

# REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023



**DAME VERA LYNN**  
Children's Charity  
Discover together





Company Registration number: 04230409 (England & Wales)

Supporting children and their families, creating possibilities and enhancing lives.

Services include:

Paediatric Physiotherapy

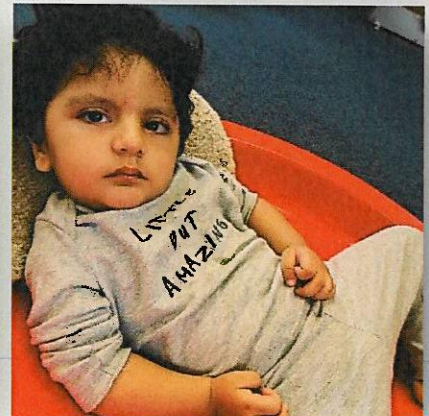
Music Therapy

Outreach Home play sessions

Conductive Education

Swimming

Speech and Language





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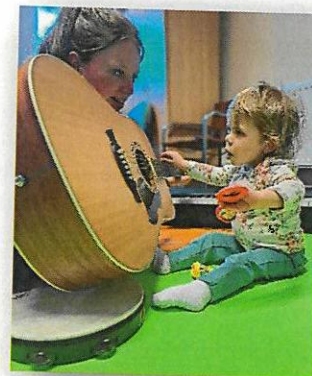
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## Conductive Education



## Swimming

## Music



## Speech and Language Therapy



## Outreach





## **Trustees' Report and Accounts**

### **Letter from Chair of Trustees**

The Charity continues to provide an exceptional level of service to those children and their families who need it most. This is a service that is vitally needed and is really making a difference to all their lives. To see the impact the Charity have on the children is truly inspiring and sets them up in the best possible way for their future development once they move on to the next stages.

It is clear that there is a continuing need for the services the team provide across the whole South East region. Many of our children travel over relatively large distances to attend their sessions.

The Trustees are fully aware of the challenging financial climate in which we all live at the moment and have plans in place to ensure the stability future success of the Charity. We did make a loss in the last financial year. This is caused by a number of factors, including the reduction of some grants as a result of some funds rebalancing their finances after the pandemic and the resultant credit crunch as well as timing delays in receiving some expected funds.

We are firmly of the belief that the budget we have set forth of the coming year is achievable and ensures the stability of the Charity in the long term. We have had to make some difficult decisions recently to refocus our fund raising efforts on events and funds that are likely to provide higher returns, including a focus on the Corporate world as well as statutory funding opportunities.

To that end I am pleased to welcome Carolyn Scott and Elizabeth Haigh-Reeve to the Charity's Board. They bring a wealth of experience in the world of commissioning and fund raising to support the on the ground team.

As Trustees, we are continually looking ahead to building on the success of the Charity and Dame Vera's foresight in founding it and have a clear strategy for growth in mind to support Glenys and her team as required.

This year we lost one of our long-standing Trustees, Tim Wright, who sadly passed away. We are very grateful for all his efforts over the years and will be sadly missed.

Particular thanks, as always, to Glenys Creese, who has done a tremendous job, since taking over to lead the team during the pandemic. In recognition of these efforts, the Board was very pleased to recently promote her to CEO.

I would also like to thank all the Trustees who have given their time and expertise so freely to help this wonderful charity.

Finally, on behalf of the Trustees, I'd like to thank everyone who has supported the Charity over the last year, and particularly to all the staff and volunteers who have worked so hard to deliver such an invaluable service to make a real difference to so many.



Nick Dutt

Chair of Trustees

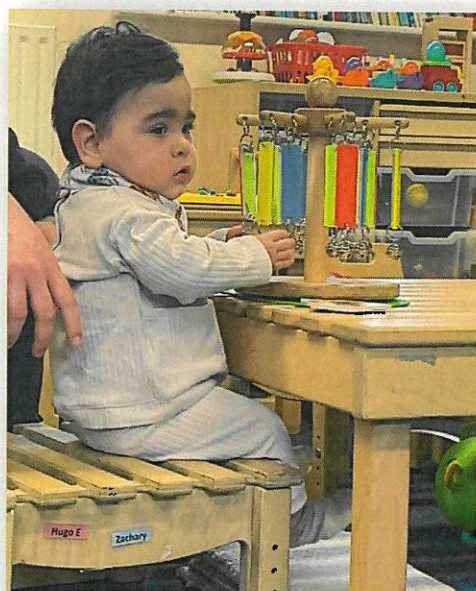


## Trustees' Report and Accounts

### Conductive Education

For over 20 years the Charity has used the principles of Conductive Education as the cornerstone to all its service provision. We break down each task into small achievable steps, so that each child regardless of their ability, is able to achieve.

Grouping children using their age and ability means that the children are all working together on the same skills as their peers, whilst at the same time parents and carers are working with their children alongside their peers and giving each other the support they need to continue on their journey.



During each session the session lead (either Conductor or Paediatric Physiotherapist) works with the parents/carers and the children to show them how to achieve everyday tasks that may be taken for granted by people who do not have a physical disability. Children are learning to sit, roll, crawl, walk, run and jump. They are also working on their communication skills, learning about shapes, letters and numbers and having great fun along the way.

Each child has a set of learning goals, which are reviewed every 6 months, the team use these goals to plan each

session and ensure that individual children are making steady progress to becoming as independent as possible.

This year....

839 Sessions provided

51 Children on average each week

21 sessions each week

Over 2000 miles driven by families to come to the centre for sessions each week.

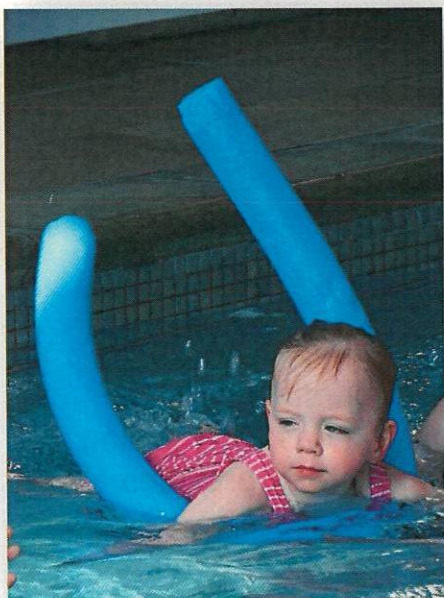




## Trustees' Report and Accounts

### Swimming

One of the services that children love the most are the swimming sessions. These sessions are provided in a private hydrotherapy pool which is heated to around 32 degrees. The private sessions give parents the privacy to enjoy sessions without worrying about what other people are thinking of them, or having other parents making judgements about their child.



The warm water particularly helps children who have tight muscles, relaxing them in a way that is just not possible outside of the pool. Children are not learning to swim but learning to enjoy the sensation of being weightless in the water and moving around freely. They are building up their strength and stamina and stretching their muscles, which helps them to continue their development in their physiotherapy sessions.

They are taught basic water safety such as how to get in and out of the pool, and the importance of holding onto the side of the pool or holding onto the edge of the float.

For some children this is a huge challenge, some children struggle physically to hold onto objects because of the muscles in their arms or hands, for others it may be a challenge because of their cognition, but all children over time learn confidence in the water as they are shown each week how to achieve these important skills. They learn all



This year....

118 Sessions provided

26 Children on average attending each week

2 Sessions every week.

of these skills while having fun splashing about and singing nursery songs.

Sessions are designed to give parents and carers the knowledge and confidence that they need to handle their child in the water.



## Trustees' Report and Accounts

### Music

Music therapy is delivered in partnership with the Music Therapy charity Nordoff & Robbins, it is delivered on the premise that everyone has the ability to respond to music because they have their own beat (their heart) inside them.

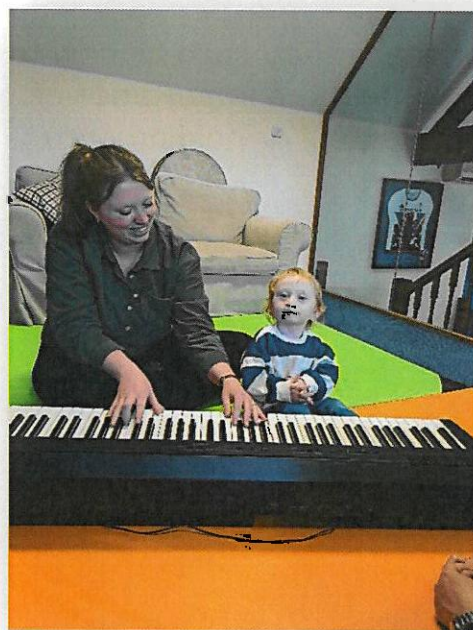
Each session gives children the opportunity to explore different rhythms and tempos, alongside well-known nursery rhymes and songs and improvised tunes.

Sessions are either 1-2-1 or small group depending on the needs of the child. Sessions are 30mins long and give children the



opportunity to explore a range of different instruments. One of the children currently attending has their sibling attend with them. Music therapy provides a brilliant space for children to learn to "share" and take turns. The sessions have been a great space for the brothers to learn to play together and share an experience where they are both the focus and not just the sibling with the disability.

During school holidays we have also organised a number of "Big Jam" sessions, these are open music sessions for the whole family to enjoy and have been really well attended.



"Today was our second week of Music Therapy and my son absolutely LOVES it, the music, the sensory element, dancing! Plus his brother can get involved too!"

This year....

195 Sessions provided

11 Children on average attending sessions each week

8 Sessions every week

3 Big Jam fun for the whole family sessions provided.

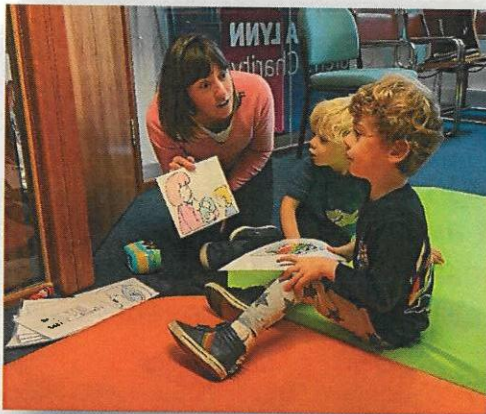


**Trustees' Report and Accounts**

**Speech and Language Therapy**

Families told us that one of the services that they felt they missed the most during Covid was Speech and Language. Many appointments with the NHS were cancelled or replaced by Zoom sessions which children really struggled with.

Over the last few years the Charity has worked with a private, highly specialist Speech and Language Therapist to provide a range of services for families, these include, 1-2-1 sessions, information sessions for parents, small groups and most recently the addition of the Tiny Chatters group.



The Therapist works hands on with the children to demonstrate different techniques.

Giving children an opportunity to access this highly specialist service has been

extremely popular with families, it has also proved extremely effective, and children have responded with great success to the introduction of techniques like using a PODD (Pragmatic Organised Dynamic Display) book for the first time.

"We have been doing SALT sessions for a number of weeks now, and Brooks loves them, the sessions have come just at the right time for him. His commination is coming on so much, he surprises me each day with new words I just didn't know he knew!"

This year....

180 Sessions provided

16 Children supported in 1-2-1 sessions

6 Tiny Chatters sessions





## Trustees' Report and Accounts

### Outreach

Over the last 5 years the Charity has been developing our bespoke Outreach programme. Visits to the family home last between 45 mins and an hour (depending on the child's need) each visit is tailored to meet the needs of each child and support their learning in their own home.

Many of the children who attend the services at the Charity spend many hours traveling and attending hospital appointments, so to have someone come

to their home

and play

makes a

refreshing change. Children are often more relaxed in their own environment and the 1-2-1 support means the session can change and adapt to meet their changing needs.

Once again

this year

the Charity

has achieve

the National Stamp of approval from Portage and continues to be the only non-education setting in West Sussex to hold this status.



"Words can't express how much we appreciate the play sessions we have had with the DVL charity. Carol very quickly understood our son's needs and has helped him learn to play. He now gives Carol loads of eye contact and hugs, loves her bag of toys and gets so much from her sessions. His focus has improved and he wants to explore the world. I adore seeing him exploring new toys to see what he enjoys, we always look forward to her visits"

This year....

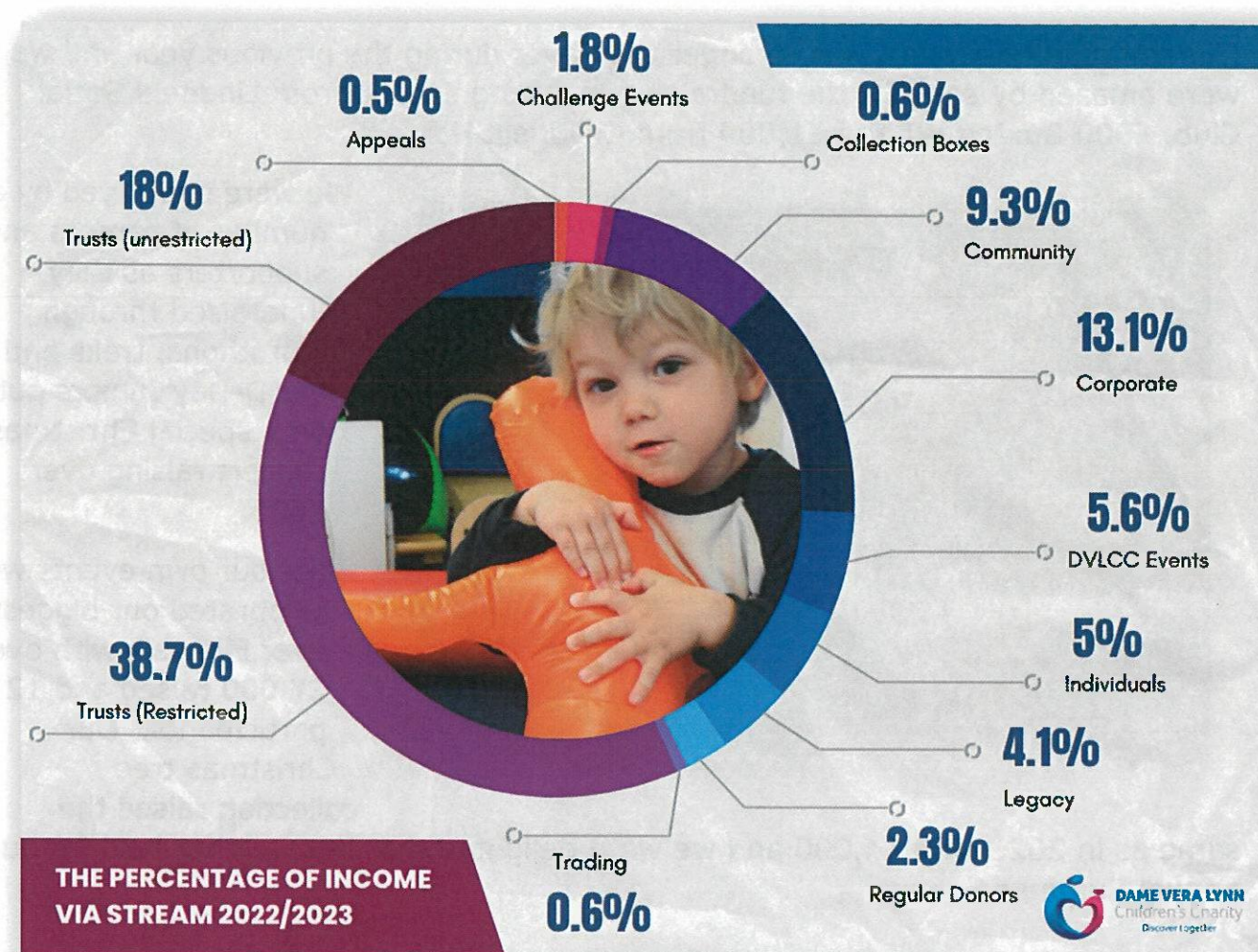
408 Sessions provided

18 Children supported in 1-2-1 sessions on average each week



## Trustees' Report and Accounts

### Fundraising



### Trusts & Foundations

Over 56% of our income this year was received from a number of different charitable Trusts and Foundations, including funding again from BBC Children In Need for the salary of our full time paediatric physiotherapist, £10,000 from Barbara Ward for Speech & Language Therapy for the next three years and Hollyhock Foundation for the salary of our Conductor over the next three years. Again this year Sussex Community Foundation continue to provide support with their grant towards our core costs. We are extremely grateful to all those trusts and foundations whose support enables us to make such a significant impact on the lives of the children and families we benefit.



# Dame Vera Lynn Children's Charity (Limited by Guarantee)

## Trustees' Report and Accounts

### Community & Events

Our community support was stronger than ever during the previous year and we were amazed by some of the fundraising including £6,000 from Lindfield Social Club, £500 Buxted WI and £1,000 from Childhelp Hassock.



We were supported by a number of parents and supporters as they fundraised through marathons, treks and our D-Day Juniors put on a special Christmas concert raising over £600.

For our own events we celebrated our biggest ever Firewalk with over £7,000 raised and 12 participants. Our Christmas tree collection raised the

same as in 2022 with £4,000 and we were delighted that the weather held for our annual Summer Fayre.

### Corporate

Corporate support is very important to us as we are seeing a downturn in participation and sponsorship for individual fundraising. The wonderful Cumnor House School raised an incredible £22,520 during their year of fundraising whilst Ryan Canter Club supported us through a number of events and their annual Picnic on the Square.

We would like to thank Handy Bees and Testers Tree Surgeons for their generosity of time and equipment during our Christmas tree collection, and Aero Golf beat their own target from 2021 and raised over £25,000.

With new families joining us each week, the need for our services continues and this is only possible with the wonderful financial support the charity received from so many supporters.



# Dame Vera Lynn Children's Charity (Limited by Guarantee)

## Trustees' Report and Accounts





# Dame Vera Lynn Children's Charity (Limited by Guarantee)

## Trustees' Report and Accounts

### 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:

Paula Barnes – Secretary (from 03/10/2022)  
Colin Darnell - Safeguarding Lead  
Nick Dutt - Chairperson from 22/04/2021  
Elizabeth Haigh-Reeve (Appointed 09/02/2023)  
Doug Hill - Treasurer  
Tom Jones  
Nicci Long  
Carolyn Scott (Appointed 08/12/2022)  
Tracey Trotter  
Tim Wright – Secretary (Passed away 03/10/2022)

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 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 regularly during the 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 thereafter. 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



# Dame Vera Lynn Children's Charity (Limited by Guarantee)

## Trustees' Report and Accounts

- 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 HR practises and people
- 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 Head of Centre was promoted to Executive Manager and holds responsibility for ensuring that the delivery and standards of the services meet the objectives set out by the Trustees as well as having full responsibility for staffing, delivery of the service provision and fundraising.

### Financial Review

The Charity's Statement of Financial Activities is shown on page 19. The total income for the year was £369,270 (2022: £440,787 including a significant legacy of £77,850) and total expenditure was £448,096 (2022: £349,351). Despite the impact of the Covid-19 pandemic the charity has continued to provide its services. Income has reduced this year mainly due to emergency funds in relation to Covid-19 being received in 2020/21 and 2021/22 and no longer available in 2022/23. The charity did not make use of the Coronavirus Job Retention Scheme in 2022/23.

### 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 (6) 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 2023, in addition to the restricted and designated funds it carries over into the new financial year, the Charity held free reserves of £126,093 (2022: £194,749) and the Charity has not met its free reserves policy. As such, the Charity continues to review its costs to ensure that it is able to meet the reserves policy going forward.

During the year, the Trustees agreed to set aside the proceeds from a significant legacy to fund initiatives aimed at the expansion of the Charity's services as it emerges from the COVID restrictions. These have been allocated to a designated fund.

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.



# Dame Vera Lynn Children's Charity (Limited by Guarantee)

## Trustees' Report and Accounts

### 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 8<sup>th</sup> June 2023 and signed on their behalf by:



**Nick Dutt**

Chair of Board of Trustees



# **Dame Vera Lynn Children's Charity (Limited by Guarantee)**

## **Trustees' Report and Accounts**

### **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

#### **Executive Manager**

Glenys Creese

#### **Address**

Unit 1, The Courtyard,  
Holmsted Farm, Staplefield Road,  
Cuckfield, West Sussex  
RH17 5JF

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

Tel: 01444 473274

#### **Trustees**

Paula Barnes – Secretary (from 03/10/2022)  
Colin Darnell - Safeguarding Lead  
Nick Dutt - Chairperson from 22/04/2021  
Elizabeth Haigh-Reeve (Appointed 09/02/2023)  
Doug Hill - Treasurer  
Tom Jones  
Nicci Long  
Carolyn Scott (Appointed 08/12/2022)  
Tracey Trotter  
Tim Wright – Secretary (Passed away 03/10/2022)

#### **Principal Advisers**

##### Registered office

Unit 1, The Courtyard  
Holmstead Farm  
Staplefield Road  
Cuckfield  
RH17 5JF

##### 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

#### **Registration numbers**

Registered Charity No. 1089657  
Company Registration No. 04230409



## Report of the Independent Examiner

I report to the charity Trustees on my examination of the accounts of the Charitable Company for the year ended 31 March 2023.

### 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 ACCA, 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.

TC Group

**Mr Mark Cummins FCCA FCIE  
for and on behalf of**

TC Group  
The Courtyard,  
Shoreham Road,  
Upper Beeding,  
Steyning  
West Sussex  
BN44 3TN

Dated: 13 June 2023



# Dame Vera Lynn Children's Charity (Limited by Guarantee)

## Trustees' Report and Accounts

### Statement of Financial Activities for the year ended 31 March 2023 (including the Income & Expenditure Account)

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2023 £	Total 2022 £
<b><u>Income from:</u></b>						
Donations and legacies	3	127,305	-	-	127,305	209,356
Charitable activities	4	61,875	-	132,780	194,655	210,177
Other trading activities	5	46,895	-	-	46,895	21,254
Investments	6	415	-	-	415	-
<b>Total income</b>		<b>236,490</b>	<b>-</b>	<b>132,780</b>	<b>369,270</b>	<b>440,787</b>
<b><u>Expenditure on:</u></b>						
Raising funds	7	156,601	-	-	156,601	95,877
Charitable activities	7	154,584	-	136,911	291,495	253,474
<b>Total Expenditure</b>		<b>311,185</b>	<b>-</b>	<b>136,911</b>	<b>448,096</b>	<b>349,351</b>
<b>Net income / (expenditure) and net movement in funds</b>		<b>(74,695)</b>	<b>-</b>	<b>(4,131)</b>	<b>(78,826)</b>	<b>91,436</b>
<b>Reconciliation of Funds</b>						
Total funds brought forward		207,049	77,850	24,732	309,631	218,195
<b>Total funds carried forward</b>	<b>22</b>	<b>132,354</b>	<b>77,850</b>	<b>20,601</b>	<b>230,805</b>	<b>309,631</b>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006. There are no recognised gains or losses other than those reported on the Statement of Financial Activities.

All activities are classed as continuing.

The notes form part of these financial statements



# Dame Vera Lynn Children's Charity (Limited by Guarantee)

## Trustees' Report and Accounts

### Balance Sheet as at 31 March 2023

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2023 £	Total 2022 £
<b>Fixed Assets</b>						
Tangible Assets	13	6,261	-	-	6,261	7,101
Intangible assets	14	-	-	-	-	5,199
		<b>6,261</b>	<b>-</b>	<b>-</b>	<b>6,261</b>	<b>12,300</b>
<b>Current Assets</b>						
Debtors	15	22,345	-	-	22,345	11,700
Cash at bank and in hand		156,897	77,850	20,601	255,348	328,265
		<b>179,242</b>	<b>77,850</b>	<b>20,601</b>	<b>277,693</b>	<b>339,965</b>
<b>Creditors:</b> amounts falling due within one year	16	(53,149)	-	-	(53,149)	(42,634)
<b>Net current assets</b>		<b>126,093</b>	<b>77,850</b>	<b>20,601</b>	<b>224,544</b>	<b>297,331</b>
<b>Net assets</b>		<b>132,354</b>	<b>77,850</b>	<b>20,601</b>	<b>230,805</b>	<b>309,631</b>
<b>Funds</b>						
Restricted funds	17	-	-	20,601	20,601	24,732
Designated funds	18	-	77,850	-	77,850	77,850
Unrestricted funds		132,354	-	-	132,354	207,049
	22	<b>132,354</b>	<b>77,850</b>	<b>20,601</b>	<b>230,805</b>	<b>309,631</b>

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 8<sup>th</sup> June 2023.



.....  
N Dutt (Chair)



# **Dame Vera Lynn Children's Charity (Limited by Guarantee)**

## **Trustees' Report and Accounts**

### **Notes to the Accounts for the year ended 31 March 2023**

#### **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:

##### **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.

##### **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.

##### **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



# **Dame Vera Lynn Children's Charity (Limited by Guarantee)**

## **Trustees' Report and Accounts**

### **Notes to the Accounts for the year ended 31 March 2023 (continued)**

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.

#### **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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#### **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.

#### **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.

#### **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

#### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Designated funds are unrestricted funds that have been designated towards a specific purpose by the trustee board.

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.

#### **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.

#### **Debtors**

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

#### **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.



# Dame Vera Lynn Children's Charity (Limited by Guarantee)

## Trustees' Report and Accounts

### Notes to the Accounts for the year ended 31 March 2023 (continued)

#### 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.

#### 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.

### 3. Income from donations and legacies

	<b>Restricted</b>	<b>Designated</b>	<b>Unrestricted</b>	<b>Total 2023</b>	<b>Total 2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Individual donations	-	-	<b>68,329</b>	<b>68,329</b>	63,125
Corporate donations	-	-	<b>44,940</b>	<b>44,940</b>	39,151
Legacies/in memory donations	-	-	<b>14,036</b>	<b>14,036</b>	87,937
Government Support re Covid-19	-	-	-	-	19,143
	<b>-</b>	<b>-</b>	<b>127,305</b>	<b>127,305</b>	209,356

£Nil of the 2022 income from donations and legacies was restricted

£77,850 of the 2022 income from donations and legacies was designated



# Dame Vera Lynn Children's Charity (Limited by Guarantee)

## Trustees' Report and Accounts

### Notes to the Accounts for the year ended 31 March 2023 (continued)

#### 4. Income from charitable activities

	Restricted £	Designated £	Unrestricted £	Total 2023 £	Total 2022 £
Trusts and Foundations	132,780	-	61,875	194,655	210,177
	132,780	-	61,875	194,655	210,177

£131,892 of the 2022 income from charitable activities was restricted

£Nil of the 2022 income from charitable activities was designated

#### 5. Income from other trading activities

	Restricted £	Designated £	Unrestricted £	Total 2023 £	Total 2022 £
Events	-	-	19,137	19,137	19,601
Local Authority fees	-	-	25,560	25,560	-
Other	-	-	2,198	2,198	1,653
	-	-	46,895	46,895	21,254

£Nil of the 2022 income from other trading activities was restricted

£Nil of the 2022 income from other trading activities was designated

#### 6. Investment income

	Restricted £	Designated £	Unrestricted £	Total 2023 £	Total 2022 £
Interest receivable	-	-	415	415	-
	-	-	415	415	-

£Nil of the 2022 investment income was restricted

£Nil of the 2022 investment income was designated



# Dame Vera Lynn Children's Charity (Limited by Guarantee)

## Trustees' Report and Accounts

### Notes to the Accounts for the year ended 31 March 2023 (continued)

#### 7. Analysis of Expenditure

	Depreciation/ Amortisation £	Staff Costs £	Other costs £	Total 2023 £	Total 2022 £
<b>Raising Funds</b>					
Activities undertaken directly	-	103,040	51,208	154,248	93,853
Support costs	-	-	2,353	2,353	2,024
	-	103,040	53,561	156,601	95,877
<b>Charitable activities</b>					
Activities undertaken directly	7,783	210,268	68,642	286,693	248,039
Support costs	-	-	4,802	4,802	5,435
	7,783	210,268	73,444	291,495	253,474
<b>Total</b>	<b>7,783</b>	<b>313,308</b>	<b>127,005</b>	<b>448,096</b>	<b>349,351</b>

#### 8. Analysis of Support Costs

	Total 2023 £	Total 2022 £
Travel and training	1,901	639
HR & Payroll costs	2,020	2,085
Governance costs (note 9)	3,234	4,735
	<b>7,155</b>	<b>7,459</b>

#### 9. Analysis of Governance Costs

	Total 2023 £	Total 2022 £
Professional fees	803	330
Independent examination fee	2,100	2,100
Legal fees	-	1,440
Other governance costs	331	865
	<b>3,234</b>	<b>4,735</b>

# Dame Vera Lynn Children's Charity (Limited by Guarantee)

## Trustees' Report and Accounts

### Notes to the Accounts for the year ended 31 March 2023 (continued)

#### 10. Statement of financial activities for the year ended 31 March 2022

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2022 £
<b><u>Income from:</u></b>				
Donations and legacies	131,506	77,850	-	209,356
Charitable activities	78,285	-	131,892	210,177
Other trading activities	21,254	-	-	21,254
Investments	-	-	-	-
<b>Total income</b>	<b>231,045</b>	<b>77,850</b>	<b>131,892</b>	<b>440,787</b>
<b><u>Expenditure on:</u></b>				
Raising funds	95,877	-	-	95,877
Charitable activities	98,691	-	154,783	253,474
<b>Total Expenditure</b>	<b>194,568</b>	<b>-</b>	<b>154,783</b>	<b>349,351</b>
<b>Net income / (expenditure) and net movement in funds</b>	<b>36,477</b>	<b>77,850</b>	<b>(22,891)</b>	<b>91,436</b>
<b>Reconciliation of Funds</b>				
Total funds brought forward	170,572	-	47,623	218,195
<b>Total funds carried forward</b>	<b>207,049</b>	<b>77,850</b>	<b>24,732</b>	<b>309,631</b>

#### 11. Trustees

None of the trustees (nor any persons connected with them) received any remuneration or reimbursement of expenses during the year nor for the year ended 31 March 2022.



# Dame Vera Lynn Children's Charity (Limited by Guarantee)

## Trustees' Report and Accounts

### Notes to the Accounts for the year ended 31 March 2023 (continued)

#### 12. Employees

	2023	2022
Employee information	Number	Number
Average number of employees during the year:	9	7
Employment costs	£	£
Wages and salaries	255,656	179,673
Agency staff costs	30,826	18,992
Social Security costs	20,843	12,252
Other pension costs	5,983	5,245
	313,308	216,162

No employees' annual emoluments totalled over £60,000 in either 2023 or 2022.

During the year the key management personnel of the charitable company comprised of the Executive Manager and the Fundraising Manager. The total employee benefits of the key management personnel (including Employer's National Insurance Contributions) were £95,776 (2022: £80,838).

#### 13. Tangible fixed assets

	Fixtures & fittings £	Total £
Cost		
At 1 April 2022	68,834	68,834
Additions	1,745	1,745
At 31 March 2023	70,579	70,579
Depreciation		
At 1 April 2022	61,733	61,733
Charge for the year	2,585	2,585
At 31 March 2023	64,318	64,318
Net book value		
At 31 March 2023	6,261	6,261
At 31 March 2022	7,101	7,101

# Dame Vera Lynn Children's Charity (Limited by Guarantee)

## Trustees' Report and Accounts

### Notes to the Accounts for the year ended 31 March 2023 (continued)

#### 14. Intangible fixed assets

	Software £	Total £
<b>Cost</b>		
At 1 April 2022 and 31 March 2023	25,992	25,992
<b>Depreciation</b>		
At 1 April 2022	20,793	20,793
Charge for the year	5,199	5,199
<b>At 31 March 2023</b>	<b>25,992</b>	<b>25,992</b>
<b>Net book value</b>		
<b>At 31 March 2023</b>	-	-
At 31 March 2022	5,199	5,199

#### 15. Debtors

	2023 £	2022 £
<b>Amounts falling due within one year</b>		
Trade debtors	8,200	-
Prepayments and accrued income	2,445	-
Other debtors	11,700	11,700
	<b>22,345</b>	<b>11,700</b>



# Dame Vera Lynn Children's Charity (Limited by Guarantee)

## Trustees' Report and Accounts

### Notes to the Accounts for the year ended 31 March 2023 (continued)

#### 16. Creditors

	2023 £	2022 £
<b>Amounts falling due within one year</b>		
Trade creditors	2,941	1,610
Social security and other taxes	6,630	4,214
Accruals and deferred income	41,000	36,000
Other creditors	2,578	810
	<b>53,149</b>	<b>42,634</b>

#### 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:

	Movement in funds 2022/23			
	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers between Funds £
Salaries	20,461	127,280	(129,765)	-
Equipment	4,271	5,500	(7,146)	-
	<b>24,732</b>	<b>132,780</b>	<b>(136,911)</b>	<b>-</b>

##### 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.

# Dame Vera Lynn Children's Charity (Limited by Guarantee)

## Trustees' Report and Accounts

### Notes to the Accounts for the year ended 31 March 2023 (continued)

#### 18. Designated Funds

The income funds of the charity include designated funds comprising the following unexpended balances allocated by trustees towards specific purposes:

	Movement in funds 2022/23			
	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers between Funds £
Legacy fund	77,850	-	-	-
	77,850	-	-	-

The legacy designated fund comprises a legacy receipt allocated by the trustee board towards future project funding.

#### 19. Commitments under operating leases

At 31 March 2023 the company had total commitments under non-cancellable operating leases as follows:

	Land & buildings 2023 £	Land & buildings 2022 £
Expiry date:		
Within one year	48,300	47,100
Between two and five years	36,900	12,000
	85,200	59,100

During 2016 the Charity took out a 5-year lease on premises at Holmsted Farm Cuckfield. The lease was extended from December 2021 for 3 years and had a break in June 2023 which has not been exercised.

Total lease payments recognised as an expense in the year amounted to £48,400 (2022: £46,800).

#### 20. Related Party Transactions

There were no related party transactions in 2023 or 2022.



# Dame Vera Lynn Children's Charity (Limited by Guarantee)

## Trustees' Report and Accounts

### Notes to the Accounts for the year ended 31 March 2023 (continued)

#### 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.

#### 22. Net assets between funds

Net assets between funds as at 31 March 2023:

	Unrestricted funds £	Designated funds £	Restricted funds £	Balance at 31 March 2023 £
Fixed assets	6,261	-	-	6,261
Current assets	179,242	77,850	20,601	277,693
Current liabilities	(53,149)	-	-	(53,149)
	<b>132,354</b>	<b>77,850</b>	<b>20,601</b>	<b>230,805</b>

Net assets between funds as at 31 March 2022:

	Unrestricted funds £	Designated funds £	Restricted funds £	Balance at 31 March 2022 £
Fixed assets	12,300	-	-	12,300
Current assets	237,383	77,850	24,732	339,965
Current liabilities	(42,634)	-	-	(42,634)
	<b>207,049</b>	<b>77,850</b>	<b>24,732</b>	<b>309,631</b>

