

Charity Registration No. 1089657

Company Registration No. 04230409 (England and Wales)



**DAME VERA LYNN CHILDREN'S CHARITY**  
**(LIMITED BY GUARANTEE)**

REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018

# ***Dame Vera Lynn Children's Charity***

## ***Supporting under 5's with Cerebral Palsy and other motor impairments realise their full potential***

We are dedicated to supporting families with children under 5 years old with cerebral palsy and other motor impairments. Our Charity was created to give very special children a place where they can learn and thrive in a warm, supportive setting that understands their unique journey. Through our early intervention service, that is based upon the principles of Conductive Education, we work alongside our families to give their young children the best possible start in life, so that they can realise their full potential.

***"Early intervention is key to helping young children with cerebral palsy and other motor learning conditions gain a solid base from which they can develop their independence and self-esteem in later life. This is why I was determined to ensure this service could continue in my home county of West Sussex and support families from across the South East."***

***"I am so proud of how far the Charity has come and all the work it does to support our families. It makes it all worthwhile when the children we have helped get in touch to tell us what they are doing and achieving as adults." – Dame Vera Lynn, CH DBE LLD M Mus, Charity President***

The 2016 - 2017 financial year was one of significant change for Dame Vera Lynn Children's Charity, in which we ended our fifteen year collaboration with Scope for the early intervention service at Ingfield Manor School in West Sussex, moved to a new location and started from scratch having to refurbish, equip, find and begin to hire service staff for our new centre which reopened to families in February 2017. During 2017 – 2018, we continued to rebuild our service team and offering, and over the course of this financial year, we have been able to provide direct help to just under 40 families. In little over a year, we have grown to support not only more families than we were at Ingfield Manor School, but we are also able to offer them a more flexible and an enhanced service offering. In consultation with our families and through a review of other similar early intervention services through the Southeast, we have been able to expand our service offering to better meet the needs of our families.

This includes:

- One-to-one sessions as well as small group sessions of Conductive Education that are now offered year round rather than just during school term time;
- Support for other siblings by Early Years qualified staff during sessions;
- Dedicated weekly music therapy with a qualified Nordoff Robbins Music Therapist;
- Dedicated weekly swimming sessions at a local hydrotherapy pool with trained Early Years and disability swimming instructors;
- Informal sensory and messy play drop-in sessions giving families an opportunity to meet others;
- Access to assistive technology including a Magic Carpet and EyeGaze in our newly opened Sensory Room; and
- Since January 2018, an Outreach programme supporting families in their own homes with a wide range of issues, in other childcare settings and with transition to formal education.

*The Centre is superb with fabulous equipment and a Conductor who plans a varied and challenging programme designed to stimulate, motivate and progress.*

***Dawn Bean, Joey's Mum***

*"Music sessions have helped Buzby immensely with his communication and expression. He particularly loves the drum and loves telling everyone all about it."*

***Sophie Warrington, Buzby's Mum***

*"Within a few moments of being in the heated water you could see the pure joy on Connie's face. She was splashing about with her arms with the biggest smile on her face. The swimming has helped Connie to develop muscles and also enjoy and relax her body."*

***Laura Mosso, Connie's Mum***

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# Report from the Chair of Trustees

The first year of my term as Chairperson of this Charity has been one of incredible expansion and opportunity. My predecessor and fellow Trustees took some bold decisions in 2016, which fortunately have produced some truly gratifying results for this Charity and the families we are able to help. Last year's 100<sup>th</sup> Birthday celebrations for our founder and President, Dame Vera, really helped to kick start an amazing rebirth. We have tried hard to carry on Dame Vera's vision and determination in ensuring that more families receive much needed support as they begin to navigate their way on a journey they were not expecting to be on. Families coming to us require no formal diagnosis or doctor's referral. Because early intervention is so vital for our children, the team has worked very hard to build good relationships with all agencies who could potentially signpost families to us. Their efforts, along with positive word of mouth, has meant that almost every week, we have had a new family coming to us for help. As a result, we are now supporting nearly 50 families who are travelling on average 54 miles one way to us from all over the Southeast – from Sussex, Surrey, Kent and London. And with each new family, I am very pleased that we are now able to offer them home visits. Starting in January, we were able to secure sufficient funds for at least this current year in order to provide an Outreach service whereby our families can count on our support both here at the Centre as well as in their own homes and at their child's other setting. Our service is now available throughout the year, and not just during term time. Each week, we can now offer families access to our hands-on small group sessions of Conductive Education, dedicated swimming and music therapy sessions led by highly qualified instructors, as well as support in their own homes on a wide range of issues, including how they might better play and actively engage with their children at home, support with behavioural issues, EHCPs and next school placements as well as making visits to many of our children's other childcare settings to see how we might extend the support that they are receiving in those settings. We are now the lead agency in the case of one of our families for a child who has been stepped down from Social Care.

Pilar Cloud, our Executive Manager, has assembled an outstanding in-house team of service staff who includes our Head of Service, two Conductors, and an Outreach Worker, as well as the qualified Music Therapist and Swimming Instructors who consult for us, all of whom joined us during the course of this past financial year. Their vast experience and determination to make a positive difference makes our centre a place of compassion and positivity for our families where each child is supported to learn vital life and play skills.

Our outstanding team of fundraisers successfully encouraged an even broader range of community groups, businesses, trusts and foundations and individuals to get involved with us over this past year, and the

team as a whole showed that they are also willing and eager to roll up their sleeves to get involved. Testament to the team's dedication is the fact that our Head of Service undertook a skydive, along with one of our current parents, a former parent, one of our Ambassadors and another two supporters. Meanwhile, a bit closer to earth, Pilar and our fundraisers and their families did a sponsored walk over the O2 one very wet and cold Saturday in February. These combined efforts raised over £5,500 for the Charity.

As a Board, we are now looking much more positively towards the future, and have begun a strategic planning exercise to ensure a holistic service offering funded in a more sustainable way. We continue to examine the skills and experience available to the Board and will look to fill these gaps over the coming year. I am pleased that our Board of Trustees now includes two parents with direct experience of our services and the methodology that we follow, Philip Ward, our Treasurer was joined in January 2018, by Kim Bryant, whose daughter is now 15 years old.

It has been an incredible twelve months and I have really enjoyed working with my fellow Trustees, Pilar and the team at the Charity, and look forward to the growth and expansion that I know the next 12 months will bring.



A handwritten signature in black ink, appearing to read 'Deborah Hay'.

**Deborah Hay**  
**Chair of the Board of Trustees**  
**September 2018**

# Trustees' Report

## For the year ended 31 March 2018

### Our Services

We provide an early intervention service for children under 5 years of age with motor impairment that gives strong practical support and advice to parents and carers. Our service follows the principles of Conductive Education which is an educational programme to help children develop posture, muscle tone and movement patterns, as well as social and communications skills that will form the bedrock of life skills to enable them to achieve independence in later life.

Dame Vera Lynn Children's Charity provides a safe and welcoming environment for parents to come to learn alongside their children. The Charity uses an inclusive approach that focuses on the development of a child's personality and lifestyle; this is achieved by learning through play and supportive physical techniques to unlock the child's inner strength. Dame Vera Lynn Children's Charity specialises in supporting children with cerebral palsy and other motor impairments.

Cerebral Palsy affects more than 30,000 children in the UK. These children cover a broad spectrum of disability as this is a condition resulting from an injury to the brain. This injury could happen at any time from pre-birth to a child's second birthday and can lead to a life with severe delays in the development of cognitive skills, gross and fine motor skills, and speech and communication skills.

The service which Dame Vera Lynn Children's Charity provides at its new Centre in Cuckfield welcomes young children (up to the age of 5) at different ages and stages of learning. Every child is assessed on admittance to the service and individual objectives and goals agreed with the parents and reviewed every four months. Families are offered access to the following services all of which are free to our families:

- Weekly one-on-one sessions, initially, and then small group sessions which are age and ability appropriate working with our specially trained staff in Conductive Education. Throughout each session, the focus is on achieving success and providing the security of routine whilst incorporating activities and themes from the Early Years Foundation Stage Curriculum. Children learn with and through their parents using songs, art, games and movement. Each group session has a maximum of 5 children working with one parent/carer per child;
- Home visits and support on a range of issues as well as with their child's other childcare setting and with that child's transition to school;

- Weekly small group music therapy sessions that are age and ability appropriate;
- Weekly small group swimming sessions in which the parent or carer joins their child in a private hydro-pool for a dedicated session of fun activities aimed specifically at our children and led by qualified instructors;
- Access to our sensory room and assistive technology which provides safe motivation for our children to try new and often challenging activities;
- Drop in messy and sensory play sessions;
- Access to our lending library of toys and equipment;
- Access to our termly activities that are set out in the community; and
- Access to our parents support network.

Our hands-on sessions, delivered by the Charity's skilled team, address all aspects of the child's development involving weekly themes to evoke the child's interest and motivation and therefore building their capacity to learn. The sessions have been carefully planned to increase the child's physical abilities and help with simple life skills, such as feeding, dressing and drinking, all emanating from movement, control and posture, alongside developing communication and social skills. Each session includes the security of routine tasks to teach the skills that come naturally through maturation and development to children without disabilities, helping each child to acquire those daily living skills.

Our service team use a 'total' communication approach combining verbal communication, gestures, symbols, objects of reference, Makaton signing and voice output devices, such as simple button switches, as well as Eyegaze pupil tracking technology that allows our children to control our Magic Carpet or a tablet in order to express preference and demonstrate understanding. The small groups facilitate time for each child to communicate, learn from others and promote interaction between children.

## **Objectives and activities**

The principal objectives of Dame Vera Lynn Children's Charity as formally recorded by the Charity Commission are: "provide early intervention and other relevant related services and education to children under the age of 5 with cerebral palsy and other motor impairments, and their parents and carers."

Our objective is to improve our children's future opportunities in education, employment and independent living by increasing their mobility and fine motor skills, improving their social and communication skills and developing their daily living skills. The support we are able to offer our families helps them understand their child's abilities, celebrate their achievements and ensures that our parents are better able to assess and address their child's future needs and learn how best to support their child and apply that learning at home.

## Achievements and performance

To demonstrate the effectiveness of early intervention, two key indicators are improvement in the overall family's well-being as well as the child's motor and communications skills as that child prepares for his or her full time educational placement. Since 2001, we have helped over 550 children get the best possible start on their journey to greater independence. In 2017 – 2018, although we were still in the process of rebuilding our service offering, the Charity delivered over 400 early intervention sessions to families. Testament to our approach is the fact that of the children who have left our service to go into special needs schools, 53% of those families chose a setting where their child could continue to benefit from Conductive Education. Historically, 97% of our families have said that they felt the Charity had helped and enabled them to feel stronger and more confident.

*"The change in Alice has been incredible although we have only been attending for a few months. The Cerebral Palsy affects her balance, but this has improved greatly and now she falls much less. Her core and leg strength have both improved meaning she can walk unaided for longer periods. An unexpected gain has been regarding her social and communications skills. Alice is now concentrating for short periods, previously her concentration was very poor. She is now interacting with the team and developing a much closer bond with her twin sister, Emily. As a result, Alice is becoming a more content, confident and much happier little girl.*

*"The Dame Vera Lynn Children's Charity not only support Alice, but all the family which has been life changing for us. There are not enough superlatives to describe how fantastic Dame Vera Lynn Children's Charity team are and how important this charity is to us and all the families and children they support."* **Anna Manga, Alice and Emily's Mum**

Following our initial assessment and once learning goals have been established for each child, we observe and track that child's journey of change in a number of areas including movement, motor skills, life skills, play and social skills, communications skills and family well-being. We use a range of techniques to record each child's learning and development, through Conductor notes at the end of the session, parent feedback about how their child has been not only in the session but also the week leading to the session and also recording and analysing the sessions. Anecdotal evidence from the family and other professionals working with the child, for example Speech and language therapists, are also recorded and will supplement feedback from parents via questionnaires and meetings.

We use case studies to reinforce the detail of our impact to the beneficiaries and they are available for funders. For example, two of our School for Parents graduates represented Great Britain at the 2016 Rio Paralympics: Olivia Breen and Abbie Hunnisett, as well as competed for Team GB at the recent World Championships in London in July 2017. Both young women and their families are passionate advocates for the benefits of Conductive Education and have spoken about the positive impact it has had on their lives, and we are fortunate to have both as Ambassadors for the Charity.

## **Public benefit**

In establishing the annual objectives and activities which fulfil the Charity's overall aims, the Trustees have regard to the principles of public benefit at all times. The Trustees are aware of and have received copies of the Charity Commission's guidance regarding Public Benefit and have taken it into account, where relevant, in their planning and decision making.

As a main provider of Conductive Education for the under 5s in Southeast England, many families have travelled long distances to attend our service. Children with cerebral palsy struggle to learn fundamental skills, they do not have the typical early experiences of their peers because of their disabilities, often excluded from everyday activities in their communities and with limited opportunities for socialisation and integration. These children are at risk of isolation. Too many children with cerebral palsy are being failed by provision that is fragmented and under-funded. Too few children receive the early and intensive intervention that can enable their full life potential. The early intervention provided by Dame Vera Lynn Children's Charity is a high yielding social investment, delivering positive outcomes for those children and their families: physical and emotional health and wellbeing, lower levels of stress, improved social development and a reduced need for more complex and costly interventions in later life. Early support and motivation in developing their independence skills are crucial in aiding more children with cerebral palsy to be able to attend mainstream schools. Although many of our children have access to NHS services, these are often limited and sporadic.

# Future Years

The Charity is nearing capacity for the number of families that it can support in its weekly hands-on Conductive Education sessions, but is well equipped to support new families with its additional service offering. The Charity is now working to develop a more robust mechanism to track and measure the impact of our service offering on our children and has successfully secured funding to develop a bespoke version of 'Outcome Star,' a highly regarded evidence-based tool. We will use this to capture, manage and report on quantitative and qualitative evidence gathered across our services that will be safely stored within each child's online portfolio. This should be available in beta format for the Charity to begin using in the Autumn 2018 and will enable us to review and assess each child's progress in specific areas (evidenced with digital photographs/video as well as professionals' comments) against set criteria on a scale for each impact: from resistant to confident. Furthermore, the Executive Manager and Service Team, in working in partnership with our families, continue to identify areas where our service offering could be expanded in order to fill a gap or meet an additional need. This will most certainly involve seeking funding to provide our families with access to other therapies that they currently struggle to access through the NHS. We are also working to remove any barriers that may prevent families from travelling to us in Cuckfield in order to benefit from our services.

## Fundraising & investing in the future years

The Charity has been overwhelmed this past year with the support it has received not only from longstanding donors but also from new ones within our new community of Cuckfield and the surrounding area. In moving to Cuckfield, the Charity essentially has re-started from scratch, and the Charity's very small fundraising team has done an outstanding job of raising funds, spread across all the traditional income streams including:

- Trusts & Foundations – provide 40% of our income. We received funding from over 60 different trusts and foundations and are proud to be associated with the major funders including the National Lottery Awards for All, Garfield Weston Foundation, Gatwick Airport Community Foundation, Boshier-Hinton Foundation, Leeds Building Society, Percy Bilton Charity, Les Mills Fund for Children, Wellesley Foundation, and Sir Jules Thorne Charitable Trust. In this financial year, we were able to fundraise from a much broader range of trusts and foundations, including fifteen trusts provided funding for us for the first time ever. We have any number of one off and ongoing charitable service projects that charitable trusts and foundations have chosen to get involved with over this past year, which has resulted in higher restricted income in the year than in previous ones. The restricted income received included funding for key service roles, development of impact tracking software, out of session support for siblings, support

for increased access to sensory and assistive technology, funding for music therapy and swimming sessions, and funding for specific Conductive Education equipment, and assistive and sensory technology. The largest single grant that the Charity received in the year was £40,000.

- Community – Our thanks go out to everyone who has supported the Charity during the year, including our regular donors and those individuals who have given support to our efforts. We also would like to thank all those who raise funds through their own events or taking part in challenges, including our Fearless February skydives and O2 walks. Many of our service users and their families get involved because they have firsthand experience of how valuable the Charity is, but our thanks also go out to the many individuals and groups who fundraise by way of introduction to the Charity. This past year, we received a substantial donation from the profits of the wonderful 100<sup>th</sup> Birthday Concert celebration that was held at the London Palladium in March 2017 for our founder, Dame Vera Lynn. This substantial donation has helped to secure the Charity's home in Cuckfield over this coming year. We are also privileged to have the support of the Mayor of Haywards Heath along with countless local businesses, community and sporting groups as well as schools to help ensure that Dame Vera's legacy is secure.
- Corporate – The varied support of so many businesses is vital to our work, including those such as Veritas Asset Management and Vega Europe, who chose to donate to us in lieu of sending out printed Christmas cards. The Charity also appointed its first ever Business Ambassador, Nasser Elaheebocus, and would like to thank Business Pulse who organised their own fundraising events for the Charity that raised thousands of pounds. Our thanks go out to the staff at Puzzler Magazine for all of the employee driven fundraising that they did for us over the course of the year. Clarendon Fine Art Gallery in Mayfair commissioned and auctioned a beautiful portrait of Dame Vera Lynn that she signed, and that raised a substantial amount for this Charity. We were fortunate to have a number of smaller businesses who donated their goods and services to us throughout the year.
- Events – Our major fundraising event held this year was the Arundel to Brighton challenge walk in September 2017 in which nearly 70 individuals raised over £12,000.

We receive no statutory funding and continue to rely entirely on voluntary donations.

**Armed for success** - Our fundraising challenge is to expand and improve our service offering at our new home in Cuckfield, ensuring that we are able to help an expanding number of families in the Southeast. If you would like to help and get involved, please contact the Fundraising team on 01444-473-274.

# Structure, Governance & Management

## Structure & Governance

Dame Vera Lynn Children's Charity is a Registered Charity, number 1089657. It is a Company, number 4230409, limited by guarantee. The Charity is governed by its Memorandum and Articles of Association. The Trustees who served during the period were:

Steve Flory (Chairperson – Resigned 25 September 2017)  
Deborah Hay (Chairperson – Appointed 25 September 2017)  
Philip Ward (Treasurer)  
Tim Wright (Secretary)  
Linzi Blockley  
Kim Bryant (Appointed 29 January 2018)  
Samantha Buck (Resigned 25 September 2017)  
Tom Jones  
Carol King

The directors of the company, who are also charity Trustees for the purposes of charity law, form the Board of Trustees. Two of the Trustees serve voluntarily as Treasurer and Company Secretary respectively.

A full Board meeting is held six times during each period of 12 months (more frequently if the need arises) One Trustee is appointed as Chair and staff are invited to report on the service and fundraising activities. The budget is approved annually by the full Board of Trustees and is reviewed monthly.

The minimum number of Trustees is three; there is no maximum and Trustees are appointed to serve for a term of three years. Prospective Trustees are required to complete an application form and declare any conflicts of interest. No person is appointed to serve as a Trustee unless recommended by the existing Trustees. New Trustees are introduced to the Board and briefed as necessary in all aspects of the Charity's objectives and policies. Trustees are encouraged to seek training, as appropriate, also to observe and follow the requirements and guidelines set down by the Charity Commission. Trustees are DBS checked on their appointment and then at re-appointment after three years. The Trustees have diverse professional backgrounds and some are also parents of children who have used the service. One Trustee serving in the year to 31 March 2018 was appointed in 2001, when the Charity was founded. One new Trustee was appointed during the course of the year; Kim Bryant, whose 15 year old daughter went through our service when she was younger and Kim is a strong and very knowledgeable advocate for our charitable service offering

## Risk Management

The Trustees, together with staff, have implemented controls and procedures throughout the organisation to minimise external and internal risk and ensure a consistent, high quality of service and care for the children and appropriate working conditions for the staff. The safeguarding of our children is paramount to everything that this Charity does.

Risks have been identified to which the Charity is exposed and which might impact on the Charity's ability to achieve its objectives. To mitigate those risks, policies and procedures have been established and they are designed to provide reasonable, but not absolute, assurance against material mis-statement or loss. The Trustees have established an ongoing process for identifying, evaluating and managing the Charity's key risks and review these all on an annual basis. In particular there are procedures for:

- Ethically obtaining sufficient funding to provide for the needs of the Charity's services
- Providing the capacity to safely deliver the service with fully qualified staff
- Ensuring that the Charity's services meet required standards, including for safeguarding, child protection, health and safety and well-being
- Avoiding actions that could damage the Charity's reputation
- Ensuring that the Fundraising staff and all Charity fundraising activities are fully compliant with all Fundraising Regulator and Charity Commission requirements, including those for general data protection
- Ensuring proper complaints procedures for service users, staff and donors
- Ensuring equal opportunities and safely recruiting and retaining sufficient levels of skilled staff
- Providing adequate ICT systems and ensuring the protection and security of confidential information
- The overall management and development of systems and personnel
- Ensuring the provision of adequate levels of governance, financial and operational control through its Trustees and Senior Management
- Financial reporting within a comprehensive planning and accounting framework, and monitoring of other risks which are identified and reported to the Trustees

The Trustees continue to monitor the risks and the effectiveness of the system of control that has been put in place by the Charity.

## Management

The Executive Manager is responsible for ensuring the delivery and standards of the service meet the objectives set out by the Trustees. She has full responsibility for the staffing and delivery of its service provision and fundraising.

## Financial Review

The 2017 – 2018 financial year marks the end of our transitional period away from our collaboration with Scope at Ingfield Manor School. Having successfully fundraised to move, refurbish and equip new premises in Cuckfield in 2016 – 2017, the Charity has spent the past year building its service team, expanding its service offering and sourcing more rigorous means of tracking the impact our services are having on our children and families. Over the course of this past year, the Charity grew from supporting only a handful of families to supporting nearly 40 families, who come to us on a weekly basis for hands-on Conductive Educational sessions, music therapy and swimming and who are now accessing our Outreach support. As such, our service team and the running costs for our charitable service offering expanded to meet the growing demand. By the end of the year, our Service team included three full-time highly qualified staff. Throughout this year, our Fundraising team has remained constant. The Charity was the beneficiary of a number of significant corporate donations as well as receiving a substantial sum from the profits of the 100<sup>th</sup> Birthday Concert that celebrated Dame Vera's life in March 2017.

## Performance and impact of subsidiary undertakings

The subsidiary company, DVL Trading Limited, was created when we opened our charity shop in Southwater, West Sussex, in December 2012. As part of our overall financial review, the Board of Trustees voted to close the charity shop, which was completed in November 2015. The Trading company is now largely dormant.

## Reserves policy

The Charity is reliant on receiving funds from individuals, community groups, businesses, and trusts and foundations. In order to protect against an unexpected drop in income, the Charity ensures that it has deposited funds that are set aside to meet the financial commitments explained in this report for at least a period of six months. The main objective of the Trustees is to ensure the Charity has adequate funding to safeguard its daily activities, meet its financial obligations and commitments to the children, parents and staff. Over the course of the past two financial years, the Charity had significantly improved its cash reserves. By the end of this financial year, in addition to the restricted funds it carries over into the new financial year, the Charity is able to meet its reserves threshold of six months of operating costs held in reserve.

All funds are held in approved current and deposit accounts, including those managed by the Charities Aid Foundation, and positions are monitored closely to ensure that there is no unduly high exposure to any one financial institution. The Trustees continually monitor the cash position and review this reserves policy each year in order to ensure that the Charity always has sufficient funds to meet its obligations and continue to provide its charitable service.

### ***Preparation of the financial statements***

The financial statements have been prepared in accordance with the Statement of Recommended Practice 2015, Companies Act 2006 and Charities Act 2011.

# Trustees responsibilities in relation to the financial statements

The Trustees (who are also directors of Dame Vera Lynn Children's Charity) are responsible for preparing the Trustees' report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and the group at the year end and of the incoming resources and application of resources, including the income and expenditure, of the Charity and the group for the year. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and the group and to enable them to ensure that the financial statements comply with the Companies Act 2006.

They are also responsible for safeguarding the assets of the Charity and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 24th September 2018 and signed on their behalf by:



**Deborah Hay**  
Chairperson

# **2017/2018 Financial Statements**

# Governance & Management

## President

Dame Vera Lynn CH DBE LLD M. Mus

## Vice Presidents

Virginia Lewis-Jones

Sir Tim Rice

Sir Cliff Richard OBE

Hayley Westenra

## Patrons

Kirstie Betts

Richard Betts

Christopher Biggins

John Bowis OBE

Daniel Hannan MEP

Richard Leon

Francis Maude

Barrie Roberts

Sophia Warner

## Ambassadors

Chris Andre

Olivia Breen

Le'arna Ashleigh

Mickie Driver

Avril Gaynor

Abbie Hunnisett

James Lynes

Christian Mitchell

Jade Power

Stephanie Prior

Annie Riley

Katherine Samuelson

## Trustees

Deborah Hay (Chair)

Philip Ward (Treasurer)

Tim Wright (Secretary)

Linzi Blockley

Kim Bryant

Tom Jones

Carol King

## Executive Manager

Pilar Cloud

## Head of Service

Glenys Creese (appointed April 2017)

## Principal Advisers

### Registered office and

### solicitors

Penningtons Manches LLP

da Vinci House

Basing View

Basingstoke

RG21 4EQ

### Bank

CAF Bank

25 Kings Hill Avenue

Kings Hill

West Malling

Kent

ME19 4JQ

### Accountants and

### Independent examiners

Taylorcocks

The Courtyard

Shoreham Road

Upper Beeding

West Sussex BN44 3TN

### Address

Unit 1, The Courtyard

Holmsted Farm

Staplefield Road

Cuckfield, West Sussex

RH17 5JF

Registered Charity No.  
1089657

Company Registration  
No. 04230409

### Website

[www.dvlcc.org.uk](http://www.dvlcc.org.uk)

Tel: 01444-473-274

### Subsidiary Company

DVLT Trading Ltd

Company Registration

No. 08198212

**DAME VERA LYNN CHILDREN'S CHARITY**  
**(LIMITED BY GUARANTEE)**  
**INDEPENDENT EXAMINER'S REPORT**

***FOR THE YEAR ENDED 31 MARCH 2018***

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I report to the charity trustees on my examination of the accounts of the Charitable Company for the year ended 31 March 2018.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ACCA and the ICAEW, both of which are listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

I have no concerns and 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.

**Mr Jonathan Aikens ACCA, ACA, DChA**  
Independent Examiner  
for and on behalf of



Chartered Accountants  
The Courtyard  
Shoreham Road  
Upper Beeding  
Steyping West Sussex  
BN44 3TN

Dated: 26 September 2018

**DAME VERA LYNN CHILDREN'S CHARITY**  
**(LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES**

**(INCLUDING THE INCOME & EXPENDITURE ACCOUNT)**

**FOR THE YEAR ENDED 31 MARCH 2018**

		Unrestricted funds	Restricted funds	Total 2018	Total 2017
	Notes	£	£	£	£
<b><u>Income from:</u></b>					
Donations and legacies	3	216,408	48,675	265,083	280,427
Charitable activities	4	84,850	110,859	195,709	130,281
Other trading activities	5	31,914	-	31,914	33,872
Investments	6	2	-	2	5
<b>Total income</b>		<b>333,174</b>	<b>159,534</b>	<b>492,708</b>	<b>444,585</b>
<b><u>Expenditure on:</u></b>	7				
Raising funds		99,136	-	99,136	137,481
Charitable activities		162,197	72,677	234,874	128,531
<b>Total expenditure</b>		<b>261,333</b>	<b>72,677</b>	<b>334,010</b>	<b>266,012</b>
<b>Net income</b>		<b>71,841</b>	<b>86,857</b>	<b>158,698</b>	<b>178,573</b>
<b>Transfers between funds</b>	17	<b>45,081</b>	<b>(45,081)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>116,922</b>	<b>41,776</b>	<b>158,698</b>	<b>178,573</b>
Fund balances at 1 April 2017		199,521	20,568	220,089	41,516
<b>Fund balances at 31 March 2018</b>		<b>316,443</b>	<b>62,344</b>	<b>378,787</b>	<b>220,089</b>

All activities are classed as continuing. There are no recognised gains or losses other than those reported on the Statement of Financial Activities.

**DAME VERA LYNN CHILDREN'S CHARITY**  
**(LIMITED BY GUARANTEE)**  
**BALANCE SHEET**  
**AS AT 31 MARCH 2018**

		2018	2017
	Notes	£	£
<b>Fixed assets</b>			
Tangible assets	13	45,182	7,270
Investments	14	1	1
		<u>45,183</u>	<u>7,271</u>
<b>Current Assets</b>			
Stock		1,160	1,462
Debtors	15	16,517	11,700
Cash at bank and in hand		353,153	208,071
		<u>370,830</u>	<u>221,233</u>
<b>Creditors: amounts falling due within one year</b>	16	<u>(37,226)</u>	<u>(8,415)</u>
<b>Net current assets</b>		<u>333,604</u>	<u>212,818</u>
<b>Net assets</b>		<u>378,787</u>	<u>220,089</u>
<b>Funds</b>	18		
Unrestricted funds		316,443	199,521
Restricted funds	17	62,344	20,568
<b>TOTAL FUNDS</b>		<u>378,787</u>	<u>220,089</u>

The trustees are satisfied that the company is entitled to audit exemption under section 477 of the Companies Act 2006 and that no member or members have requested an audit pursuant to section 476 of the Act.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The accounts were approved by the Board of Trustees on 24 September 2018.



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**D Hay (Chair)**

**Company Registration No. 04230409**

# **DAME VERA LYNN CHILDREN'S CHARITY**

## **(LIMITED BY GUARANTEE)**

### **NOTES TO THE ACCOUNTS**

***FOR THE YEAR ENDED 31 MARCH 2018***

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#### **1 COMPANY INFORMATION**

Dame Vera Lynn Children's Charity is a charitable company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found on the legal and administrative information page.

#### **2 ACCOUNTING POLICIES**

The principal accounting policies adopted are as follows:

##### **2.1 Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – Charities SORP (FRS 102), and the Companies Act 2006.

The Charity constitutes a public benefit entity as defined by FRS102.

##### **2.2 Preparation of the accounts on a going concern basis**

Having considered future budgets and cash flows, the trustees confirm that they have no material uncertainties about the entity's ability to continue as a going concern for the foreseeable future.

##### **2.3 Consolidation**

The Charity and its subsidiary comprise a small group. The company has therefore taken advantage of the exemption provided by section 399 of the Companies Act 2006 and section 33 of the Statement of Recommended Practice not to prepare group accounts.

##### **2.4 Income**

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income can be measured reliably.

Both grants and donations income are recognised when the Charity has entitlement to the funds, any performance conditions attached to the income stream have been met, it is probable that the income will be received and the amount can be measured reliably. In the event that such income is subject to conditions that require a level of performance before the Charity is entitled to the funds, the income is deferred and not recognised until those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the Charity and it is probable that those conditions will be fulfilled in the reporting period.

Income from other trading activities includes ticket sales and other income from events organised directly by the Charity together with other income from the sale of Christmas cards and is recognised when the entitlement has occurred.

Investment income is credited to income when it is receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the bank.

##### **2.5 Expenditure**

Expenditure is recognised on an accruals basis inclusive of any VAT which cannot be recovered.

Support costs are those which assist the use of the Charity but do not directly represent charitable activities. They are incurred directly in support of expenditure on the objects of the Charity. Support costs are allocated on a basis consistent with use of resources.

Governance costs include those incurred in the governance of the Charity and its assets and are primarily associated with constitutional and statutory requirements. These are included within support costs.

# **DAME VERA LYNN CHILDREN'S CHARITY**

## **(LIMITED BY GUARANTEE)**

### **NOTES TO THE ACCOUNTS (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2018***

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#### **2.6 Tangible fixed assets**

Purchases of over £500 are considered for capitalisation.

Depreciation is provided as the following annual rates in order to write off each asset over its estimated useful life:

Fixtures and fittings	20% and 25% straight line
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#### **2.7 Stock**

Stocks are valued at the lower of cost and net realisable value. Cost includes direct purchases priced on an average cost basis and attributable overheads incurred in bringing the stock to its present location and condition.

#### **2.8 Lease commitments**

Operating leases and the payments made under them are charged to the Statement of Financial Activities on a straight line basis over the lease term.

#### **2.9 Investments**

Investments are stated at fair value. Any gains and losses arising on investments are included within the Statement of Financial Activity.

#### **2.10 Taxation**

The charitable company is registered as a charity and all of its income falls within the exemptions under Part 11 of the Corporation Tax Act 2010.

#### **2.11 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.

#### **2.12 Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

#### **2.13 Debtors**

Trade and other debtors are recognised at the settlement amount due.

#### **2.14 Cash at bank and in hand**

Cash at bank and in hand includes bank accounts, cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposits or similar account.

#### **2.15 Creditors and provisions**

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

# DAME VERA LYNN CHILDREN'S CHARITY

## (LIMITED BY GUARANTEE)

### NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2018**

#### 3. INCOME FROM DONATIONS AND LEGACIES

	2018 Restricted £	2018 Unrestricted £	2018 Total £	2017 Total £
Individual donations	1,184	101,879	103,063	101,862
Corporate donations	47,491	90,896	138,387	9,298
Legacies	-	20,085	20,085	169,267
Other	-	3,548	3,548	-
	<u>48,675</u>	<u>216,408</u>	<u>265,083</u>	<u>280,427</u>

All 2017 donations and legacies income were unrestricted.

#### 4. INCOME FROM CHARITABLE ACTIVITIES

	2018 Restricted £	2018 Unrestricted £	2018 Total £	2017 Total £
Trusts and Foundations	110,859	84,850	195,709	130,281
	<u>110,859</u>	<u>84,850</u>	<u>195,709</u>	<u>130,281</u>

£32,645 of the 2017 income from charitable activities was restricted.

#### 5. OTHER TRADING ACTIVITIES

	2018 £	2017 £
Events	28,454	30,086
Other	3,460	3,786
	<u>31,914</u>	<u>33,872</u>

All other trading activities income is unrestricted.

#### 6. INVESTMENT INCOME

	2018 £	2017 £
Interest receivable	<u>2</u>	<u>5</u>

All interest receivable is unrestricted.

# DAME VERA LYNN CHILDREN'S CHARITY

## (LIMITED BY GUARANTEE)

### NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

#### 7. EXPENDITURE

	Depreciation £	Staff costs £	Other costs £	Total 2018 £	Total 2017 £
<b>Raising funds</b>					
Activities undertaken directly	-	73,311	15,235	<b>88,546</b>	122,931
Support costs	-	9,199	1,391	<b>10,590</b>	14,550
Total	-	82,510	16,626	<b>99,136</b>	137,481
<b>Charitable activities</b>					
<u>DVLCC Services</u>					
Activities undertaken directly	7,169	96,043	93,844	<b>197,056</b>	88,673
Support costs	-	22,627	15,191	<b>37,818</b>	39,858
Total	7,169	118,670	109,035	<b>234,874</b>	128,531
<b>Total</b>	7,169	201,180	125,661	<b>334,010</b>	266,012

#### 8. SUPPORT COSTS

	2018 £	2017 £
Travel and training	<b>2,580</b>	442
Postage and stationery	<b>332</b>	305
IT costs	<b>1,305</b>	797
Insurance	<b>62</b>	114
Staff costs	<b>31,827</b>	39,731
Telephone	<b>245</b>	406
Premises costs	<b>5,580</b>	1,323
Professional fees	<b>795</b>	695
Other	<b>1,327</b>	-
Governance costs (note 9)	<b>4,355</b>	10,595
	<b>48,408</b>	54,408

# DAME VERA LYNN CHILDREN'S CHARITY

## (LIMITED BY GUARANTEE)

### NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2018**

#### 9. GOVERNANCE COSTS

	2018 £	2017 £
Accountancy	1,458	2,292
Independent examination fee	2,400	2,400
Legal fees	-	5,380
Other governance costs	497	523
	<b>4,355</b>	<b>10,595</b>

#### 10. STATEMENT OF FINANCIAL ACTIVITIES - COMPARATIVE FUNDS (YEAR ENDED 31 MARCH 2017)

	Notes	Unrestricted funds £	Restricted funds £	Total 2017 £
<b><u>Income from:</u></b>				
Donations	3	280,427	-	280,427
Charitable activities	4	97,636	32,645	130,281
Other trading activities	5	33,872	-	33,872
Investments	6	5	-	5
<b>Total income</b>		<b>411,940</b>	<b>32,645</b>	<b>444,585</b>
<b><u>Expenditure on:</u></b>	7			
Raising funds		137,481	-	137,481
Charitable activities		115,222	13,309	128,531
<b>Total expenditure</b>		<b>252,703</b>	<b>13,309</b>	<b>266,012</b>
<b>Net income</b>		<b>159,237</b>	<b>19,336</b>	<b>178,573</b>
Transfers between funds		7,393	(7,393)	-
<b>Net movement in funds</b>		<b>166,630</b>	<b>11,943</b>	<b>178,573</b>
Fund balances at 1 April 2016		32,891	8,625	41,516
<b>Fund balances at 31 March 2017</b>	18	<b>199,521</b>	<b>20,568</b>	<b>220,089</b>

# DAME VERA LYNN CHILDREN'S CHARITY

## (LIMITED BY GUARANTEE)

### NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2018**

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#### 11. TRUSTEES' REMUNERATION AND BENEFITS

There was no trustee remuneration for the year ended 31 March 2018 nor for the year ended 31 March 2017.

During the year to 31 March 2018 no trustees received expenditure reimbursements (2017: one trustee was reimbursed £831 in respect of travel expenses).

#### 12. STAFF COSTS

	2018 £	2017 £
Wages and salaries	159,367	136,342
Agency staff costs	24,811	-
Social security costs	13,656	10,425
Other pension costs	3,346	1,215
	<b>201,180</b>	<b>147,982</b>

Employee information:

	2018 Number	2017 Number
Average number of employees during the year	7	6

No employees' annual emoluments totaled over £60,000 in either 2017 or 2018.

During the year the key management personnel of the charitable company comprised of the Executive Manager, the Head of Service and the Business Development Manager. The total employee benefits of the key management personnel (including Employer's National Insurance Contributions) were £117,128. In 2017 the key management personnel of the charitable company comprised of the Executive Manager and the Business Development Manager. The total employee benefits of the key management personnel (including Employer's National Insurance Contributions) in 2017 were £78,852.

# DAME VERA LYNN CHILDREN'S CHARITY

## (LIMITED BY GUARANTEE)

### NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2018**

#### 13. TANGIBLE FIXED ASSETS

	Fixtures & fittings	Total
Cost	£	£
At 1 April 2017	7,393	7,393
Additions	45,081	45,081
<b>At 31 March 2018</b>	<b>52,474</b>	<b>52,474</b>
<b>Depreciation</b>		
At 1 April 2017	123	123
Charge for the year	7,169	7,169
<b>At 31 March 2018</b>	<b>7,292</b>	<b>7,292</b>
<b>Net book value</b>		
<b>At 31 March 2018</b>	<b>45,182</b>	<b>45,182</b>
At 31 March 2017	7,270	7,270

#### 14. FIXED ASSET INVESTMENT

	Subsidiary investments
Cost/Fair value	£
At 1 April 2017	1
Additions	-
<b>At 31 March 2018</b>	<b>1</b>

##### Subsidiary Company

The Charity has a fully owned subsidiary (DVL T Trading Limited, incorporated in England and Wales, company number 08198212).

2018 financial information of DVL T Trading Limited was as follows:

Company	Shares held class		Capital and reserves	Profit for the period
	£	%	£	£
DVL T Trading Limited	ordinary	100	1	3,010

**DAME VERA LYNN CHILDREN'S CHARITY**  
**(LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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**15 DEBTORS – amounts falling due within one year**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Other debtors	<b>11,700</b>	11,700
Prepayments and accrued income	<b>4,817</b>	-
	<b>16,517</b>	11,700

**16 CREDITORS – amounts falling due within one year**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Trade creditors	<b>5,712</b>	1,537
Social security and other taxes	<b>4,771</b>	2,617
Accruals and deferred income	<b>26,093</b>	2,760
Other creditors	<b>650</b>	1,501
	<b>37,226</b>	8,415

# DAME VERA LYNN CHILDREN'S CHARITY

## (LIMITED BY GUARANTEE)

### NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2018**

#### 17 RESTRICTED FUNDS

The income funds of the Charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2017 £	Income £	Movement in funds Expenditure £	Transfers between funds £	Balance at 31 March 2018 £
Salaries	-	44,646	(17,847)	-	26,799
Refurbishment	6,784	-	-	(6,784)	-
Equipment	13,784	32,480	(2,761)	(35,933)	7,570
Services	-	5,485	(4,423)	-	1,062
Siblings support	-	10,000	(875)	-	9,125
Outcome Star	-	20,000	-	(2,364)	17,636
DVL 100	-	46,623	(46,623)	-	-
Resources	-	300	(148)	-	152
	20,568	159,534	(72,677)	(45,081)	62,344

#### **Salaries**

The salaries restricted fund comprises funds received to contribute towards specific roles within the service team (e.g. within the Charitable Service).

#### **Refurbishment**

The refurbishment restricted fund comprises of income received that is specifically to be used to fund the refurbishment of the Charity's Cuckfield premises.

#### **Equipment**

The equipment restricted fund comprises of income received that is specifically to be used to fund the purchase of equipment. The transfer out of the fund represents capital expenditure incurred in the year.

#### **Services**

The services restricted fund comprises restricted income received to enable the Charity to deliver specific aspects of its early intervention service, including music therapy and swimming.

#### **Siblings support**

The Siblings Support restricted fund comprises income received to help equip and staff the support the Charity offers to young siblings of children attending our early intervention sessions.

#### **Outcome Star**

The Outcome Star restricted fund comprises restricted income received to enable the Charity to develop a bespoke version of Outcome Star which will provide the Charity with a mechanism to gather evidence and measure change, and therefore to analyse and improve upon the impact of its Charitable service offering.

#### **DVL100**

The DVL100 restricted funds represents funding received from a concert held to celebrate Dame Vera Lynn's 100<sup>th</sup> birthday.

#### **Resources**

The resources restricted fund comprises funds received to purchase books for use with the children during our early intervention sessions, with siblings and during Outreach visits.

Transfers between funds represent capital expenditure restrictions satisfied.

# DAME VERA LYNN CHILDREN'S CHARITY

## (LIMITED BY GUARANTEE)

### NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2018**

#### 18 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	2018 Total £
Fund balances at 31 March 2018 are represented by:			
Fixed assets	45,183	-	<b>45,183</b>
Current assets	308,486	62,344	<b>370,830</b>
Creditors: amounts falling due within one year	(37,226)	-	<b>(37,226)</b>
	<u>316,443</u>	<u>62,344</u>	<u><b>378,787</b></u>
	Unrestricted funds £	Restricted funds £	2017 Total £
Fund balances at 31 March 2017 are represented by:			
Fixed assets	7,271	-	<b>7,271</b>
Current assets	200,665	20,568	<b>221,233</b>
Creditors: amounts falling due within one year	(8,415)	-	<b>(8,415)</b>
	<u>199,521</u>	<u>20,568</u>	<u><b>220,089</b></u>

#### 19 COMMITMENTS UNDER OPERATING LEASES

At 31 March 2018 the company had total commitments under non-cancellable operating leases as follows:

	Land & Buildings	
	2018 £	2017 £
Within one year	<b>46,800</b>	38,512
Between two and five years	<u><b>126,750</b></u>	<u>173,550</u>
	<u><b>173,550</b></u>	<u>212,062</u>

During 2016 the Charity took out a 5 year lease on a premises at Holmsted Farm Cuckfield.

Total lease payments recognised as an expense in the year amounted to £38,512 (2017: £10,238).

# **DAME VERA LYNN CHILDREN'S CHARITY**

## **(LIMITED BY GUARANTEE)**

### **NOTES TO THE ACCOUNTS (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2018***

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#### **20 RELATED PARTY TRANSACTIONS**

During the year the charity received donations from a company controlled by Tom Jones (a trustee) totaling £46,623 (2017: £nil).

During 2017 the Charity provided an interest free loan to DVLТ Trading Limited (the Charity's wholly owned subsidiary). In view of the fact that the charity shop was no longer trading the decision was made to write this amount off in full.

#### **21 CONTROL**

Dame Vera Lynn Children's Charity is a company limited by guarantee and has no share capital. The Charity is controlled by the trustees.