

**Report of the Trustees and  
Unaudited Financial Statements for the Year Ended  
31 March 2022  
for  
First Touch**

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

**First Touch**

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for the Year Ended 31 March 2022**

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## First Touch

### Report of the Trustees for the Year Ended 31 March 2022

The trustees present their report with the financial statements of the charity for the year ended 31 March 2022. 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

Nicola Eastwood

Dr Sandra Adamson Calvert

Resigned December 2021

Achim Herbert Vogt

Laura de Rooy

Kim Caddy

Dr Sijo Francis

Helen Edwards

Paula Abramson

##### 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 2022

#### **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**

The impact of COVID-19 has remained a challenge for everyone at the Neonatal Unit. The First Touch staff are looking forward to increasing the time they can spend at the unit, while continuing to work flexibly including remotely to minimise the risk of infections.

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 frequently 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 conduit 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 2022

#### **ACHIEVEMENTS AND PERFORMANCE & FINANCIAL REVIEW**

The Charity received income of £291,951. A truly inspiring total given the difficulties posed by COVID-19, which included one donation from the Kennedy family who through a sponsored cycle ride “Lions Ride 2021” raised a total of £98,000 for which the Trustees were truly grateful.

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 note with gratitude that the 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.

The Charity takes great pride in the fact that most of its income is raised by those who have directly benefited from the work of the unit and the work of First Touch. 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. 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 is received 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 has started to rise again after the last two years where the focus has been on welfare spending in response to the COVID-19 difficulties. Spending totalled £92,418 within the financial year, representing 38% of the total expenditure in the financial year. Expenditure highlights included three maquet ventilators, refurbishment of the Expressing Room, the annual vCreate system subscription, sofas for the ICU and SCBU staff rooms and training for the Peer Supporter volunteers.

Further spending has been identified for the coming year including breast pumps, a transport incubator and privacy screens.

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 Charity’s 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, and the Trustees continue to monitor the balance between equipment and 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.

Each baby on the unit at Christmas receives a Christmas Stocking and festive 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 Amazon wish continues to be a popular and convenient way for supporters to arrange these seasonal donations together with day-to-day supplies such as tea bags, snacks, muslins and general supplies for the staff and families that make such a difference.

## **First Touch**

### **Report of the Trustees for the Year Ended 31 March 2022**

#### **Staff Training**

Staff training continued virtually, attendance at events was still somewhat 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. First Touch has funded the training of Peer Supporters, volunteer parents trained by St Georges to be a visible and accessible face for families, currently accessible on social media it is hoped that the volunteers will be able to attend the nurseries in person soon, so far this is proving popular and successful.

#### **Trustees**

There have been no changes to the Trustees in the current year, but the need for new Trustees has been identified and vacancies will be advertised, and interviews held during the coming year.

#### **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 2022/3 expecting that COVID-19 may 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 18<sup>th</sup> January 2023 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 2022 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) 2<sup>nd</sup> 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 : 24 January 2023

**First Touch**

**Statement of Financial Activities  
for the Year Ended 31 March 2022**

		Unrestricted funds	Restricted funds	2022 Total funds	2021 Total funds
	Notes	£	£	£	£
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income		92,160	1,500	93,620	64,346
Activities for generating funds	2	191,175	-	191,175	78,893
Investment income	3	11	-	11	43
<b>Incoming resources from charitable activities</b>					
Gifts in kind		<u>7,745</u>	<u>-</u>	<u>7,745</u>	<u>49,938</u>
<b>Total incoming resources</b>		291,051	1,500	292,551	193,220
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income		10,842	-	10,842	681
<b>Charitable activities</b>					
Purchase of medical equipment		90,048	2,370	92,418	31,152
Support through the welfare fund for families and babies		123,527	-	123,527	108,715
Gifts in kind		7,745	-	7,745	49,938
Legal and administrative costs		<u>3,275</u>	<u>-</u>	<u>3,275</u>	<u>3,120</u>
<b>Total resources expended</b>		235,437	2,370	237,807	193,606
<b>NET (OUTGOING)/INCOMING RESOURCES</b>		55,614	(870)	54,744	(386)
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>319,134</u>	<u>2,370</u>	<u>321,504</u>	<u>321,890</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>374,748</u></u>	<u><u>1,500</u></u>	<u><u>376,248</u></u>	<u><u>321,504</u></u>

The notes form part of these financial statements

**First Touch**

**Balance Sheet  
At 31 March 2022**

	Notes	2022 £	2021 £
<b>CURRENT ASSETS</b>			
Debtors	5	4,374	3,488
Cash at bank		<u>374,394</u>	<u>320,416</u>
		378,768	323,904
<b>CREDITORS</b>			
Amounts falling due within one year	6	(2,520)	(2,400)
		<u>376,248</u>	<u>321,504</u>
<b>NET ASSETS</b>			
<b>FUNDS</b>	8		
Unrestricted funds		374,748	319,134
Restricted funds		<u>1,500</u>	<u>2,370</u>
<b>TOTAL FUNDS</b>		<u>376,248</u>	<u>321,504</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 18<sup>th</sup> January 2023 and were signed on its behalf by:

Nicola Eastwood -Trustee

## First Touch

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 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) 2<sup>nd</sup> 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) 2<sup>nd</sup> 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

	2022	2021
	£	£
Fundraising events	191,175	77,857
Raffles	-	1,036
	<u>191,175</u>	<u>78,893</u>

**First Touch**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022**

**3. INVESTMENT INCOME**

	2022	2021
	£	£
Deposit account interest	<u>11</u>	<u>43</u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022	2021
	£	£
Prepayments and accrued income	<u>4,374</u>	<u>3,488</u>

**6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022	2021
	£	£
Accruals and deferred income	<u>2,520</u>	<u>2,400</u>

**7. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted funds	Restricted funds	2022 Total funds	2021 Total funds
	£	£	£	£
Current assets	377,268	1,500	378,768	323,904
Current liabilities	<u>(2,520)</u>	<u>-</u>	<u>(2,520)</u>	<u>(2,400)</u>
	<u>374,748</u>	<u>1,500</u>	<u>376,248</u>	<u>321,504</u>

First Touch

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022

8. MOVEMENT IN FUNDS – CURRENT YEAR

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
<b>Unrestricted funds</b>			
General Fund	319,134	55,614	374,748
<b>Restricted funds</b>			
Equipment Fund	2,370	(870)	1,500
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>321,504</u>	<u>54,744</u>	<u>376,248</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General Fund	291,051	(235,437)	55,614
<b>Restricted funds</b>			
Equipment Fund	1,500	(2,370)	(870)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>292,551</u>	<u>(237,807)</u>	<u>54,744</u>

MOVEMENT IN FUNDS – PRIOR YEAR

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

## First Touch

### Notes to the Financial Statements - continued for the Year Ended 31 March 2022

#### 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 £
<b>Unrestricted funds</b>			
General Fund	193,220	(193,606)	(386)
<b>Restricted funds</b>			
Equipment Fund	-	-	-
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>193,220</u>	<u>(193,606)</u>	<u>(386)</u>

#### 9. RELATED PARTY DISCLOSURES

There were no transactions with related parties for the year ended 31 March 2022 nor for the year ended 31 March 2021.

#### 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 2022

	2022 £	2021 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	62,681	52,367
Gift aid	<u>30,939</u>	<u>11,979</u>
	93,620	64,346
<b>Activities for generating funds</b>		
Fundraising events	191,175	77,857
Raffles	<u>-</u>	<u>1,036</u>
	191,175	78,893
<b>Investment income</b>		
Deposit account interest	11	43
<b>Incoming resources from charitable activities</b>		
Gifts in kind	<u>7,745</u>	<u>49,938</u>
<b>Total incoming resources</b>	292,550	193,220
<b>RESOURCES EXPENDED</b>		
<b>Costs of generating voluntary income</b>		
Fundraising and administration	7,529	681
Events	<u>3,313</u>	<u>-</u>
	10,842	681
<b>Charitable activities</b>		
Medical equipment funding	92,418	31,152
Welfare	60,396	52,194
Staff costs	62,347	55,028
Raffles	-	-
Training post funding	674	1,493
Family accommodation	110	-
Gifts in kind	<u>7,745</u>	<u>49,938</u>
	223,690	189,805
<b>Legal and administrative costs</b>		
Independent examiner's fee	2,520	2,400
Other costs	<u>755</u>	<u>720</u>
	<u>3,275</u>	<u>3,120</u>
<b>Total resources expended</b>	<u>237,807</u>	<u>193,906</u>
<b>Net (expenditure)/income</b>	<u><u>54,743</u></u>	<u><u>(386)</u></u>