



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From** 1 April 2022

**Period start date To**

31 March 2023

**Period end date**

**Charity name:** Baby Unit's Relatives and Parents Support

**Charity registration number:** 1143667

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Provision of funding for equipment for the neonatal unit at Stoke Mandeville Hospital that is not provided by the NHS.  To provide relief, respite and support for parents and relatives of babies in the neonatal unit at Stoke Mandeville Hospital.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	In the current year, the charity has raised money and paid for medical equipment including a large contribution to a portable x-ray machine, as well as vapotherm transfer units.  The charity has also paid for equipment for the parents and relatives including the annual subscription for vCreate video messaging service, an explanatory video commissioned by the staff at the neonatal unit, and printed materials for welcome packs.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have had regard to the public benefit guidance.

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable.
Policy on social investment including program related investment	Para 1.38	Not applicable.

Contribution made by volunteers	Para 1.38	Thank you to all the volunteers for their efforts to raise money and run the charity.
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The charity has raised a larger amount of money this year than previous years, mainly due to a large donation from the estate of a deceased person. The charity has also started to do fundraising events again after a 3 year break due to covid which placed restrictions on the hospital for longer than the wider society. In the current year, the charity has invested in equipment for fundraising including a contactless card reader and promotional Tshirts to be worn at events.</p> <p>The charity has paid for several pieces of equipment and other services as requested by the staff at the neonatal unit.</p> <p>In relation to equipment that the NHS cannot provide, the charity has paid for medical equipment including a large contribution to the Scannappeal charity's appeal to pay for a portable x-ray machine for the neonatal unit, as well as vapotherm transfer units and subscriptions. The charity has also paid for a Sound Ear to measure noise levels on the neonatal unit, as well as incubator covers, tube tape covers, and some small items of stationery for the unit.</p> <p>In relation to equipment for the parents and relatives, the charity has paid for the annual subscription for the vCreate video messaging service, an explanatory video commissioned by the staff at the neonatal unit, printed materials and accessories for welcome packs for parents, and gifts for Christmas bags for the babies on the neonatal unit at Christmas.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Not applicable.
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Performance of fundraising activities against objectives set	Para 1.41	Not applicable.
Investment performance against objectives	Para 1.41	Not applicable.
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The charity has £24,908 in the bank at the end of the year which is enough to cover all the committed expenditure requested by the neonatal unit and agreed by the Trustees. This comprises 2 double beds and duvets £2,060, 2 nursing chairs £7,482, and 5 head supports £1,999.</p> <p>There is also a reasonable reserve of cash for other future activities, including the vCreate messaging service annual charge of £4,080, and the costs of running the charity. These running costs total about £900 a year and comprise insurance, bank charges and website fees, as well as Justgiving fees and card reader fees which will be new charges in the next financial year.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Trustees discuss proposed expenditure and review whether enough money would be left in the bank after spending it, before agreeing to the expenditure. The Trustees aim to have a reasonable reserve of cash in the bank at all times for other future activities including the running of the charity (insurance, bank charges, website).
Amount of reserves held	Para 1.22	There is £24,908 in the bank and £662 held as petty cash at the end of the financial period.
Reasons for holding zero reserves	Para 1.22	Not applicable.
Details of fund materially in deficit	Para 1.24	Not applicable.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The Trustees have no concerns about the future viability of the charity as a going concern.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>The charity receives donations from individuals and organisations via CAF Donate, Justgiving, Enthuse, and cheques.</p> <p>Gift Aid is also reclaimed by CAF Donate, Justgiving and Enthuse where relevant.</p> <p>The charity holds its own collection events to raise cash and also collects money at events organised by the hospital.</p> <p>The charity was signed up to receive donations from the now defunct Amazon Smile scheme, and it also sells hand breast pump sets on the unit as well as teddies and pin badges that have all been purchased for resale.</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable.
A description of the principal risks facing the charity	Para 1.46	<p>Donations and collections do not raise enough money to pay for all the requested equipment that has not yet been committed by the Trustees.</p> <p>Trustees retiring and no replacements found.</p>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are proposed at the AGM based on who has put themselves forward for nomination. Trustees will be people who have had a baby on the neonatal unit.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	No formal training and induction.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	No other organisations are linked with the charity.
Relationship with any related parties	Para 1.51	No related parties.
Other		

### Reference and Administrative details

Charity name	Baby Unit's Relatives and Parents Support
Other name the charity uses	Burps
Registered charity number	1143667
Charity's principal address	Neonatal Unit Stoke Mandeville Hospital NHS Trust Mandeville Road Aylesbury HP21 8AL

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Linda Justice	Chairperson		
2	Lindsey Lucas	Treasurer		
3	Claire Rogers	Secretary		
4				
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## Corporate trustees – names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

## Additional information (optional)

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address


## Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information

	CHARITY COMMISSION FOR ENGLAND AND WALES	Charity name	No. (if any)		CC16a
		Burps	1143667		
		Receipts and payments accounts			
		For the period from	Period start date	To	
		01/04/2022		31/03/2023	
Section A Receipts and payments					
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	40,984	-	-	40,984	12,656
Gift Aid receipts	732	-	-	732	1,863
Amazon Smile	170	-	-	170	-
Collections and events	550	-	-	550	-
Sale of goods	434	-	-	434	200
Bank interest	40	-	-	40	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	42,909	-	-	42,909	14,718
A2 Asset and Investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	42,909	-	-	42,909	14,718
A3 Payments					
Medical equipment	26,043	-	-	26,043	1,555
Baby feeding equipment	-	-	-	-	13,391
Equipment for parents	8,871	-	-	8,871	-
Misc equipment for hospital	1,739	-	-	1,739	854
Supplies for events (World Prematurity Day, National Bereavement Week)	-	-	-	-	190
Christmas / Easter gift bags	135	-	-	135	183
Stationery for unit	74	-	-	74	105
Fundraising expenditure	135	-	-	135	-
Purchase of goods for sale	382	-	-	382	-
Administration of charity	308	-	-	308	315
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	37,688	-	-	37,688	16,592
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	37,688	-	-	37,688	16,592
Net of receipts/(payments)	5,222	-	-	5,222	- 1,874
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	20,349	-	-	20,349	22,223
Cash funds this year end	25,570	-	-	25,570	20,349



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank	24,908	-	-
	Petty cash	662	-	-
		-	-	-
	<b>Total cash funds</b>	<b>25,570</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Details			
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

**BURPS**  
**(Baby Unit's Relatives & Parents Support)**  
**Independent Examiner's Statement**  
**for the year ended 31 March 2023**

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**Independent Examiner's Report to the Trustees of BURPS**

I report on the accounts of BURPS for the year ended 31/03/2023 as set out on the following page.

**Respective responsibilities of trustees and examiner**

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of ICAEW.

Having satisfied myself that the charity is not subject to an audit and is eligible for independent examination, it is my responsibility to

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act and
- to state whether particular matters have come to my attention

**Basis of Independent Examiner's report**

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to the matters set out in the statement below.

**Independent Examiner's Report**

I have completed my examination and confirm that no material matters have come to our attention in connection with the examination which gives me cause that in any material respect

- the accounting records were not kept in accordance with Section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

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.

*David Griffiths AG*

Date: *16 August 2023*

**David Griffiths and Co  
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