

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended
31 March 2020
for
First Touch**

Roffe Swayne
Chartered Accountants
Ashcombe Court
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GU7 1LQ

First Touch

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First Touch

Report of the Trustees for the Year Ended 31 March 2020

The trustees present their report with the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102) in preparing the annual report and financial statements of the charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1072500

Principal address

Neonatal Unit
Lanesborough Wing
St George's Hospital
Tooting
London SW17 0QT

Trustees

Nicola O'Connor
Mary Dorothy Goggin
Jeannie Walls - resigned 20 January 2020
Nicola Eastwood
Sandra Adamson Calvert
Achim Herbert Vogt
Laura de Rooy
Kim Caddy
Philip Thomas Symons - resigned 10 June 2020
Dr Sijo Francis
Helen Edwards - appointed 1 December 2020
Paula Abramson - appointed 1 December 2020

Independent examiner

Roffe Swayne
Chartered Accountants
Ashcombe Court
Woolsack Way
Godalming
Surrey GU7 1LQ

STRUCTURE, GOVERNANCE AND MANAGEMENT

Structure, Governance and Management

The Trust is a registered charity (charity number 1072500) and is constituted under a Trust deed dated 08 September 1998. The Trust was established by a parent of a baby treated on the unit.

The current Trustees all have experience of the unit either as parents who have had a baby treated on the unit or as clinical staff.

New Trustees

New Trustees are selected and appointed by the existing Trustees. On appointment new Trustees are given a welcome pack which includes a brief history of the Charity, a copy of the last three years financial statements, a copy of the Trust Deed and Supplemental Deed, and copies of the Charity Commission's guidance "The Essential Trustee: What you need to know" and "Charities and Public Benefit".

Relevant Interests

At this time none of the Trustees has a relevant interest but, in accordance with the Trust's policy, any Trustee with a relevant interest is required to disclose such interest and withdraw from any decisions where a conflict may arise.

First Touch

Report of the Trustees for the Year Ended 31 March 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Additional Governance Issues

At the Trustee meetings, the Trustees agree the broad strategy and areas of activity for the Charity, including large expenditure on equipment, and training and welfare budgets. The day to day administration of funds, processing, and marketing is delegated to the Charity Director and Coordinator.

Its management is in the hands of a Management Committee.

Risk Management

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

Objectives and Aims

The Charity's objective, as set out in the governing document, is the relief and treatment of premature and sick babies in the neonatal unit at St Georges Hospital by providing and assisting in the provision of specialist equipment, improving the amenities and facilities, and to support and assist the families of such babies who are or have been on the unit.

Significant Activities

The main activities undertaken for public benefit in relation to the stated objects are:

- The purchase of medical equipment (augmenting that acquired by the NHS Trust);
- Funding supplementary and specialist training for nurses; and,
- Support through the welfare fund for families and babies.

The neonatal unit at St George's Hospital is a level three centre of excellence meaning the sickest babies from South West London and the South East of England, and occasionally further afield, are transferred to the unit for treatment and, therefore, benefit from the funds used by the Charity.

There is no means testing relating to provisions from the welfare fund for families, support is available to all.

The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have regard to the Charity Commission's general guidance on public benefit.

ACHIEVEMENTS AND PERFORMANCE & FINANCIAL REVIEW

The Charity received income of £178,559. Whilst this figure is slightly lower than last year, it is important to view in the context of our fundraising targets. All targets were funded during the year to March 2020 and First Touch is fortunate to have a following of fundraisers and donors who step up to raise funds for equipment and projects as they are identified. The Trustees are delighted with this and note that consistent achieving of targets reflects the hard work and dedication of our staff, together with families and individuals that are impacted by the unit and choose to fundraise. Taking gift aid tax relief, and gifts in kind into account the Trustees are extremely pleased with the continued level of support for the Charity.

The Charity takes great pride in the fact that the majority of its income is raised by those who have directly benefited from the work of the unit and the Charity. Over the last year the Charity has continued its main function, to fund the purchase of medical equipment to increase the capability of the unit to bring wellbeing to babies in its care. In the main the charity responds to requests from the NNU for equipment and only if funds are available or if the Trustees believe that funds can be raised in a timely fashion does the charity commit to a purchase.

The Trustees are keen to emphasise that the level of income is not the only way to measure success. Our staff undertake other roles, including raising awareness for many of the issues surrounding premature birth and baby loss, together with welfare activities: making a stay on the unit more pleasant for families and staff. The feedback that we receive from staff and families on the unit about the charity's role is reviewed regularly by the Trustees and is overwhelmingly positive.

First Touch

Report of the Trustees for the Year Ended 31 March 2020

Equipment

This year equipment spending totalled £56,064 and represented 30% of the total expenditure in the financial year. Two baby Leo incubators make up the majority of this figure and included a donation from the Neil Bruce Copp Winner Foundation. It is important to note that whilst the Trustees frequently agree to purchase equipment mindful of fundraising campaigns or funds in hand in any financial year the procurement policy at St George's Trust dictates that equipment must be sourced through them and subsequently invoiced. As such the Trustees have no control over the timing of the purchases and receipt of invoices and so it can seem that spending in some years falls below the usual levels and, in this financial year, below the level of spending on Welfare.

Welfare

One of the guiding tenets of the Charity is to seek to enhance the "amenities and facilities, and to support the families of babies who are or have been on the ward". This falls into the Welfare category. Spending on Welfare increased this year as First Touch covered the cost of refurbishing the family bedroom on the ITU/HDU side to make it more homely and paid for a small revamp for the Counsellor's room to make the meeting area more welcoming for parents.

First Touch is able to seek Welfare opportunities often under the expert guidance of the Family Centred Coordinator with whom our staff work closely. Among the initiatives supported are the refreshments and incidentals for a weekly parent support group at the NNU, as well as funding magazines for the parents rooms and expressing rooms, cool bags for expressing mothers to transport their breast milk from home to the NNU, decaffeinated drinks for parents and funding meals for parents "rooming in" at the NNU, water bottles to ensure expressing Mothers remain hydrated. In addition, WiFi for parents, books to read to babies, and journey boxes for babies have been funded.

To complement the Kangaroo chairs purchased last year each family receives a "snuggle bag" containing an adult sized hand-crafted blanket for warm cuddles and an eye mask to aid relaxation. Siblings receive a bag designed by an NNU Graduate's father containing a teddy, colouring book and pens, reading book and small games.

Accommodation costs can be covered for eligible parents at the Pelican Hotel and rooming in parents receive meal vouchers from the Welfare Fund.

The Charity covers the cost of the Christmas party for graduates of the NNU (in 2019 this was able to proceed prior to COVID restrictions), and each baby on the unit at Christmas receives a Christmas Stocking. Families were able to eat in the hospital restaurant on Christmas Day, and edible treats were available on the unit for staff and families. Babies also received a small gift to celebrate Easter, Mother and Father's days and World Prematurity Day all funded by the Charity.

Staff Training

During the year ended March 2020 First Touch contributed towards training for Family Integrated Care, Bereavement, Nutrition, attending the European Ethics Conference, Neonatal Transport Conference, the NeoNatal Association Conference and a smart board for the training room, and towards a nurse taking the ANNP Course.

Awareness and support

The Charity also supports bereaved families, funding the annual memorial service and memory boxes for all bereaved families. First Touch funded 5 members to the NNU staff to attend the Butterfly Awards in Warwickshire in October 2019. The SGH Neonatal team had been shortlisted for an award for outstanding bereavement care. World Prematurity Day was marked with a month-long art exhibition in the Lansborough Restaurant at St Georges Hospital. Artwork was by Dawn Kalu, artist and NNU graduate's Great Grandmother.

Staff have also been speaking at local events to raise the profile of the unit and the Charity. First Touch was chosen as the charity beneficiary for a large summer 2019 concert in Egham and was represented by a team from Old Kingstonian Hockey Club at the Thames Dragon Boat racing.

The Charity's web Site has been redesigned, all copy re-written updated and the site launched. The Staff and Trustees have begun a full Governance review with advice from an external expert.

First Touch

Report of the Trustees for the Year Ended 31 March 2020

Covid-19

During the final two months of the financial year it was becoming clear that Covid-19 was going to have a significant impact on the way that the charity would be able to function. Preparations for working from home were made for the staff which began in early March. The Trustees adopted Zoom meetings, adding in additional ad hoc meetings to discuss the impact of Covid-19, changes to working practice and to support the staff.

Working documents are held on the Cloud and so from an administration perspective this was a relatively straightforward transition initially. It has been more difficult as time has moved on both financially and for the staff not being able to be present on the unit, where they are usually so visible and accessible.

As the restrictions remained in place over the coming months the staff have worked tirelessly to maintain communication with the clinical teams on the unit to ascertain what additional support First Touch could offer. Funds have been made available for fresh food deliveries when staff were unable to get to the shops. Further details will be covered in the 2021 Report but the Trustees would like to pay tribute to both First Touch staff and the clinical and administrative staff on the NNU who have been a crucial link enabling First Touch to continue to be active.

Trustees

In January 2020 Jeannie Walls resigned as a Trustee. Jeannie was one of the founding clinical Trustees in 1998 when the Friends of the NeoNatal Unit at St George's Hospital was created. The Trustees are deeply grateful to Jeannie for all her time, energy and expertise expended on the Charity's behalf. As a nurse on the NeoNatal unit for over 20 years she has assisted an incredible number of babies and is remembered fondly by the staff and numerous families.

Staff

The staff at First Touch is the catalyst that allows the Charity to channel the generosity of volunteers and supporters to make such a tangible difference to the life and well-being of the babies on the unit.

The Trustees recognise that without doubt the single most important contribution to the work of the charity is that of the staff and wish to place on record their gratitude. Sarah Collins, Charity Director and Louise Williams, Charity Co-ordinator both go beyond their paid hours as part time staff on behalf of First Touch giving up their personal time to work as both the public face of the charity and day to day management and administration. Especially in these more difficult times the Trustees have appreciated the dedication and drive of both Sarah and Louise who have so expertly juggled their personal and professional time and kept First Touch moving forward.

The Trustees look ahead to a potentially difficult year in 2020-2021 as Covid-19 continues to impact the economy, the hospital environment and the way that First Touch can work, but believe that the Charity is well placed to face these issues.

Reserves Policy

The Charity only purchases equipment for which it has funding, or fundraising is undertaken specifically for a piece of equipment. It has minimal running costs and the Trustees aim to maintain reserves in unrestricted funds at a level which equates to approximately three months of unrestricted charitable expenditure.

The Charity has held assets in cash, either in current or deposit accounts throughout the year. First Touch does not have any interest in real estate property or possess any marketable securities and thus has no financial market exposure. The costs associated with the core activities of the Charity are noted in the attached Statement of Financial Activities.

Approved by order of the board of trustees on 20 January 2021 and signed on its behalf by:

Nicola Eastwood - Trustee

**Independent Examiner's Report to the Trustees of
First Touch**

I report on the accounts for the year ended 31 March 2020 set out on pages five to nine.

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(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the 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 you as 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 statements below.

Other matters

Your attention is drawn to the fact that the charity has prepared the accounts (financial statements) 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 (FRS102) 2nd edition issued in October 2019 in preference to the Accounting and Reporting Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

We understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) 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 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Anthony Kelly BSc FCA
Roffe Swayne
Chartered Accountants
Ashcombe Court
Woolsack Way
Godalming
Surrey
GU7 1LQ

Date 21 January 2021

First Touch

**Statement of Financial Activities
for the Year Ended 31 March 2020**

		Unrestricted funds	Restricted funds	2020 Total funds	2019 Total funds
	Notes	£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		55,293	12,700	67,993	113,880
Activities for generating funds	2	90,073	-	90,073	84,433
Investment income	3	215	-	215	131
Incoming resources from charitable activities					
Gifts in kind		<u>20,278</u>	<u>-</u>	<u>20,278</u>	<u>15,265</u>
Total incoming resources		165,859	12,700	178,559	213,709
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income		12,641	-	12,641	8,033
Charitable activities					
Purchase of medical equipment		42,334	13,730	56,064	73,244
Support through the welfare fund for families and babies		96,139	-	96,139	67,039
Gifts in kind		20,278	-	20,278	15,265
Legal and administrative costs		<u>2,860</u>	<u>-</u>	<u>2,860</u>	<u>3,422</u>
Total resources expended		<u>174,252</u>	<u>13,730</u>	<u>187,982</u>	<u>167,003</u>
NET (OUTGOING)/INCOMING RESOURCES					
		(8,393)	(1,030)	(9,423)	46,706
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>327,913</u>	<u>3,400</u>	<u>331,313</u>	<u>284,607</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>319,520</u></u>	<u><u>2,370</u></u>	<u><u>321,890</u></u>	<u><u>331,313</u></u>

The notes form part of these financial statements

First Touch

**Balance Sheet
At 31 March 2020**

	Notes	2020 £	2019 £
CURRENT ASSETS			
Debtors	5	3,144	2,052
Cash at bank		<u>321,086</u>	<u>331,781</u>
		324,230	333,833
CREDITORS			
Amounts falling due within one year	6	(2,340)	(2,520)
		<u>321,890</u>	<u>331,313</u>
NET ASSETS			
FUNDS	8		
Unrestricted funds		319,520	327,913
Restricted funds		<u>2,370</u>	<u>3,400</u>
TOTAL FUNDS		<u>321,890</u>	<u>331,313</u>

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

The financial statements were approved by the Board of Trustees on 20 January 2021 and were signed on its behalf by:

Nicola Eastwood -Trustee

First Touch

Notes to the Financial Statements for the Year Ended 31 March 2020

1. ACCOUNTING POLICIES

Accounting convention

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) 2nd edition issued in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and the Charities Act 2011 and UK Generally Accepted Practice.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) 2nd edition issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Going concern

We have paid particular attention to the likely effects on the charity of the current Covid-19 outbreak and the trustees remain confident that sufficient funding, and reserves, are in place and that the charity has adequate resources to enable it to continue as a going concern for the foreseeable future.

Incoming resources and debtors

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Debtors and prepaid expenses are included at the monetary value of the transaction.

Resources expended and liabilities

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Capital expenditure

Expenditure of a capital nature is written off to income and expenditure in the year in which it is incurred.

2. ACTIVITIES FOR GENERATING FUNDS

	2020	2019
	£	£
Fundraising events	89,824	83,766
Raffles	249	667
	<u>90,073</u>	<u>84,433</u>

First Touch

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2020**

3. INVESTMENT INCOME

	2020	2019
	£	£
Deposit account interest	<u>215</u>	<u>131</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2020 nor for the year ended 31 March 2017.

5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Prepayments and accrued income	<u>3,144</u>	<u>2,052</u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Accruals and deferred income	<u>2,340</u>	<u>2,520</u>

7. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	2020 Total funds	2019 Total funds
	£	£	£	£
Current assets	321,860	2,370	324,230	333,833
Current liabilities	<u>(2,340)</u>	<u>-</u>	<u>(2,340)</u>	<u>(2,520)</u>
	<u>319,520</u>	<u>2,370</u>	<u>321,890</u>	<u>331,313</u>

First Touch

Notes to the Financial Statements - continued
for the Year Ended 31 March 2020

8. MOVEMENT IN FUNDS – CURRENT YEAR

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General Fund	327,913	(8,393)	319,520
Restricted funds			
Equipment Fund	3,400	(1,030)	2,370
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>331,313</u>	<u>(9,423)</u>	<u>321,890</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General Fund	165,859	(174,252)	(8,393)
Restricted funds			
Equipment Fund	12,700	(13,730)	(1,030)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>178,559</u>	<u>(187,986)</u>	<u>(9,423)</u>

MOVEMENT IN FUNDS – PRIOR YEAR

	At 1.4.18 £	Net movement in funds £	At 31.3.19 £
Unrestricted funds			
General Fund	275,031	52,882	327,913
Restricted funds			
Equipment Fund	9,576	(6,176)	3,400
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>284,607</u>	<u>46,706</u>	<u>331,313</u>

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Notes to the Financial Statements - continued for the Year Ended 31 March 2020

8. MOVEMENT IN FUNDS – PRIOR YEAR (continued)

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General Fund	190,927	(138,045)	52,882
Restricted funds			
Equipment Fund	22,782	(28,958)	(6,176)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>213,709</u>	<u>(167,003)</u>	<u>46,706</u>

9. RELATED PARTY DISCLOSURES

There were no transactions with related parties for the year ended 31 March 2020 nor for the year ended 31 March 2019.

10. RESTRICTED FUNDS

Equipment Fund

Donations received for specific items of medical equipment are allocated to this fund and any purchases made are then matched accordingly.

First Touch

Detailed Statement of Financial Activities
for the Year Ended 31 March 2020

	2020 £	2019 £
INCOMING RESOURCES		
Voluntary income		
Donations	57,443	101,315
Gift aid	<u>10,550</u>	<u>12,565</u>
	67,993	113,880
Activities for generating funds		
Fundraising events	89,824	83,766
Raffles	<u>249</u>	<u>667</u>
	90,073	84,433
Investment income		
Deposit account interest	215	131
Incoming resources from charitable activities		
Gifts in kind	<u>20,278</u>	<u>15,265</u>
Total incoming resources	178,559	213,709
RESOURCES EXPENDED		
Costs of generating voluntary income		
Fundraising and administration	9,926	6,131
Events	<u>2,715</u>	<u>1,902</u>
	12,641	8,033
Charitable activities		
Medical equipment funding	56,064	73,244
Children on Ward	-	194
Welfare	35,913	22,607
Staff costs	45,764	39,895
Raffles	14	-
Training post funding	7,782	2,005
Family accommodation	6,666	2,338
Gifts in kind	<u>20,278</u>	<u>15,265</u>
	172,481	155,548
Governance costs		
Independent examiner's fee	2,100	2,400
Other costs	<u>760</u>	<u>1,022</u>
	<u>2,860</u>	<u>3,422</u>
Total resources expended	<u>187,982</u>	<u>167,003</u>
Net (expenditure)/income	<u><u>(9,423)</u></u>	<u><u>46,706</u></u>