

Children's Burns Foundation

REPORT AND UNAUDITED ACCOUNTS

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Trustees' Report and Financial Statements for the period to 31 March 2020

Registered Charity Number

1121682

Principal Office:

4th Floor, Maclaren House, Lancastrian Office Centre, Talbot Road, Manchester M32 0FP

Trustees at the date this report was approved

Mamta Shah (Chair)

Sarah Gaskell (Secretary)

Sue Weighell (Treasurer)

Samantha Bedford

Jonathan Smith (appointed 16/01/2020)

Bankers

HSBC plc

Independent Examiner

LloydPiggott

St George's House

56 Peter Street

Manchester

M2 3NQ

Objectives and Activities of the Foundation

Overview

The charity, Children's Burns Foundation - A Step Forward, was established by a Trust Deed on 7 October 2007 and was, at that time, called the Manchester Children's Burns Foundation (the Foundation). The objects of the Foundation as set out in the Trust Deed are to relieve the consequences of burn injury to children and young people under the care of the Manchester Paediatric Burns Service and to advance the clinical and basic science research in the area of burn injury in children.

The Foundation's name was subsequently changed on 13 August 2008 to 'Children's Burns Foundation – A Step Forward' to reflect the reality that the scope of the services provided extended beyond the confines of Manchester. The Foundation has been registered as a charity with the Charity Commission from 26 November 2007 and allocated number 1121682.

The purpose of the Foundation is to support the recovery of children with burn injuries. In doing so, the Foundation is uniquely placed in that it does not act as a direct provider of support to such children but instead works with different partnerships (including volunteers, health workers, health and fire services and research bodies). The Foundation is also independent of any Government funded organisation and therefore has access to a wider range of grant givers.

Objectives and Activities of the Foundation

A burn is one of the most painful injuries for the body to cope with; recovery can often take months with scars, both physical and psychological, lasting a lifetime. A burn injury is one of the commonest causes of injury in children with more children admitted with burns than road traffic accidents in the Greater Manchester area. With improving survival rates as young people recover from traumas that may previously have been fatal, the spotlight has moved onto the quality of life and function of burn injured children.

For many children the psychological scarring can be as bad as, or even worse than the physical scarring. Following a burn injury many children have difficulty re-integrating into everyday life. They may have nightmares, disturbed sleep patterns or behaviour, struggle with schoolwork and suffer the breakdown of important friendships. Additionally, they have to endure being stared at, teasing and intrusive questions about their scars from other people.

Manchester Paediatric Burns Service has supported the rehabilitation of burn injured children through Manchester Children's Burns Camp (MCBC) which organises residential activity camps, designed to improve the self-belief, confidence and psychological well-being of burn injured children. These camps are run by healthcare professionals, fire fighters from Greater Manchester Fire and Rescue Service and volunteers – some of whom are adult burn survivors. However, due to limited resources, only a few children can attend annual camps and there are minimal training opportunities for volunteers to improve the delivery of such rehabilitation support projects. Feedback from children who have attended these camps clearly defines the benefits and more importantly, highlights the need for more such

programmes during the year particularly day events to supplement the residential rehabilitation activities.

There is little research targeted at improving the physical and psychological outcomes of burn injuries in children, largely due to the lack of specific funding opportunities. Whilst there is recognition of the need for specific research into improving psychological and physical outcomes of Burns in children, funding from the national research funding body, NIHR or mainstream research funding bodies such as MRC or Wellcome trust, is sparse. The National Burn Care Review (published in 2001) recognised the importance of such rehabilitation programmes for burn injured children and the need for further research and included both in the subsequent standards of burn care. It is recognised that the NHS has a finite pool of resources and this is not a priority.

The Children's Burns Foundation recognises this shortfall and has been established to raise funds for supporting rehabilitative programmes and research specifically for children with burn injuries

Covid Statement

In common with many charities, Children's Burns Foundation has been impacted in the effect of Covid-19. This has not affected fundraising in the year ended 30th March 2020 but there will be an impact in the next financial year. Our June 2020 Charity Ball has been deferred to February 2021. If this has to be fully cancelled, we risk losing the £1,750 deposit.

The Ceilidh planned for October 2020 will not go ahead.

Low interest rates will reduce in interest that the charity will receive next year.

A positive impact has been the end of the project setting up the online psychological service as this became a priority and investment in the project will end in September 2020.

Structure, Governance and Management

Trustees during the year covered by this report

Mamta Shah and Sarah Gaskell became Trustees when the Foundation was established and continue to be so. Sue Weighell and Samantha Bedford were all appointed prior to this financial year. Jonathan Smith was appointed a trustee on 16/01/2020

The current Trustees and their areas of responsibility are given below:

Dr Mamta Shah (Chair)
Dr Sarah Gaskell (Secretary)
Sue Weighell (Treasurer)
Samantha Bedford (Legal)
Jonathan Smith

In addition, the Foundation is honoured to have the following Patrons and Ambassador:

Mr Peter Davenport (Former Consultant Plastic and Reconstructive Surgeon,
Manchester Children's Hospital)

Miss Aimee Carroll

Miss Amy Meadows

Governance

The Trustees have developed:

- a vision and mission statement for the Foundation;
- a robust policy framework including policies on:

banking;	correspondence;	communications;
fundraising;	risk management;	data protection;
expenses;	code of conduct;	conflicts of interest;
volunteers;	health and safety;	
- a five-year business plan;
- a wish list of projects to support for the next 5 years; and
- a Trustee register of skills and interests.

In addition to regular formal training, an information pack and intranet web access is provided for each Trustee containing details of the Foundation's policies, procedures and the governing Trust Deed that details the Trustees' duties and responsibilities.

The Trustees have overall responsibility for the day-to-day management of the Foundation and meet regularly to discuss matters and to make decisions affecting the Foundation.

A risk assessment has been prepared and reviewed by the Trustees. Policies and procedures have been formalised so that any risks can be identified, actively managed and where possible, mitigated.

Recruitment and appointment of new trustees

Regular reviews are undertaken to assess the skills of the current trustees and identify any areas for strengthening.

New trustees are appointed by existing trustees.

Achievements and Performance

Manchester Children's Burns Camps

The Manchester Children's Burns Camp programme was started in 1993 and has expanded and developed ever since. It now runs five main programmes – a young children's camp, an older children's camp, an American exchange programme, a family camp and a young leader training programme. Currently they take around 50 children a year away on camps. The main aim of the camps is to equip the children with the skills they need to overcome their injuries such as coping strategies, sharing their problems and experiences and developing a more positive body image.

As in previous financial years, the Foundation made donations to the Burns Camps. This year a contribution of £10,000 was made to the Burns Camp. These funds go towards supporting day activities, the young children's camp, the older children's camp and the American Exchange programme.

Publicity and Conferences

During the year, the website at www.cbf-uk.org was updated with details of events, projects, fund raising activities and a link for donations. Links were set up with social media and Twitter and Facebook accounts updated for the Foundation.

Fundraising

The annual Charity Ball was held in May 2019. And a Ceilidh was held in October 2019. Both events raised funds and spread awareness about the work of the charity.

Throughout the year many people raised money for the Foundation through sponsored events such as runs, cycle rides and coffee mornings. In addition, the Foundation continues to be generously supported by regular and one-off private donations.

Kiki Counts the Fish

"Kiki counts the Fish" has been written by Jonathan Smith and illustrated by Katy and Natasha Stanley. The book has been written by a parent of a child treated in the Burns Unit. The book started life as a brief conversation with Miss Shah

This book will aim to help patients in the Burns Unit through learning and play. It is a hand-illustrated book full of vibrant colours. The book will be given to patients in the Burns Unit and a copy can be obtained for a minimum donation of £10 online, via the CBF website

Grants

In October 2014 the charity agreed to fund an Online Psychological Therapy Service. This year £8,393 was spent on developing this service.

The cost of printing 2000 Kiki books was funded at a cost of £2,395.

A grant of £10,000 was donated towards the Burns Camp.

Donations in kind and volunteers

Donations in kind

The Foundation has also benefited from the services of Ultimate Creative Communications Ltd in website updates. Tenos Ltd supply a telephone message service and pay for the independent examination of the accounts.

The value of these services and items has been included in the accounts as donations in kind. In addition, many hours have been contributed by volunteers in arranging fund raising events and helping to get the Foundation onto a sound footing. Our sincere thanks go to all volunteers, supporters, fundraisers, Patrons and Trustees for their help.

- Tenos Ltd provided rental of telephone line - £138
- Tenos Ltd will pay for the Independent Examination - £950
- Ultimate Creative Communications Ltd donated SEO, design and website services - £500
- Susan Weighell (Delta Solutions) provided Xero accounting software - £269

Volunteers

The trustees are grateful for the invaluable contribution of those who gave their time voluntarily to assist fundraising events.

Our sincere thanks go to all volunteers, supporters, fundraisers, Patrons and Trustees for their help.

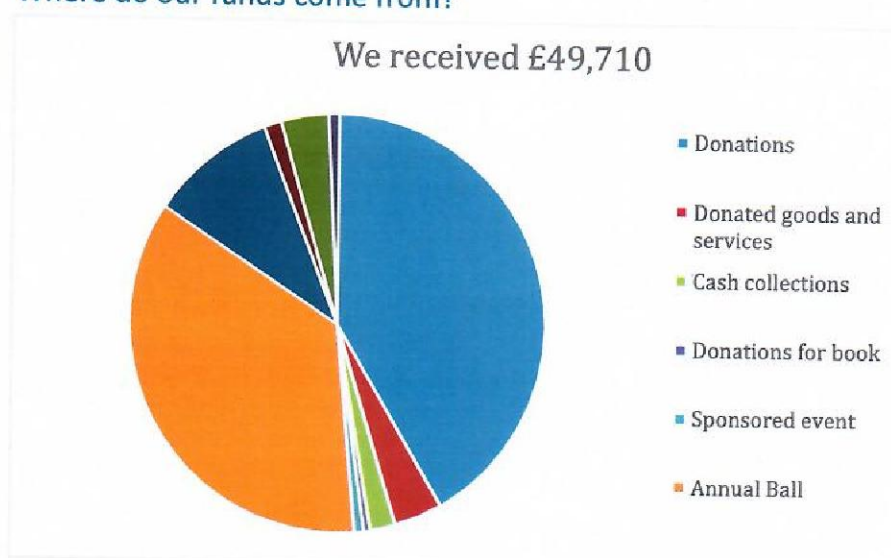
Financial Review

The Trustees review the financial position of the charity as part of the regular Trustee meetings and are satisfied that the income of the fund is sufficient to meet annual operating expenditure.

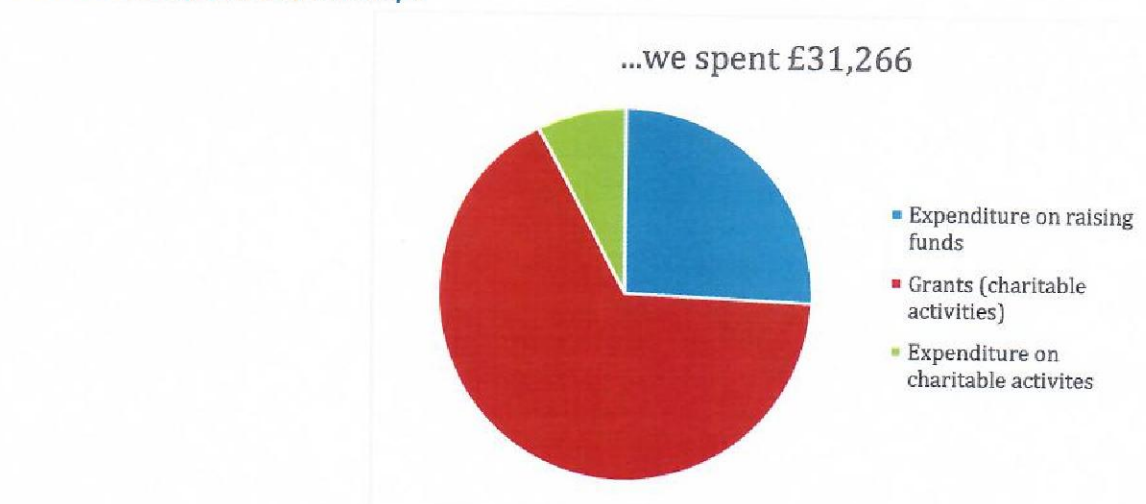
Results for the year

Incoming resources were £49,710 and total expenditure was £31,266. There was a surplus in funds of £18,444

Where do our funds come from?



How do we spend our money?



Reserves Policy

The trustees have considered the requirement for reserves and aim to keep a reserve of £10,000 in unrestricted funds (represented by cash in the bank) to cover any emergency expenditure or other contingency and have also deposited £40,000 in a high interest deposit account in anticipation of future spending on the counselling service and research.

Statement of Trustees' responsibilities

In the attached accounts set out on pages 13 to 18, the Trustees have prepared financial statements for the period up to 31 March 2020. In preparing such statements the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume the Foundation will continue in its operational existence.

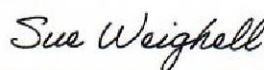
The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at the time the financial position of the Foundation and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Foundation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The report was approved by the trustees on 15 October 2020 and signed on its behalf by:



Mamta Shah (Nov 14, 2020 10:27 GMT)

Mamta Shah
Chair



Trustee

Independent Examiner's Report

Report to the trustees/ members of	Children's Burns Foundation		
On accounts for the year ended	31 March 2020	Charity no (if any)	1121682
Set out on pages	13 to 18		

Respective responsibilities of trustees and examiner The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.


Children's Burns Foundation: Report and Accounts 2019-2020

**Independent
examiner's
statement**

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

16 Nov 2020

Name:

Susan Redmond

**Relevant professional
qualification(s) or
body (if any):**

ACA

Address:

Lloyd Piggott Ltd

St George's House
56 Peter Street
Manchester
M2 3NQ

Accounts for the year ending 31 March 2020

Statement of Financial Activities for the year ended 31 March 2020

	Notes	Unrestricted funds	Restricted funds	Total funds	Prior Period
		£	£	2020	Total funds
				£	2019
					£
Income and endowments from:					
Donations and legacies	2	13,961	10,150	24,111	18,539
Other trading activities	3	25,193	0	25,193	21,770
Income from investments		406	0	406	229
Total income		39,560	10,150	49,710	40,538
Expenditure on:					
Raising funds	4	8,034	0	8,034	9984
Charitable activities	5	13,082	10,150	23,232	20,383
Total expenditure		21,116	10,150	31,266	30,367
Net income/(expenditure)		18,444	0	18,444	10,171
Transfers between funds				0	0
Net movement in funds		18,444	0	18,444	10,171
Total funds brought forward		71,675	0	71,675	61,716
Designated funds used					(213)
Total funds carried forward		90,119	0	90,119	71,674

Accounts for the year ending 31 March 2020

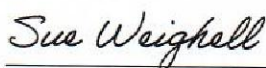
Balance Sheet as at 31 March 2020

	Notes		2020	2019
		£	£	£
Current Assets				
Debtors	6	2,600		1,288
Cash at bank and in hand		88,889		71,297
		<u>91,489</u>		<u>72,585</u>
Current Liabilities				
Creditors and accruals	7	1,370		910
Net current assets			90,119	71,675
Net assets			<u>90,119</u>	<u>71,675</u>
The funds of the charity				
Restricted income funds			0	0
Unrestricted funds			90,119	71,675
Total charity funds			<u>90,119</u>	<u>71,675</u>

Approved by the trustees on 15 October 2020 and signed on its behalf by


Mamta Shah (Nov 14, 2020 10:27 GMT)

Chair



Trustee

Notes to the accounts for the year ending 31 March 2020

1) Accounting policies

a) *Basis of preparation*

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Children's Burns Foundation meets the definition of a public benefit entity under FRS 102.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) *Donations and grants*

Donations, grants other forms of voluntary income are recognised as incoming resources when receivable.

c) *Donated goods and services*

Intangible income which comprised donated goods and services, is included at a valuation which is an estimate of the financial cost borne by the donor where such cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by the third party.

d) *Expenditure and irrecoverable VAT*

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

e) *Fund Accounting*

Funds held by the Foundation can be one of:

- i) Unrestricted general funds – which can be used in accordance with the Foundation's objects at the discretion of the
- ii) Designated funds- which are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects; or
- iii) Restricted funds – which are funds that can only be used for particular restricted purposes within the objects of the

Notes to the accounts for the year ending 31 March 2020

2) Donations and legacies

	<i>Unrestricted funds</i>	<i>Restricted funds</i>		<i>Total funds</i>	<i>Prior Period</i>
				<i>2020</i>	<i>Total funds</i>
	£	£		£	2019
					£
Donations	10,511	10,150		20,661	16,245
Donated goods and services	1,857	0		1,857	1,857
Sponsored events	993	0		993	437
Cash collections	250	0		250	
Book donations	351	0		351	
Total	13,961	10,150	0	24,111	18,539

3) Other trading activities

	<i>Unrestricted funds</i>	<i>Restricted funds</i>		<i>Total funds</i>	<i>Prior Period</i>
				<i>2020</i>	<i>Total funds</i>
	£	£		£	2019
					£
Fundraising Ball	17,782	0		17,782	16,935
Ceilidh	4,881	0		4,881	3,770
Sale of calendar	680	0		680	1,065
Christmas concert	1,851			1,851	
Total	25,193	0	0	25,193	21,770

4) Expenditure on raising funds

	<i>Unrestricted funds</i>	<i>Restricted funds</i>		<i>Total funds</i>	<i>Prior Period</i>
				<i>2020</i>	<i>Total funds</i>
	£	£		£	2019
					£
Fundraising Ball	6,022	0		6,022	7,980
Ceilidh	1,747	0		1,747	1,585
Charges for online donations	265			265	419
Total	8,034	0	0	8,034	9,984

Notes to the accounts for the year ending 31 March 2020

5) Expenditure on charitable activities

	<i>Unrestricted funds</i>	<i>Restricted funds</i>	<i>Total funds 2020</i>	<i>Prior Period Total funds 2019</i>
	£	£	£	£
Grants	10,639	10,150	20,789	18,087
Independent Examination	950	0	950	950
Bank fees	155	0	155	34
ICO registration	35	0	35	35
IT software	269	0	269	269
Telephone	138	0	138	138
Publicity and website	500	0	500	500
DBS checks	26	0	26	370
Subscriptions	0	0	0	
Insurance	370	0	370	
Total	13,082	10,150	0	23,232
				20,383

6) Other Debtors

	<i>2020</i>	<i>2019</i>
	£	£
Invoiced for ball	850	910
Deposit in advance for ball venue	1,750	378
Total	2,600	1,288

7) Creditors: amounts falling due within one year

	<i>2020</i>	<i>2019</i>
	£	£
Ball income received in advance	1,370	910
Total	1,370	910

Notes to the accounts for the year ending 31 March 2020

8) Statement of funds

	<i>Brought forward</i>	<i>Incoming resources</i>	<i>Resources expended</i>	<i>Transfer between funds</i>	<i>Carried forward</i>
	£	£	£	£	£
Restricted funds					
Restricted funds	0	10,150	(10,150)	0	0
Unrestricted funds					
Unrestricted funds	71,675	39,561	(21,116)	0	90,120
Total	71,675	49,711	-31,266	0	90,120

9) Restricted funds

	<i>Steve Morgan Foundation</i>	<i>Kiki Counts the Fish book</i>			<i>Total</i>
	£	£	£	£	£
Brought forward	0	0	0	0	0
Income	10,000	150			10,150
Expenditure	(10,000)	(150)			(10,150)
					0
Carried forward	0	0	0	0	0

The restricted funds are income of £10,000 from Steve Morgan Foundation. This was spent in full as specified in the agreement on the annual Burns Camp.

Restricted funds of £150 were received from Brian & Mary Smith to be used towards the printing of Kiki Counts the Fish book.

10) Related party transactions

Ultimate Creative Communications Ltd goods in kind (SEO, website updates and design and print items for charity ball) to the value of £500

Tenos Ltd donated telephone rental to the value of £138 and donated the Independent Examination fee of £950

Sue Weighell (Trustee) provided goods in kind through her company Delta Solutions (accounting software subscription) to the value of £269

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Final Audit Report

2020-11-14

Created:	2020-11-14
By:	Sue Weighell (sue@delta-solutions.org.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAu4yfod-oXJh0GXLqnqHMBsjYridmUH3Y

"Accounts_as_at_31_03_2020_(Final_Copy)_" History

-  Document created by Sue Weighell (sue@delta-solutions.org.uk)
2020-11-14 - 6:59:31 AM GMT- IP address: 86.167.125.174
-  Document emailed to Mamta.Shah (mamta.shah@cbf-uk.org) for signature
2020-11-14 - 7:00:25 AM GMT
-  Email viewed by Mamta.Shah (mamta.shah@cbf-uk.org)
2020-11-14 - 10:24:46 AM GMT- IP address: 81.109.99.9
-  Document e-signed by Mamta.Shah (mamta.shah@cbf-uk.org)
Signature Date: 2020-11-14 - 10:27:33 AM GMT - Time Source: server- IP address: 81.109.99.9
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2020-11-14 - 10:27:33 AM GMT