

Charity Registration Number
1159657 (England & Wales)
SC045422 (Scotland)



Remember My Baby
REMEMBRANCE PHOTOGRAPHY

**Remember My Baby Remembrance Photography
(A Charitable Incorporated Organisation)
Trustees' Reports & Accounts
Year Ending 31 August 2017**

Charity Registration Number
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Legal and Administrative Information

Trustees

Cheryl Johnson (Chair)
Nicky Heppenstall (Vice Chair)
Alison Bryan (Trustee)
Anna-Marina Dearsley (Trustee)
Heidi Fuentes (Trustee)
Michele Selvey (Trustee)
Ruth Trotter (Trustee)

Charity Number (England and Wales)
Charity Number (Scotland)
Registered Office

1159657
SC045442
Bella Casa
52 Coppice Close
Cheslyn Hay
South Staffordshire
WS6 7EZ

Auditors

Stephen Farra Associates
Synergies House
98 Hornchurch Road
Hornchurch
RM11 1JS

Principal Bankers

Lloyds Bank
25 Gresham Street
London
EC2V 7HN



Remember My Baby Remembrance Photography
(A Charitable Incorporated Organisation)

Objects and values of the charity

The Trustees confirm that the annual report and accounts of the charity have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the charity's constitution, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in 2005.

The object of the CIO is to assist the grieving process for families who have lost a baby before, during or shortly after childbirth, by providing a professional photographer to photograph their baby free of charge, and to gift these images to the family on a USB.

Our values

- We are compassionate, dedicated and strive for excellence in everything we do
- Our aim is to provide the gift of remembrance photography to as many bereaved families as possible; our response is individual and sensitive
- We are passionate about sharing and improving the service we offer

The Office for National Statistics latest published data (2015) states:

In 2015 there were 3,147 stillbirths resulting in a perinatal mortality rate of 4.5 deaths per 1,000 total births. This is a small decrease from 2014, and this number has remained a constant number since 1982.



Trustees

The trustees that served during the year:

Trustees	Cheryl Johnson (Chair) – elected 21.08.2014
	Nicky Heppenstall (Vice Chair) – elected 21.08.2014
	Alison Bryan (Trustee) – elected 21.08.2014
	Jocelyn Conway – elected 21.08.2014 (terminated January 2017)
	Anna-Marina Dearsley – elected 21.08.2014
	Heidi Fuentes – elected 21.08.2014
	Michele Selvey – elected 21.08.2014
	Ruth Trotter – elected 21.08.2014

Review of activities for the year to 31st August 2017

The charity celebrated its 3rd birthday in August.

In the three years of providing support to bereaved families in the form of photography, we have delivered photographs, free of charge to over 1400 families. In the charity's third year 743 families were in receipt of the gift.

At the start of the year we had over 220 photographers and 7 digital retouchers. The majority of photographers renewed their membership for the third year. Those that did not renew stated personal reasons not related to the activities or running of the charity.

Volunteers

With over 220 active volunteers, volunteering plays a pivotal role within RMB.

RMB's core group is run by dedicated volunteers and all RMB photographers and digital retouchers are volunteers. Without the support of volunteers, the charity would have to decline to help many families. They often put their own family time on hold to visit hospitals in order to take photographs.

RMB would like to take this opportunity to thank all of our volunteers for their ongoing support, dedication and commitment.

Financial Review

RMB's income has grown by 71% since 2015-16 to a figure of £50.2k for the financial year



This income is mainly from donations. These donations are from bereaved families, fundraisers (usually by those who know of a family who have received images, but often those that know photographers) and collections at funerals.

The trustees would like to thank parents, families, friends, supporters and volunteers who work tirelessly to raise the money necessary to achieve our objectives. Income from fundraising initiatives was complemented by the sale of branded wristbands.

The £15 volunteer membership fee is still charged (there was hope to waive it, but this is still under review).

As well as increasing income, RMB attempted to keep expenditure low, but this increased by 92%. The main increase was in the purchase of promotional items. This is in the main the purchase of branded USBs which are sent to all families containing their images. The USBs mean that RMB benefits from consistent branding and keeps the cost low for volunteers (we provide them for volunteers). We have also purchased some high quality albums for neonatal units in some of our busiest hospitals.

We have also been able to reimburse volunteers for mileage and it is good to see volunteers claiming some of their expenses back.

This has resulted in a surplus of £23.8k for the year.
This compares to an overall surplus of £15.5k for the previous year.

Reserves Policy

RMB needs to hold an appropriate Reserve Fund to ensure continuity of services in the event of a decrease of donations and maintain the ability to meet unforeseen costs. Currently, RMB's total reserves, excluding the value of fixed assets and restricted funds held, are held at an average which is in excess of six months' running costs. The Trustees will be reviewing the Reserves Policy in the coming year with a focus on identifying and utilising surplus reserves to fund the achievement of our core objectives, in line with Charity Commission guidance.

Disclosure of information to auditors

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

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Future Plans

2016-2017 has been a year of consolidation for RMB. It was a period to settle down and establish ourselves financially and to be sure that our processes are robust and fit for purpose. We are now in an excellent position to grow from strength to strength in 2018 and will continue to embrace developments and partnerships that help us to do this.

Our focus in 2017-18 will be growing the number of volunteers. We are now established in many hospitals, and the number of sessions has grown so much, that many volunteers are doing more sessions than the trustees would like.

The plan is to understand why the number of volunteers on board that are actively accepting sessions is low.

There is a plan for some regional meetings and training, which should encourage a more 'team attitude' and to dispel some of the myths around the sessions and what they entail.

If budget permits, there is a hope to hold regional training sessions for volunteers.

It is hoped that more of the trustees can attend health professional conferences to ensure more hospitals are on board, but this will only be done if the number of active volunteers can be increased.

On behalf of the Board of Trustees

Cheryl Johnson
Chair of Trustees
Dated: 17th April 2018



Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the trustees' report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year, which give a true and fair view of the charitable company's state of affairs at the end of the year, and of the incoming resources and application of resources, including the income and expenditure for that year.

In preparing those accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



Remember My Baby Remembrance Photography

Income and Expenditure Account Year to date to 31st August 2017

	£	£
Revenue		
Membership Fees	3,850.00	
Donations	44,625.74	
Training Income	5.00	
Gift Aid Reclaims	1,579.01	
Sale of Branded Goods	211.50	
Bank Interest	0.00	
		<u>50,271.25</u>
Expenses		
Accountancy	720.00	
Accommodation Fees	10.80	
Advertising	115.99	
Bank Charges	7.05	
Branded Goods for Resale	-8.00	*refund of wristbands
BT Donate Fees	0.00	
Computer Equipment	0.00	
Equipment	0.00	
Fuel	0.00	
Insurance	457.34	
Just Giving Fees	1,740.67	
Mileage	5,260.88	
Miscellaneous	576.45	
NEC Photography Show	317.10	
PayPal Fees	218.60	
Postage	2,822.14	
Promotional Items	8,331.98	
Stationery	676.29	
SWPP Event	1,569.38	
Telephone Charges	122.41	
Tradeshaw Items	239.80	
Training	3,360.10	
Uniform	174.00	
Virgin Money Giving Fees	1.75	
Website Fees	458.09	
		<u>27,172.82</u>
New Income over Expenditure		23,098.43

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Balance Sheet

Fixed Assets

Tangible Assets	149.00	
		<u>149.00</u>

Current Assets

Bank Account	46,415.46	
PayPal Account	2,348.29	
Cash	-	
Debtors	304.00	
		<u>49,067.75</u>

Current Liabilities

Creditors	(1,548.61)	
		<u>(1,548.61)</u>

Total Net Assets or Liabilities		<u>47,668.14</u>
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The funds of the charity

Accumulated Funds as at 31.08.2016	24,569.71
Income/Expenditure for year to date to 31.08.2017	<u>23,098.43</u>
	<u>47,668.14</u>

The accounts were approved by the Board on 17th April 2018

Chair of Trustees
Dated: 17th April 2018



1 Accounting Policy

1.1 Basis of Preparation

The accounts have been prepared in line with SORP FRS 102.

An audit is not required under the Charities Act as the CIO's gross income is not more than £1 million. However, an independent examination is required as the income is more than £25,000 in the financial year.

1.2 Incoming Resources

Membership fees are accounted for as they are received.

Donations are accounted for as they are received. Donations in kind are recognised at their fair value, with an equivalent charge made to the resources expended.

Sale income is for wristbands.

1.3 Resources expended

Promotional items and advertising costs comprise the costs incurred in producing materials for promotional purposes and in raising funds.

Just Giving and PayPal are fees relating to the income of fundraising donations and membership fees.

Mileage and postage is paid to volunteers attending sessions or for trustees attending tradeshow and hospitals to promote RMB.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual values of each asset over its expected useful life.

2. Voluntary Income

None

3. Investment Income

None



4. Incoming Resources from Charitable Activities

None

5. Governance Costs

Audit is provided by Stephen Farra Associates. Accountancy is provided by a volunteer.

6. Trustees

None of the Trustees or any person connected with them received any remuneration during the year, but all were reimbursed travelling expenses and training allowance totalling £2,112.08

7. Employees

Number of UK employees (full-time equivalents) during the year: zero

8. Tangible fixed assets

A projector

9. Investments

None

10. Stock

A stock of USBs is held to supply session photographers with a free USB for providing images. They do not have a resale value as they are branded.

11. Debtors

Just Giving income £304 – received in September



12. Creditors amounts falling due within one year

Cheryl Johnson – Mileage and Postage £603.65
Lorna Nightingale – Postage £19.35
Ania Krzymowska – Mileage £8.81
Kev Cleaver - Postage £12.90
Sam Wildridge – Postage and Mileage £35.10
Ruth Trotter – Reimbursement of promotional items £54.00
L Kelly – Postage £41.64
Alison Bryan – Toner £23.89
Just Giving Fees – Fundraising platform fees £11.57
Grasshopper LLC – Telephone line £17.70
Stephen Farra - £720 – Audit Fees

All items settled in September 2017

**Independent Examiner's Report to the Trustees of Remember My Baby Remembrance
Photography**

I report on the accounts of the charity for the year ended 31st August 2017, (Charity No. SC045422), which are set out on pages 1 to 14.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply.

It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.


Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 seeks 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of 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 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations
- to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations 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.

Name:  Julie Faldo acting as Director of Stephen Farra Associates Ltd

Relevant Professional qualification/professional body: FCCA

Address: 98 Hornchurch Road, Hornchurch, Essex, RM11 1JS

Date: 30th May 2018

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

Remember My Baby Remembrance Photography

**On accounts for the year
ended**

31/8/17

**Charity no
(if any)**

1159657

Set out on pages

1 to 14

(remember to include the page numbers of additional sheets)

**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. I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

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.

**Independent
examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

J Faldo

Date:

30/5/18

Name:

Julie Faldo acting as Director of Stephen Farra Associates Ltd

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

FCCA

Address:

98 Hornchurch Road

Hornchurch,

Essex, RM11 1JS

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.