

REGISTERED CHARITY NUMBER: 1072500

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended
31 March 2021
for
First Touch**

Azets
Chartered Accountants
Ashcombe Court
Woolsack Way
Godalming
Surrey
GU7 1LQ

First Touch

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First Touch

Report of the Trustees for the Year Ended 31 March 2021

The trustees present their report with the financial statements of the charity for the year ended 31 March 2021. 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 - resigned January 2021
Nicola Eastwood
Dr Sandra Adamson Calvert
Achim Herbert Vogt
Laura de Rooy
Kim Caddy
Dr Sijo Francis
Helen Edwards - appointed December 2020
Paula Abramson - appointed December 2020

Independent examiner

Azets Audit Services Limited
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 2021

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.

COVID-19

By the end of the 2020 financial year Covid-19 was already a serious challenge, many changes had already taken place as mentioned in the last report; the First Touch staff had transitioned to work from home and Trustees had quickly adapted to Zoom meetings. The charity was already facilitating fresh food deliveries and hot meals for the unit staff and families for whom getting to the shops and ensuring supplies being available was difficult. This continued through much of 2020 and into 2021.

The First Touch staff are usually a visible and accessible resource at the unit, which enables easy communication with clinical staff to understand what is needed, often at quite short notice, and from a fund-raising perspective with the main source of donations coming from parents and families on or formally on the unit. Many parents meet the First Touch staff and see work undertaken and want to help support by raising funds or making donations.

As restrictions remained in place, and time moved on with Charity staff unable to attend the unit and continue to work from home it was hugely important to maintain communication with clinical teams and supporters and First Touch staff worked tirelessly to ensure that these critical links were sustained.

The Trustees would like to pay tribute to both First Touch staff and the clinical and administrative staff on the Neonatal unit who have been a crucial link enabling First Touch to continue to be agile and active supporting the unit as necessary. As restrictions ease the Trustees and Staff remain mindful that as a hospital setting extra vigilance is always required as is a readiness to move back to a more remote function, if needed, should infections rise again.

First Touch

Report of the Trustees for the Year Ended 31 March 2021

ACHIEVEMENTS AND PERFORMANCE & FINANCIAL REVIEW

The Charity received income of £193,220. Given the restrictions in place that prevented many of our usual fundraising opportunities such as the London Marathon, Royal Parks runs and so many other local events the Trustees were delighted with this total.

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 continue to be grateful for 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. Gift aid tax relief, and gifts in kind make a huge difference to the overall total, and particularly this year there were some generous gifts of food, hot meals and treats for staff.

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. The Charity considers that its main function is 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. During this financial year the focus of our clinical staff was very much on the welfare of the babies, unit staff and families rather than the procurement of new equipment and the First Touch Trustees were keen to support any way possible.

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.

Equipment

This year equipment spending totalled £31,152 and represented 16% of the total expenditure in the financial year. A Retcam (Retinal Imaging Equipment) was purchased together with a number of pieces of smaller equipment such as baby baths, playmats for long term patients, weighing scales and face masks. Fundraising began in July 2020 for three maquets, a ventilator system in which the Neonatal Unit at St Georges has invested already giving the unit the opportunity to be a research leader in this area.

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. These timings combined with the very different nature of demands on the Charities funds during the pandemic led to the Trustees agreeing that it was appropriate for welfare spending to exceed the equipment spending in these exceptional times.

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.

NICU Family Room has been refurbished and the Special Care Baby Unit Corridors, family area and staff rooms have been updated.

The pandemic gave rise to logistical difficulties especially around movements of the unit staff and families, so First Touch procured supplies of hot meals, fresh fruit and vegetables, for both staff and families. An Amazon wish list was established which enabled supporters to send items ranging from tea bags to Christmas stockings to the unit directly. These were additional to the initiatives that have already been established and continue to support the babies on their journey through the unit.

First Touch

Report of the Trustees for the Year Ended 31 March 2021

Welfare (continued)

The Charity covers the cost of the Christmas party for graduates of the NNU each year, however in 2020 First Touch funded a virtual event with an entertainer for families to enjoy. Feedback was hugely positive for this different initiative, which is to be repeated in 2021. Each baby on the unit at Christmas receives a Christmas Stocking 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.

The Trustees were hugely grateful for some wonderful gifts in kind for the unit including a Christmas delivery of so much Lindt Chocolate that it had to be shared with other departments around the hospital.

Staff Training

Staff training continued where possible virtually but attendance at events was curtailed by the pandemic but is something that the Charity is keen to restart when possible.

Awareness and support

Similarly, First Touch has been unable to attend in person events during the financial year, but has continued to raise the profile of premature birth and the work of the unit virtually and through its very active social media posts.

Trustees

Two new Trustees were appointed in December 2020.

Helen Edwards is a partner in a law firm advising on Real Estate matters, her twins were patients on the unit from February to June 2011.

Paula Abramson is a psychotherapist specialising in providing bereavement support following the death of a baby or child. Paula worked as a counsellor on the unit from January 2008 for six years.

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 further challenges in 2021/2022 expecting that Covid-19 will continue to impact the economy, the hospital environment, and the way that First Touch can work, but they hope that life will begin to return to something closer to normality in due course. The charity will continue to work innovatively and creativity to continue to support the Neonatal unit, together with the staff and families there.

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 other than staff salaries 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 23 December 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 2021 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.

M S Leigh BA FCA CF
Azets Audit Services Limited
Chartered Accountants
Ashcombe Court
Woolsack Way
Godalming
Surrey
GU7 1LQ

Date : 17 January 2022

First Touch

**Statement of Financial Activities
for the Year Ended 31 March 2021**

		Unrestricted funds	Restricted funds	2021 Total funds	2020 Total funds
	Notes	£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		64,346	-	64,346	67,993
Activities for generating funds	2	78,893	-	78,893	90,073
Investment income	3	43	-	43	215
Incoming resources from charitable activities					
Gifts in kind		<u>49,938</u>	<u>-</u>	<u>49,938</u>	<u>20,278</u>
Total incoming resources		193,220	-	193,220	178,559
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income		681	-	681	12,641
Charitable activities					
Purchase of medical equipment		31,152	-	31,152	56,064
Support through the welfare fund for families and babies		108,715	-	108,715	96,139
Gifts in kind		49,938	-	49,938	20,278
Legal and administrative costs		<u>3,120</u>	<u>-</u>	<u>3,120</u>	<u>2,860</u>
Total resources expended		<u>193,606</u>	<u>-</u>	<u>193,606</u>	<u>187,982</u>
NET (OUTGOING)/INCOMING RESOURCES					
		(386)	-	(386)	(9,423)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>319,520</u>	<u>2,370</u>	<u>321,890</u>	<u>331,313</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>319,134</u></u>	<u><u>2,370</u></u>	<u><u>321,504</u></u>	<u><u>321,890</u></u>

The notes form part of these financial statements

First Touch

**Balance Sheet
At 31 March 2021**

	Notes	2021 £	2020 £
CURRENT ASSETS			
Debtors	5	3,488	3,144
Cash at bank		<u>320,416</u>	<u>321,086</u>
		323,904	324,230
CREDITORS			
Amounts falling due within one year	6	(2,400)	(2,340)
		<u>321,504</u>	<u>321,890</u>
NET ASSETS			
FUNDS	8		
Unrestricted funds		319,134	319,520
Restricted funds		<u>2,370</u>	<u>2,370</u>
TOTAL FUNDS		<u>321,504</u>	<u>321,890</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 23 December 2021 and were signed on its behalf by:

Nicola Eastwood -Trustee

First Touch

Notes to the Financial Statements for the Year Ended 31 March 2021

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

	2021	2020
	£	£
Fundraising events	77,857	89,824
Raffles	1,036	249
	<u>78,893</u>	<u>90,073</u>

First Touch

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

3. INVESTMENT INCOME

	2021	2020
	£	£
Deposit account interest	<u>43</u>	<u>215</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Prepayments and accrued income	<u>3,488</u>	<u>3,144</u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Accruals and deferred income	<u>2,400</u>	<u>2,340</u>

7. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	2021 Total funds	2020 Total funds
	£	£	£	£
Current assets	321,534	2,370	323,904	324,230
Current liabilities	<u>(2,400)</u>	<u>-</u>	<u>(2,400)</u>	<u>(2,340)</u>
	<u>319,134</u>	<u>2,370</u>	<u>321,504</u>	<u>321,890</u>

First Touch

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

8. MOVEMENT IN FUNDS – CURRENT YEAR

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General Fund	319,520	(386)	319,134
Restricted funds			
Equipment Fund	2,370	-	2,370
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>321,890</u>	<u>(386)</u>	<u>321,504</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General Fund	193,220	(193,606)	(386)
Restricted funds			
Equipment Fund	-	-	-
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>193,220</u>	<u>(193,606)</u>	<u>(386)</u>

MOVEMENT IN FUNDS – PRIOR 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>

First Touch

Notes to the Financial Statements - continued for the Year Ended 31 March 2021

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	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>

9. RELATED PARTY DISCLOSURES

There were no transactions with related parties for the year ended 31 March 2021 nor for the year ended 31 March 2020.

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 2021

	2021 £	2020 £
INCOMING RESOURCES		
Voluntary income		
Donations	52,367	57,443
Gift aid	<u>11,979</u>	<u>10,550</u>
	64,346	67,993
Activities for generating funds		
Fundraising events	77,857	89,824
Raffles	<u>1,036</u>	<u>249</u>
	78,893	90,073
Investment income		
Deposit account interest	43	215
Incoming resources from charitable activities		
Gifts in kind	<u>49,938</u>	<u>20,278</u>
Total incoming resources	193,220	178,559
RESOURCES EXPENDED		
Costs of generating voluntary income		
Fundraising and administration	681	9,926
Events	<u>-</u>	<u>2,715</u>
	681	12,641
Charitable activities		
Medical equipment funding	31,152	56,064
Welfare	52,194	35,913
Staff costs	55,028	45,764
Raffles	-	14
Training post funding	1,493	7,782
Family accommodation	-	6,666
Gifts in kind	<u>49,938</u>	<u>20,278</u>
	189,805	172,481
Legal and administrative costs		
Independent examiner's fee	2,400	2,100
Other costs	<u>720</u>	<u>760</u>
	<u>3,120</u>	<u>2,860</u>
Total resources expended	<u>193,906</u>	<u>187,982</u>
Net (expenditure)/income	<u>(386)</u>	<u>(9,423)</u>