Laptop computer and anti-virus software (cared for by the Director of Nursing)

Video recording equipment (cared for by the Director of Communications).

### **5.2 Cash held on deposit**

#### **In brief**

All of SickKids funds are held at HSBC Bank in Rochdale. The accounts are available for scrutiny at each SickKids Board meeting. The bank account is operated in accordance with the agreement with HSBC and is not used for any money transfers for the private benefit of individuals or third parties under any circumstances. If acting as an intermediary to transfer funds on behalf of another charity, the SickKids Trustees are satisfied that the transaction is to further a charitable activity and does not constitute money laundering. A list of all SickKids bank accounts is kept and reviewed for dormant accounts which should be closed. Third parties are not permitted to open bank accounts in the charity's name, or use the charity's bank account to receive or transfer money.

### **5.3 Controls over restricted funds**

#### **In brief**

The Trustees ensure that controls exist to provide assurance that any restricted funds are spent only on the purposes for which they were given.

# Appendix 1: Governance Document

## SicKids Constitution and Governing Document

### Foundation Charitable Incorporated Organisation

#### **Date of Constitution:**

27 October 2015

#### **1. Name**

The name of the Charitable Incorporated Organisation (“the CIO”) is **SicKids**

#### **2. National location of principal office**

The principal office of the CIO is in England.

#### **3. Objects**

The objects of the CIO are:

- i. The relief of sickness and the preservation of health among children and young people residing permanently or temporarily in the North West of England or South East Asia.
- ii. To preserve and protect the health of children and young people living in the North West of England, and in Cambodia, by providing and assisting in the provision of facilities, support services and equipment not normally provided by the statutory authorities.
- iii. To preserve and protect the health of children and young people living in the North West of England, and in Cambodia, by promoting research for the public benefit in all aspects of safeguarding vulnerable children and children’s emergency medicine.

#### **4. Powers**

The CIO has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the CIO has power to:

(1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;

(2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;

(3) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;

(4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a Charity Trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to Charity Trustees and connected persons) and provided it complies with the conditions of that clause;

(5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the Trustees of a trust are permitted to do by the Trustee Act 2000.

#### **5. Application of income and property**

(1) The income and property of the CIO must be applied solely towards the promotion of the objects.

(a) A Charity Trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.

(b) A Charity Trustee may benefit from Trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

(2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.

(3) Nothing in this clause shall prevent a Charity Trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

## **6. Benefits and payments to Charity Trustees and connected persons**

### **(1) General provisions**

No Charity Trustee or connected person may:

(a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;

(b) sell goods, services, or any interest in land to the CIO;

(c) be employed by, or receive any remuneration from, the CIO;

(d) receive any other financial benefit from the CIO;

unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

### **(2) Scope and powers permitting Trustees' or connected persons' benefits**

(a) A Charity Trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the Trustees do not benefit in this way.

(b) A Charity Trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.

(c) Subject to sub-clause (3) of this clause a Charity Trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the Charity Trustee or connected person.

(d) A Charity Trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

(e) A Charity Trustee or connected person may receive rent for premises let by the Trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The Charity Trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

(f) A Charity Trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

### **(3) Payment for supply of goods only – controls**

The CIO and its Charity Trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

(a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the Charity Trustee or connected person supplying the goods ("the supplier").

(b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in



the circumstances for the supply of the goods in question.

(c) The other Charity Trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a Charity Trustee or connected person. In reaching that decision the Charity Trustees must balance the advantage of contracting with a Charity Trustee or connected person against the disadvantages of doing so.

(d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.

(e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of Charity Trustees is present at the meeting.

(f) The reason for their decision is recorded by the Charity Trustees in the minute book.

(g) A majority of the Charity Trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

(4) In sub-clauses (2) and (3) of this clause:

(a) "the CIO" includes any company in which the CIO:

(i) holds more than 50% of the shares; or

(ii) controls more than 50% of the voting rights attached to the shares; or

(iii) has the right to appoint one or more directors to the board of the company;

(b) "connected person" includes any person within the definition set out in clause 30 (Interpretation);

## **7. Conflicts of interest and conflicts of loyalty**

A Charity Trustee must:

(1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and

(2) absent himself or herself from any discussions of the Charity Trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

## **8. Liability of members to contribute to the assets of the CIO if it is wound up**

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

## **9. Charity Trustees**

### **(1) Functions and duties of Charity Trustees**

The Charity Trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each Charity Trustee:

(a) to exercise his or her powers and to perform his or her functions in his or her capacity as a Trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and

(b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:

(i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,

(ii) if he or she acts as a Charity Trustee of the CIO in the course of a business or profession, to any special

knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

## **(2) Eligibility for Trusteeship**

(a) Every Charity Trustee must be a natural person.

(b) No individual may be appointed as a Charity Trustee of the CIO:

- if he or she is under the age of 16 years; or
- if he or she would automatically cease to hold office under the provisions of clause 12(1)(e).

(c) No one is entitled to act as a Charity Trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the Charity Trustees decide, his or her acceptance of the office of Charity Trustee.

(d) At least one of the Trustees of the CIO must be 18 years of age or over. If there is no Trustee aged at least 18 years, the remaining Trustees may only act to call a meeting of the Charity Trustees, or appoint a new Charity Trustee.

(e) Every Charity Trustee must have particular knowledge or experience of either the localities in which the CIO operates or of issues relevant to the people that the CIO serves.

## **(3) Number of Charity Trustees**

(a) There must be at least three Charity Trustees. If the number falls below this minimum, the remaining Trustee or Trustees may act only to call a meeting of the Charity Trustees, or appoint a new Charity Trustee.

(b) The maximum number of Charity Trustees is seven. The Charity Trustees may not appoint any Charity Trustee if as a result the number of Charity Trustees would exceed the maximum.

## **(4) First Charity Trustees**

The first Charity Trustees are as follows, and are appointed for the following terms:

<b>Andrew Graeme Rowland</b>	<b>[for life]</b>
<b>Denis James Carter</b>	<b>[for four years]</b>
<b>Dianne Louise Cook</b>	<b>[for three years]</b>
<b>Rachel Elizabeth Isba</b>	<b>[for three years]</b>
<b>Michael James Stuart</b>	<b>[for two years]</b>

## **10. Appointment of Charity Trustees**

(1) Apart from the first Charity Trustees, every Trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the Charity Trustees.

(2) In selecting individuals for appointment as Charity Trustees, the Charity Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

## **11. Information for new Charity Trustees**

The Charity Trustees will make available to each new Charity Trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

## **12. Retirement and removal of Charity Trustees**

(1) A Charity Trustee ceases to hold office if he or she:

- (a) retires by notifying the CIO in writing (but only if enough Charity Trustees will remain in office when the

notice of resignation takes effect to form a quorum for meetings);

(b) is absent without the permission of the Charity Trustees from all their meetings held within a period of twelve months and the Trustees resolve that his or her office be vacated;

(c) dies;

(d) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;

(e) is disqualified from acting as a Charity Trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

(2) Any person retiring as a Charity Trustee is eligible for reappointment.

### **13. Taking of decisions by Charity Trustees**

Any decision may be taken either:

- at a meeting of the Charity Trustees; or
- by resolution in writing or electronic form agreed by all of the Charity Trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more Charity Trustees has signified their agreement.

### **14. Delegation by Charity Trustees**

(1) The Charity Trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The Charity Trustees may at any time alter those terms and conditions, or revoke the delegation.

(2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the Charity Trustees, but is subject to the following requirements:

(a) a committee may consist of two or more persons, but at least one member of each committee must be a Charity Trustee;

(b) the acts and proceedings of any committee must be brought to the attention of the Charity Trustees as a whole as soon as is reasonably practicable; and

(c) the Charity Trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

### **15. Meetings of Charity Trustees**

#### **(1) Calling meetings**

(a) Any Charity Trustee may call a meeting of the Charity Trustees.

(b) Subject to that, the Charity Trustees shall decide how their meetings are to be called, and what notice is required.

#### **(2) Chairing of meetings**

The Charity Trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the Charity Trustees present may appoint one of their number to chair that meeting.

#### **(3) Procedure at meetings**

(a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is

taken. The quorum is two Charity Trustees, or the number nearest to one third of the total number of Charity Trustees, whichever is greater, or such larger number as the Charity Trustees may decide from time to time. A Charity Trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

(b) Questions arising at a meeting shall be decided by a simple majority of those eligible to vote.

(c) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

#### **(4) Participation in meetings by electronic means**

(a) A meeting may be held by suitable electronic means agreed by the Charity Trustees in which each participant may communicate with all the other participants.

(b) Any Charity Trustee participating at a meeting by suitable electronic means agreed by the Charity Trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.

(c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

### **16. Membership of the CIO**

(1) The members of the CIO shall be its Charity Trustees for the time being. The only persons eligible to be members of the CIO are its Charity Trustees. Membership of the CIO cannot be transferred to anyone else.

(2) Any member and Charity Trustee who ceases to be a Charity Trustee automatically ceases to be a member of the CIO.

### **17. Unallocated**

### **18. Decisions which must be made by the members of the CIO**

(1) Any decision to:

(a) amend the constitution of the CIO;

(b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or

(c) wind up or dissolve the CIO (including transferring its business to any other Charity)

must be made by a resolution of the members of the CIO (rather than a resolution of the Charity Trustees).

(2) Decisions of the members may be made either:

(a) by resolution at a general meeting; or

(b) by resolution in writing, in accordance with sub-clause (4) of this clause.

(3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause 28 (amendment of constitution), clause 29 (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting, or agreed by all members in writing.

(4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:

(a) a copy of the proposed resolution has been sent to all the members eligible to vote; and

(b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified. The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

## **19. General meetings of members**

### **(1) Calling of general meetings of members**

The Charity Trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause 18 (Decisions which must be made by the members of the CIO).

### **(2) Notice of general meetings of members**

(a) The minimum period of notice required to hold a general meeting of the members of the CIO is 14 days.

(b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.

(c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

### **(3) Procedure at general meetings of members**

The provisions in clause 15 (2)-(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to Trustees to be taken as references to members.

### **(4) Postal Voting**

(a) The CIO may, if the Charity Trustees so decide, allow the members to vote by post or electronic mail ("email") to elect Charity Trustees or to make a decision on any matter that is being decided at a general meeting of the members.

(b) The Charity Trustees must appoint at least two persons independent of the CIO to serve as scrutineers to supervise the conduct of the postal/email ballot and the counting of votes.

(c) If postal and/or email voting is to be allowed on a matter, the CIO must send to members of the CIO not less than 21 days before the deadline for receipt of votes cast in this way:

(i) a notice by email, if the member has agreed to receive notices in this way under clause 21 (Use of electronic communication, including an explanation of the purpose of the vote and the voting procedure to be followed by the member, and a voting form capable of being returned by email or post to the CIO, containing details of the resolution being put to a vote, or of the candidates for election, as applicable;

(ii) a notice by post to all other members, including a written explanation of the purpose of the postal vote and the voting procedure to be followed by the member; and a postal voting form containing details of the resolution being put to a vote, or of the candidates for election, as applicable.

(d) The voting procedure must require all forms returned by post to be in an envelope with the member's name and signature, and nothing else, on the outside, inside another envelope addressed to 'The Scrutineers for SickKids', at the CIO's principal office or such other postal address as is specified in the voting procedure.

(e) The voting procedure for votes cast by email must require the member's name to be at the top of the email, and the email must be authenticated in the manner specified in the voting procedure.

(f) Email votes must be returned to an email address used only for this purpose and must be accessed only by a scrutineer.

(g) The voting procedure must specify the closing date and time for receipt of votes, and must state that any votes received after the closing date or not complying with the voting procedure will be invalid and not be counted.

(h) The scrutineers must make a list of names of members casting valid votes, and a separate list of members casting votes which were invalid. These lists must be provided to a Charity Trustee or other person overseeing admission to, and voting at, the general meeting. A member who has cast a valid postal or email vote must not vote at the meeting, and must not be counted in the quorum for any part of the meeting on which he, she or it has already cast a valid vote.

A member who has cast an invalid vote by post or email is allowed to vote at the meeting and counts towards the quorum.

(i) For postal votes, the scrutineers must retain the internal envelopes (with the member's name and signature). For email votes, the scrutineers must cut off and retain any part of the email that includes the member's name. In each case, a scrutineer must record on this evidence of the member's name that the vote has been counted, or if the vote has been declared invalid, the reason for such declaration.

(j) Votes cast by post or email must be counted by all the scrutineers before the meeting at which the vote is to be taken. The scrutineers must provide to the person chairing the meeting written confirmation of the number of valid votes received by post and email and the number of votes received which were invalid.

(k) The scrutineers must not disclose the result of the postal/email ballot until after votes taken by hand or by poll at the meeting, or by poll after the meeting, have been counted. Only at this point shall the scrutineers declare the result of the valid votes received, and these votes shall be included in the declaration of the result of the vote.

(l) Following the final declaration of the result of the vote, the scrutineers must provide to a Charity Trustee or other authorised person bundles containing the evidence of members submitting valid postal votes; evidence of members submitting valid email votes; evidence of invalid votes; the valid votes; and the invalid votes.

(m) Any dispute about the conduct of a postal or email ballot must be referred initially to a panel set up by the Charity Trustees, to consist of two Trustees and two persons independent of the CIO. If the dispute cannot be satisfactorily resolved by the panel, it must be referred to the Electoral Reform Services.

## **20. Saving provisions**

(1) Subject to sub-clause (2) of this clause, all decisions of the Charity Trustees, or of a committee of Charity Trustees, shall be valid notwithstanding the participation in any vote of a Charity Trustee:

- who was disqualified from holding office;
- who had previously retired or who had been obliged by the constitution to vacate office;
- who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if, without the vote of that Charity Trustee and that Charity Trustee being counted in the quorum, the decision has been made by a majority of the Charity Trustees at a quorate meeting.

(2) Sub-clause (1) of this clause does not permit a Charity Trustee to keep any benefit that may be conferred upon him or her by a resolution of the Charity Trustees or of a committee of Charity Trustees if, but for sub-clause (1), the resolution would have been void, or if the Charity Trustee has not complied with clause 7 (Conflicts of interest).

## **21. Execution of documents**

(1) The CIO shall execute documents either by signature or by affixing its seal (if it has one)

(2) A document is validly executed by signature if it is signed by at least two of the Charity Trustees.

(3) If the CIO has a seal:

(a) it must comply with the provisions of the General Regulations; and

(b) the seal must only be used by the authority of the Charity Trustees or of a committee of Charity Trustees duly authorised by the Charity Trustees. The Charity Trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two Charity Trustees.

## **22. Use of electronic communications**

### **(1) General**

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

(a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;

(b) any requirements to provide information to the Commission in a particular form or manner.

### **(2) To the CIO**

Any member or Charity Trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

### **(3) By the CIO**

(a) Any member or Charity Trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.

(b) The Charity Trustees may, subject to compliance with any legal requirements, by means of publication on its website:

(i) provide the members with the notice referred to in clause 19(2) (Notice of general meetings);

(ii) give Charity Trustees notice of their meetings in accordance with clause 15(1) (Calling meetings); and

(iii) submit any proposal to the members or Charity Trustees for decision by written resolution or postal vote in accordance with the CIO's powers under clause 18 (Members' decisions), 18(4) (Decisions taken by resolution in writing), or 19(4) (the provisions for postal voting).

(c) The Charity Trustees must –

(i) take reasonable steps to ensure that members and Charity Trustees are promptly notified of the publication of any such notice or proposal; and

(ii) send any such notice or proposal in hard copy form to any member or Charity Trustee who has not consented to receive communications in electronic form.

## **23. Keeping of Registers**

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and Charity Trustees.

## **24. Minutes**

The Charity Trustees must keep minutes of all:

(1) appointments of officers made by the Charity Trustees;

(2) proceedings at general meetings of the CIO;

(3) meetings of the Charity Trustees and committees of Charity Trustees including:

- the names of the Trustees present at the meeting;
- the decisions made at the meetings; and
- where appropriate the reasons for the decisions;

(4) decisions made by the Charity Trustees otherwise than in meetings.

## **25. Accounting records, accounts, annual reports and returns, register maintenance**

(1) The Charity Trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.

(2) The Charity Trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

## **26. Rules**

The Charity Trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

## **27. Disputes**

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

## **28. Amendment of constitution**

As provided by sections 224-227 of the Charities Act 2011:

(1) This constitution can only be amended:

(a) by resolution agreed in writing by all members of the CIO; or

(b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members).

(2) Any alteration of clause 3 (Objects), clause 29 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by Charity Trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.

(3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

(4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

## **29. Voluntary winding up or dissolution**

(1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:

(a) at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:



- (i) by a resolution passed by a 75% majority of those voting, or
  - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or
  - (b) by a resolution agreed in writing by all members of the CIO.
- (2) Subject to the payment of all the CIO's debts:
- (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
  - (b) If the resolution does not contain such a provision, the Charity Trustees must decide how any remaining assets of the CIO shall be applied.
  - (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.
- (3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
- (a) the Charity Trustees must send with their application to the Commission:
    - (i) a copy of the resolution passed by the members of the CIO;

### **30. Interpretation**

In this constitution:

**“connected person”** means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the Charity Trustee;
- (b) the spouse or civil partner of the Charity Trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the Charity Trustee or with any person falling within sub-clause (a) or (b) above;
- (d) an institution which is controlled –
  - (i) by the Charity Trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
  - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which –
  - (i) the Charity Trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
  - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

**“General Regulations”** means the Charitable Incorporated Organisations (General) Regulations 2012.

**“Dissolution Regulations”** means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The **“Communications Provisions”** means the Communications Provisions in [Part 10, Chapter 4] of the General Regulations.

**“Charity Trustee”** means a Charity Trustee of the CIO.

A **“poll”** means a counted vote or ballot, usually (but not necessarily) in writing.

## Appendix 2: Rules relating to Charity Trustees

### Rules relating to Charity Trustees (see also Appendix 1)

#### Functions and duties of the Charity Trustees

The Charity Trustees shall manage the affairs of SickKids (the CIO) and may for that purpose exercise all the powers of the CIO. It is the duty of each Charity Trustee:

(a) to exercise his or her powers and to perform his or her functions in his or her capacity as a Trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and

(b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:

(i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,

(ii) if he or she acts as a Charity Trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

#### Eligibility for Trusteeship

(a) Every Charity Trustee must be a natural person.

(b) No individual may be appointed as a Charity Trustee of the CIO:

- if he or she is under the age of 16 years; or
- if he or she would automatically cease to hold office under the provisions of clause 12(1)(e) set out in the constitution.

(c) No one is entitled to act as a Charity Trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the Charity Trustees decide, his or her acceptance of the office of Charity Trustee.

(d) At least one of the Trustees of the CIO must be 18 years of age or over. If there is no Trustee aged at least 18 years, the remaining Trustees may only act to call a meeting of the Charity Trustees, or appoint a new Charity Trustee.

(e) Every Charity Trustee must have particular knowledge or experience of either the localities in which the CIO operates or of issues relevant to the people that the CIO serves.

#### Number of Charity Trustees

(a) There must be at least three Charity Trustees. If the number falls below this minimum, the remaining Trustee or Trustees may act only to call a meeting of the Charity Trustees, or appoint a new Charity Trustee.

(b) The maximum number of Charity Trustees is seven. The Charity Trustees may not appoint any Charity Trustee if as a result the number of Charity Trustees would exceed the maximum.

#### First Charity Trustees

The first Charity Trustees were as follows on 27 October 2015, and were initially appointed for the following terms:

<b>Andrew Graeme Rowland</b>	<b>[for life]</b>
<b>Denis James Carter</b>	<b>[for four years]</b>
<b>Dianne Louise Cook</b>	<b>[for three years]</b>
<b>Rachel Elizabeth Isba</b>	<b>[for three years]</b>
<b>Michael James Stuart</b>	<b>[for two years]</b>

Following the resignation of Rachel Isba and Jimmy Stuart as Trustees, the Board of Trustees appointed Jennifer Brown to be a Trustee. The terms of office of the current Trustees are set out in this Annual Report.

### **Appointment of Charity Trustees**

(1) Apart from the first Charity Trustees, every Trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the Charity Trustees.

(2) In selecting individuals for appointment as Charity Trustees, the Charity Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

### **Information for new Charity Trustees**

The Charity Trustees will make available to each new Charity Trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

### **Retirement and removal of Charity Trustees**

(1) A Charity Trustee ceases to hold office if he or she:

(a) retires by notifying the CIO in writing (but only if enough Charity Trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);

(b) is absent without the permission of the Charity Trustees from all their meetings held within a period of twelve months and the Trustees resolve that his or her office be vacated;

(c) dies;

(d) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;

(e) is disqualified from acting as a Charity Trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

(2) Any person retiring as a Charity Trustee is eligible for reappointment.

### **Taking of decisions by Charity Trustees**

Any decision may be taken either:

- at a meeting of the Charity Trustees; or
- by resolution in writing or electronic form agreed by all of the Charity Trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more Charity Trustees has signified their agreement.

## Appendix 3: Trustees' Statutory Annual Report

1 April 2019 to 31 March 2020

### Section A: Reference and administration details

**Charity name:** SicKids  
**Other names charity is known by:** Not applicable  
**Registered charity number:** 1164131  
**Charity's principal address:** 505 The Hatbox, 5 Munday Street, Manchester, M4 7AY, UK

#### Names of the charity Trustees who manage the charity

Trustee name	Office	Dates acted (if not for whole year)	Name of person (or body) entitled to appoint Trustee (if any)
Andrew Graeme Rowland	Chairman of the Board of Trustees	Not applicable	Not applicable
Denis James Carter	Head of Communications	Not applicable	Not applicable
Dianne Louise Cook	Director of Nursing	Not applicable	Not applicable
Jennifer Anne Brown	Director of Operations	Not applicable	Not applicable

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

Trustee name	Dates acted (if not for whole year)
Not applicable	Not applicable

#### Names and addresses of advisors

Type of advisor	Name	Address
Not applicable	Not applicable	Not applicable

#### Names of senior staff members

Position	Name
Chief Executive	None

## **Section B: Structure, governance and management**

### **Description of the charity's trusts**

Type of governing document: **Constitution**

How the charity is constituted: **Charitable Incorporated Organisation**

Trustee selection methods: **Appointed by the Board of Trustees**

### **Additional information (Optional information)**

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

Policies and procedures adopted for the induction and training of trustees;

The charity's organisational structure and any wider network with which the charity works;

Relationship with any related parties;

Trustees' consideration of major risks and the system and procedures to manage them.

**As this section of the Statutory Annual Report is optional, the Trustees of SicKids have chosen not to provide information to reduce the administrative burden on the four volunteer Trustees.**

## **Section C: Objectives and activities**

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

The objects of **SicKids** are:

1. The relief of sickness and the preservation of health among children and young people residing permanently or temporarily in the North West of England or South East Asia.
2. To preserve and protect the health of children and young people living in the North West of England, and in Cambodia, by providing and assisting in the provision of facilities, support services and equipment not normally provided by the statutory authorities.
3. To preserve and protect the health of children and young people living in the North West of England, and in Cambodia, by promoting research for the public benefit in all aspects of safeguarding vulnerable children and children's emergency medicine.

### **Summary of the main activities undertaken for the public benefit in relation to these objects**

**(include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

In all of the activities of SicKids since registration with the Charity Commission for England and Wales on 27 October 2015, the Trustees have had regard to the Charity Commission's guidance on public benefit.

Since 1 April 2019 **SicKids** has:

- Funded Sensory Equipment for Salford Royal NHS Foundation Trust PANDA Unit Sensory Space
- Funded Sensory Equipment for a brand new Sensory Space in the Emergency Department at the Royal Bolton Hospital

In addition, SicKids has made provision for the following activities to take place in the 2020-2021 financial year:

- Donation of £1000 of Sensory Equipment to an organisation in Cambodia working in the community with disabled children (name to be announced in 2020-2021);
- Donation of £6000 of Sensory Equipment to three new Sensory Spaces in North West England (names to be announced in 2020-2021); and

- Donation of £1000 grant to a healthcare professional to undertake professional development work in Cambodia.

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

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

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

**As this section of the Statutory Annual Report is optional, the Trustees of SicKids have chosen not to provide information to reduce the administrative burden on the four volunteer Trustees.**



## Section D: Objectives and activities

### Summary of the main achievements of the charity during the year

In all of the activities of SicKids since registration with the Charity Commission for England and Wales on 27 October 2015, the Trustees have had regard to the Charity Commission's guidance on public benefit.

Since 1 April 2019 **SicKids** has:

- Funded Sensory Equipment for Salford Royal NHS Foundation Trust PANDA Unit Sensory Space
- Funded Sensory Equipment for a brand new Sensory Space in the Emergency Department at the Royal Bolton Hospital

In addition, SicKids has made provision for the following activities to take place in the 2020-2021 financial year:

- Donation of £1000 of Sensory Equipment to an organisation in Cambodia working in the community with disabled children (name to be announced in 2020-2021)
- Donation of £6000 of Sensory Equipment to three new Sensory Spaces in North West England (names to be announced in 2020-2021)
- Donation of £1000 grant to a healthcare professional to undertake professional development work in Cambodia

## Section E: Financial Review

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

#### *Reserves policy*

SicKids does not have a formal policy for holding reserves. The Trustees have decided that holding reserves is unnecessary as, currently, SicKids employs no staff members and does not have any financial liabilities to any other organisations.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

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

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

**As this section of the Statutory Annual Report is optional, the Trustees of SicKids have chosen not to provide information to reduce the administrative burden on the four volunteer Trustees.**


## Section F: Other optional information

As this section of the Statutory Annual Report is optional, the Trustees of SicKids have chosen not to provide information to reduce the administrative burden on the four volunteer Trustees.

## Section G: Declaration

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

Signed on behalf of the charity's Trustees:

Signature	
Full name(s)	Professor Andrew Graeme Rowland
Position	Chairman of the Board of Trustees
Date	12 April 2020

## Appendix 4: Statement of Financial Activities (2019-2020)

### Introduction

SickKids' constitution was approved and accepted by the Charity Commission on 27 October 2015. As with other charities, the Trustees of SickKids (a CIO) are free to choose any year end which suits the charity's work, subject to compliance with Charities (Accounts and Reports) Regulation 2008 for England & Wales CIOs. There is no equivalent of the "accounting reference date" for companies.

SickKids prepares accounts to a 31 March year-end and this statement of financial activities covers the period **1 April 2019 to 31 March 2020**.

**For and on behalf of SickKids:**



**Professor Andrew Rowland** JP BMedSci (Hons) BMBS (Hons) MFMLM MAcadMEd FRCEM FRCPCH FRSA CF  
Chairman of the Board of Trustees

12 April 2020

## Statement of financial activities

### 1 April 2019 to 31 March 2020

	Unrestricted funds	Restricted funds	TOTAL funds	FURTHER DETAILS
<b>INCOME from:</b>				
Donations and legacies	£3856.82	£661.12	£4517.94	A1
Other	£10.47	£0.00	£10.47	A5
<b>TOTAL</b>	<b>£3867.29</b>	<b>£661.12</b>	<b>£4528.41</b>	
<b>EXPENDITURE on:</b>				
Charitable activities	(£2000.00)	(£464.00)	(£2464.00)	B2
Other	(£35.00)	(£0.00)	(£35.00)	B3
<b>TOTAL</b>	<b>(£2035.00)</b>	<b>(£464.00)</b>	<b>(£2499.00)</b>	
<b>Reconciliation of funds:</b>				E
<b>TOTAL FUNDS BROUGHT FORWARD (Financial Period to 31 March 2019)</b>	£2676.23	£3706.93	£6383.16	
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>£4508.52</b>	<b>£3904.05</b>	<b>£8412.57</b>	

For and on behalf of SicKids:



**Professor Andrew Rowland** JP BMedSci (Hons) BMBS (Hons) MFMLM MAcadMed FRCEM FRCPCH FRSA CF  
Chairman of the Board of Trustees

12 April 2020

## Notes to statement of financial activities

### 1 April 2019 to 31 March 2020

	Total funds
<b>A1 Unrestricted income from donations and legacies</b>	
GiftAid on unrestricted donations	£72.52
Income from supporters (Easyfundraising platform)	£65.95
Income from supporters (Virgin Money Giving platform)	£1685.18
Income from Charities Aid Foundation	£100.00
Income from Rugby Club charity Rugby Game	£1600.00
Individual private donations	£333.17
<b>A1 TOTAL Unrestricted income from donations and legacies</b>	<b>£3856.82</b>

	Total funds
<b>A1 Restricted income from donations and legacies</b>	
Income from Salford Royal Hospital NHS Foundation Trust	£464.00
Income from supporters on the Global Giving Platform (Cambodia Sensory Spaces)	£197.12
<b>A1 TOTAL Restricted income from donations and legacies</b>	<b>£661.12</b>

	Total funds
<b>A5 Other income</b>	
Interest from HSBC Bank Account	£10.47
<b>A5 TOTAL Other income</b>	<b>£10.47</b>

	Total funds
<b>B2 Restricted expenditure on charitable activities</b>	
Salford Royal Hospital NHS Foundation Trust PANDA Unit Sensory Space Equipment	(£464.00)
<b>B2 TOTAL Unrestricted expenditure on charitable activities</b>	<b>(£464.00)</b>

	Total funds
<b>B2 Unrestricted expenditure on charitable activities</b>	
Provision of UK Sensory Space Equipment to Royal Bolton Hospital	(£2000.00)
<b>B2 TOTAL Restricted expenditure on charitable activities</b>	<b>(£2000.00)</b>

	Total funds
<b>B3 Other expenditure</b>	
Registration fee with Information Commissioner's Office	(£35.00)
<b>B3 TOTAL Restricted expenditure on charitable activities</b>	<b>(£35.00)</b>

	Total funds
<b>E Reconciliation of funds (Unrestricted)</b>	
Unrestricted funds carried forward from 2018-2019 financial period	£2676.23
Unrestricted income 2019-2020	£3856.82
Other income 2019-2020	£10.47
Expenditure of unrestricted funds	(£2035.00)
<b>E Reconciliation of funds (Unrestricted) TOTAL FUNDS CARRIED FORWARD</b>	<b>£4508.52</b>

	Total funds
<b>E Reconciliation of funds (Restricted)</b>	
Restricted funds carried forward from 2018-2019 financial period	£3706.93
Restricted income 2019-2020	£661.12
Expenditure of Restricted funds	(£464.00)
<b>E Reconciliation of funds (Restricted) TOTAL FUNDS CARRIED FORWARD</b>	<b>£3904.05</b>

For and on behalf of SickKids:



**Professor Andrew Rowland** JP BMedSci (Hons) BMBS (Hons) MFMLM MAcadMed FRCEM FRCPC FRSA CF  
Chairman of the Board of Trustees

12 April 2020

## Balance sheet

31 March 2020

	Total funds	FURTHER DETAILS
<b>Fixed assets:</b>		
Tangible assets	£81.99	A2
<b>TOTAL FIXED ASSETS</b>	<b>£81.99</b>	
<b>Current assets:</b>		
Cash at bank and in hand	£8412.57	B4
<b>TOTAL CURRENT ASSETS</b>	<b>£8412.57</b>	
<b>TOTAL NET ASSETS</b>	<b>£8494.56</b>	
<b>The funds of the charity:</b>		
Restricted income funds	<b>£3904.05</b>	D2
Unrestricted funds	<b>£4508.52</b>	D3
<b>TOTAL UNRESTRICTED FUNDS</b>	<b>£4508.52</b>	
<b>TOTAL RESTRICTED FUNDS</b>	<b>£3904.05</b>	
<b>TOTAL OVERALL CHARITY FUNDS</b>	<b>£8412.57</b>	

For and on behalf of SicKids:



**Professor Andrew Rowland** JP BMedSci (Hons) BMBS (Hons) MFMLM MAcadMED FRCEM FRCPCH FRSA CF  
Chairman of the Board of Trustees

12 April 2020

## Notes to balance sheet 31 March 2020

	Total funds
<b>A2 Fixed tangible assets</b>	
Filming equipment to film outreach work (no revaluation during this period)	£81.99
<b>A2 TOTAL Fixed tangible assets</b>	<b>£81.99</b>

	Total funds
<b>B4 Cash at bank and in hand</b>	
HSBC account Rochdale: Sensory Equipment (Cambodia) account	£1000.36
HSBC account Rochdale: UK Sabbatical account	£0.00
HSBC account Rochdale: Reserves account	£0.00
HSBC account Rochdale: Current account	£309.49
HSBC account Rochdale: Outreach Medical (Cambodia) account	£1100.52
HSBC account Rochdale: Sensory Equipment (UK) account	£6002.20
<b>B4 TOTAL Cash at bank and in hand</b>	<b>£8412.57</b>

	Total funds
<b>D2 Restricted income funds</b>	
Held at HSBC Rochdale (Restricted income minus restricted expenditure)	£3904.05
<b>D2 TOTAL Restricted income funds</b>	<b>£3904.05</b>

	Total funds
<b>D3 Unrestricted income funds</b>	
Held at HSBC Rochdale (Unrestricted income minus unrestricted expenditure)	£4508.52
<b>D3 TOTAL Unrestricted income funds</b>	<b>£4508.52</b>

For and on behalf of SickKids:



**Professor Andrew Rowland** JP BMedSci (Hons) BMBS (Hons) MFMLM MAcadMed FRCEM FRCPCH FRSA CF  
Chairman of the Board of Trustees

**12 April 2020**



# Statement of Financial Activities (2019-2020)

## Introduction

SicKids' constitution was approved and accepted by the Charity Commission on 27 October 2015. As with other charities, the Trustees of SicKids (a CIO) are free to choose any year end which suits the charity's work, subject to compliance with Charities (Accounts and Reports) Regulation 2008 for England & Wales CIOs. There is no equivalent of the "accounting reference date" for companies.

SicKids prepares accounts to a 31 March year-end and this statement of financial activities covers the period **1 April 2019 to 31 March 2020**.

**For and on behalf of SicKids:**



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12 April 2020

## Statement of financial activities

### 1 April 2019 to 31 March 2020

	Unrestricted funds	Restricted funds	TOTAL funds	FURTHER DETAILS
<b>INCOME from:</b>				
Donations and legacies	£3856.82	£661.12	£4517.94	A1
Other	£10.47	£0.00	£10.47	A5
<b>TOTAL</b>	<b>£3867.29</b>	<b>£661.12</b>	<b>£4528.41</b>	
<b>EXPENDITURE on:</b>				
Charitable activities	(£2000.00)	(£464.00)	(£2464.00)	B2
Other	(£35.00)	(£0.00)	(£35.00)	B3
<b>TOTAL</b>	<b>(£2035.00)</b>	<b>(£464.00)</b>	<b>(£2499.00)</b>	
<b>Reconciliation of funds:</b>				E
<b>TOTAL FUNDS BROUGHT FORWARD</b> (Financial Period to 31 March 2019)	£2676.23	£3706.93	£6383.16	
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>£4508.52</b>	<b>£3904.05</b>	<b>£8412.57</b>	

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12 April 2020

## Notes to statement of financial activities

### 1 April 2019 to 31 March 2020

	Total funds
<b>A1 Unrestricted income from donations and legacies</b>	
GiftAid on unrestricted donations	£72.52
Income from supporters (Easyfundraising platform)	£65.95
Income from supporters (Virgin Money Giving platform)	£1685.18
Income from Charities Aid Foundation	£100.00
Income from Rugby Club charity Rugby Game	£1600.00
Individual private donations	£333.17
<b>A1 TOTAL Unrestricted income from donations and legacies</b>	<b>£3856.82</b>

	Total funds
<b>A1 Restricted income from donations and legacies</b>	
Income from Salford Royal Hospital NHS Foundation Trust	£464.00
Income from supporters on the Global Giving Platform (Cambodia Sensory Spaces)	£197.12
<b>A1 TOTAL Restricted income from donations and legacies</b>	<b>£661.12</b>

	Total funds
<b>A5 Other income</b>	
Interest from HSBC Bank Account	£10.47
<b>A5 TOTAL Other income</b>	<b>£10.47</b>

	Total funds
<b>B2 Restricted expenditure on charitable activities</b>	
Salford Royal Hospital NHS Foundation Trust PANDA Unit Sensory Space Equipment	(£464.00)
<b>B2 TOTAL Unrestricted expenditure on charitable activities</b>	<b>(£464.00)</b>

	Total funds
<b>B2 Unrestricted expenditure on charitable activities</b>	
Provision of UK Sensory Space Equipment to Royal Bolton Hospital	(£2000.00)
<b>B2 TOTAL Restricted expenditure on charitable activities</b>	<b>(£2000.00)</b>

	Total funds
<b>B3 Other expenditure</b>	
Registration fee with Information Commissioner's Office	(£35.00)
<b>B3 TOTAL Restricted expenditure on charitable activities</b>	<b>(£35.00)</b>

	Total funds
<b>E Reconciliation of funds (Unrestricted)</b>	
Unrestricted funds carried forward from 2018-2019 financial period	£2676.23
Unrestricted income 2019-2020	£3856.82
Other income 2019-2020	£10.47
Expenditure of unrestricted funds	(£2035.00)
<b>E Reconciliation of funds (Unrestricted) TOTAL FUNDS CARRIED FORWARD</b>	<b>£4508.52</b>

	Total funds
<b>E Reconciliation of funds (Restricted)</b>	
Restricted funds carried forward from 2018-2019 financial period	£3706.93
Restricted income 2019-2020	£661.12
Expenditure of Restricted funds	(£464.00)
<b>E Reconciliation of funds (Restricted) TOTAL FUNDS CARRIED FORWARD</b>	<b>£3904.05</b>

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**12 April 2020**

## Balance sheet

31 March 2020

	Total funds	FURTHER DETAILS
<b>Fixed assets:</b>		
Tangible assets	£81.99	A2
<b>TOTAL FIXED ASSETS</b>	<b>£81.99</b>	
<b>Current assets:</b>		
Cash at bank and in hand	£8412.57	B4
<b>TOTAL CURRENT ASSETS</b>	<b>£8412.57</b>	
<b>TOTAL NET ASSETS</b>	<b>£8494.56</b>	
<b>The funds of the charity:</b>		
Restricted income funds	<b>£3904.05</b>	D2
Unrestricted funds	<b>£4508.52</b>	D3
<b>TOTAL UNRESTRICTED FUNDS</b>	<b>£4508.52</b>	
<b>TOTAL RESTRICTED FUNDS</b>	<b>£3904.05</b>	
<b>TOTAL OVERALL CHARITY FUNDS</b>	<b>£8412.57</b>	

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12 April 2020

## Notes to balance sheet 31 March 2020

	Total funds
<b>A2 Fixed tangible assets</b>	
Filming equipment to film outreach work (no revaluation during this period)	£81.99
<b>A2 TOTAL Fixed tangible assets</b>	<b>£81.99</b>

	Total funds
<b>B4 Cash at bank and in hand</b>	
HSBC account Rochdale: Sensory Equipment (Cambodia) account	£1000.36
HSBC account Rochdale: UK Sabbatical account	£0.00
HSBC account Rochdale: Reserves account	£0.00
HSBC account Rochdale: Current account	£309.49
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