

**REGISTERED CHARITY NUMBER: 1072500**

**Report of the Trustees and  
Unaudited Financial Statements for the Year Ended  
31 March 2019  
for  
First Touch**

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

## First Touch

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## First Touch

### Report of the Trustees for the Year Ended 31 March 2019

The trustees present their report with the financial statements of the charity for the year ended 31 March 2019. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102) in preparing the annual report and financial statements of the charity.

#### REFERENCE AND ADMINISTRATIVE DETAILS

##### Registered Charity number

1072500

##### Principal address

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

##### Trustees

Nicola O'Connor  
Mary Dorothy Goggin  
Jeannie Walls  
Nicola Eastwood  
Sandra Adamson Calvert  
Achim Herbert Vogt  
Laura de Rooy  
Kim Caddy  
Philip Thomas Symons  
Dr Sijo Francis

##### Independent examiner

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

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Structure, Governance and Management

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

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

##### New Trustees

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

##### Relevant Interests

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

## First Touch

### Report of the Trustees for the Year Ended 31 March 2019

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Additional Governance Issues**

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

Its management is in the hands of a Management Committee.

##### **Risk Management**

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

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and Aims**

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

##### **Significant Activities**

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

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

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

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

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

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

The Charity received income of £213,709 which showed an increase of 26% on the previous year. The Trustees are delighted with this and note that it reflects the hard work and dedication of our staff and the individuals and families that are impacted by the unit and wish to contribute to the work that First Touch undertakes. Taking gift aid tax relief, and gifts in kind into account the Trustees are extremely pleased with the continued level of support for the Charity.

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

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

## First Touch

### Report of the Trustees for the Year Ended 31 March 2019

#### Equipment

This year equipment spending totalled £73,244, an increase on the previous year, reflecting requests from the NHS Trust. Equipment purchased includes two BabyLeo incubators, 20 Kangaroo Care chairs, a refurbishment of the family room, and the purchase of a VCreate Video system to allow families to see their babies remotely.

#### Welfare

The funding of the Family Centred Coordinator post has now been taken over by the NHS Trust, this in itself was an enormous validation of this new role which the Trustees were delighted to trial. It means that First Touch is in a position to seek other "welfare" opportunities often under the expert guidance of the Family Centred Coordinator which whom our staff work closely. Among the initiatives supported are the refreshments and incidentals for a weekly parent support group at the NNU, as well as funding magazines for the parents rooms and expressing rooms, cool bags for expressing mothers to transport their breast milk from home to the NNU, decaffeinated drinks for parents and funding meals for parents "rooming in" at the NNU, water bottles to ensure expressing Mothers remain hydrated.. In addition, WiFi for parents, journey and memory boxes for babies have been funded.

First Touch also supports the annual Christmas party for graduates of the NNU, and each baby on the unit at the time receives a Christmas Stocking, a small gift to celebrate Easter, Mother and Father's days and World Prematurity Day all funded by the Charity.

First Touch continues a commitment to funding specialist nurse training, helping a large number of staff members. This year staff training has been provided for bereavement, mindfulness and breastfeeding. Funding is made available for tea and coffee for neonatal staff and for a small number of morale boosting lunches and suppers for staff.

#### Awareness and support

The Charity also supports bereaved families, funding the annual memorial service and memory boxes for all bereaved families. Staff have also been speaking at local events to raise the profile of the unit and the Charity.

#### Trustees

The Board of Trustees remain unchanged.

#### Staff

The staff at First Touch is the catalyst that allows the Charity to channel the generosity of our 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.

The Trustees look ahead to another successful year in 2019/20 with some very exciting plans.

#### Reserves Policy

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

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

Approved by order of the board of trustees on 22 January 2020 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 2019 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) issued on 16 July 2014 in preference to the Accounting and Reporting Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

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

**Independent examiner's statement**

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

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

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

28 January 2020

**First Touch**

**Statement of Financial Activities  
for the Year Ended 31 March 2019**

	Notes	Unrestricted funds £	Restricted funds £	Total 2019 funds £	Total 2018 funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income		91,098	22,782	113,880	75,762
Activities for generating funds	2	84,433	-	84,433	77,481
Investment income	3	131	-	131	27
<b>Incoming resources from charitable activities</b>					
Gifts in kind		<u>15,265</u>	<u>-</u>	<u>15,265</u>	<u>15,403</u>
<b>Total incoming resources</b>		190,927	22,782	213,709	168,673
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income		8,033	-	8,033	6,504
<b>Charitable activities</b>					
Purchase of medical equipment		44,286	28,958	73,244	50,864
Support through the welfare fund for families and babies		67,039	-	67,039	90,290
Gifts in kind		15,265	-	15,265	15,403
Legal and administrative costs		<u>3,422</u>	<u>-</u>	<u>3,422</u>	<u>3,339</u>
<b>Total resources expended</b>		<u>138,045</u>	<u>28,958</u>	<u>167,003</u>	<u>166,400</u>
<b>NET (OUTGOING)/INCOMING RESOURCES</b>					
		52,882	(6,176)	46,706	2,273
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>275,031</u>	<u>9,576</u>	<u>284,607</u>	<u>282,334</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>327,913</u></u>	<u><u>3,400</u></u>	<u><u>331,313</u></u>	<u><u>284,607</u></u>

The notes form part of these financial statements

**First Touch**

**Balance Sheet  
At 31 March 2019**

	Notes	2019 £	2018 £
<b>CURRENT ASSETS</b>			
Debtors	5	2,052	2,666
Cash at bank		<u>331,781</u>	<u>284,461</u>
		333,833	287,127
<b>CREDITORS</b>			
Amounts falling due within one year	6	(2,520)	(2,520)
		<u>331,313</u>	<u>284,607</u>
<b>NET ASSETS</b>			
<b>FUNDS</b>	8		
Unrestricted funds		327,913	275,031
Restricted funds		<u>3,400</u>	<u>9,576</u>
<b>TOTAL FUNDS</b>		<u>331,313</u>	<u>284,607</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 22 January 2020 and were signed on its behalf by:

Nicola Eastwood -Trustee



## First Touch

### Notes to the Financial Statements for the Year Ended 31 March 2019

#### 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) issued on 16 July 2014 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 as it applies from 1 January 2015.

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) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

##### 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

	2019	2018
	£	£
Fundraising events	83,766	77,060
Raffles	<u>667</u>	<u>421</u>
	<u>84,433</u>	<u>77,481</u>

**First Touch**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2019**

**3. INVESTMENT INCOME**

	2019	2018
	£	£
Deposit account interest	<u>131</u>	<u>27</u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2019 nor for the year ended 31 March 2017.

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

	2019	2018
	£	£
Prepayments and accrued income	<u>2,052</u>	<u>2,666</u>

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

	2019	2018
	£	£
Accruals and deferred income	<u>2,520</u>	<u>2,520</u>

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

	Unrestricted funds	Restricted funds	2019 Total funds	2018 Total funds
	£	£	£	£
Current assets	330,433	3,400	333,833	287,127
Current liabilities	<u>(2,520)</u>	<u>-</u>	<u>(2,520)</u>	<u>(2,520)</u>
	<u>327,913</u>	<u>3,400</u>	<u>331,313</u>	<u>284,607</u>

First Touch

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2019

8. MOVEMENT IN FUNDS – CURRENT YEAR

	At 1.4.18 £	Net movement in funds £	At 31.3.19 £
<b>Unrestricted funds</b>			
General Fund	275,031	52,882	327,913
<b>Restricted funds</b>			
Equipment Fund	9,576	(6,176)	3,400
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>284,607</u>	<u>46,706</u>	<u>331,313</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	190,927	(138,045)	52,882
<b>Restricted funds</b>			
Equipment Fund	22,782	(28,958)	(6,176)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>213,709</u>	<u>(167,003)</u>	<u>46,706</u>

MOVEMENT IN FUNDS – PRIOR YEAR

	At 1.4.17 £	Net movement in funds £	At 31.3.18 £
<b>Unrestricted funds</b>			
General Fund	282,334	(7,303)	275,031
<b>Restricted funds</b>			
Equipment Fund	-	9,576	9,576
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>282,334</u>	<u>2,273</u>	<u>284,607</u>

## First Touch

### Notes to the Financial Statements - continued for the Year Ended 31 March 2019

#### 8. MOVEMENT IN FUNDS (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	155,911	(163,214)	(7,303)
<b>Restricted funds</b>			
Equipment Fund	12,762	(3,186)	9,576
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>168,073</u>	<u>(166,400)</u>	<u>9,576</u>

#### 9. RELATED PARTY DISCLOSURES

There were no transactions with related parties for the year ended 31 March 2019 nor for the year ended 31 March 2018.

#### 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 2019

	2019 £	2018 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	101,315	59,683
Gift aid	<u>12,565</u>	<u>16,079</u>
	113,880	75,762
<b>Activities for generating funds</b>		
Fundraising events	83,766	77,060
Raffles	<u>667</u>	<u>421</u>
	84,433	77,481
<b>Investment income</b>		
Deposit account interest	131	27
<b>Incoming resources from charitable activities</b>		
Gifts in kind	<u>15,265</u>	<u>15,403</u>
<b>Total incoming resources</b>	213,709	168,673
<b>RESOURCES EXPENDED</b>		
<b>Costs of generating voluntary income</b>		
Fundraising and administration	6,131	6,207
Events	<u>1,902</u>	<u>297</u>
	8,033	6,504
<b>Charitable activities</b>		
Medical equipment funding	73,244	50,864
Children on Ward	144	356
Welfare	22,607	45,285
Staff costs	39,895	38,526
Training post funding	2,005	1,500
Family accommodation	2,338	4,623
Gifts in kind	<u>15,265</u>	<u>15,403</u>
	155,548	156,557
<b>Governance costs</b>		
Independent examiner's fee	2,400	2,340
Other costs	<u>1,022</u>	<u>999</u>
	3,422	3,339
<b>Total resources expended</b>	<u>167,003</u>	<u>166,400</u>
<b>Net income</b>	<u>46,706</u>	<u>2,273</u>