



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees’ Annual Report for the period

From 1 April 2024 Period start date To 31 March 2025
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 facilitated fundraising and paid for medical equipment, goods and services to support families whilst on the unit and sensory baby classes exclusively for NICU families to attend after leaving the unit. |
| 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 had a strong year from a fundraising perspective.</p> <p>The charity updated its website and improved its IT infrastructure.</p> <p>The charity paid for:</p> <ul style="list-style-type: none"> • equipment requested by the unit including sleep apnoea monitors and a licence for software which automatically adjusts the oxygen flow rate and small stationary items for the unit; • Items and services to support families whilst on the unit, including renewing the subscription for a secure photo and video messaging service the nurses use to send updates to families when they cannot be cot-side, a new fridge-freezer for the parents' kitchen, welcome bags containing care items for families when they are first admitted to the unit and gift bags to special days on spent on the unit (Christmas, Valentines Day, Mothers Day, Fathers Day, Easter, Diwali and Eid); and • Sensory baby classes run exclusively for NICU families to attend after leaving the unit. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|-------------------------------------|-----------|-----------------|
| Achievements against objectives set | Para 1.41 | Not applicable. |
|-------------------------------------|-----------|-----------------|

| | | |
|--------------------------------------------------------------|-----------|-----------------|
| | | |
| 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 held £32,677.01 at the end of the reporting period, which is enough to cover all the committed expenditure requested by the neonatal unit and agreed by the Trustees.</p> <p>There a reasonable reserve of cash for future activities, including the continued funding of the vCreate messaging service and the costs of running the charity.</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 £32,508.69 in the bank and £168.32 held as petty cash at the end of the reporting 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 (the main platform used), Enthuse (though not used in this reporting period) 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> |
| | | The charity also offers breast pump units which are available for sale to families who need them. |
| 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 | Having sufficient volunteers. |
| 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 are typically families 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 but published policies available on the charity's internal IT systems. |
| 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

Dates acted if not for whole Name of person (or Trustee name Office (if any) body) entitled to
year appoint trustee (if any)

| | | | |
|---|-----------------|-------------|---------------------|
| 1 | Nicola Dean | Chairperson | Whole year |
| 2 | Lindsey Lucas | Treasurer | Whole year |
| 3 | Ursula Woodruff | Secretary | From September 2024 |
| 4 | Lizzie Andrews | | From September 2024 |
| 5 | | | |

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 information)

Names and addresses of advisers (Optional information)

| Type of | Name | Address | adviser |
|---------|------|---------|---------|
| | | | |
| | | | |
| | | | |
| | | | |

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

Exemptions from disclosure

Reason for non-disclosure of key personnel details


Other optional information

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Signed by:

EEA9E6E3ED154B7



Full name(s)

Nicola Dean


Lindsey Lucas

Position (eg
Secretary, Chair,
etc)

Chair

Treasurer

Date 6 September 2025

| | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|---------------------------------|------------------|-------------------------------|------------------|
|  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 01/04/2024 | To | Period end date 31/03/2025 | |
| 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 | 27,884 | - | - | 27,884 | 15,889 |
| Gift Aid receipts | 2,405 | - | - | 2,405 | 2,233 |
| Collections and events | 400 | - | - | 400 | 597 |
| Sale of goods | 80 | - | - | 80 | 151 |
| Bank interest | 47 | - | - | 47 | 40 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 30,816 | - | - | 30,816 | 18,909 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 30,816 | - | - | 30,816 | 18,909 |
| A3 Payments | | | | | |
| Medical equipment | 4,625 | - | - | 4,625 | 7,092 |
| Baby feeding equipment | - | - | - | - | 5,846 |
| Equipment for parents | 1,127 | - | - | 1,127 | 18,735 |
| Misc equipment for hospital | - | - | - | - | 241 |
| Baby groups - costs | 280 | - | - | 280 | - |
| Special occasion gift bags | 162 | - | - | 162 | 524 |
| Stationery for unit | 196 | - | - | 196 | 91 |
| Fundraising expenditure | 477 | - | - | 477 | 1,285 |
| Purchase of goods for sale | - | - | - | - | 420 |
| Administration of charity | 667 | - | - | 667 | 850 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | 7,534 | - | - | 7,534 | 35,084 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 7,534 | - | - | 7,534 | 35,084 |
| Net of receipts/(payments) | 23,282 | - | - | 23,282 | - 16,176 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 9,395 | - | - | 9,395 | 25,570 |
| Cash funds this year end | 32,677 | - | - | 32,677 | 9,395 |
| | | | | | |
| | | | | | |

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 £ |
|-------------------------------------------------------------|--------------------------------------------------------|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | Bank | 32,509 | - | - |
| | Petty cash | 168 | - | - |
| | | - | - | - |
| | Total cash funds | 32,677 | - | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |
| | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| B2 Other monetary assets | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| B3 Investment assets | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| B4 Assets retained for the charity's own use | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
| B5 Liabilities | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| 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 2025

Independent Examiner's Report to the Trustees of BURPS

I report on the accounts of BURPS for the year ended 31/03/2025 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.

A handwritten signature in dark ink, appearing to read 'D. C. Griffiths', with a large, stylized flourish at the end.

.....
Date:15.09.2025.....

David Griffiths and Co
3 Church Street
Aylesbury
HP20 2QP