

Company number: 05206298

Charity number: 1108160

OSCR number: SC041034

# The Cleft Lip and Palate Association

Report and financial statements  
For the year ended 31 March 2022



# The Cleft Lip and Palate Association

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### For the year ended 31 March 2021

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# The Cleft Lip and Palate Association

## Reference and administrative information

For the year ended 31 March 2021

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**Company number** 05206298

**Charity number** 1108160

**OSCR number** SC041034

**Registered office and operational address** CLAPA  
The Green House, 244–254 Cambridge Heath Road  
LONDON, E2 9DA

**Country of registration** England & Wales

**Country of incorporation** United Kingdom

**Trustees** Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

N Astor	Chair
J Bhachu	Treasurer
D Drake	
O Hopkins	
E Howes	
J Morgan – until September 2021	
M Pinkstone	
R Slator	Secretary
A Strangeways	
J Williams	
A Beedham – from June 2021	
L Hughes – from June 2021	
S Handley – from September 2021	
C Cunniffe	Company Secretary

**Bankers** Barclays Bank plc  
Hatton Garden Business Centre  
99 Hatton Garden  
LONDON, EC1N 8DN

**Auditor** Sayer Vincent LLP  
Chartered Accountants and Statutory Auditor  
Invicta House  
108–114 Golden Lane  
LONDON, EC1Y 0TL

# **The Cleft Lip and Palate Association**

## **Trustees' annual report**

### **For the year ended 31 March 2022**

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The Trustees present their report and the audited financial statements for the year ended 31 March 2022.

Reference and administrative information set out on page 1 form part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

## **Objectives and Activities**

### **Purposes and Aims**

The charity's objects are set out in its governing documents, the Memorandum and Articles of Association (July 2004): "the relief of and support for all those with cleft lip, cleft palate or both or associated craniofacial birth anomalies; the promotion of research into the causes of and the relief, treatment or care of those with cleft lip, cleft palate or associated craniofacial birth anomalies and conditions or any of them and to publish the useful results of such research."

The Trustees have paid due regard to the public benefit guidance issued by the Charity Commission in deciding what activities the charity should undertake. These activities are documented in the Strategic Plan for 2021–22, approved at the Trustee Meeting in March 2021. This plan is available on the CLAPA website: [www.clapa.com/strategy](http://www.clapa.com/strategy).

CLAPA has established itself as a well-respected organisation in the global cleft community. The charity continues to build and grow its reputation for providing quality, evidenced-based services for people affected by cleft and working closely with researchers and NHS Cleft Teams.

Despite the challenges of a global pandemic and associated economic pressures, CLAPA has continued to sustainably fulfil its objectives and support stakeholders. Through strong leadership, good governance and incredible community support, the past 12 months have seen CLAPA adapt to mitigate the impact of the pandemic. As a result, the charity is much better placed to meet potential future economic challenges of recession, threats to supply chains and financial pressures on our community.

The Trustees review the charity's aims, objectives and activities each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The Trustees report the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the Trustees ensure the charity's aims, objectives and activities remained focused on its stated purposes.

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives that have been set.

## Beneficiaries and Services

CLAPA exists to support anyone affected by cleft lip and/or palate in the United Kingdom. The charity's resources and services support affected families from the moment of diagnosis and help them through any difficulties they have before and after the birth of their child. Welcoming new and expectant parents into the 'CLAPA Community' is the start of lifelong support of people born with a cleft and their families.

CLAPA works closely with the nine specialist Cleft Teams in the UK and generic health professionals to ensure that people born with a cleft receive the best possible care.

### Services include:

- Vibrant social Facebook, Twitter and Instagram profiles promote positivity, bust myths and celebrate differences with regular content created by and for the cleft community.
- Online support groups moderated by trained volunteers provide an instant connection for those seeking an informal support network.
- Regular events allow people to talk about their experiences and worries and hear from others at all stages of the cleft journey.
- Confidential one-to-one support provided by trained volunteer patients and parents who reassure those most in need that they can cope with whatever lies ahead.
- Accredited information on cleft led by the cleft community which reflects their experiences and emotional needs as well as medical facts.
- An Advocacy Service providing tailored information and signposting to those with complex enquiries.
- Tailored support for children and young people born with a cleft. These include events, a regular 'Youth Forward' newsletter, and a Children and Young People's Council of 9 to 17-year-olds who meet to share their experiences and help CLAPA to improve services.
- A consultancy service for researchers which connects their work with the cleft community and promotes the patient voice at all levels.
- A feeding service that supplies 15,000 subsidised items of specialist equipment for babies born with a cleft each year, including free-of-charge items for new and vulnerable families.

## Strategic Report

### Achievements and Performance

The charity's main activities are described below. All its charitable activities focus on supporting families and individuals affected by cleft and are undertaken to further CLAPA's charitable purposes for the public benefit.

During the global pandemic, CLAPA needed to rethink and reimagine how they could continue to meaningfully serve their community across the UK. A new one-year digital-first strategy was implemented in March 2021 to redevelop CLAPA's digital presence, expand its online events programme, and provide crucial resourcing to two key areas of service delivery: advocacy and research involvement. This strategy launch coincided with a significant staff restructure to enable faster and more focused development of services.

2021/22 has been a period of ongoing disruption and upheaval. In line with the one-year strategy, the charity took this time to implement its new structure, evaluate different areas of service delivery and fully consider options for the future. By capitalising on the creativity and passion of its staff and volunteers and remaining flexible with plans in an ever-changing environment, CLAPA celebrated many achievements and areas of progress this year.

### Volunteers

CLAPA prides itself on involving the UK cleft community at all levels of its work, including asking volunteers to feed into and help run services wherever possible.

Volunteers are the backbone of CLAPA as a charity. While the shift to digital service delivery has meant that many past volunteering opportunities no longer exist, it has created many more new, flexible ways for people to give their time to support CLAPA's work.

Full induction and training are provided for all volunteers, and expenses are reimbursed. Following the restructure, volunteers are now supported by the staff members whose area of work most closely matches their volunteer roles rather than those closest geographically. This year, the Volunteer E-newsletter was re-launched to provide monthly updates to all volunteers. It has proven an instant success, boasting an open rate of over 50%.

Working alongside the CEO and Senior Management Team (SMT), and supporting the CLAPA staff, are a dedicated board of volunteer Trustees. Throughout this time of significant change, the Board of Trustees continued to constructively challenge and support the charity SMT and CEO around their plans for a digital-first approach to service delivery.

Volunteers are essential to the successful running of CLAPA events, contributing 263 hours to support the cleft community through events in 2021/22. Beyond events, volunteers offer one-to-one support by phone and online to anyone affected by cleft as well as providing content for CLAPA's communications and much more.

Trustees' annual report

For the year ended 31 March 2022

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**"I volunteer for CLAPA because I want to give back after all the amazing support I've received myself over the years. My parents attended family days when I was a baby, and I went to some children's events when I was younger. CLAPA has helped me to feel proud of having a cleft, and I want to be able to help them make others feel the same."**

– Young adult volunteer in 2021

**Feeding Service**

Many babies born with a cleft are unable to breastfeed or use regular feeding equipment. For over 30 years, CLAPA's feeding service has supplied specialist bottles and teats to new parents and carers so they can feed their baby. During the COVID-19 pandemic, this service became more vital than ever before as these bottles and teats allowed babies to quickly establish a feeding routine and leave hospital faster after birth. The charity worked quickly to bring this service fully online during lockdown, and has continued to deliver these bottles and teats with a very quick turnaround.

In 2021/22, 733 free Welcome Packs of specialist bottles and teats were sent to new families around the UK. In total, 10,671 items of feeding equipment were sent by CLAPA to families affected by cleft in 2021/22. This includes 115 items sent free-of-charge to vulnerable families on the request of NHS Cleft Nurse Specialists.

CLAPA remains in regular contact with NHS Cleft Teams and Cleft Nurse Specialists, in particular with regards to this service to ensure it continues to meet the needs of the UK cleft community.

**"At such an overwhelming and daunting time, it is so reassuring and helpful having CLAPA provide the welcome pack of bottles and teats which were needed to feed my baby right from day one. I was able to feed my son with no difficulty using the Dr Browns bottles. It was such a relief that I knew he could suck well from them and also that CLAPA were able to help provide the bigger teats and bottles [...] very quickly."**

– Parent of a child born with a cleft, August 2021

**Advocacy Service**

For many years, CLAPA had provided an informal service where staff members would use their particular knowledge and clinical contacts to help answer questions from all areas of the community. Often this simply involved signposting to the correct information pages or support services, but in some cases, enquiries were more complex and required a great deal of time and attention.

During the 2020/21 period, the number of enquiries received throughout the year surged as concerned families and adults struggled to find the certainty and reassurance they needed. CLAPA knew that as the coronavirus pandemic continued to have a devastating impact on the NHS, these

### Trustees' annual report

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enquiries were likely to become even more frequent and complex. It was clear that if this were to be offered as a service, it would need proper resourcing and supervision. Thus, the role of Advocacy Coordinator was created, combining this information and signposting service with the existing Parent and Peer Support service.

In the past year, this new role has offered more streamlined and consistent support and information to those getting in touch. Anecdotally, CLAPA believes that this has improved its links with the NHS Cleft Teams, as the consistency of having one staff member in charge has helped to build relationships with clinicians who contribute to answers. While details cannot be shared, two particularly complex cases have arisen this year which have required sustained attention and follow-up over several months. These cases have highlighted the intense pressures now faced by the NHS Cleft Teams, the impact on the UK cleft community, and the need for a service like this.

#### One-to-one Support

CLAPA's Parent and Peer Support Service provides confidential one-to-one support to people affected by cleft. The trained volunteer supporters are parents and grandparents of people born with a cleft, as well as adults born with a cleft themselves. Their lived experience and knowledge of the cleft care pathway can reassure those in need that they can cope with whatever lies ahead. The people using this service often have acute concerns they don't feel able to share with the wider community. This service gives them a way to express these worries safe in the knowledge that they'll find empathy and understanding.

In 2021/22, this service had 73 enquiries, 39 of which led to a match with a Supporter. The rest were signposted to a more suitable service within CLAPA, a partner organisation, or the NHS.

This year, feedback from the parents, carers and adults who accessed the service was universally positive. 100% agreed it made them feel less isolated, more positive about the issue they got in touch about and more confident in their ability to deal with it.

**"[My Supporter] has just been wonderful. I really appreciated her guidance and advice. [...] I honestly couldn't recommend this enough. It made such a difference in the first few weeks following diagnosis and I'll be sure to keep in contact with [her] for any future queries I may have when my baby is born. I found the whole process in submitting a request, to receiving my first contact from [my Supporter] really straightforward and simple."**

– Expectant parent receiving support after diagnosis

#### Social Media

Adopting a digital-first strategy made the impact of CLAPA's social-media presence all the more critical in reaching those one-in-700 born with a cleft and their families. It is the charity's primary tool to promote services, raise awareness and spread influence. Rising to the challenge, CLAPA's reach on social media is the highest for any cleft support charity worldwide.



## The Cleft Lip and Palate Association

### Trustees' annual report

#### For the year ended 31 March 2022

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In 2021/22, followers on CLAPA's accounts grew by 6% across the board, and there were nearly 170k engagements (reactions, shares and comments) on posts throughout the year. Over 4,000 people clicked through to learn more about the service, event or story being shared, and many more will have visited in their own time after learning about these on socials.

Just over 100 people submitted their stories and photos to be shared with the community on social media. Notable stories included a young CLAPA volunteer who set up her own YouTube channel to share videos about her cleft journey in the hopes that others would feel reassured and inspired. Several more stories featured parents and carers reflecting on the unique challenges of having and caring for a child with a cleft during a global pandemic and trying to access surgery and other care at that time.

CLAPA's online support groups for parents/carers and adults born with a cleft gained 396 new members in 2021/22. An average of 3,500 members actively visited the group daily to post updates, ask questions, support each other with comments, or just check-in. At a time when surgery schedules were disrupted and safety concerns meant only one parent/carer could stay with their child in hospital, these groups provided support and positivity at all hours to thousands of people in need.

#### Online Events

Isolation in the UK cleft community is a key issue CLAPA seeks to tackle in its work. During the COVID-19 pandemic, the charity turned to Zoom events to ensure no one went through their cleft journey alone. After piloting a variety of event formats in 20/21, CLAPA hired a Community Engagement Coordinator in June 2021 to spearhead this service and create a schedule of diverse and engaging events for the year ahead.

With the support of CLAPA staff, volunteers hosted these events wherever possible, using their personal experiences and training to steer the conversation and support attendees. These helped families (particularly new and expectant parents) share their concerns in a safe environment, receive emotional support and practical advice from others, and feel connected to others in the same situation.

#### **Events included:**

- **Support Groups:** Regular online meet-ups brought together people with similar experiences to discuss topics such as 'diagnosis', 'cleft repair surgery' and 'grandparents'. Later in the year, events were run around adult concerns, such as returning to treatment.
- **Wellbeing Events:** These events were aimed at giving people a place to process their feelings around cleft with others with similar experiences. The activities such as self-massage, arts and crafts, and talks from experts helped parents and carers to prioritise their wellbeing alongside caring for their child. This ongoing building of personal resilience is intended to help parents and carers cope better with current and future cleft-related challenges.
- **Family Events:** Children's parties, bake-along events and other fun-focused gatherings allowed families with similar experiences to come together and meet outside the hospital

walls. As well as being fun, these events help to bring a sense of joy and community to someone's connection to cleft so it can feel like a normal part of their life rather than something that exists strictly in a medical context.

- **Skill workshops:** A key focus this year was ensuring events had a lasting impact and helped to build confidence and skills to help people in the cleft community become more active participants in their or their child's care. These workshops focused on speech development, a particular area of concern during the pandemic. Baby Signing workshops helped parents and carers communicate with young children, and a 'Babble Workshop' invited Speech Therapists to talk about encouraging babies to make certain sounds while babbling.
- **Information Events:** Live webinars and Q&As saw cleft experts answering common questions on particular topics such as dental health, hearing and surgery. Led by volunteers, these sessions helped to demystify what can feel like complicated medical information. Due to the open format, the recordings of these events could then be edited into online video resources providing accessible information. This way, these events can benefit many more people than just those who managed to attend.

In 2021/22, CLAPA ran 59 'ticketed' events online, and 415 individuals filled 1,049 places at these events. 56% were parents and carers, 32% were children and young people, 12% were other family and friends, and 2% were adults born with a cleft. The relatively low number of adult attendees reflects the lack of events aimed at this demographic until the end of this year, but more are planned for 22/23.

Feedback for these events was excellent, with an average score of 4.3 out of 5.83% of respondents said these events helped them feel more connected with others in the cleft community, while 94% said these events helped them feel more positive about their ability to cope with cleft-related challenges in the future.

CLAPA also ran 10 Live Q&A events on Facebook Live which gained 925 watchers. Topics of Q&As ranged from research projects to hearing concerns, and featured a number of health professionals and other experts sharing their knowledge with the wider community.

**"My son was born with a cleft lip and palate and I have received so much support antenatally and post birth. From meeting other parents to sharing advice it has been an invaluable asset for us. CLAPA ran a 6 week BSL course for infants. The classes were engaging and really set the foundation for some of the signing we use day to day. As my son has hearing and speech issues associated with his cleft, learning the BSL basics have resulted in us being able to communicate."**

– Parent at a 'Baby Signing' session

**"It was lovely to see so many families in the session and the great engagement and questions asked. It was wonderful to see the presentation with so many practical tips and suggestions, toys and modelled activities. It was fantastic to see a virtual CLAPA event myself and I will absolutely be recommending them to families at every opportunity."**

## The Cleft Lip and Palate Association

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#### For the year ended 31 March 2022

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- Parent at a 'Babble and Play' session

**"The interesting information and openness of the participants. Everyone was so caring. It was very emotional hearing people's experiences and concerns on the subject of returning to cleft care. The attitude of everyone present was so caring and heartfelt. It was amazing."**

- Adult at a 'CLAPA Lounge'

#### Summer Survey

One of many ways in which CLAPA gathers feedback to influence and direct plans for the future is through surveys. In 2021, CLAPA ran its first annual 'Summer Survey' to give the charity a snapshot of the cleft community's needs, priorities and concerns.

The survey returned 108 responses from a broad mix of locations and connections to cleft. The response was incredibly encouraging. For example, when asked whether respondents felt they were part of a supportive community of people affected by cleft, 73% said 'yes'. This is a marked increase from 51% the previous year during the height of lockdown.

CLAPA's services received a high satisfaction rating across the board, averaging 4.5 out of 5. The charity takes this as a positive sign that its services have the intended impact.

There was also a shift in what respondents identified as the charity's most essential services. 'Promoting cleft research' has always been high on the list, but 'providing information on cleft' and 'working with the NHS to improve cleft services' have moved much higher than previously. Given the disruption caused by the COVID-19 pandemic, this is no surprise. This is one of many reasons why partnership building and resource creation are critical components of CLAPA's future strategy.

The survey results fed directly into CLAPA's service delivery plans and were also shared with NHS Cleft Teams. CLAPA published the results of this survey online and used this opportunity to lay out what support was available to address different concerns raised, as well as the plans to provide support for these issues in the future.

#### Subcommittees

CLAPA has three staff-led committees: the Diversity, Wellbeing and Safeguarding Committees. These are comprised of staff members and Trustees who volunteer to sit on these groups in addition to their usual roles.

Since restructuring these committees in late 2020, they have been able to meet more regularly and with greater focus, allowing them to act faster.

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Notable achievements of the Diversity Committee include the introduction of the 'Accessibility and Inclusion Checklist', a way to evaluate a project in the planning stages to ensure accessibility and inclusion concerns have been considered. Several projects and initiatives have used this checklist, resulting in positive changes made to plans. One such area is the charity's recruitment process which has been updated to make it more accessible and welcoming. The way in which demographic information is collected and analysed has also been updated to ensure the charity is collecting only relevant data.

The CLAPA Wellbeing Committee met monthly to examine and discuss the wellbeing of staff. Due to the number of personnel in the team and their remote locations, the wellbeing committee was essential in ensuring that staff welfare remained a priority. The group considered several strategies and exercises to boost team spirit and promote camaraderie. Origami, meditation, Qi Gong, martial arts and stretching were among the mini-activities completed after monthly team meetings. All staff members were encouraged to contribute ideas and activities for future sessions, which proved successful. As a result, staff were able to socialise in a way that has not been regularly possible since the start of the pandemic.

Achievements and actions of the Safeguarding Committee are discussed later on in this report.

#### **Adult Services**

The 2021/22 period has seen the continuation of the work that began as part of the Adult Services Project.

This work was funded by the underspend from the VTCT Foundation grant which had been intended to cover the three years of the Adult Services Project up to 2021. The disruption caused by the pandemic meant many plans had to be put on hold, such as an in-person adults' conference. In consultation with VTCT, CLAPA was able to re-profile the remaining funds from this grant to meet the current needs of the adult cleft community.

The 'Returning to Cleft Care' guide for adults was given a refresh and is now regularly requested by Cleft Teams around the UK to give to those leaving cleft services. This year, the guide was put online to make it easier to access.

Several new online events for adults were run with the help of volunteers. These included a Christmas social and a new 'CLAPA Lounge' event type which bring adults together to share experiences around specific topics. After suggestions from the cleft community, volunteers ran a 4-part webinar around different aspects of employment for those with a visible difference or with other cleft-related concerns.

To ensure that the voices of adults continued to be represented when planning and running this work, an Adults Focus Group was created, which has met regularly to discuss adult services and wider policy.

## Trustees' annual report

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In the final quarter of the year, work on this project stalled due to the tragic passing of the Adult Services Coordinator. A plan is in place to continue elements of the project until a new Coordinator can be recruited. The underspend from VTCT will allow this work to continue until September 2022, at which point CLAPA will fund the work as part of its core services in recognition of its importance until further grant funding is secured.

### Research

For many cleft researchers, CLAPA is the gateway to the cleft community. As such, the charity assists with many projects each year to help recruit people affected by cleft to take part in or advise on research. In the recent staff restructure, CLAPA created a new 'External Engagement Coordinator' role to ensure this work was adequately resourced. What followed was a vast expansion in activity.

'CLAPA Voices' was launched in the summer of 2021 as a way for people from the cleft community with a strong interest in providing feedback and taking part in research to be alerted to opportunities as soon as they arrive. Part mailing list, part informal consultation group, 'CLAPA Voices' has been an invaluable source of immediate feedback for the staff team and a pool of willing participants for researchers. Since launching, just over 100 people joined in 2021/22, and 22 opportunities were shared, including four opportunities created by the CLAPA Staff team to gather feedback on initiatives and policy changes within the charity.

Researchers have praised the initiative and its impact on their projects, and participants have been able to receive support and encouragement with their involvement.

**"CLAPA have been invaluable in helping our research to reach the wider cleft community. Their enthusiastic support in sharing information about our research has contributed significantly to our research's recruitment and I would hope that their consultancy will be able to help shape the research activity of my team and wider colleagues in the future."**

– Researcher who used CLAPA Voices

Alongside more 'casual' opportunities provided by CLAPA Voices, CLAPA has supported a number of larger scale research projects to refine their work and promote it to the UK cleft community. The Cleft Collective, one of the largest cleft research projects in the world, has worked with CLAPA to run their engagement group for several years now, and the charity is supporting a number of applications the research team are making for further resourcing. SLUMBRs II, a large-scale project to find the safest sleeping position for babies with a cleft palate, has also worked with CLAPA to run its engagement group and help publicise its work for a lay audience, including taking part in an online Q&A to explain the research.

A particular area of growth last year was in the charity's paid consultation services which will ensure that the time and attention CLAPA is now giving to this service will be recognised and funded by those who can afford to do so. As a result, several promising projects have started to

## The Cleft Lip and Palate Association

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take shape which include CLAPA as a paid contributor. It is hoped that this will become a reliable income stream in the future which will not only support this work but also raise CLAPA's profile and increase its legitimacy in the eyes of the wider cleft research community.

The research in question is to benefit the cleft community and for this reason anything that improves how it works will be positive in CLAPA's eyes, but another key benefit is the confidence boost for the people involved. Using their lived experiences to directly help others can be a hugely positive experience that can only serve to empower and uplift the cleft community.

In the past year, CLAPA supported 41 people from the cleft community to spend 131 hours volunteering in 'Patient and Public Involvement' (PPI) groups for projects and organisations such as SLUMBRs II, the Cleft Development Group, Cleft Care Scotland, and more. Twenty-four others attended one-off focus groups to help researchers by giving valuable feedback about their studies. This is on top of the time that groups such as CLAPA's Children and Young People's Council spend doing the same kind of work.

**"It's a privilege to be involved in something like this, and it was quite simply inspiring to see how engaged everyone was. Both [facilitators] made clear that you really heard, not only the points made, but the bigger picture for each contributor. That's so validating, I can only speak from my own experience, but to be in the company of people who "get it" really is a new level of feeling understood. For that to come out of our first proper meeting, as such, was quite a revelation."**

- Participant in a research consultation group organised by CLAPA

#### Cleft Lip and Palate Awareness Week 2021

Having pivoted online in 2020, 2021's Cleft Lip and Palate Awareness Week on the subject of 'Celebrating Difference' saw CLAPA share a range of informational and inspirational posts celebrating all aspects of cleft lip and palate. This ran alongside a fundraising campaign asking people to 'Step Up for CLAPA' by completing a sponsored step count challenge during the week.

CLAPA's Patron, Carol Vorderman, kicked off the week with an inspirational video about her experiences with cleft and encouraged people to take part in the week and share their own stories. Other notable highlights included the 'Celebrating Difference' video series, which saw people born with a cleft reflecting on their own experiences with cleft, both good and bad, as part of a casual conversation intended to make these facts more relatable and easy to digest.

On Facebook, posts during the week were shared 2,200 times and reached 284,000 people with messages about cleft lip and palate in the UK. On Twitter, infographics busting myths about cleft were seen over 250,000 times, and 120,000 times on Instagram.

The 'Step Up for CLAPA' fundraising challenge attracted 75 participants who raised over £22,000 to support CLAPA's work.

## **The Cleft Lip and Palate Association**

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#### **Children & Young People's Services**

The COVID-19 pandemic severely hampered CLAPA's plans for children and young people's services. CLAPA worked hard to continue supporting young people with various online events such as workshops and activity hours. While these found some success, it became clear that in order to have the most significant impact on young people in need, there would need to be some face-to-face events available. Thus, the decision was made to restart Residential Weekends for 8 to 15-year-olds, and the first will occur early next year.

This year, a significant focus was on better understanding the needs of children and young people in a changing world and evaluating what CLAPA's response to this should be. This resulted in the creation of a Children and Young People's Plan for the next few years, which has a vision of a world where young people feel confident and positive about having a cleft. CLAPA will work to achieve this by bringing young people together, building confidence and increasing self-esteem. Information, stories, videos and events for young people will also focus on three key areas where support is most needed: Alveolar Bone Graft Surgery, transition from Primary to Secondary School, and Jaw Surgery.

CLAPA's Children and Young People's Council (CYPC) is a group of 12-17 year olds born with a cleft who meet regularly to help CLAPA design services and resources for other young people and give valuable feedback to partner organisations and researchers.

In 2021/22, the CYPC:

- Helped to create the Young People's Plan mentioned above
- Created content for the CLAPA website and social media, including for Children's Mental Health Week, Awareness Week, and more.
- Created content for the Youth Forward e-newsletter
- Helped design a CLAPA survey suitable for young people alongside the main Summer Survey
- Improved the process for recruiting new CYPC members and made some changes to how the CYPC was run
- Gave feedback on research projects including Facelt
- Put together tips for other young people having Bone Graft surgery.
- Hosted events for other young people in the cleft community

#### **Fundraising activities**

Fundraising in 2021/22 got off to a good start, with Cleft Lip and Palate Awareness Week and 'Step Up for CLAPA' proving a hit with the community in May. The ongoing success of the 'CLAPA Champions' programme also saw regular income growing by 21% throughout the year, and this will remain a particular focus going forward.

In Celebration Giving continues to be a cost-effective source of income, the majority of which is raised by supporters running their fundraisers through Facebook Giving. CLAPA's supporters raised and donated £25,285 through this platform during the year.

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Support from Trusts and Foundations made a significant contribution to CLAPA's work, with major grants secured from Children in Need Scotland, Smile Train, and the Pears Foundation. While the past few years have seen many trusts wind up or pivot their focus, CLAPA's strategy moving forward includes many pieces of work which are expected to be very attractive to trusts and foundations, so there is optimism around this income stream moving forward.

The ongoing impact of the pandemic has continued to affect CLAPA's fundraising in 2021/22. Unlike in 2020, there was no emergency resilience funding available from the government. As a result, the charity experienced a significant drop in income compared to the previous year. This situation was exacerbated by the broader economic and social impact of the pandemic on the wider community, who were no longer able to raise the same amount through challenge and community fundraising that had been seen previously. The number of people fundraising halved in comparison to the pre-2020, and despite the lifting of pandemic restrictions, recovery has been slow.

While CLAPA's position is hardly unique amongst charities, it was a matter of ongoing concern and discussion amongst the Trustees and senior team. Following the resignation of CLAPA's Head of Fundraising in the final quarter of the year, the charity recognised that continuing as usual in the hopes of natural recovery was not an option. This was a vital opportunity for CLAPA to rethink and reimagine its fundraising practices, and the results of this are outlined in the 'Financial Review' below.

While fundraising has been challenging in 2021/22, CLAPA is determined to move with the times and take radical steps to improve its practices and regain its confidence with fundraising in this new year.

### Financial Review

Total income for the year 2021/22 was £553,858, compared to the 2020/21 figure of £707,068; a decrease of 22%. Total expenditure for the year was £577,868; a decrease of 3% on the 2020/21 figure of £593,411.

The deficit for the year 2021/22 is £24,010, a decrease from the 2020/21 surplus of £113,657. This decrease from last year's surplus position was due to a number of factors. Crucially, CLAPA received £148k of Covid-19 resilience funding in 2020, which was not available the following year. The ongoing restrictions on face-to-face activities due to the pandemic also had a profound impact on the charity's ability to fundraise as it had done previously, and the surplus created by resilience funding provided a welcome buffer at this time. Face-to-face fundraising activities had previously generated a large percentage of CLAPA's income, but following the pandemic and wider societal and economic changes, this may never return to previous levels. As such, CLAPA has shifted its focus towards diversifying its income streams.



CLAPA continues to generate unrestricted income from a range of sources including Facebook, Just Giving and the Charities Aid Foundation (CAF). Unrestricted income increased against the prior year and was 85.4% of total income in 2021/22, compared with 74.5% of total income in 2020/21.

The total reserves including restricted funding were £224,879, compared to the 2020/21 figure of £248,889. The total reserves for 2021/22 represent 41.0% of total income, compared to 35.2% of total income in 2020/21. This is equivalent to 4.67 months of total reserves, down from 2020/21's figure of 5.03. The unrestricted free reserves for this year are £157,206 which equates to 3.26 months, compared to 2020/21 unrestricted free reserves of £148,353, equating to 3.00 months.

Despite the increase in staff costs due to a restructure at the beginning of the financial year, there is a small reduction in overall costs by 3%. This reduction was partly as a result of downsizing office space and good cost control. Given the ongoing uncertainty caused by the COVID-19 pandemic, cost reduction and expenditure control continue to be a priority and the Senior Management Team and Finance Committee closely monitor the cash flow. These measures will continue for the foreseeable future even whilst charity reserves levels are in line with the Reserves Policy.

To ensure the charity's long-term sustainability in an uncertain environment, CLAPA has commissioned an external fundraising specialist to carry out a review of CLAPA's governance and fundraising practices. The focus of the review was to understand what is working well, where improvements or changes can be made and provide recommendations on the development of governance at CLAPA and to help the Trustees and CEO to produce an action plan. The new Head of Income, who started in August 2022, will be able to use this review and the work done since to hit the ground running and lead on a new fundraising strategy to help CLAPA diversify and stabilise its income.

As part of this work, CLAPA was also supported to write an appeal to recruit 250 new regular givers ('CLAPA Champions') by the end of 2022. This campaign gained 61 new donors with an annual value of £8,252 in its first thirty days, and has a projected annual income of £35k. The Trustees remain optimistic that CLAPA will remain a going concern and continue to closely monitor the financial performance of CLAPA on an ongoing basis.

## Approach to Fundraising

CLAPA relies on the generosity of the cleft community to raise funds to support its work. This ranges from individual donations to supporters taking on challenge events or holding small scale events themselves such as coffee mornings and bake sales, though this activity has been much reduced since 2020 due to the COVID-19 pandemic. CLAPA also receives funding from grant-making trusts and foundations as well as one-off support from a small number of companies.

There is a great deal of overlap between CLAPA's beneficiaries and its supporter base. As such, CLAPA is deeply committed to transparent, ethical fundraising practices and to ensuring the trust

that fundraisers and donors give to the charity is well placed. The charity is a member of both the Fundraising Regulator and the Chartered Institute of Fundraising.

As part of its membership of the Fundraising Regulator, CLAPA is signed up to the Fundraising Promise which ensures that it is clear, honest, open, respectful, fair, responsible and accountable in its fundraising. The charity complies with the relevant areas of Fundraising Regulator Codes of Practice.

CLAPA has a robust complaints procedure in place which is easily accessible on its website. During the financial year 2021/22, there were no substantive complaints received about the charity's fundraising practices.

As part of CLAPA's commitment to ensuring that its fundraising practices are fair and respectful, the Fundraising Team regularly reviews the Fundraising Regulator's guidance to ensure that the charity's practices protect all groups of donors and, in particular, those who are vulnerable.

CLAPA does not undertake fundraising activities such as face-to-face or door-to-door fundraising. No third parties or professional fundraisers undertake fundraising activities on CLAPA's behalf.

Where CLAPA works with commercial organisations or suppliers (for instance, when purchasing places for its supporters at third party running or cycling events) it has contracts in place which ensure compliance with the relevant legislation.

CLAPA takes data protection extremely seriously. Personal information is never shared, unless it is with the explicit permission of the data subject and where it is necessary to fulfil their instructions, e.g. providing information necessary to register a participant on to a third party event. In addition to its own processes for updating communications preferences, CLAPA is registered with the Fundraising Preference Service (FPS) for those making blanket non-contact requests for charities. Staff attend mandatory annual Data Protection training to ensure ongoing compliance with GDPR.

## **Safeguarding**

CLAPA is committed to safeguarding and ensuring the welfare of children, young people and adults at risk, and expects all Trustees, employees and volunteers to share this commitment. As such, the charity has robust safeguarding policies and procedures in place. This includes carrying out disclosure and barring checks as appropriate on those staff members whose roles involve working directly with children, young people and/or vulnerable adults. All members of staff receive annual safeguarding training as well as regular updates from the CLAPA Safeguarding Team throughout the year. The charity regularly reviews its safeguarding policies to ensure compliance with appropriate legislation and aims to meet best practice guidance from relevant bodies.

During the reporting period, five safeguarding concerns were reported to the Safeguarding Team and escalated to the CLAPA Trustee with safeguarding responsibility. Appropriate action was taken for each. None of the concerns met the threshold which would require a report to the local authority Multi Agency Safeguarding Hub (MASH), and are therefore considered closed.

## **Principal Risks and Uncertainties**

The Trustees have approved a Risk Assessment for the charity and are satisfied that systems are in place to mitigate exposure to the major risks. At each Board meeting, the risk register is reviewed along with a sample of the risk management policies and procedures produced by the charity.

CLAPA's main risks arise from the ongoing difficulties affecting many charities of less than £1m; namely, rising demand for services, increasing overhead costs and increased competition for grants. There also continues to be significant uncertainty about income levels as a result of the ongoing impact of the pandemic. To manage this risk, costs continue to be closely monitored and controlled on an ongoing basis and the charity has begun a fundraising review to ensure it can continue to thrive in a changing world.

## **Reserves Policy**

CLAPA's policy is that unrestricted funds should be maintained at a level equivalent to between three and six month's expenditure, £150k–£300k. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while looking at ways to raise additional funds. This level is monitored at each Board meeting. At the year-end total reserves were the equivalent to 4.67 months and reserves based on unrestricted funds were 3.26 months, £157k.

Whilst reserves are at a healthy level at the end of the year, the ongoing impact of the pandemic has caused some uncertainty about the future of CLAPA's fundraising. As a result, CLAPA continues to monitor cash flow on a weekly basis. Across the year, costs will be controlled in line with income so that reserves do not fall below unsustainable levels.

## **Plans for the Future**

### **Strategy**

CLAPA's one-year strategy runs until the end of March 2022, and after a year of evaluation and experimentation following the restructure, the Senior Management Team and Trustee Board have developed a new three-year strategy to take the charity through to end of March 2025. This has focused on becoming a more sustainable and adaptable charity which can keep up with whatever the future has in store.

The new strategy focuses on three key areas: understanding barriers to accessing services, building partnerships to better support others, and creating resources to have an ongoing impact. It has been published on the CLAPA website.

"In a connected and ever-developing world, our CLAPA community deserve the best service our team can deliver. From vital information and guidance to events and engagement, CLAPA will always excel in both serving and bringing our community closer together. In challenging economic times, there is an even greater need for CLAPA and our new strategy enables us to be flexible and agile – to adapt to changing circumstances – and to place the community at the centre of everything we do. Having CLAPA in your pocket makes that possible. For those without access to digital resources, we will remain accessible and open through other channels. CLAPA's history is wonderful, with this exciting new strategy, we're looking to secure CLAPA for the future."

– Nick Astor, Chair of CLAPA Trustees and father of a child born with a cleft

## Structure, Governance and Management

The charity became a company limited by guarantee in 2005, and its governing documents are the Memorandum and Articles of Association. In 2009, the Trustees passed a resolution agreeing to change the Memorandum and Articles of Association so that CLAPA could be registered as a charity in Scotland (SC041034).

All Trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 7 of the accounts.

## Appointment of Trustees

The Trustees hold full responsibility for the activities of the charity, and the power to appoint new Trustees lies with the Trustees in office at the time. The Trustee Board regularly reviews its membership to ensure that it has a balance of health professionals and people affected by cleft, and that it has the necessary skills to fulfil its duties.

Trustees are recruited through open competition. Role descriptions are advertised widely through the charity and volunteer websites. Applicants are shortlisted and interviewed by a panel of existing Trustees alongside the Chief Executive Officer. Once a suitable candidate is selected, an offer of appointment is made.

In 2021/22, CLAPA welcomed three new Trustees: Siobhan Handley, Andrew Beedham and Louise Hughes. All have a personal connection to cleft and significant professional experience which has helped to round out the Board.

In March 2014, the Board agreed to introduce a maximum term of office of two terms of three years. If, during their second term, a Trustee is appointed to a significant role such as Chair, Treasurer or Secretary, they can remain a Trustee until they have served a maximum of three years in that office.

Each year in September, the Trustees hold an 'Away Day' which includes the Annual General Meeting (AGM). This is an opportunity for the Trustees and staff team to review the strategy and the activities of the last year and to start to plan for the next year.

CLAPA's Community are invited to contribute to CLAPA's strategy through online surveys, direct communication, CLAPA Voices, the Adults Focus Group and Children and Young People's Council.

## **Related Parties and Relationships with Other Organisations**

CLAPA has a wide variety of strategic partnerships with other charities and organisations to broaden its range of stakeholders and increase its impact. In light of the strategy for the next three years, continuing to create and grow partnerships like this is of great importance.

Partners include:

- Third sector partnership groups such as the Appearance Collective and the Shared Learning Group for Patient Involvement
- Health related collectives and organisations such as the Royal College of Speech and Language Therapists.
- Related research groups such as SLUMBR2, Cleft Care UK, the Cleft Collective, and the Centre for Appearance Research.
- NHS/EU related groups such as Cleft Development Group (CDG) and Clinical Studies Group (CSG).
- Other charities, such as the European Cleft Organisation (ECO), Scar Free Foundation, Changing Faces, Young Minds and Headlines.
- Commercial partners, such as Crown Worldwide, MAM, Central Medical, and Handi-Craft.

## **Remuneration Policy for Key Management Personnel**

CLAPA's HR Committee is responsible for advising the Board of Trustees on the appropriate levels of pay for members of the Senior Management Team. When the budget for the financial year ahead is being drafted, the Chief Executive makes recommendations to the Chair of the HR Committee on any inflationary increases or salary changes. Any recommendations for salary increases are benchmarked against similar posts at similar sized organisations in the voluntary sector using published salary services and publically advertised positions. If a recommendation for an inflationary / cost of living increase is made, only staff who have been in post for 6 months or more at the start of the next financial year will be eligible for this increase. The Chief Executive's salary is set and reviewed by the Board of Trustees.

## Statement of Responsibilities of the Trustees

The Trustees (who are also directors of The Cleft Lip and Palate Association for the purposes of company law) are responsible for preparing the Trustees' annual report and the 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. 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 judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- 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 that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- There is no relevant audit information of which the charitable company's auditor is unaware
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The Trustees are members of the charity but this entitles them only to voting rights. The Trustees have no beneficial interest in the charity.

## **The Cleft Lip and Palate Association**

### **Trustees' annual report**

**For the year ended 31 March 2022**

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## **Auditor**

Sayer Vincent LLP was appointed as the charitable company's auditor during the year and has expressed its willingness to continue in that capacity.

The annual report has been approved by the Trustees on 8<sup>th</sup> September 2022 and signed on their behalf by

Jasvinder Bhachu

Trustee

## **Independent auditor's report**

to the members of

**The Cleft Lip and Palate Association**

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### **Opinion**

We have audited the financial statements of Cleft Lip and Palate Association (the 'charitable company') for the year ended 31 March 2022 which comprise the statement of financial activities, balance sheet, statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- Give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice
- Have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended)

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on Cleft Lip and Palate Association's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.



## **Independent auditor's report**

**to the members of**

**The Cleft Lip and Palate Association**

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### **Other information**

The other information comprises the information included in the trustees' annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- The information given in the trustees' annual report for the financial year for which the financial statements are prepared is consistent with the financial statements
- The trustees' annual report has been prepared in accordance with applicable legal requirements

### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' annual report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) require us to report to you if, in our opinion:

- Adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- The financial statements are not in agreement with the accounting records and returns; or
- Certain disclosures of trustees' remuneration specified by law are not made; or
- We have not received all the information and explanations we require for our audit; or
- The trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' annual report and from the requirement to prepare a strategic report.

## **Responsibilities of trustees**

As explained more fully in the statement of trustees' responsibilities set out in the trustees' annual report, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

## **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to

## Independent auditor's report

to the members of

### The Cleft Lip and Palate Association

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continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

## Use of our report

This report is made solely to the charitable company's members as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Noelia Serrano (Senior statutory auditor)

27 September 2022

for and on behalf of Sayer Vincent LLP, Statutory Auditor  
Invicta House, 108-114 Golden Lane, LONDON, EC1Y 0TL

Sayer Vincent LLP is eligible to act as auditor in terms of section 1212 of the Companies Act 2006

The Cleft Lip and Palate Association

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2022

	Note	Unrestricted £	Restricted £	2022 Total £	Unrestricted £	Restricted £	2021 Total £
<b>Income from:</b>							
Donations and legacies	2	256,184	80,618	336,802	323,358	180,442	503,800
Charitable activities	3	113,337	–	113,337	132,373	–	132,373
Other trading activities	4	103,719	–	103,719	70,895	–	70,895
<b>Total income</b>		<b>473,240</b>	<b>80,618</b>	<b>553,858</b>	<b>526,626</b>	<b>180,442</b>	<b>707,068</b>
<b>Expenditure on:</b>							
Raising funds	5a	201,143	–	201,143	219,925	–	219,925
Charitable activities	5a	269,525	107,200	376,725	194,230	179,256	373,486
<b>Total expenditure</b>		<b>470,668</b>	<b>107,200</b>	<b>577,868</b>	<b>414,155</b>	<b>179,256</b>	<b>593,411</b>
<b>Net income / (expenditure) for the year</b>	6	2,572	(26,582)	<b>(24,010)</b>	112,471	1,186	113,657
Transfers between funds		–	–	–	(36)	36	–
<b>Net movement in funds</b>		<b>2,572</b>	<b>(26,582)</b>	<b>(24,010)</b>	<b>112,435</b>	<b>1,222</b>	<b>113,657</b>
<b>Reconciliation of funds:</b>							
Total funds brought forward	17	157,617	91,272	248,889	45,182	90,050	135,232
<b>Total funds carried forward</b>		<b>160,189</b>	<b>64,690</b>	<b>224,879</b>	<b>157,617</b>	<b>91,272</b>	<b>248,889</b>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 17a to the financial statements.

# The Cleft Lip and Palate Association

## Balance sheet

Company no. 05206298

As at 31 March 2022

	Note	£	2022 £	£	2021 £
<b>Fixed assets:</b>					
Tangible assets	11		<u>2,983</u>		<u>9,264</u>
			<b>2,983</b>		<b>9,264</b>
<b>Current assets:</b>					
Stock	12	35,418		12,335	
Debtors	13	27,854		20,978	
Cash at bank and in hand		<u>205,623</u>		<u>259,817</u>	
		<b>268,895</b>		<b>293,130</b>	
<b>Liabilities:</b>					
Creditors: amounts falling due within one year	14	<u>(46,999)</u>		<u>(53,504)</u>	
<b>Net current assets</b>			<u><b>221,896</b></u>		<u><b>239,625</b></u>
<b>Total net assets</b>			<u><b>224,879</b></u>		<u><b>248,889</b></u>
<b>The funds of the charity:</b>	17a				
Restricted income funds			<b>64,690</b>		<b>91,272</b>
Unrestricted income funds:					
General funds		<u>160,189</u>		<u>157,617</u>	
Total unrestricted funds			<u><b>160,189</b></u>		<u><b>157,617</b></u>
<b>Total charity funds</b>			<u><b>224,879</b></u>		<u><b>248,889</b></u>

Approved by the trustees on 8 September 2022 and signed on their behalf by

Jasvinder Bhachu  
Trustee

The Cleft Lip and Palate Association

Statement of cash flows

For the year ended 31 March 2022

Reconciliation of net income / (expenditure) to net cash flow from operating activities

	2022 £	2021 £
Net (expenditure) / income for the reporting period (as per the statement of financial activities)	(24,010)	113,657
Depreciation charges	8,193	3,439
Loss on disposal	–	4,291
(Increase)/decrease in stocks	(23,083)	3,883
(Increase)/decrease in debtors	(6,876)	19,345
(Decrease)/increase in creditors	(6,505)	28,935
Net cash used in operating activities	<u>(52,282)</u>	<u>173,550</u>

	2022 £	£	2021 £	£
Cash flows from operating activities				
Net cash used in operating activities		(52,282)		173,550
Cash flows from investing activities:				
Purchase of fixed assets	(1,912)		(1,728)	
Net cash (used in) investing activities		<u>(1,912)</u>		<u>(1,728)</u>
Change in cash and cash equivalents in the year		(54,194)		171,822
Cash and cash equivalents at the beginning of the year		<u>259,817</u>		<u>87,995</u>
Cash and cash equivalents at the end of the year		<u>205,623</u>		<u>259,817</u>

**1 Accounting policies**

**a) Statutory information**

The Cleft Lip and Palate Association is a charitable company limited by guarantee and is incorporated in England and Wales.

The registered office address and principal place of business is Green House, 244–254 Cambridge Heath Road, London, E2 9DA.

**b) Basis of preparation**

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) – (Charities SORP FRS 102), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

In applying the financial reporting framework, the trustees have made a number of subjective judgements, for example in respect of significant accounting estimates. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The nature of the estimation means the actual outcomes could differ from those estimates. Any significant estimates and judgements affecting these financial statements are detailed within the relevant accounting policy below.

**c) Public benefit entity**

The charitable company meets the definition of a public benefit entity under FRS 102.

**d) Going concern**

The 12 months to 31 March 2022 continued to be a challenging period with the year end result affected by the fall in income due to the impact of Covid-19 on fundraising activities, in addition to the lack of resilience funding available to Charities from the Government or Charitable Trusts.

The challenges of not being able to resume normal fundraising activities as well as ongoing societal and economic uncertainty seriously hindered the charity's income generation this year. In addition, the new strategy and restructure of the team in light of the Covid-19 pandemic meant that a number of grants previously given for service delivery had to be renegotiated or put on hold while the charity worked to reinvent these services, meaning additional funding could not be requested. A great deal of work has gone into establishing services which are now not only impactful for the charity's beneficiaries, but also attractive to future funders. Despite the income challenges last year, CLAPA continues to effectively use the funds it has, alongside good cost control, which has resulted in maintaining the level of free reserves to an average of 3 months.

As a result of the actions taken by the Trustee Board and Senior Management Team, since the year end, the reserves position has remained stable. At the end of June, total reserves including restricted funding were £194,944 equivalent to 4.26 months of expenditure and the unrestricted reserves were £142,571 equating to 3.11 months.

Results since year end have been positive, with strong steps taken towards improving CLAPA's income in the year ahead. An independent, in-depth review of the charity's fundraising practices is currently underway with the aim of refocusing priorities and modernising procedures. A regular giving appeal has also recently been launched which, in the first 30 days, gained 61 new regular donors with an annual value of £8,258. This appeal will run until the end of this calendar year with a projected total value of £35k of new regular annual income. Fundraising and controlling unrestricted costs is a strong focus for the Trustees and Senior Management Team, and the financial performance of CLAPA is being closely monitored. The Trustees, therefore, believe that adequate measures are in place to ensure that the Charity continues as a going concern. Please see the Trustee Report for further details.

**e) Income**

All incoming resources are included in the statement of financial activities when the charity becomes entitled to the income and the amounts can be measured reliably.

Donations are recognised upon receipt and income tax recoverable in relation to donations received under Gift Aid is recognised at the time of the donation.

Grant income is recognised upon receipt or, if earlier, at the time the charity becomes entitled to it.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected.

**1 Accounting policies (continued)**

**f) Interest receivable**

Interest on funds held on deposit is included when 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.

**g) Fund accounting**

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.

**h) Expenditure and irrecoverable VAT**

Resources expended are recognised in the period to which they relate.

Direct charitable expenditure comprises all the expenditure relating to the activities carried out to achieve the charitable objectives.

A proportion of Support costs is allocated to fundraising and to Charitable activities involving and supporting people affected by clefts and improving services.

Governance includes the costs of compliance with constitutional and statutory requirements. A proportion of governance costs is allocated to fundraising and to Charitable activities.

Staff costs have been allocated on the basis of time spent.

**i) Operating leases**

Rental charges are charged on a straight line basis over the term of the lease.

**j) Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost less depreciation. Items costing less than £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost less estimated value of each asset over its expected useful life, as follows:

- |                             |                      |
|-----------------------------|----------------------|
| ● Website development costs | 33.33% straight line |
| ● Fixtures and fittings     | 25% reducing balance |

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

**k) Stocks**

Stocks are stated at the lower of cost and net realisable value. In general, cost is determined on a first in first out basis and includes transport and handling costs. Net realisable value is the price at which stocks can be sold in the normal course of business after allowing for the costs of realisation. Provision is made where necessary for obsolete, slow moving and defective stocks.

**l) Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**m) Cash at bank and in hand**

Cash at bank and cash in hand includes 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 deposit or similar account.

**n) 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. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**o) Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**p) Pensions**

The charity operates a defined contribution pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.



The Cleft Lip and Palate Association

Notes to the financial statements

For the year ended 31 March 2022

2 Income from donations and legacies

	Unrestricted £	Restricted £	2022 Total £	Unrestricted £	Restricted £	2021 Total £
Gifts	256,184	–	256,184	278,395	–	278,395
Grants receivable	–	80,618	80,618	44,963	180,442	225,405
	<u>256,184</u>	<u>80,618</u>	<u>336,802</u>	<u>323,358</u>	<u>180,442</u>	<u>503,800</u>

3 Income from charitable activities

	Unrestricted £	Restricted £	2022 Total £	Unrestricted £	Restricted £	2021 Total £
Groups, Clubs, Other	38,974	–	38,974	43,881	–	43,881
Branches	–	–	–	563	–	563
Sub-total for Groups, Clubs, Other and Branches	<u>38,974</u>	<u>–</u>	<u>38,974</u>	<u>44,444</u>	<u>–</u>	<u>44,444</u>
Feeding Service	60,688	–	60,688	74,801	–	74,801
Other Merchandise/Literature sales	5,725	–	5,725	4,962	–	4,962
Postage	7,950	–	7,950	8,166	–	8,166
Sub-total for Feeding Service and other sales	<u>74,363</u>	<u>–</u>	<u>74,363</u>	<u>87,929</u>	<u>–</u>	<u>87,929</u>
Total income from charitable activities	<u>113,337</u>	<u>–</u>	<u>113,337</u>	<u>132,373</u>	<u>–</u>	<u>132,373</u>

4 Income from other trading activities

	Unrestricted £	Restricted £	2022 Total £	Unrestricted £	Restricted £	2021 Total £
Income from events	103,719	–	103,719	70,895	–	70,895
	<u>103,719</u>	<u>–</u>	<u>103,719</u>	<u>70,895</u>	<u>–</u>	<u>70,895</u>

The Cleft Lip and Palate Association

Notes to the financial statements

For the year ended 31 March 2022

5a Analysis of expenditure (current year)

	Raising funds £	Charitable activities £	Governance costs £	Support costs £	2022 Total £	2021 Total £
Staff costs (Note 7)	110,513	159,790	17,627	118,325	406,255	387,643
Depreciation	–	–	–	8,193	8,193	3,438
Feeding equipment	–	48,728	–	–	48,728	55,591
Outreach services	–	–	–	–	–	1,609
Information services	–	–	–	–	–	5,129
Other services	–	21,878	2,035	8,898	32,811	29,764
Office costs	6,020	10,330	544	43,150	60,044	78,096
Audit fees	–	–	9,840	–	9,840	10,440
Fundraising costs	11,997	–	–	–	11,997	21,701
	128,530	240,726	30,046	178,566	577,868	593,411
Support costs	62,155	116,411	–	(178,566)	–	
Governance costs	10,458	19,588	(30,046)	–	–	
<b>Total expenditure 2022</b>	<b>201,143</b>	<b>376,725</b>	<b>–</b>	<b>–</b>	<b>577,868</b>	
Total expenditure 2021	219,925	373,486	–	–		593,411

The Cleft Lip and Palate Association

Notes to the financial statements

For the year ended 31 March 2022

5b Analysis of expenditure (prior year)

	Raising funds £	Charitable activities £	Governance costs £	Support costs £	2021 Total £
Staff costs (Note 7)	121,213	160,303	15,367	90,760	387,643
Depreciation	–	–	–	3,438	3,438
Feeding equipment	–	42,242	–	–	42,242
Outreach services	–	1,609	–	–	1,609
Information services	–	5,129	–	–	5,129
Other services	–	34,760	2,085	6,268	43,113
Office costs	8,026	12,290	752	57,028	78,096
Audit fees	–	–	10,440	–	10,440
Fundraising costs	21,701	–	–	–	21,701
	150,940	256,333	28,644	157,494	593,411
Support costs	58,369	99,125	–	(157,494)	–
Governance costs	10,616	18,028	(28,644)	–	–
<b>Total expenditure 2021</b>	<b>219,925</b>	<b>373,486</b>	<b>–</b>	<b>–</b>	<b>593,411</b>

Notes to the financial statements

For the year ended 31 March 2022

**6 Net (expenditure) / income for the year**

This is stated after charging / (crediting):

	2022 £	2021 £
Depreciation	8,193	3,439
Loss on disposal of fixed assets	–	4,291
Operating lease rentals:		
Property	24,781	29,944
Auditor's remuneration (excluding VAT):		
Audit	8,200	8,050
	<u>8,200</u>	<u>8,050</u>

**7 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel**

Staff costs were as follows:

	2022 £	2021 £
Salaries and wages	366,728	349,364
Redundancy costs	–	351
Social security costs	27,544	26,363
Employer's contribution to defined contribution pension schemes	11,983	11,564
	<u>406,255</u>	<u>387,643</u>

No employee earned between £60,000 and £70,000 during the year (2021: nil). There were redundancy costs of nil (2021: £351).

The charity's key management personnel comprises of the Board of Trustees and the Senior Management Team.

Included within the Senior Management Team are the following: Chief Executive, Impact & Influence Manager, Finance and Operations Manager, Engagement & Services Manager and Head of Fundraising.

Total remuneration (Salary, NI, Allowances, Pension) paid to the Senior Management Team in the year amounted to £196,243 (2021: £152,231).

None of the Trustees received any remuneration in the year.

None of the Trustees (or any persons connected with them) received any remuneration during the year. No trustees were reimbursed travel expenses (2021: Nil).

**8 Staff numbers**

The average number of employees (head count based on number of staff employed) during the year was 16 (2021: 17).

	2022 No.	2021 No.
Raising funds	3.9	3.9
Sale of feeding equipment	1.2	1.3
Support	7.1	7.3
Administrative	3.8	4.6
	<u>16.0</u>	<u>17.0</u>

## 9 Related party transactions

There were no related party transactions to disclose for 2022 (2021: There was 1 related party transactions to disclose for 2021: Communication Managers' partner was contracted to assist in the office move in March 2021 due to COVID restrictions making hiring external contractors difficult. The partner was paid £450 for 3 days' work).

## 10 Taxation

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

## 11 Tangible fixed assets

	Fixtures and fittings £	Website development £	Total £
<b>Cost or valuation</b>			
At the start of the year	3,298	32,464	<b>35,762</b>
Additions in year	1,912	–	<b>1,912</b>
Disposals in year	–	–	<b>–</b>
At the end of the year	<b>5,210</b>	<b>32,464</b>	<b>37,674</b>
<b>Depreciation</b>			
At the start of the year	1,552	24,946	<b>26,498</b>
Charge for the year	915	7,278	<b>8,193</b>
Eliminated on disposal	–	–	<b>–</b>
At the end of the year	<b>2,467</b>	<b>32,224</b>	<b>34,691</b>
<b>Net book value</b>			
At the end of the year	<b>2,743</b>	<b>240</b>	<b>2,983</b>
At the start of the year	<b>1,746</b>	<b>7,518</b>	<b>9,264</b>

All of the above assets are used for charitable purposes.

## 12 Stock

	2022 £	2021 £
Finished goods	<b>35,418</b>	12,335
	<b>35,418</b>	12,335

## 13 Debtors

	2022 £	2021 £
Trade debtors	<b>4,185</b>	5,813
Other debtors	<b>9,403</b>	8,962
Prepayments	<b>14,266</b>	6,202
	<b>27,854</b>	20,978

All of the charity's financial instruments, both assets and liabilities, are measured at amortised cost. The carrying values of these are shown above.

**14 Creditors: amounts falling due within one year**

	2022 £	2021 £
Trade creditors	29,311	10,999
Taxation and social security	–	–
Other creditors	730	10
Accruals	16,958	22,835
Deferred income	–	19,660
	<b>46,999</b>	<b>53,504</b>

Deferred income relates to project funds where the funder has specified expenditure should take place in the next financial year.

**15 Pension scheme**

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £8,882 to CLAPA scheme (2021: £7,699), £3,390 to private (2021: £3,390).

**16a Analysis of net assets between funds (current year)**

	General unrestricted £	Restricted £	Total funds £
Tangible fixed assets	2,983	–	2,983
Net current assets	157,206	64,690	221,896
<b>Net assets at 31 March 2022</b>	<b>160,189</b>	<b>64,690</b>	<b>224,879</b>

**16b Analysis of net assets between funds (prior year)**

	General unrestricted £	Restricted £	Total funds £
Tangible fixed assets	9,264	–	9,264
Net current assets	148,353	91,272	239,625
<b>Net assets at 31 March 2021</b>	<b>157,617</b>	<b>91,272</b>	<b>248,889</b>

## 17a Movements in funds (current year)

	At 1 April 2021 £	Income & gains £	Expenditure & losses £	Transfers	At 31 March 2022 £
<b>Restricted funds:</b>					
<b>Northern Ireland</b>					
The James McGowan Scholarship Fund	7,668	1,735	(1,087)	–	<b>8,316</b>
<b>Scotland Region</b>					
The Robertson Trust	2,875	–	(2,875)	–	–
BBC Children in Need (Scotland)	3,329	9,500	(3,329)	–	<b>9,500</b>
The VTCT Foundation (Collaborative programme Scotland)	26,900	–	(8,062)	–	<b>18,838</b>
<b>England Region</b>					
Smile Train (England)	–	36,223	(26,996)	–	<b>9,227</b>
BBC Children in Need (England)	–	19,660	(15,063)	–	<b>4,597</b>
The Eveson Charitable Trust	–	–	–	–	–
The Edward Gostling foundation	–	–	–	–	–
The Charities Aid Foundation (CAF)	–	–	–	–	–
The National Lottery Community Fund – Coronavirus Community Support Fund	–	–	–	–	–
BBC Children in Need Bridging Grant	–	–	–	–	–
Pears Foundation	–	10,000	(10,000)	–	–
The Wood Foundation	–	3,000	(296)	–	<b>2,704</b>
Lillie Johnson	–	500	(500)	–	–
Other Restricted Funds	–	–	–	–	–
<b>UK Wide</b>					
The VTCT Foundation (Adult Services project)	50,500	–	(38,992)	–	<b>11,508</b>
<b>Total restricted funds</b>	<b>91,272</b>	<b>80,618</b>	<b>(107,200)</b>	<b>–</b>	<b>64,690</b>
<b>General funds</b>	<b>157,617</b>	<b>473,240</b>	<b>(470,668)</b>	<b>–</b>	<b>160,189</b>
<b>Total unrestricted funds</b>	<b>157,617</b>	<b>473,240</b>	<b>(470,668)</b>	<b>–</b>	<b>160,189</b>
<b>Total funds</b>	<b>248,889</b>	<b>553,858</b>	<b>(577,868)</b>	<b>–</b>	<b>224,879</b>

17b Movements in funds (prior year)

	At 31 March 2020 £	Income & gains £	Expenditure & losses £	Transfers	At 31 March 2021 £
<b>Restricted funds:</b>					
<b>Northern Ireland</b>					
The James McGowan Scholarship Fund	7,043	–	(316)	941	<b>7,668</b>
<b>Scotland Region</b>					
The Robertson Trust	–	11,500	(8,625)	–	<b>2,875</b>
BBC Children in Need (Scotland)	9,500	–	(9,965)	3,794	<b>3,329</b>
The VTCT Foundation (Collaborative programme Scotland)	34,791	–	(7,891)	–	<b>26,900</b>
<b>England Region</b>					
Smile Train (England)	–	–	–	–	–
BBC Children in Need (England)	–	–	–	–	–
The Eveson Charitable Trust	2,000	–	–	(2,000)	–
The Edward Gostling foundation	–	8,000	(8,000)	–	–
The Charities Aid Foundation (CAF)	–	10,000	(10,000)	–	–
The National Lottery Community Fund – Coronavirus Community Support Fund	–	99,997	(99,997)	–	–
BBC Children in Need Bridging Grant	–	5,224	(7,421)	2,197	–
Other Restricted Funds	–	–	–	–	–
<b>UK Wide</b>					
The VTCT Foundation (Adult Services project)	36,716	45,721	(27,041)	(4,896)	<b>50,500</b>
<b>Total restricted funds</b>	<b>90,050</b>	<b>180,442</b>	<b>(179,256)</b>	<b>36</b>	<b>91,272</b>
<b>General funds</b>	<b>45,182</b>	<b>526,626</b>	<b>(414,155)</b>	<b>(36)</b>	<b>157,617</b>
<b>Total unrestricted funds</b>	<b>45,182</b>	<b>526,626</b>	<b>(414,155)</b>	<b>(36)</b>	<b>157,617</b>
<b>Total funds</b>	<b>135,232</b>	<b>707,068</b>	<b>(593,411)</b>	<b>–</b>	<b>248,889</b>

Purposes of restricted funds

**The James McGowan Scholarship Fund**

The fund was established by CLAPA at the wish of the family and friends of James, who died suddenly in 2007. CLAPA administers the fund on behalf of the scholarship committee, which gives awards for the purpose of striving for excellence in the care of patients born with cleft lip and palate in Northern Ireland, but has no control over its spend.

**Scotland Region**

The Scotland and Northern Ireland Manager post in 2020–2021 was funded from restricted and unrestricted funds

The Following grants were Restricted funds that funded part of the costs of the Scottish region

The Robertson Trust contributed to the salary of the Scotland Coordinator

BBC Children in Need provided funding towards the costs of running activities for children and young people in Scotland



## Movements in funds (continued)

### Purposes of restricted funds

#### England Region

The Regional Coordinators programme was also funded from restricted and unrestricted funds  
Restricted Funding is made up from the following providers :-

Smile Train provided funding for our Community Engagement Coordinator's salary and part funding for the salary of our External Engagement Coordinator

BBC Children in Need gave a grant for children and young people's services in England

The Eveson Charitable Trust – gave a grant for activities in the West Midlands. This has now been fully spent

The Edward Gostling Foundation – provided an emergency grant to cover costs during the COVID-19 pandemic

The Charities Aid Foundation (CAF) – Coronavirus Emergency Fund provided funding for the costs of feeding equipment

The National Lottery Community Fund – provided funding through its Coronavirus Community Support Fund towards the salaries of key members of staff and towards the costs of office and feeding service space

BBC Children in Need Bridging Grant – provided a further bridging grant for Children and Young People's services in England and towards the salary costs of the Children and Young People's Coordinator

Pears Foundation provided funding to contribute towards the salary costs of our Advocacy Coordinator

The Wood Foundation provided a grant to cover the cost of Welcome Packs for families in Edinburgh

Lillie Johnson provided a grant to support our work with families in the West Midlands

Other Restricted Funds – small grants received for work in a range of local geographical areas

#### The VTCT Foundation – Collaborative work in Scotland

The VTCT Foundation gave a grant to help explore the feasibility of developing a programme of collaborative work with key partner charities working in similar fields in Scotland

#### VTCT Restricted Fund Adult project

This is a 3 year grant for a research project exploring and developing support services for adults affected by cleft in the U.K. As a result of the pandemic, the timescale for this grant has been extended.

## 18 Operating lease commitments

The charity's total future minimum lease payments under non-cancellable operating leases is as follows for each of the following periods

	Property 2022 £	2021 £
Less than one year	10,314	21,111
One to five years	–	–
	<u>10,314</u>	<u>21,111</u>

## 19 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.