



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 2021**

**Our aim is that all children under the age of 5 with Cerebral Palsy and other motor learning impairments receive the help and support they need to lead as independent a life as possible.**

**All services are provided free of charge to families.**

**Services include;**  
Conductive Education  
Music Therapy  
Outreach Support  
Swimming  
Speech and Language



"The Charity changed all our lives. They gave us real expertise and understanding. Millie began to get regular therapies and treatments funded and delivered by the Charity's expert specialist team. Millie found herself with other children who were also dealing with their own difficult life health stories. They proved an inspiration."

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## Report from Chair of Trustees

We write this report at the end of what has been the most extraordinary 12 months. In last year's report we had just entered into the first lockdown, and we don't for a moment think that anyone knew what the next 12 months would hold. As a charity we have been through a number of very sad and challenging times, not least the passing of our President Dame Vera Lynn in June 2020. The Charity will be forever indebted to the lifetime of support, encouragement and hope that Dame Vera Lynn personified.

Financially the Charity started the year having posted a significant loss in the previous year. As a Board of Trustees, we knew major changes needed to take place in order to ensure financial security. It became clear that Covid-19 would have an impact on our ability to fundraise with events cancelled or postponed and life in our communities and businesses severely disrupted. Therefore, in June 2020 the Trustees undertook a restructure of all staff within the Charity. This sadly led to a number of redundancies, the amalgamation of existing roles and later the recruitment to new roles. The restructure has ensured that the Charity is in the best possible place to continue to provide services to families for many years to come. Taking advantage of schemes such as the Government's Job Retention Scheme and applying for emergency Covid-19 funds also had a significant impact on the financial state of the Charity.

Through the hard work and dedication of the Board of Trustees and the staff the result has been dramatic. The Charity ends the financial year with a good surplus and means that the financial reserves that had been used in previous years are restored.

We would like to thank Philip Ward who stepped down as a Trustee in September 2020, and to Doug Hill who took on the role as Treasurer. We also welcomed Nick Dutt back to the Board of Trustees and who assumed the Chair on 22 April 2021. Our particular thanks though go to Glenys Creese, Head of the Centre, and our staff for persevering through this very difficult period and for enabling us to continue to offer this vital service for our families.



Deborah Hay

Chair of the Board of Trustees

To 22 April 2021



Nick Dutt

Chair of the Board of Trustees

From 22 April 2021

The Board of Trustees would like to extend their sincere thanks to Deborah Hay during her tenure as Chair and it is a huge benefit to the Charity that she is staying on as a Trustee.

## Cyrus' Story

"Three years ago, on a weekend break, miles from home, our youngest son, Cyrus, was born three months premature. He suffered a number of serious complications in the months which followed and has a vast distance to travel before he can hope for things which other children of his age are able to take for granted: sitting, rolling, first steps, and so on.

When he left hospital after a stay of several months we as his parents were left largely on our own. We had the guilt of knowing that the first two years were critical to his development, that this would be largely down to us through home-administered physiotherapy, and that the clock was ticking; but we were also exhausted and grieving for the life we had hoped Cyrus would enjoy, and the NHS was over-loaded and only able to offer batches of once-a-week physiotherapy with long gaps between sets of sessions. There seemed to be nowhere to turn: it was the most desolate experience of our lives.



Then we were introduced to Dame Vera Lynn's Children's Charity. They have transformed all of our lives:

several times a week Cyrus benefits from a mixture of physiotherapy, conductive education, hydrotherapy, music therapy and home play. Dame Vera Lynn Children's Charity has transformed the care and help which Cyrus receives, they have also helped Sumi and I care for him so much better in all the time they are not there. Everybody we meet is unfailingly positive and driven to do the best for the children - you never feel that you are a problem being managed, only ever that you are surrounded by a community of care and love. I know that the other families at the Charity feel likewise.



Cyrus is also one of the happiest souls I have ever come across. He endures a life of discomfort, frustration and repetitive treatments with a joy which has been a lesson to us. I feel that Dame Vera Lynn Children's Charity may well prove to be the difference in the end between a life which allows him to shine that light in the world and one which would have kept him locked up within himself. They are that good, and what they do is that impactful."

**Thomas Pasco** (Father of Cyrus)



## Trustees' Report

### Service

This year has been a particularly difficult one for the children who attend the Charity. Many families have spent months isolating at home due to the global pandemic. Within two weeks of the announcement from the Government that as a country we would be in what turned out to be the first of three lockdowns, we moved our conductive education sessions to online sessions via the Zoom platform (the first Charity of our kind to take this step). Although some families found accessing this difficult, many did take up these sessions.

We continued to offer Zoom sessions for conductive education but added music therapy and speech and language therapy also via Zoom during the second and third lockdowns.

The Charity was able to take advantage of the Government's furlough scheme which had an impact on the amount of service provision that could be made as the service team was reduced from 6 to 2 between April and July 2020.

The Charity reopened the doors to deliver face-to-face sessions in September 2020. However due to the three tier lockdown measures that were in place, some families were still unable to attend the centre and for those families we continued to offer Zoom sessions.

When the country entered into the second lockdown in November 2020, the service team again returned to offering online sessions only. In March 2021 the Charity started to welcome back families, in a slow and steady way, ensuring that as few people as possible were coming into contact with different people. This careful approach has meant that sessions have both been in person in the centre and also on Zoom for the end of the reporting period, but with more families every week returning to sessions.



## Conductive Education

Conductive education is a holistic learning programme, supporting children to learn in all areas, focusing on a child's ability rather than their disability. Through weekly hour-long sessions, the Charity supports children to learn new skills such as rolling, sitting, crawling and walking alongside communication skills, working with peers and social interactions. Parents learn different stretches that help their child's mobility, as well as ensuring that the children are engaged in the sessions using songs and nursery rhymes, and these help to keep the children motivated. Over the last 20 years the Charity has supported over 700 children, with a wide range of conditions. The Charity supports children to learn to become as independent as possible.



One of the major changes this year has been moving to provide sessions online for families. The Charity has continued to welcome new families to all services it provides particularly conductive education. Assessments took place online via Zoom to ensure children and their families were kept safe. Families were then offered either an online 1-2-1 or small group session depending on which was most appropriate. As a Charity we will continue to offer Zoom sessions to families who live further away, or when a child is out of hospital for example following an operation.

The learning goals which are set within 6 weeks of each child starting sessions and that provide a base-line from which to chart future

progress have been reviewed and although some children have continued to progress we have found that some children have not made the progress that was hoped for. This demonstrated that although the Zoom sessions were helpful to families feeling connected and supported, the face to face session remains the best way to have the most impact on the children.



This work has been made possible by awards from:  
BBC Children in Need  
Hollyhock Charitable Foundation  
National Lottery Coronavirus Community Support Fund  
Postcode Neighbourhood Trust, a grant-giving charity funded entirely by players of People's Postcode Lottery  
Sir Jules Thorn Charitable Trust  
Sussex Community Foundation  
and many others who have supported this service in this financial year.

## Swimming

The Charity provided four swimming sessions a week during term time. Sessions are 30 minutes long in a hydrotherapy pool and the water is heated to 33.6 degrees Celsius. The heated water helps the children's muscles to relax, they feel supported by the water and are able to move more freely enabling them to build up their strength and stamina.

During this financial year we have been unable to provide as many swimming sessions as normal. For much of the year due to Covid-19 the pool has been shut and sessions had to stop.

Sessions restarted in April 2021 and families are very keen to return but because of Covid-19 safety measures, sessions have been reduced to two sessions per week.

We are really thankful to:

Co-op Local Community Fund

Wisley Foundation

Wesley Charitable Foundation

Unum Foundation, and many others who have enabled us to provide this service to families.



## Speech and Language

Throughout the pandemic and lockdowns of 2020/21, the Charity was able to provide some sessions for families. Parents have been able to access one-to-one advice sessions, enabling parents to access a style of communication that will specifically help their child. For some families that is 'now and next' boards, for others it is using MAKATON or using words, in very simple, easy to understand sentences that enable the children to process what is being asked of them.

The Charity has been unable to hold the parent training sessions which it held during the 2019 financial year, however this is something that is planned for later in 2021 when Covid-19 restrictions allow. These sessions were very helpful to parents and due to the number of new children who attend the Charity every week there are many parents who would benefit from the training sessions.



We are very grateful to The Barbara Ward Children's Foundation, Wellesley Charitable Foundation and everyone who has made a financial contribution to the Charity which has enabled us to continue providing these services for families.



## Millie's Story

Millie was born at 26 weeks and three days, she suffered intraventricular haemorrhage at three days. She lost part of each finger on her right hand due to a failed arterial line. Millie spent the first 94 days of her life in hospital, she was allowed home on the day she should have been born.



Having attended the centre since September 2017 when she was just 19 months old Millie has changed dramatically. From a toddler who could say only a few words like “baby” and “daddy” and pulling herself to standing but not yet walking, to a confident, happy, 5 year old who is attending mainstream school.

Roz, Millie's mum says: “I had felt very lost, so to find people who understood the conditions and could provide tailored sessions to help her development, was a big comfort, she has gained in confidence and independence, particularly with her gross

motor skills.”

Since the lock down in March 2020 Millie has been having sessions via Zoom, she loves these sessions. Now that Millie attends school full time, and given the distance that she lives from the centre her sessions will continue on Zoom. This means that Millie will continue to benefit from the sessions that she might otherwise have had to stop.

Roz explains “Our daughter started Reception in our local, mainstream school in September. We're delighted that she has settled in really well. She has made lots of friends and is getting involved in a range of fun activities, alongside her peers. There is no doubt in our minds that the skills and support that she has received from the staff at the Charity have boosted her confidence and allowed her to integrate into the school environment. The sessions at Dame Vera Lynn Children's Charity encompass physical, social and self-care exercises, all of which she is putting into practice at school. We remain indebted to the Charity for bringing out the best in our little girl!”



## Outreach and Family Support

As a charity we offer families home play sessions. Sessions last around an hour, and run based on and approved by Portage. Sessions support the way that a child learns during their conductive education session and support the same learning goals. The Outreach Worker is also able to support families by supplying statements to sit alongside their applications for both Disability Living Allowance and Education Health Care Plans.

This was one of the services that was most impacted by Covid-19 for much of 2020/21 as it would not have been safe for us to offer home play sessions. Many of the families who attend the Charity were shielding due to the medical needs of their children; having an Outreach Worker come into the family home with resources etc. would have presented quite a risk. Therefore, the Outreach Worker supported families in other ways. The Charity delivered equipment to 41 different families throughout the lockdowns. This equipment was a mix of equipment that parents requested because they knew that their child enjoyed using it in sessions at either home play sessions before the lockdowns or in the centre. Also the equipment that the Session Leads from the conductive education sessions suggested was loaned to families to help with the Zoom sessions. Once the lockdown ended in early March 2021 the Outreach Worker collected back all of the equipment and cleaned it all ready to be used back in the centre when face-to-face sessions restarted in mid-March.



Throughout the last financial year the Outreach Worker has supported 14 families through supporting statements and advice support sessions for parents who have started on the Education Health Care Plan process. She has also helped three parents who are applying for Disability Living Allowance with supporting statements and advice on completing the form. To date the Charity has only had one family who were unsuccessful in their application for this benefit.

We would like to thank:

BBC Children in Need Next Steps Grant

Ernest Kleinwort Charitable Trust

Sussex Community Foundation, and the many others for supporting us financially to ensure we are able to provide this much needed service free of charge to families.



## Music Therapy

This year the Charity has continued to provide weekly music therapy sessions for families. These sessions are provided in partnership with Nordoff-Robbins Music Therapy. Each week the Charity provides eight music therapy sessions, these are a mix of one-to-one sessions and small groups. During the sessions the music therapist uses a mixture of well-known nursery rhymes and songs, alongside exploring different sounds and noises that the child is able to make. Using the natural creativity of the child as an opportunity for spontaneous play. The sessions are not about learning how to play an instrument they are about exploring the reactions to different sounds. The premise being that everyone has music within them with their heart beat, and everyone regardless of their level of disability is able to respond to music.



The therapist uses motivation of music to support the child's physical development. For example children using and holding beaters and passing them between hands. This was a learning goal for one specific child.

During the first lockdown from March 2020 until Summer 2020, Nordoff-Robbins took the decision to take advantage of the Government's furlough scheme and furloughed the music therapist. Once the therapist returned from furlough, she started to offer families online Zoom sessions. During the school holidays

the Charity was unable to run the normal Big Jam sessions but in their place ran online Zoom Big Jams instead. One family enjoyed the first session so much they booked onto the afternoon session the same day!



We would like to thank:

Youth Music and the many other people who financially supported the Charity enabling this service to be provided free of charge to families throughout this year.

## Fundraising and Events

### Trust and Foundations

Over 58% of income this year came through trusts and foundations. The Charity was able to apply to many of the Covid-19 emergency and recovery funds that were made available. 67 successful applications were made, including funds from 12 new trusts and foundations.

### Community and Events

During 2020/21 the Charity's ability to fundraise via the traditional community methods was significantly impacted. The Charity was able to hold the annual street collection in Horsham with Micky Driver kindly singing. Staff took additional precautions to ensure that the collection took place in a Covid secure manner.

In an effort to continue fundraising during the lockdowns of 2020 the Charity hosted a number of Zoom Quiz evenings. These were a great success and engaged people who not only already supported the Charity but new people as well.



The D-Day Darlings held two virtual concerts during the year, one to mark the start of the 20<sup>th</sup> Anniversary year in December 2020 and one to mark what would have been Dame Vera Lynn's 104<sup>th</sup> Birthday in March 2021.

One of the most successful events during the last financial year was the 2.6 Challenge. Ten people took part in the event and raised over £7,000.

Although a Firewalk was planned to take place in October 2020 sadly it has had to be postponed until 2021. The event will be held in a local pub and is set to be a great evening.

### Corporate

2020/21 was the most challenging year for many years for Dame Vera Lynn Children's Charity but, throughout, it has continued to provide help, support and services to families who need it. With new families joining each week the need for services continues.

This would not be possible without the many people who have given financial support and time over the last 20 years. Alongside those already mentioned the Charity would like to thank:

CAF Coronavirus Emergency Fund  
CAF Resilience Fund  
Foyle Foundation  
Haywards Heath Town Council  
Henry Smith Charity  
Mid Sussex District Council  
Swire Charitable Trust

Ryan Canter Club held its annual Golf day, and chose the Charity to be its annual Charity of the Year, raising £5,000 which was a great achievement given the climate and impact of Covid-19. We would like to extend our thanks to the Ryan Canter Club for its ongoing support.



The staff and Trustees would like to thank the families who have been extremely understanding and supportive with all the changes of the last 12 months; working with each of them really is a privilege.



## 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.

The Charity is the main provider of Conductive Education for children aged under 5 in South East England, and the only early intervention service that is open all year round providing a wide range of services free of charge to families. Families travel a long way to attend sessions, currently one family travels over 120 miles every time they attend sessions.

Children with cerebral palsy and other motor learning impairments often struggle to learn fundamental skills. They do not have the typical life experience of their peers because of their disabilities, often excluded from everyday activities in their communities and have limited opportunities for socialisation and integration. These children are at risk of isolation. Although all children receive services through the NHS, these can be limited and sporadic. Many families have to wait a long time to receive a diagnosis which mean they miss vital years of intervention. At the Dame Vera Lynn Children's Charity children do not need to have received that diagnosis, they can therefore start to receive help and support from a very young age.

The early intervention that is provided by the Charity is a high-yielding social investment, delivering positive outcomes for children and their families: physical and emotional health and wellbeing, lowering levels of stress, improving 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 attend mainstream school.

## Future Years

The global pandemic has had a big impact on the Third Sector. The Trustees have made significant changes to the structure of the staff team to ensure a robust and sustainable future for the Charity. The staff team has been reduced to seven members of staff, a reduction from ten at the start of 2020/21.

The Charity is now in its 20<sup>th</sup> Anniversary year, with celebrations planned throughout the coming year alongside other exciting fundraising ideas.

The full extent and lasting impact of Covid-19 is not yet known, services have been affected and the number of children in each group reduced. Parents wear masks and staff wear clear visors. Strict cleaning and resource sharing protocols are in place and it is not yet known when they will be relaxed.

## Structure, Governance & Management

### Structure and Governance

Dame Vera Lynn Children's Charity is a Registered Charity, (number 1089657). It is a Company, (number 04230409), limited by guarantee. The Charity is governed by its Articles of Association which were updated in March 2019 from the original document with hand-written notes. The Trustees who served during the period were:

Deborah Hay (Chairperson to 22/04/2021)  
Philip Ward (Resigned 07/10/2020)  
Tim Wright (Secretary)  
Doug Hill (Appointed Treasurer 07/10/2020)  
Paula Barnes  
Linzi Blockley  
Kim Bryant (Resigned 21/05/2020)  
Colin Darnell (Safeguarding Lead)  
Nick Dutt (Appointed 20/01/2021 and Chairperson from 22/04/2021)  
Tom Jones  
Tracey Trotter

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 four times in a 12 month period (more frequently if the need arises). One Trustee is appointed as Chairperson and staff are invited to report on the services and fundraising activities via the respective sub committees which also meet four times in a 12 month period. 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 conflict of interest. No person is appointed to serve as a Trustee unless approved 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 every two years. The Trustees have diverse professional backgrounds and some are also parents of children who have used the service.

### Risk Management

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 that are designed to provide reasonable, but not absolute, assurance against material misstatement or loss 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. The Trustees have established an ongoing process for identifying, evaluating and managing the Charity's key risks and this is reviewed regularly. In particular there are procedures for:

- Ethical fundraising
- 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 Regulations and all Charity Commission requirements, including those for general data protection.
- Ensuring a proper complaint procedure for service users, staff and donors



- Ensuring equal opportunities and safe recruitment 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 operating control through its Trustees and 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

In this financial year the management of the Charity has changed. For the period from April – June the Executive Manager held responsibility for ensuring that the delivery and standards of the services met the objectives set out by the Trustees. This was changed as part of the restructure to the Head of Centre in July 2020 who also holds full responsibility for staffing and delivery of the service provision and fundraising.

## Financial Review

The Charity's Statement of Financial Activities is shown on page 20. The total income for the year was £468,313 (2020: £334,096) and total expenditure was £408,979 (2020: £460,144). Despite the ongoing Covid-19 pandemic the charity has continued to provide its services. Income has increased this year mainly due to accessing emergency funds in relation to Covid-19. The charity also made use of the Coronavirus Job Retention Scheme.

## Performance and impact of subsidiary undertaking

The subsidiary company, DVL Trading Limited was created when the Charity ran a Charity shop in Southwater, West Sussex, in December 2012. As part of the overall financial review the Board of Trustees made the decision to close the charity shop, which was completed in November 2015. The trading company remained dormant from this date and was dissolved on 16/03/2021.

## Reserve policy

The Charity is reliant on receiving funds from individuals, community groups, business and trust 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 the 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. At 31 March 2021, in addition to the restricted funds it carries over into the new financial year the Charity held free reserves of £147,482 (2020: £64,389) and the charity has, therefore, just fallen short of its reserve policy. As such, the Charity continues to undertake a number of cost saving activities to ensure that it is able to meet the reserves policy going forward.

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 charity 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 3rd June 2021 and signed on their behalf by:



**Nick Dutt**  
Chairperson

## Legal & Administrative Information

### Founder

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

Richard Leon

Barrie Roberts

Sophia Warner

### Ambassadors

Chris Andre

Gary and Lorrie Birtles

Olivia Breen

Adrian Brown

D-Day Darlings

Mickie Driver

Avril Gaynor

Abbie Hunnisett

James Lynes

Christian Mitchell

Stephanie Prior

Katherine Samuelson

Colin Thackery

### Trustees

Deborah Hay (Chair to 22/04/2021)

Tim Wright (Secretary)

Paula Barnes

Linzi Blockley

Colin Darnell

Nick Dutt – appointed 20/01/2021

Chair from 22/04/2021

Doug Hill – appointed Treasurer 07/10/2020

Tom Jones

Tracey Trotter

### Centre Manager

Glenys Creese

### Principal Advisers

#### Registered office and solicitors

Penningtons Manches

Cooper LLP

125 Wood Street

London

EC2V 7AW

#### Bank

CAF Bank

25 Kings Hill Avenue

Kings Hill

West Malling

Kent

ME19 4JQ

#### Accountants and Independent examiners

TC Group

The Courtyard

Shoreham Road

Upper Beeding

West Sussex BN44 3TN

#### Charity 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

**DAME VERA LYNN CHILDREN'S CHARITY**  
**(LIMITED BY GUARANTEE)**  
**REPORT OF THE INDEPENDENT EXAMINER**  
*FOR THE YEAR ENDED 31 MARCH 2021*

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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 2021.

**Responsibilities and basis of report**

As the Trustees of the Charitable 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 Charitable 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 ICAEW, which is a listed body.

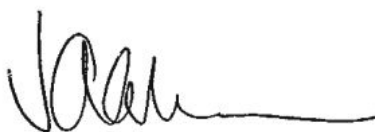
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

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 ACA, DChA**

Independent Examiner  
for and on behalf of TC Group  
The Courtyard  
Shoreham Road  
Upper Beeding  
Stevington  
West Sussex  
BN44 3TN



Dated: 8 June 2021

**DAME VERA LYNN CHILDREN'S CHARITY**  
**(LIMITED BY GUARANTEE)**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING THE INCOME & EXPENDITURE ACCOUNT)**  
*FOR THE YEAR ENDED 31 MARCH 2021*

		Unrestricted funds	Restricted funds	Total 2021	Total 2020
	Notes	£	£	£	£
<b>Income from:</b>					
Donations and legacies	3	185,584	-	185,584	141,482
Charitable activities	4	150,281	122,386	272,667	157,233
Other trading activities	5	10,051	-	10,051	35,377
Investments	6	11	-	11	4
<b>Total income</b>		<b>345,927</b>	<b>122,386</b>	<b>468,313</b>	<b>334,096</b>
<b>Expenditure on:</b>	7				
Raising funds		112,934	-	112,934	138,142
Charitable activities		179,432	116,614	296,046	322,002
<b>Total expenditure</b>		<b>292,366</b>	<b>116,614</b>	<b>408,980</b>	<b>460,144</b>
<b>Net income/(expenditure) and net movement in funds</b>		<b>53,561</b>	<b>5,772</b>	<b>59,333</b>	<b>(126,048)</b>
Fund balances at 1 April 2020		117,011	41,851	158,862	284,910
<b>Fund balances at 31 March 2021</b>	19	<b>170,572</b>	<b>47,623</b>	<b>218,195</b>	<b>158,862</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 2021**

		<b>2021</b>	<b>2020</b>
	<b>Notes</b>	<b>£</b>	<b>£</b>
<b>Fixed assets</b>			
Tangible assets	<b>13</b>	<b>12,693</b>	31,976
Intangible assets	<b>14</b>	<b>10,397</b>	20,645
Investments	<b>15</b>	-	1
		<b>23,090</b>	52,622
<b>Current Assets</b>			
Stock		-	938
Debtors	<b>16</b>	<b>11,700</b>	17,091
Cash at bank and in hand		<b>219,690</b>	130,942
		<b>231,390</b>	148,971
<b>Creditors: amounts falling due within one year</b>	<b>17</b>	<b>(36,285)</b>	(42,731)
<b>Net current assets</b>		<b>195,105</b>	106,240
<b>Net assets</b>		<b>218,195</b>	158,862
<b>Funds</b>	<b>19</b>		
Unrestricted funds		<b>170,572</b>	117,011
Restricted funds	<b>18</b>	<b>47,623</b>	41,851
<b>TOTAL FUNDS</b>		<b>218,195</b>	158,862

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 3rd June 2021



N Dutt (Chair)

Company Registration No. 04230409

## **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.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

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. This conclusion takes into account the financial effect of Covid-19.

### **2.2 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.

## ACCOUNTING POLICIES (CONTINUED)

### 2.3 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.

### 2.4 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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### 2.5 Intangible fixed assets

Purchases of over £500 are considered for capitalisation.

Amortisation is provided at 20% on a straight line basis in order to write off each asset over its estimated useful life:

### 2.6 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.

### 2.7 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.

### 2.8 Investments

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

### 2.9 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.

**NOTES TO THE ACCOUNTS (continued)**

FOR THE YEAR ENDED 31 MARCH 2021

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**2.10 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.

**2.11 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.

**2.12 Debtors**

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

**2.13 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.

**2.14 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.

**2.15 Critical estimates and accounting judgements**

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised.

The Trustees do not consider that there are any critical estimates or areas of judgement that need to be brought to the attention of the readers of the financial statements.



**NOTES TO THE ACCOUNTS (continued)**

FOR THE YEAR ENDED 31 MARCH 2021

**3. INCOME FROM DONATIONS AND LEGACIES**

	<b>2021 Restricted £</b>	<b>2021 Unrestricted £</b>	<b>2021 Total £</b>	<b>2020 Total £</b>
Individual donations	-	<b>92,223</b>	<b>92,223</b>	78,209
Corporate donations	-	<b>5,360</b>	<b>5,360</b>	55,588
Legacies/in memory donations	-	<b>22,704</b>	<b>22,704</b>	7,685
Government support re: Covid-19	-	<b>65,297</b>	<b>65,297</b>	-
	<b>-</b>	<b>185,584</b>	<b>185,584</b>	141,482

All 2020 donations and legacies income were unrestricted.

**4. INCOME FROM CHARITABLE ACTIVITIES**

	<b>2021 Restricted £</b>	<b>2021 Unrestricted £</b>	<b>2021 Total £</b>	<b>2020 Total £</b>
Trusts and Foundations	<b>122,386</b>	<b>150,281</b>	<b>272,667</b>	157,233
	<b>122,386</b>	<b>150,281</b>	<b>272,667</b>	157,233

£103,754 of the 2020 income from charitable activities was restricted.

**5. OTHER TRADING ACTIVITIES**

	<b>2021 £</b>	<b>2020 £</b>
Events	<b>9,226</b>	32,169
Other	<b>825</b>	3,208
	<b>10,051</b>	35,377

All other trading activities income is unrestricted.

**6. INVESTMENT INCOME**

	<b>2021 £</b>	<b>2020 £</b>
Interest receivable	<b>11</b>	4

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 2021**

**7. EXPENDITURE**

	Depreciation/ amortisation £	Staff costs £	Other costs £	Total 2021 £	Total 2020 £
<b>Raising funds</b>					
Activities undertaken directly	-	71,786	40,163	<b>111,949</b>	121,928
Support costs	-	-	985	<b>985</b>	16,214
Total raising funds	-	71,786	41,148	<b>112,934</b>	138,142
<b>Charitable activities</b>					
<u>DVLCC Services</u>					
Activities undertaken directly	29,531	144,311	87,399	<b>261,241</b>	275,287
Support costs	-	15,230	19,575	<b>34,805</b>	46,715
Total charitable activities	29,531	159,541	106,974	<b>296,046</b>	322,022
<b>Total</b>	29,531	231,327	148,122	<b>408,980</b>	460,144

**8. SUPPORT COSTS**

	2021 £	2020 £
Travel and training	<b>2,354</b>	896
Postage and stationery	<b>102</b>	310
IT costs	<b>1,509</b>	1,485
Insurance	<b>423</b>	246
Staff costs	<b>15,230</b>	32,650
Telephone	<b>210</b>	267
Premises costs	<b>7,512</b>	5,674
HR & Payroll costs	<b>3,245</b>	1,000
Other	-	231
Governance costs (note 9)	<b>5,205</b>	3,956
	<b>35,790</b>	46,715

**9. GOVERNANCE COSTS**

	2021 £	2020 £
Professional fees	<b>1,846</b>	511
Independent examination fee	<b>2,100</b>	1,680
Legal fees	<b>40</b>	1,152
Other governance costs	<b>1,219</b>	613
	<b>5,205</b>	3,956

**NOTES TO THE ACCOUNTS (continued)**

FOR THE YEAR ENDED 31 MARCH 2021

**10. STATEMENT OF FINANCIAL ACTIVITIES - COMPARATIVE FUNDS (YEAR ENDED 31 MARCH 2020)**

	Unrestricted funds	Restricted funds	Total 2020
	£	£	£
<b>Income from:</b>			
Donations and legacies	141,482	-	<b>141,482</b>
Charitable activities	53,479	103,754	<b>157,233</b>
Other trading activities	35,377	-	<b>35,377</b>
Investments	4	-	<b>4</b>
<b>Total income</b>	<b>230,342</b>	<b>103,754</b>	<b>334,096</b>
<b>Expenditure on:</b>			
Raising funds	138,142	-	<b>138,142</b>
Charitable activities	239,331	82,671	<b>322,002</b>
<b>Total expenditure</b>	<b>377,473</b>	<b>82,671</b>	<b>460,144</b>
<b>Net income</b>	<b>(147,131)</b>	<b>21,083</b>	<b>(126,048)</b>
Transfers between funds	3,189	(3,189)	-
<b>Net movement in funds</b>	<b>(143,942)</b>	<b>17,894</b>	<b>(126,048)</b>
Fund balances at 1 April 2019	260,953	23,957	<b>284,910</b>
<b>Fund balances at 31 March 2020</b>	<b>117,011</b>	<b>41,851</b>	<b>158,862</b>

**11. TRUSTEES' REMUNERATION AND BENEFITS**

There was no Trustee remuneration or reimbursement of expenses for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**12. STAFF COSTS**

	2021 £	2020 £
Wages and salaries	<b>206,339</b>	274,713
Agency staff costs	<b>6,436</b>	24,614
Social security costs	<b>13,230</b>	21,876
Other pension costs	<b>5,322</b>	7,211
	<b>231,327</b>	328,414
Employee information:	2021 Number	2020 Number
Average number of employees during the year	<b>8</b>	11

No employees' annual emoluments totalled over £60,000 in either 2020 or 2021.

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 £100,487 (2020: £124,516). During the year redundancy costs were incurred totalling £10,090 (2020: £Nil).

# NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 31 MARCH 2021

## 13. TANGIBLE FIXED ASSETS

	Fixtures & fittings	Total
Cost	£	£
At 1 April 2020	62,259	62,259
Additions	-	-
<b>At 31 March 2021</b>	<b>62,259</b>	<b>62,259</b>
At 1 April 2020	30,283	30,283
Charge for the year	19,283	19,283
<b>At 31 March 2021</b>	<b>49,566</b>	<b>49,566</b>
<b>At 31 March 2021</b>	<b>12,693</b>	<b>12,693</b>
At 31 March 2020	31,976	31,976

## 14. INTANGIBLE FIXED ASSETS

	Software	Total
Cost	£	£
At 1 April 2020	25,992	25,992
Additions	-	-
<b>At 31 March 2021</b>	<b>25,992</b>	<b>25,992</b>
At 1 April 2020	5,347	5,347
Charge for the year	10,248	10,248
<b>At 31 March 2021</b>	<b>15,595</b>	<b>15,595</b>
<b>At 31 March 2021</b>	<b>10,397</b>	<b>10,397</b>
At 31 March 2020	20,645	20,645

## 15. FIXED ASSET INVESTMENT

	Subsidiary investments
Cost/Fair value	£
At 1 April 2020	1
Disposals in the year	(1)
At 31 March 2021	-

### Subsidiary Company

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

2021 financial information of DVL Trading Limited, until it was dissolved, was as follows:

Company	Shares held class	Capital and reserves		Profit for the period
		%	£	£
DVL Trading Limited	ordinary	100	1	-

The company remained dormant throughout 2020 and 2021 and was dissolved on 16/03/2021.

## 16. DEBTORS – amounts falling due within one year

	2021	2020
	£	£
Other debtors	11,700	11,700
Prepayments and accrued income	-	5,391
	<u>11,700</u>	<u>17,091</u>

## 17. CREDITORS – amounts falling due within one year

	2021	2020
	£	£
Trade creditors	4,094	7,303
Social security and other taxes	4,063	5,861
Accruals and deferred income	26,700	22,009
Other creditors	1,428	7,558
	<u>36,285</u>	<u>42,731</u>



## **18. 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:

### **Movement in funds**

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers between funds £	Balance at 31 March 2021 £
Salaries	40,060	119,986	(112,423)	-	<b>47,623</b>
Equipment	1,000	500	(1,500)	-	-
Services	791	1,900	(2,691)	-	-
	<u>41,851</u>	<u>122,386</u>	<u>(116,614)</u>	<u>-</u>	<u><b>47,623</b></u>

### **Salaries**

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

### **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.

**DAME VERA LYNN CHILDREN'S CHARITY**  
**(LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS (continued)**  
 FOR THE YEAR ENDED 31 MARCH 2021

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

	<b>Unrestricted funds £</b>	<b>Restricted Funds £</b>	<b>2021 Total £</b>
Funds at 31 March 2021 are represented by:			
Fixed assets	23,090	-	<b>23,090</b>
Current assets	183,767	47,623	<b>231,390</b>
Creditors: amounts falling due within one year	(36,285)	-	<b>(36,285)</b>
	<u>170,572</u>	<u>47,623</u>	<u><b>218,195</b></u>

	<b>Unrestricted funds £</b>	<b>Restricted Funds £</b>	<b>2020 Total £</b>
Funds at 31 March 2020 are represented by:			
Fixed assets	52,622	-	<b>52,622</b>
Current assets	107,120	41,851	<b>148,971</b>
Creditors: amounts falling due within one year	(42,731)	-	<b>(42,731)</b>
	<u>117,011</u>	<u>41,851</u>	<u><b>158,862</b></u>

**20. COMMITMENTS UNDER OPERATING LEASES**

At 31 March 2021 the company had total commitments under non-cancellable operating leases as follows:

	<b>Land &amp; Buildings 2021 £</b>	<b>Land &amp; Buildings 2020 £</b>
Within one year	<b>33,150</b>	46,800
Between two and five years	-	33,150
	<u><b>33,150</b></u>	<u>79,950</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 £46,800 (2020: £46,800).

**21. RELATED PARTY TRANSACTIONS**

During the year a company controlled by Phil Ward (a Trustee who resigned during the year) purchased Christmas cards totalling £Nil from the charity (2020: £96). There were no other related party transaction in 2020 or 2021.

**22. 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.

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