

# Children's Burns Foundation -A Step Forward

REPORT AND UNAUDITED ACCOUNTS

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## Trustees' Report and Financial Statements for the period to 31 March 2023

### Registered Charity Number

1121682

### Principal Office:

1 St Peter's Square

Manchester

M2 3DE

### Trustees at the date this report was approved

Mamta Shah (Chair)

Sarah Gaskell (Secretary)

Sue Weighell (Treasurer)

Samantha Bedford

Jonathan Smith

### Bankers

HSBC plc

## Objectives and Activities of the Foundation

### Overview

The charity, Children's Burns Foundation - A Step Forward, was established by a Trust Deed on 7 October 2007 and was, at that time, called the Manchester Children's Burns Foundation (the Foundation). The objects of the Foundation as set out in the Trust Deed are to relieve the consequences of burn injury to children and young people under the care of the Manchester Paediatric Burns Service and to advance the clinical and basic science research in the area of burn injury in children.

The Foundation's name was subsequently changed on 13 August 2008 to 'Children's Burns Foundation – A Step Forward' to reflect the reality that the scope of the services provided extended beyond the confines of Manchester. The Foundation has been registered as a charity with the Charity Commission from 26 November 2007 and allocated number 1121682.

The purpose of the Foundation is to support the recovery of children with burn injuries. In doing so, the Foundation is uniquely placed in that it does not act as a direct provider of support to such children but instead works with different partnerships (including volunteers, health workers, health and fire services and research bodies). The Foundation is also independent of any Government funded organisation and therefore has access to a wider range of grant givers.

### Objectives and Activities of the Foundation

A burn is one of the most painful injuries for the body to cope with; recovery can often take months with scars, both physical and psychological, lasting a lifetime. A burn injury is one of the commonest causes of injury in children with more children admitted with burns than road traffic accidents in the Greater Manchester area. With improving survival rates as young people recover from traumas that may previously have been fatal, the spotlight has moved onto the quality of life and function of burn injured children.

For many children the psychological scarring can be as bad as, or even worse than the physical scarring. Following a burn injury many children have difficulty re-integrating into everyday life. They may have nightmares, disturbed sleep patterns or behaviour, struggle with schoolwork and suffer the breakdown of important friendships. Additionally, they have to endure being stared at, teasing and intrusive questions about their scars from other people.

Manchester Paediatric Burns Service has supported the rehabilitation of burn injured children through Manchester Children's Burns Camp (MCBC) which organises residential activity camps, designed to improve the self-belief, confidence and psychological well-being of burn injured children. These camps are run by healthcare professionals, fire fighters from Greater Manchester Fire and Rescue Service and volunteers – some of whom are adult burn survivors. However, due to limited resources, only a few children can attend annual camps and there are minimal training opportunities for volunteers to improve the delivery of such rehabilitation support projects. Feedback from children who have attended these camps clearly defines the benefits and more importantly, highlights the need for more such

programmes during the year particularly day events to supplement the residential rehabilitation activities.

There is little research targeted at improving the physical and psychological outcomes of burn injuries in children, largely due to the lack of specific funding opportunities. Whilst there is recognition of the need for specific research into improving psychological and physical outcomes of burns in children, funding from the national research funding body, NIHR or mainstream research funding bodies such as MRC or Wellcome trust, is sparse. The National Burn Care Review (published in 2001) recognised the importance of such rehabilitation programmes for burn injured children and the need for further research and included both in the subsequent standards of burn care. It is recognised that the NHS has a finite pool of resources and this is not a priority.

The Children's Burns Foundation recognises this shortfall and has been established to raise funds for supporting rehabilitative programmes and research specifically for children with burn injuries.

## Structure Governance and Management

### Trustees during the year covered by this report

Mamta Shah and Sarah Gaskell became Trustees when the Foundation was established and continue to be so. Sue Weighell, Samantha Bedford and Jonathan Smith were all appointed prior to this financial year.

The current Trustees and their areas of responsibility are given below:

Dr Mamta Shah (Chair)  
Dr Sarah Gaskell (Secretary)  
Sue Weighell (Treasurer)  
Samantha Bedford (Legal)  
Jonathan Smith (Digital)

In addition, the Foundation is honoured to have the following Patrons and Ambassador:

Mr Peter Davenport (Former Consultant Plastic and Reconstructive Surgeon,  
Manchester Children's Hospital)

Miss Aimee Carroll

Miss Amy Meadows

### Governance

The Trustees have developed:

- a vision and mission statement for the Foundation;
- a robust policy framework including policies on:

|              |                    |                        |
|--------------|--------------------|------------------------|
| banking,     | correspondence;    | communications;        |
| fundraising; | risk management;   | data protection;       |
| expenses;    | code of conduct;   | conflicts of interest; |
| volunteers;  | health and safety; |                        |
- a Trustee register of skills and interests.

In addition to regular formal training, an information pack and intranet web access is provided for each Trustee containing details of the Foundation's policies, procedures and the governing Trust Deed that details the Trustees' duties and responsibilities.

The Trustees have overall responsibility for the day-to-day management of the Foundation and meet regularly to discuss matters and to make decisions affecting the Foundation.

A risk assessment has been prepared and reviewed by the Trustees. Policies and procedures have been formalised so that any risks can be identified, actively managed and where possible, mitigated.

#### Recruitment and appointment of new trustees

Regular reviews are undertaken to assess the skills of the current trustees and identify any areas for strengthening.

New trustees are appointed by existing trustees.

## Achievements and Performance

### *Manchester Children's Burns Camps*

The Manchester Children's Burns Camp programme was started in 1993 and has expanded and developed ever since. It now runs five main programmes – a young children's camp, an older children's camp, an American exchange programme, a family camp and a young leader training programme. Currently they take around 50 children a year away on camps. The main aim of the camps is to equip the children with the skills they need to overcome their injuries such as coping strategies, sharing their problems and experiences and developing a more positive body image.

### *Publicity and Conferences*

During the year, the website at [www.cbf-uk.org](http://www.cbf-uk.org) was updated with details of events, projects, fund raising activities and a link for donations. Links were set up with social media and Twitter and Facebook accounts updated for the Foundation.

### *Fundraising*

Throughout the year many people raised money for the Foundation through sponsored events. In addition, the Foundation continues to be generously supported by regular and one-off private donations.

### *Kiki Counts the Fish*

"Kiki counts the Fish" has been written by Jonathan Smith and illustrated by Katy and Natasha Stanley. The book has been written by a parent of a child treated in the Burns Unit. The book started life as a brief conversation with Miss Shah

This book will aim to help patients in the Burns Unit through learning and play. It is a hand-illustrated book full of vibrant colours. The book will be given to patients in the Burns Unit and a copy can be obtained for a minimum donation of £10 online, via the CBF website.

### *Grants*

The second payment has been made of £10,000 for the three year grant investigating the problems in burn wound healing.



## Donations in kind and volunteers

### Donations in kind

The Foundation has also benefited from the services of Ultimate Creative Communications Ltd in website updates. Tenos Ltd supply a telephone message machine.

The value of these services and items has been included in the accounts as donations in kind. In addition, many hours have been contributed by volunteers in arranging fund raising events and helping to get the Foundation onto a sound footing.

- Tenos Ltd provided telephone answering machine - £138
- Tenos Ltd paid for the independent examination - £1200
- Ultimate Creative Communications Ltd donated SEO, design and website services - £250
- Susan Weighell (Delta Solutions) provided Xero accounting software - £175

### Volunteers

The trustees are grateful for the invaluable contribution of those who gave their time voluntarily to assist fundraising events.

Our sincere thanks go to all volunteers, supporters, fundraisers, Patrons and Trustees for their help.

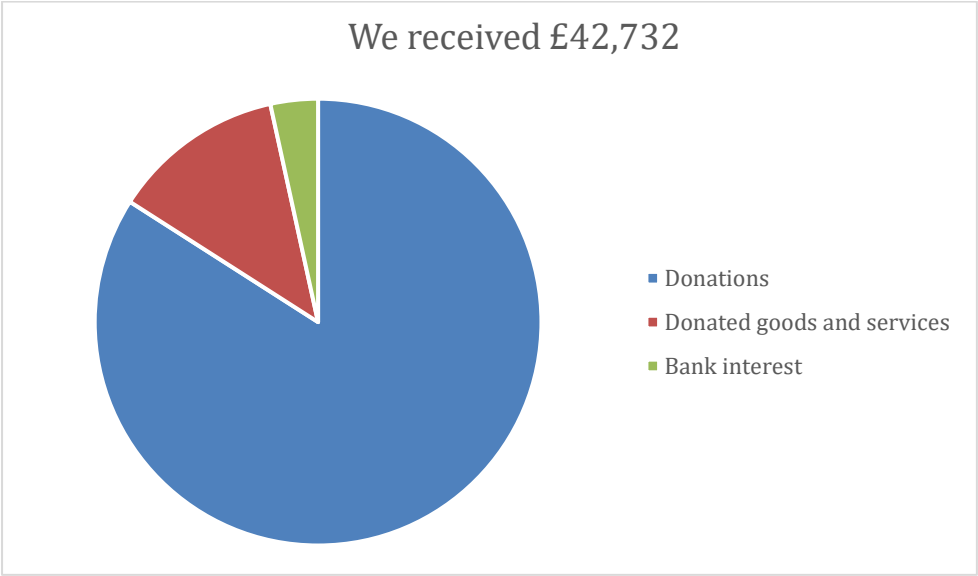
## Financial Review

The Trustees review the financial position of the charity as part of the regular Trustee meetings and are satisfied that the income of the fund is sufficient to meet annual operating expenditure.

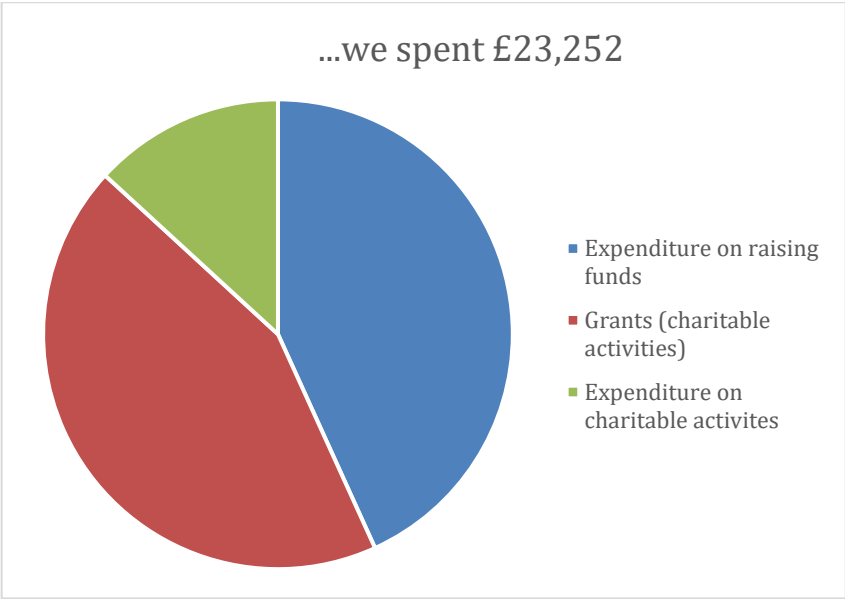
### Results for the year

Incoming resources were £42,732 and total expenditure was £23,252. There was a surplus for the year of £19,480.

### Where do our funds come from?



### How do we spend our money?



### Reserves Policy

The trustees have considered the requirement for reserves and aim to keep a reserve of £10,000 in unrestricted funds (represented by cash in the bank) to cover any emergency expenditure or other contingency. Funds in excess of £10,000 are kept in a HSBC Savings Account.

### Statement of Trustees' responsibilities

In the attached accounts set out on pages 13 to 18, the Trustees have prepared financial statements for the period up to 31 March 2023. In preparing such statements the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume the Foundation will continue in its operational existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at the time the financial position of the Foundation and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Foundation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The report was approved by the trustees on 23/11/2023 and signed on its behalf by:

  
Mamta Shah (Nov 30, 2023 13:23 GMT)

Mamta Shah  
Chair

  
S Weighell (Nov 30, 2023 05:59 GMT)

Susan Weighell  
Treasurer

## Independent Examiner's Report

**Report to the trustees/ members of**

Children's Burns Foundation

**On accounts for the year ended**

31 March 2023

**Charity no (if any)**

1121682

**Set out on pages**

13 to 18

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Signed:**

C.Abbott  
C.Abbott (Nov 30, 2023 08:46 GMT)

**Date:**

30/11/2023

**Name:**

Christopher Abbott FCA

**Relevant professional qualification(s) or body (if any):**

ICAEW

**Address:**

DJH Mitten Clarke Manches

St George's House, 56 Pete

Manchester, M2 3NQ

## Accounts for the year ending 31/03/2023

2023

2022

## Statement of Financial Activities for the year ended 31/03/2023

|                                    | Notes | Unrestricted funds | Restricted funds | Designated funds | Total funds 2023 | Prior Period Total funds 2022 |
|------------------------------------|-------|--------------------|------------------|------------------|------------------|-------------------------------|
|                                    |       | £                  | £                | £                | £                | £                             |
| <b>Income and endowments from:</b> |       |                    |                  |                  |                  |                               |
| Donations and legacies             | 2     | 13,608             | 0                |                  | 13,608           | 9,935                         |
| Other trading activities           | 3     | 28,640             | 0                |                  | 28,640           |                               |
| Income from investment             | 5     | 484                | 0                |                  | 484              | 58                            |
| <b>Total income</b>                |       | <b>42,732</b>      | <b>0</b>         |                  | <b>42,732</b>    | <b>9,993</b>                  |
| <b>Expenditure on:</b>             |       |                    |                  |                  |                  |                               |
| Raising funds                      | 4     | 9,910              | 0                |                  | 9,910            | 336                           |
| Charitable activities              | 6     | 13,342             | 0                |                  | 13,342           | 11,612                        |
| <b>Total expenditure</b>           |       | <b>23,252</b>      | <b>0</b>         |                  | <b>23,252</b>    | <b>11,948</b>                 |
| Net income/(expenditure)           |       | 19,480             | 0                |                  | 19,480           | (1,955)                       |
| Transfers between funds            |       | 10,000             |                  | (10,000)         | 0                | 0                             |
| <b>Net movement in funds</b>       |       | <b>29,480</b>      | <b>0</b>         | <b>(10,000)</b>  | <b>19,480</b>    | <b>(1,955)</b>                |
| Total funds brought forward        |       | 84,420             | 0                | 6,016            | 90,436           | 92,391                        |
| Total funds carried forward        |       | <b>113,900</b>     | <b>0</b>         | <b>-3,984</b>    | <b>109,916</b>   | <b>90,436</b>                 |

## Accounts for the year ending 31/03/2023

## Balance Sheet as at 31/03/2023

|                                 | Notes | £              | 2023<br>£      | 2022<br>£      |
|---------------------------------|-------|----------------|----------------|----------------|
| <b>Current Assets</b>           |       |                |                |                |
| Debtors                         | 7     | 0              |                | 4,550          |
| Cash at bank and in hand        |       | 109,916        |                | 95,693         |
|                                 |       | <u>109,916</u> |                | <u>100,243</u> |
| <b>Current Liabilities</b>      |       |                |                |                |
| Creditors and accruals          | 8     | 0              |                | 9,807          |
| <b>Net current assets</b>       |       |                | 109,916        | 90,436         |
| <b>Net assets</b>               |       |                | <u>109,916</u> | <u>90,436</u>  |
| <b>The funds of the charity</b> |       |                |                |                |
| Designated funds                |       |                | 6,016          | 16,016         |
| Unrestricted funds              |       |                | 103,900        | 74,420         |
| <b>Total charity funds</b>      | 9     |                | <u>109,916</u> | <u>90,436</u>  |

Approved by the trustees on \_\_\_\_\_ 23/11/2023 \_\_\_\_\_ and signed on its behalf by

Mamta Shah  
Mamta Shah (Nov 30, 2023 13:23 GMT)

Chair

S Weighell  
S Weighell (Nov 30, 2023 05:59 GMT)

Trustee

## Notes to the accounts for the year ending 31/03/2023

### 1) Accounting policies

#### *a) 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Children's Burns Foundation meets the definition of a public benefit entity under FRS 102.

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

#### *b) Donations and grants*

Donations, grants other forms of voluntary income are recognised as incoming resources when receivable.

#### *c) Donated goods and services*

Intangible income which comprised donated goods and services, is included at a valuation which is an estimate of the financial cost borne by the donor where such cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by the third party.

#### *d) Expenditure and irrecoverable VAT*

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

#### *e) Fund Accounting*

Funds held by the Foundation can be one of:

- i) Unrestricted general funds – which can be used in accordance with the Foundation's objects at the discretion of the
- ii) Designated funds- which are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects; or
- iii) Restricted funds – which are funds that can only be used for particular restricted purposes within the objects of the



## Notes to the accounts for the year ending 31/03/2023

**2) Donations and legacies**

|                            | <i>Unrestricted funds</i> | <i>Restricted funds</i> |   | <i>Total funds</i> | <i>Prior Period</i> |
|----------------------------|---------------------------|-------------------------|---|--------------------|---------------------|
|                            |                           |                         |   | <i>2023</i>        | <i>Total funds</i>  |
|                            | £                         | £                       |   | £                  | <i>2022</i>         |
|                            |                           |                         |   |                    | £                   |
| Donations                  | 11,805                    | 0                       |   | 11,805             | 8,764               |
| Donated goods and services | 1,763                     | 0                       |   | 1,763              | 661                 |
| Sponsored events           | 0                         | 0                       |   | 0                  | 0                   |
| Cash collections           | 40                        | 0                       |   | 40                 | 510                 |
| Book donations             | 0                         | 0                       |   | 0                  | 0                   |
| Total                      | 13,608                    | 0                       | 0 | 13,608             | 9,935               |

**3) Other trading activities**

|                   | <i>Unrestricted funds</i> | <i>Restricted funds</i> |   | <i>Total funds</i> | <i>Prior Period</i> |
|-------------------|---------------------------|-------------------------|---|--------------------|---------------------|
|                   |                           |                         |   | <i>2023</i>        | <i>Total funds</i>  |
|                   | £                         | £                       |   | £                  | <i>2022</i>         |
|                   |                           |                         |   |                    | £                   |
| Fundraising Ball  | 28,640                    | 0                       |   | 28,640             | 0                   |
| Ceilidh           | 0                         | 0                       |   | 0                  | 0                   |
| Christmas concert | 0                         | 0                       |   | 0                  | 0                   |
| Total             | 28,640                    | 0                       | 0 | 28,640             | 0                   |

**4) Expenditure on raising funds**

|                              | <i>Unrestricted funds</i> | <i>Restricted funds</i> |   | <i>Total funds</i> | <i>Prior Period</i> |
|------------------------------|---------------------------|-------------------------|---|--------------------|---------------------|
|                              |                           |                         |   | <i>2023</i>        | <i>Total funds</i>  |
|                              | £                         | £                       |   | £                  | <i>2022</i>         |
|                              |                           |                         |   |                    | £                   |
| Fundraising Ball             | 9,456                     | 0                       |   | 9,456              | 0                   |
| Ceilidh                      | 0                         | 0                       |   | 0                  | 0                   |
| Charges for online donations | 454                       | 0                       |   | 454                | 336                 |
| Total                        | 9,910                     | 0                       | 0 | 9,910              | 336                 |

**5) Investment income**

|                     | <i>Unrestricted funds</i> | <i>Restricted funds</i> |   | <i>Total funds</i> | <i>Prior Period</i> |
|---------------------|---------------------------|-------------------------|---|--------------------|---------------------|
|                     |                           |                         |   | <i>0</i>           | <i>Total funds</i>  |
|                     | £                         | £                       |   | £                  | <i>0</i>            |
|                     |                           |                         |   |                    | £                   |
| Interest in savings | 484                       | 0                       |   | 484                | 58                  |
| Total               | 484                       | 0                       | 0 | 484                | 58                  |

## Notes to the accounts for the year ending 31/03/2023

**6) Expenditure on charitable activities**

|                         | <i>Unrestricted<br/>funds</i> | <i>Restricted<br/>funds</i> |   | <i>Total funds<br/>2023</i> | <i>Prior Period<br/>Total funds<br/>2022</i> |
|-------------------------|-------------------------------|-----------------------------|---|-----------------------------|--|
|                         | £                             | £                           |   | £                           | £  |
| Grants                  | 10,000                        | 0                           |   | 10,000                      | 10,500                                       |
| Independent Examination | 1,200                         | 0                           |   | 1,200                       | 0  |
| Bank fees               | 681                           | 0                           |   | 681                         | 46   |
| ICO registration        | 35                            | 0                           |   | 35                          | 35   |
| IT software             | 175                           | 0                           |   | 175                         | 323  |
| Telephone               | 138                           | 0                           |   | 138                         | 138  |
| Publicity and website   | 395                           | 0                           |   | 395                         | 200  |
| DBS checks              | 0                             | 0                           |   | 0                           | 0  |
| Subscriptions           | 0                             | 0                           |   | 0                           | 0  |
| Stationery              | 321                           |                             |   | 321                         |  |
| Insurance               | 397                           | 0                           |   | 397                         | 370  |
| Total                   | 13,342                        | 0                           | 0 | 13,342                      | 11,612                                       |

**7) Other Debtors**

|                                   | <i>2023</i> | <i>2022</i> |
|-----------------------------------|-------------|-------------|
|                                   | £           | £           |
| Invoiced for ball                 | 0           | 0           |
| Deposit in advance for ball venue | 0           | 4,550       |
| Gift Aid                          | 0           | 0           |
| Total                             | 0           | 4,550       |

**8) Creditors: amounts falling due within one year**

|                                 | <i>2023</i> | <i>2022</i> |
|---------------------------------|-------------|-------------|
|                                 | £           | £           |
| Ball income received in advance | 0           | 7,675       |
| Future events                   | 0           | 2132        |
| Total                           | 0           | 9,807       |

## Notes to the accounts for the year ending 31/03/2023

## 9) Statement of funds

|                           | <i>Brought forward</i> | <i>Incoming resources</i> | <i>Resources expended</i> | <i>Transfer between funds</i> | <i>Carried forward</i> |
|---------------------------|------------------------|---------------------------|---------------------------|-------------------------------|------------------------|
|                           | £                      | £                         | £                         | £                             | £                      |
| <b>Restricted funds</b>   |                        |                           |                           |                               |                        |
| Restricted funds          | 0                      | 0                         | 0                         | 0                             | 0                      |
| <b>Unrestricted funds</b> |                        |                           |                           |                               |                        |
| Unrestricted funds        | 74,420                 | 42,732                    | (13,252)                  |                               | 103,900                |
| <b>Designated funds</b>   |                        |                           |                           |                               |                        |
| Research project          | 16,016                 |                           | (10,000)                  | 0                             | 6,016                  |
| <b>Total</b>              | <b>90,436</b>          | <b>42,732</b>             | <b>(23,252)</b>           | <b>0</b>                      | <b>109,916</b>         |

## 10) Related party transactions

Ultimate Creative Communications Ltd goods in kind (SEO, website and email updates) to the value of £250

Tenos Ltd donated telephone rental to the value of £138 and the independent examination fee of £1200

Sue Weighell (Trustee) provided goods in kind through her company Delta Solutions (accounting software subscription) to the value of £175

# CBF Year End Report 2023

Final Audit Report

2023-11-30

|                 |  |
|-----------------|--|
| Created:        | 2023-11-30                                   |
| By:             | Sue Weighell (sue@delta-solutions.org.uk)    |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAA3iMgJj6yvKXEG9NgYOcuxaaaitIRB4iQ |

## "CBF Year End Report 2023" History

-  Document created by Sue Weighell (sue@delta-solutions.org.uk)  
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-  Document emailed to sue.weighell@cbf-uk.org for signature  
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-  Document emailed to mamta.shah@cbf-uk.org for signature  
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-  Document emailed to chris.abbott@djhmittenc Clarke.co.uk for signature  
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2023-11-30 - 8:29:55 AM GMT- IP address: 138.248.184.24
-  Signer chris.abbott@djhmittenc Clarke.co.uk entered name at signing as C.Abbott  
2023-11-30 - 8:46:53 AM GMT- IP address: 138.248.184.24
-  Document e-signed by C.Abbott (chris.abbott@djhmittenc Clarke.co.uk)  
Signature Date: 2023-11-30 - 8:46:55 AM GMT - Time Source: server- IP address: 138.248.184.24
-  Email viewed by mamta.shah@cbf-uk.org  
2023-11-30 - 1:22:28 PM GMT- IP address: 104.47.0.254



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2023-11-30 - 1:23:47 PM GMT- IP address: 193.60.159.61



Document e-signed by Mamta Shah (mamta.shah@cbf-uk.org)

Signature Date: 2023-11-30 - 1:23:49 PM GMT - Time Source: server- IP address: 193.60.159.61



Agreement completed.

2023-11-30 - 1:23:49 PM GMT



**Adobe Acrobat Sign**