

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

England & Wales · Charity number 1161035

Details

Other names Stand by me

Status Registered

Legal form CIO

Registered 2015-03-24

Register [View on the Charity Commission register](#)

Contact

Address Hitchin Youth Trust Ltd
Lambourne House
111 Walsworth Road
Hitchin
Hertfordshire
SG4 9SP

Phone 07469 255139

Email info@stand-by-me.org.uk

Website <http://www.stand-by-me.org.uk>

Activities

Objects: THE OBJECTS OF THE CIO ISTO PROMOTE AND PROTECT THE HEALTH OF BEREAVED CHILDREN AND YOUNG PEOPLE AGED 0-19 LIVING IN NORTH HERTFORDSHIRE AND STEVENAGE BY HELPING TO PREVENT THE NEGATIVE OUTCOMES OF GRIEF AFFECTING THEIR HEALTH, EDUCATION AND FUTURE LIFE PROSPECTS THROUGH THE PROVISION OF INFORMATION, ADVICE, SUPPORT AND GUIDANCE TO THEM, THEIR FAMILIES, CARERS AND ASSOCIATED PROFESSIONALS INVOLVED IN THEIR DAY TO DAY CARE.

Activities: To promote and protect the health of bereaved children and young people aged 0-19 living in North Hertfordshire and Stevenage by helping to prevent the negative outcomes of grief affecting their health, education and future life prospects through the provision of information, advice, support and guidance to them, their families, carers and associated professionals.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives
- **Who:** Children/young People

Geography

- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£111,818	£112,206	-	-
2023-12-31	£117,602	£135,806	-	-
2022-12-31	£143,604	£100,908	-	-
2021-12-31	£95,305	£96,886	-	-
2020-12-31	£98,515	£84,757	-	-

Trustees

Name	Role	Appointed
Guy Skinner		2024-01-01
James Lawrence		2019-01-01
Jane Walton		2020-09-01
John Peter Botley		2018-10-01
Keith Wadsworth		2017-09-13
LESLEY CAROL MORAG READ		2015-03-24
Natalie Lovett Burgess		2025-12-01
Shirley Avery		2024-08-01
Stacey Slattery		2025-12-01

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month 01	Year 2023		Day 31	Month 12	Year 2024

Section A Reference and administration details

Charity name	Stand-by-Me Bereavement Support Service for Children
Other names charity is known by	Stand-by-me
Registered charity number (if any)	1161035
Charity's principal address	Hitchin Youth Trust Ltd
	Lambourne House 111 Walsworth Road
	Hitchin
Postcode	SG4 9SP

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	Lesley Carol Morag READ	Chair and Safeguarding		
2	Sandra Rosamond BLACKER	Clinical		
3	John BOTLEY	Treasurer		
4	Keith Stuart WADSWORTH	Secretary		
5	Guy SKINNER	Fundraising		
6	Jane WALTON			
7	Andrew NELLIS	Digital		
8	Shirley AVERY	Development		
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	Charles Goldstein	Charles Goldstein FCA Heartwood Accountants Ltd Riverside House 3 Place Farm Wheathampstead Hertfordshire AL4 8SB

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Charitable Incorporated Organisation (CIO) with a 'Foundation' model constitution which was registered on 24 March 2015
How the charity is constituted (eg. trust, association, company)	Charitable Trust
Trustee selection methods (eg. appointed by, elected by)	New Trustees are appointed by the existing trustees to maintain and ensure an appropriate skillset. The Constitution sets terms of office in order to secure stability and continuity but also change, refreshment and expertise. Fundraising is clearly more and more demanding and a volunteer was recruited to the Trustees to take a lead on this. The Trustees appointed a person with marketing experience and another to completely restructure digital record keeping and commensurate security, thus refreshing the charity's governance. This has resulted in a transformation of both the charity's social media profile and, therefore, accessibility, and recording and data analysis. New Trustees are appointed by invitation following consideration by all Trustees, references sought and scrutinised. After a time away a Trustee returned to take on the Development brief in light of changing funding streams. Long term consideration is being given to the eventual need for a new 'clinical' Trustee and the view is that, with changing employment law, the Trust would benefit from having a Trustee with Human Resources experience. There is no doubt that running the charity and securing its future is becoming increasingly demanding and put strain on Trustees.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Trustees have in place a range of relevant policies including Safeguarding, Code of Conduct and Conflicts of Interest. The charity's Safeguarding Policy is reviewed annually and was developed significantly to enable online support to take place during the Covid restrictions. The following policies are reviewed every three years:

Health & Safety
Equality & Diversity
Confidentiality
Data Protection
Lone Working
Complaints

and other policies which are not mandatory but which guide the work of volunteers in the various types of work with both young people and adults. Counselling is now being offered to surviving parents and a policy has been devised for this.

Trustees receive induction, safeguarding and prevent training, as do staff and volunteers.

DBS clearance is mandatory for all.

It has become apparent that securing funding is increasing difficult and major, national donors have indicated that we will no longer receive support due to their own decreased income alongside increased demand for support. Trustees' time is devoted entirely to consideration of the sustainability of the service we provide. Strategic planning has been designed to secure funding to secure the future of the charity and that has involved a root and branch analysis of the structure, management and delivery of the service.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

To provide and protect the health of bereaved children and young people aged 0-19 living in North Hertfordshire and Stevenage by helping to prevent the negative outcomes of grief affecting their health, education and future life prospects through the provision of information, advice, support and guidance to them, their families, carers and associated professionals involved in their day-to-day care. In direct response to feedback from children and young people this has recently included developing targeted support for surviving parents in relation to their own support of their child/ren. The feedback was saying "help my Mum/Dad and you'll help me. "This is not specific adult bereavement counselling but parents take part in groups running concurrently with the young peoples' groups. There is limited support offered on an individual basis.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

'Grief is in two parts. The first is loss. The second is the remaking of life.' (Anne Rolphe). All trustees read the Charity Commission's guidance on public benefit when they were drafting Stand-by-Me's charitable objects as part of the successful application for charity registration as a CIO. Stand-by-Me's charity classification is:

- the advancement of education
- the advancement of health or the saving of lives.

Trustees continue to receive explicit evidence from self-assessment questionnaires completed by bereaved children and teenagers and both oral and written feedback from parents and family members that the charity's website and newsletter, free telephone advice line, and group programmes have all been beneficial and made a material difference to their lives following bereavement. These activities have

1. helped children and young people know what is happening and what can help
2. helped parents to understand and support their children
3. given professionals information to support bereaved children and young people
4. provided ways for bereaved families to meet and share their experiences.

The main benefits to children and families have been

- the provision of an open access, early intervention, free at the point of need, varied level of bereavement support
- reduction in the need for referral to specialist services and target agencies because of escalating levels of need
- support for families to understand their grief reactions and enhance family functioning
- reduction of the social isolation frequently highlighted by children and families by creating new contacts with others experiencing bereavement
- provision of opportunities for forging new friendships and learning from others

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

During the period covered by this report the charity has continued to enjoy support from two types of volunteers:

- (1) Volunteers, of which new ones have been trained and others upskilled by building on their experience of running group programmes for bereaved children and teenagers. These group programmes remain at the core of what Stand-by-Me is seeking to provide as described above in its objects. Without the volunteers the delivery of the group programmes would be impossible. Two recipients of the Stand-by-me programme have become volunteers themselves. Since the pandemic it has become apparent that some young people are reluctant to attend the group sessions, or begin the course but drop out. A review of the content of the sessions has been undertaken.
- (2) Fundraising volunteers, have continued to organise various events and actively participated in fund-raising events, organised by donors. These have been vital in providing funds to strengthen the charity's ability to make a direct approach to bereaved children, teenagers and their families. They have also considerably raised public awareness of what Stand-by-Me has to offer bereaved families and of what resources are needed from donors in order to deliver the charity's services. One event has become an annual one which attracts a large following.

- (3) Trustees have also attended various functions to acknowledge the generosity of donors, raise awareness of the charity and educate people about the need for such a charity. A Trustee always attends to receive a donation and extend the charity's thanks.s[

Volunteers continue to organise and manage the now annual 'Remember-me' day when young people who have used Stand-by-me's programme, and their families, can reconnect. The Charity continues to enjoy free accommodation provided by Letchworth Heritage Foundation, Hitchin Youth Trust. All volunteers received a specially commissioned Safeguarding leaflet to explain the responsibilities placed upon them in accordance with the charity's Safeguarding Policy; and certificates for training have been created.

The Young Ambassadors programme has also initiated a number of fund-raising activities with young people who have benefited from the charity's programme now raising its profile and taking a lead in promoting it and raising funds. This programme is a powerful continuation of the effectiveness and positive outcome of the clinical programme.

Summary of the main achievements of the charity during the year

The Stand-by-me group sessions for children and young people remain at the heart of the Charity's work and have now supported over 700 bereaved children and young people. The demand continues and a list of prospective participants is maintained with support offered as early as possible. All children and young people are professionally assessed to ensure they are ready for involvement in group sessions. These full assessments, carried out prior to the young people joining a group, have increasingly led to volunteers offering support to other members of the children's families.

It should be said that there are issues regarding some young people committing to the groups. Some show interest, do the assessment but then not attending. Some start the course and drop out. This seems to reflect issues schools are experiencing with attendance but the content of the programme is continuously reviewed in response to feedback – which it should be said is almost entirely very positive from those who complete the course.

The Big Lottery donation which initially funded a Family Bereavement Support Worker (FBSW) ended and a successful application was made for Global Make Some Noise funding was made in order to continue this part of Stand-by-me's work. This allows for the employment of a person to draw a link between the children/young people, their families and their schools. This has proved to be enormously successful in linking school, families and bereaved young people but has also led to 'pressure' to provide support directly to bereaved parents. A successful pilot was run and this is now a fixed part of the delivery – surviving parents attend their own sessions, in another room, at the same time as their children attend their own sessions.

The Global Make Some Noise funding will come to an end and the Trustees are keen to find other sources of funding to continue the parent groups.

Separate secondary and primary age groups are fully re-established for face-to-face sessions.

The Contact-me programme for schools has been adopted by all the secondary schools in the Charity's area and most of the primary schools, schools, with volunteers (the primary author of the scheme and a clinician) continuing to provide training sessions primarily in schools. This revision and retraining programme will continue as schools seek more and more support in their work with bereaved children. All schools are facing increasing numbers of young people with mental health issues and bereavement is another factor which schools are expected to respond to.

The growth in the scale, and success, of both these aspects of the Charity's work required a review of staffing in line with a full review of the Charity's business plan, in terms of its future sustainability. The input of the Trustee with digital expertise led to the introduction of secure digital collation of information and data which can be interrogated for analytical purposes and record keeping.

The Young Ambassadors programme has proved to be of great benefit to both the participants and to the Charity in terms of its profile and fundraising, with impressive presentations being made by the young people at various high-profile local events. Compilations of videos made by the young people themselves are used for fund- and awareness-

raising purposes and this approach will be used with new ambassadors to involve them fully.

Individual, corporate and local group donations have supplemented the initial three-year Children In Need grant for continuation of which an application has been made but long delays in CiN decision-making and awareness of their decreased funding and increased demand suggest their support will not continue.

Funding is constantly under review and the continuation of the Uniting Families programme, supported by Global Make Some noise may depend on securing other funding streams.

The 'regular giving' scheme the Trust designed has so far generated less than hoped but the marketing Trustee is actively seeking ways of promoting this, including exploring the possibility of contributions from local business.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Trust's policy is to hold reserves to cover no less than six rather than three months expenses.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Trust has no funds invested. Its income is entirely through charitable donations from individuals, local organisations, fund-raising organisations outside the locality which have identified the Charity as one which they wish to support on a one-off basis and from national supporters i.e. Children in Need and Global Make Some Noise.

All income is directed exclusively to providing support for children and young people who have been bereaved and without the funding the Charity could not continue. Whilst all the clinical and therapeutic support is delivered by volunteers, they cannot also provide the essential administration, paperwork, etc. and this work is carried out, largely, by paid employees of the Trust. As the Charity moderately expands its work, the administrative support required commensurately increases. The Trustees keep that carefully monitored, ensuring that staff are properly remunerated, supported, trained and, when possible, upskilled.

Section F

Other optional information

The Charity faces a period of significant challenge. Funding streams are likely to significantly reduce whilst the quality and depth of what the Charity offers has grown. A great deal of work and many hours are being devoted to assessing the implications and devising strategies to secure the long-term future of Stand-by-me.

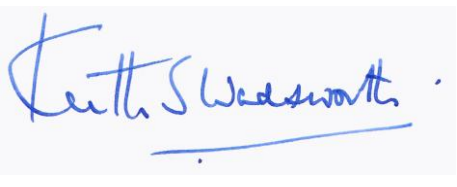
Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Keith S Wadsworth

Position (eg Secretary, Chair, etc)

Secretary

Date

September 20 2024

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2024**

MEMBERS OF THE BOARD OF TRUSTEES

Mrs Carol Reed	-	Chair
Mr John Botley	-	Deputy Chair & Finance Trustee
Mrs Sandra Blacker	-	Clinical Trustee
Mr James Lawrence	-	Marketing Trustee
Mrs Jane Walton	-	Health Trustee
Mr Andy Nellis	-	Digital Trustee ((resigned 31 October 2024)
Mr Guy Skinner	-	Fundraising Trustee (appointed 1 January 2024)
Mrs Shirley Avery	-	Development Trustee (appointed 1 August 2024)
Mr Keith Wadsworth	-	Secretary
Mrs Bobbi Dhillon	-	Volunteer Associate Trustee
Mr Jack Howie	-	Young Ambassador Associate Trustee

The charity's address is 111 Walsworth Road, Hitchin, SG4 9SP.

OBJECTIVES & ACTIVITIES

The charity's main activities continue to be to support bereaved children, young people and their families through our various innovative programmes including our Groupwork and Contact-me schools' programme. Following a successful pilot, the charity now also offers counselling for parents who had attended the parents' group and need further support as and when they need it.

ACHIEVEMENT & PERFORMANCE

The key achievements during the last year were:

- In November 2023, the charity was awarded the Kings Award for Voluntary Service which was presented to the charity by the Lord Lieutenant for Hertfordshire on 1st September 2024. This prestigious accolade is the highest honour a local voluntary group can receive in the UK, equivalent to an MBE.
- Following the improvements to our website and branding, the charity has also expanded our visibility on social media which has led to a significant increase in support from the local community through fundraising events and sponsorships.

FINANCE

The charity received funds of £111,818 in 2024 compared with £117,602 in the prior period. The decrease was due to our bid for funding from Children in Need being unsuccessful. They have encouraged us to re-apply in June 2025. The drop in this income was partially offset by an increase in income from fundraising events and sponsorships. Expenditure was tightly controlled during the year totalling £112,206 compared with £135,806 the previous year (the latter including a considerable investment in the new IT system). As a result, despite the drop in income, the deficit for the year was restricted to £388 compared with a deficit of £18,203 the previous year.

Cash resources at the year-end were £94,288 (2023 - £94,676) made up of £66,460 unrestricted and £27,828 restricted funds.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

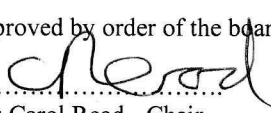
Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Trustees are in the process of reviewing all its services and an updated Business Plan including Risk Management strategy will be completed during 2025.

Public Benefit Statement

The charity trustees have complied with their duty to have due regard to the guidance on public benefit as published by the Charity Commission in exercising their powers or duties.

Approved by order of the board of trustees on 28 May 25 and signed on its behalf by:


.....
Mrs Carol Read - Chair

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

I report on the accounts for the year ended 31 December 2024 set out on pages 4 to 8.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

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 the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a 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 you as 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 those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Charles Goldstein
FCA
Heartwood Accountants Ltd
Riverside House
3 Place Farm
Wheathampstead
Hertfordshire
AL4 8SB

Date: 09 May 2025

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2024

				31 Dec 2024	31 Dec 2023	
	Notes	Unrestricted funds £	Restricted fund £	Endowment fund £	Total funds £	Total funds £
INCOMING RESOURCES						
Incoming resources from generated funds						
Children in need			8,323	-	8,323	33,380
Big Lottery						1,916
Global Make Some Noise			27,000	-	27,000	32,000
North Herts Prosperity Fund			8,119		8,119	
Letchworth Heritage Fund			8,000		8,000	
Herts Community Fund			5,000		5,000	
Other Funds			1,500		1,500	1,400
Fundraising Events		2,782			2,782	1,308
Just Giving		5,632	-	-	5,632	8,620
Grants and donations		39,694	-	-	39,694	34,455
Enthuse Donations		4,185			4,185	3,164
Investment and other income		<u>1,583</u>	<u>-</u>	<u>-</u>	<u>1,583</u>	<u>1,359</u>
Total incoming resources		53,876	57,942	-	111,818	117,602
RESOURCES EXPENDED						
Costs of generating funds						
Costs of generating voluntary income		-	-	-	-	-
Charity running costs		54,798	41,645	-	96,443	104,961
Charitable activities						
Governance						
Direct charitable spending		<u>14,338</u>	<u>1,425</u>	<u>-</u>	<u>15,763</u>	<u>30,845</u>
Total resources expended		69,136	43,070	-	112,206	135,806
EXCESS OF EXPENDITURE OVER INCOME		(15,260)	14,872	-	(388)	(18,204)
Gain/(Loss) on revaluation of investments		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET DEFICIT/SURPLUS FOR THE YEAR		(15,260)	14,872	-	(388)	(18,204)
RECONCILIATION OF FUNDS						
Transfers between funds		(1,720)	1,720	-	-	-
Total funds brought forward		<u>83,440</u>	<u>11,236</u>	<u>-</u>	<u>94,676</u>	<u>112,880</u>
TOTAL FUNDS CARRIED FORWARD		66,460	27,828	-	94,288	94,676

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

BALANCE SHEET AT 31 DECEMBER 2024

	31 Dec 2024			31 Dec 2023	
	Unrestricted funds	Restricted fund	Endowment fund	Total funds	Total funds
	£	£	£	£	£
FIXED ASSETS					
Investments	-	-	-	-	-
	-	-	-	-	-
CURRENT ASSETS					
Debtors	-	-	-	-	-
Cash at bank and in hand	66,460	27,828	-	94,288	94,676
	66,460	27,828	-	94,288	94,676
CREDITORS					
Amounts falling due within one year	-	-	-	-	-
	-	-	-	-	-
NET CURRENT ASSETS	66,460	27,828	-	94,288	94,676
TOTAL ASSETS LESS CURRENT LIABILITIES	66,460	27,828	-	94,288	94,676
NET ASSETS	66,460	27,828	-	94,288	94,676
FUNDS					
Unrestricted funds				66,460	83,440
Restricted funds				27,828	11,236
Endowment funds				-	-
TOTAL FUNDS				94,288	94,676

The financial statements were approved by the Board of Trustees on 28 May 2025 and were signed on its behalf by:


Mrs Carol Read - Chair

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when received.

Resources expended

Expenditure is accounted for on a cash basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Reserves

Given experience during the Covid pandemic, the charity's policy on holding was amended to hold reserves equal to 6 months (previously 3 months) of expenditure in separate bank accounts.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2024 nor for the year ended 31 December 2023.

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2024

	unrestricted	restricted	2024	2023
Receipts	£	£	£	£
Grants	-	-	-	-
Children In Need		8,323	8,323	33,380
Big Lottery				1,916
Global Make Some Noise	-	27,000	27,000	32,000
North Herts Prosperity Fund		8,119	8,119	
Letchworth Heritage Fund		8,000	8,000	
Herts Community Fund		5,000	5,000	
Herts CC Early Learning	-			1,400
Other Funds		1,500	1,500	
Enthuse Donations	4,185		4,185	3,164
Donations	39,694	-	39,693	34,455
Just Giving	5,632	-	5,632	8,620
Fund raising events	2,782	-	2,782	1,308
Other income	1,583	-	1,583	1,359
total	53,876	57,942	111,818	117,602

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2024

Payments	unrestricted £	restricted £	2024 £	2023 £
Project Managers Salaries	20,777	37,984	58,761	59,014
Administrator & other salary costs	27,419	3,427	30,846	34,084
Clinical/assessment costs	-	-	-	-
Recruitment	-	-	-	-
Supervision & Training	1,344		1,344	1,930
Travel expenses - volunteers / clients	536		536	416
Group - Resources / expenses incurred	1,644	234	1,878	4,428
Family Event & Other Childrens Group	543		543	1,114
DBS Clearance	273	-	273	342
Youth Ambassadors Project funded HCF	827	-	827	1,271
Uniting Families Project – other direct costs	1,435		1,435	2,363
Communications - Mobiles / Postage	1,266	150	1,416	1,681
Schools Programme costs	-	-	-	-
Website support / IT costs	6,588	285	6,872	19,831
Access Insurance - Public & Liability Insurance		856	856	836
Stationery / office costs	359	70	429	649
Fund raising & Marketing costs	4,075		4,075	5,667
Consultancy				-
Accountancy	720	-	720	792
Other miscellaneous costs	1,331	64	1,395	1,388
Total	69,136	43,070	112,206	135,806

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

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- 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 the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a 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 you as 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 those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Charles Goldstein
FCA
Heartwood Accountants Ltd
Riverside House
3 Place Farm
Wheathampstead
Hertfordshire
AL4 8SB

Date: 09 May 2025

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	12	2022		30	12	2023

Section A Reference and administration details

Charity name Stand-by-Me Bereavement Support Service for Children

Other names charity is known by Stand-by-me

Registered charity number (if any) 1161035

Charity's principal address Hitchin Youth Trust Ltd

Lambourne House 111 Walsworth Road

Hitchin

Postcode SG4 9SP

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	Lesley Carol Morag READ	Chair and Safeguarding		
2	Sandra Rosamond BLACKER	Clinical		
3	John BOTLEY	Treasurer		
4	Keith Stuart WADSWORTH	Secretary		
5	James LAWRENCE	Marketing		
6	Jane WALTON			
7	Andrew NELLIS	Digital		
8	Guy SKINNER	Fundraising		
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	Charles Goldstein	Charles Goldstein FCA Brindley Goldstein Ltd 103 High Street Waltham Cross Hertfordshire EN8 7AN

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

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Charitable Incorporated Organisation (CIO) with a 'Foundation' model constitution which was registered on 24 March 2015
How the charity is constituted (eg. trust, association, company)	Charitable Trust
Trustee selection methods (eg. appointed by, elected by)	New Trustees are appointed by the existing trustees to maintain and ensure an appropriate skillset. The Constitution sets terms of office in order to secure stability and continuity but change, refreshment and expertise. Fundraising is clearly more and more demanding and a volunteer was recruited to the Trustees to take a lead on this. The Trustees already have one person with marketing experience and another to completely restructure digital record keeping and commensurate security, thus refreshing the charity's governance. The Trustees have also appointed a person with experience in Human Resources to ensure that employment practices, contracts and expectations of volunteers remain current, clear, proper and legal. New Trustees are appointed by invitation, consideration by all Trustees, references are sought and scrutinised. Consistent with that process two requests to join the Trustees have been politely declined after consideration of their circumstances and offers.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Trustees have in place a range of relevant policies including Safeguarding, Code of Conduct and Conflicts of Interest. The charity's Safeguarding Policy is reviewed annually and was developed significantly to enable online support to take place during the Covid restrictions. The following policies are reviewed every three years:

Health & Safety
Equality & Diversity
Confidentiality
Data Protection
Lone Working
Complaints

and other policies which are not mandatory but which guide the work of volunteers in the various types of work with both young people and adults. Counselling is now being offered to surviving parents and a policy has been devised for this.

Trustees receive induction, safeguarding and prevent training, as do staff and volunteers.

DBS clearance is mandatory for all.

A new business plan is scheduled following the appointment of the new Chair and in light of the status of applications for donations.

Specific policies relating to the delivery of service during the the pandemic are put aside.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

To provide and protect the health of bereaved children and young people aged 0-19 living in North Hertfordshire and Stevenage by helping to prevent the negative outcomes of grief affecting their health, education and future life prospects through the provision of information, advice, support and guidance to them, their families, carers and associated professionals involved in their day-to-day care. This has recently included developing targeted support for surviving parents in relation to their own support of their child/ren, not specific adult bereavement counselling. This has been offered in groups running concurrently with the young peoples' groups and occasionally on an individual basis.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

'Grief is in two parts. The first is loss. The second is the remaking of life.' (Anne Rolphe). All trustees read the Charity Commission's guidance on public benefit when they were drafting Stand-by-Me's charitable objects as part of the successful application for charity registration as a CIO. Stand-by-Me's charity classification is:

- the advancement of education
- the advancement of health or the saving of lives.

Trustees have received explicit evidence from self-assessment questionnaires filled in by bereaved children and teenagers and oral feedback from parents and family members that the charity's website and newsletter, free telephone advice line, and group programmes have all been beneficial and made a material difference to their lives following bereavement. These activities have

1. helped children and young people know what is happening and what can help
2. helped parents to understand and support their children
3. given professionals information to support bereaved children and young people
4. provided ways for bereaved families to meet and share their experiences.

The main benefits to children and families have been

- the provision of an open access, early intervention, free at the point of need, varied level of bereavement support
- reduction in the need for referral to specialist services and target agencies because of escalating levels of need
- support for families to understand their grief reactions and enhance family functioning
- reduction of the social isolation frequently highlighted by children and families by creating new contacts with others experiencing bereavement
- provision of opportunities for forging new friendships and learning from others

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

During the period covered by this report the charity has continued to enjoy support from two types of volunteers:

- (1) Volunteers, of which new ones have been trained and others upskilled by building on their experience of running group programmes for bereaved children and teenagers. These group programmes continue to be in demand and remain at the core of what Stand-by-Me is seeking to provide as described above in its objects. Without the volunteers the delivery of the group programmes would be impossible. Two recipients of the Stand-by-me programme have become volunteers themselves.
- (2) Fundraising volunteers, have continued to front various events and actively participated in fund-raising events, organised by donors. These have been vital in providing funds to strengthen the charity's ability to make a direct approach to bereaved children, teenagers and their families. They have also considerably raised public awareness of what Stand-by-Me has to offer bereaved families and of what resources are needed from donors in order to deliver the charity's services.
- (3) Trustees have also attended various functions to acknowledge the generosity of donors, raise awareness of the charity and educate people about the need for such a charity.

Volunteers continue to organise and manage the now annual 'Remember-me' day when young people who have used Stand-by-me's programme, and their families, can reconnect. The Charity continues to enjoy free accommodation provided by Letchworth Heritage Foundation, Hitchin Youth Trust. All volunteers received a specially commissioned Safeguarding leaflet to explain the responsibilities placed upon them in accordance with the charity's Safeguarding Policy; and certificates for training have been created.

The Young Ambassadors programme has also initiated a number of fund-raising activities with young people who have benefited from the charity's programme now raising its profile and taking a lead in promoting it and raising funds. This programme is a powerful continuation of the effectiveness and positive outcome of the clinical programme.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Stand-by-me group sessions for children and young people remain at the heart of the Charity's work and have now supported over 650 bereaved children and young people. The demand continues and a list of prospective participants is maintained with support offered as early as possible. All children and young people are professionally assessed to ensure they are ready for involvement in group sessions. These full assessments, carried out prior to the young people joining a group, have increasingly led to volunteers offering support to other members of the children's families.

The Big Lottery donation which initially funded a Family Bereavement Support Worker (FBSW) ended and a successful application was made for Global Make Some Noise funding was made in order to continue this part of Stand-by-me's work. This allows for the employment of a person to draw a link between the children/young people, their families and their schools. This has proved to be enormously successful in linking school, families and bereaved young people but has also lead to 'pressure' to provide support directly to bereaved parents. A pilot and very limited scheme has run.

Separate secondary and primary age groups are fully re-established for face-to-face sessions.

The Contact-me programme for schools has been adopted by all the secondary schools in the Charity's area and most of the primary schools, schools, with volunteers (the primary author of the scheme and a clinician) continuing to provide training sessions primarily in schools. This revision and retraining programme will continue as schools seek more and more support in their work with bereaved children. All schools are facing increasing numbers of young people with mental health issues and bereavement is another factor which schools are expected to respond to.

The growth in the scale, and success, of both these aspects of the Charity's work required a review of staffing in line with a full review of the Charity's business plan, in terms of its future sustainability. The input of the Trustee with digital expertise led to a further review of the administration side of the charity's work and its implementation is well under way

The Young Ambassadors programme has proved to be of great benefit to both the participants and to the Charity in terms of its profile and fundraising, with impressive presentations being made by the young people at various high-profile local events. A new compilation of videos made by the young people themselves will be used for fund- and awareness-raising purposes and this approach will be used with new ambassadors to involve them fully.

Individual, corporate and local group donations have supplemented the initial three-year Children In Need grant for continuation of which an application has been made.

Funding is constantly under review and the continuation of the Uniting Families programme, supported by Global Make Some noise may depend on securing other funding streams.

The 'regular giving' scheme the Trust designed has so far generated less than hoped but the marketing Trustee is actively seeking ways of promoting this, including exploring the possibility of contributions from local business.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Trust's policy is to hold reserves to cover no less than six rather than three months expenses.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Trust has no funds invested. Its income is entirely through charitable donations from individuals, local organisations, fund-raising organisations outside the locality which have identified the Charity as one which they wish to support on a one-off basis and from national supporters i.e. Children in Need and The Big Lottery.

All income is directed exclusively to providing support for children and young people who have been bereaved and without the funding the Charity could not continue. Whilst all the clinical and therapeutic support is delivered by volunteers, they cannot also provide the essential administration, paperwork, etc. and this work is carried out, largely, by paid employees of the Trust. As the Charity moderately expands its work, the administrative support required commensurately increases. The Trustees keep that carefully monitored, ensuring that staff are properly remunerated, supported, trained and, when possible, upskilled.

Section F

Other optional information

After two very difficult years which placed huge demands on the Charity – ironically at a time when it was more needed than ever – operations returned to pre-pandemic status. Doubtless all charities have found fund-raising difficult and maintaining the charity's work has required exceptional effort on the part of staff and volunteers. The Trustees are aware of the increasing demand for support from donors like Children in Need, Global Make Some Noise and The Big Lottery, all of whom are experiencing reductions in their income, so the Trustees are working tirelessly to secure Stand-by-me's sustainability.

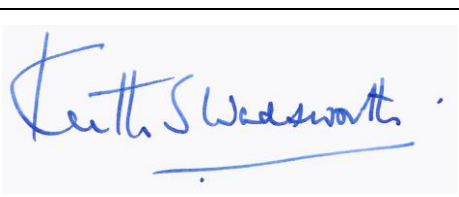
Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Keith S Wadsworth

Position (eg Secretary, Chair, etc)

Secretary

Date

October 14 2024

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023
FOR
STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

	Page
Report of the Trustees	1
Independent Examiner's Report	2
Statement of Financial Activities	3
Balance Sheet	4
Notes to the Financial Statements	5
Detailed Statement of Financial Activities	6 to 7

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN – no. 1161035
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023

MEMBERS OF THE BOARD OF TRUSTEES

Mrs Carol Read	-	Chair
Mr John Botley	-	Deputy Chair & Finance Trustee
Mrs Sandra Blacker	-	Clinical Trustee
Mr James Lawrence	-	Marketing Trustee
Mr Neil Cuthbertson	-	HR Trustee (resigned 4 September 2023)
Mrs Jane Walton	-	Health Trustee
Mr Andy Nellis	-	Digital Trustee
Mr Keith Wadsworth	-	Secretary

The charity's address is 111 Walsworth Road, Hitchin, SG4 9SP.

OBJECTIVES & ACTIVITIES

The charity's main activities continue to be to support bereaved children and young people and their families through our innovative group programmes. Following a successful pilot, the charity now also offers counselling for parents who had attended the parents' group and need further support.

ACHIEVEMENT & PERFORMANCE

The key achievements during the last year were:

- In November 2023, the charity was awarded the Kings Award for Voluntary Service. This prestigious accolade is the highest honour a local voluntary group can receive in the UK, equivalent to an MBE.
- Two of our Young Ambassadors have been involved with Children in Need initiatives in 2023 with one participating in the BBC One Show challenges for Children in Need.
- The charity was successful in its application to Global Make Some Noise who agreed to support our successful Uniting Families Parent & Schools programme.
- The charity has invested funds received from two substantial donations in 2022 to invest in a new IT system to improve the processing of group documentation and communication. In addition, we have updated our website and branding, via a new logo.

FINANCE

The charity received funds of £117,602 compared with £143,604 in the prior period. The decrease was largely due to receiving two substantial corporate donations in 2022. Expenditure was £135,806 compared with £100,908 the previous year mainly due to the investment in the new IT system mentioned above, (total IT costs increased by over £16,000 and overtime costs increased by £4,000) plus higher fundraising & marketing costs due to the rebranding.

The deficit for the year was £18,204 compared with a surplus of £42,696 the previous year. As explained above a deficit for the year was not unexpected given the investments made.

Cash resources at the year-end were £94,676 (2022 - £112,880) made up of £83,440 unrestricted and £11,236 restricted.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

Risk Management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Public Benefit Statement

The charity trustees have complied with their duty to have due regard to the guidance on public benefit as published by the Charity Commission in exercising their powers or duties.

Approved by order of the board of trustees on 15 May 2024 and signed on its behalf by:

.....
Mrs Carol Read – Chair

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

I report on the accounts for the year ended 31 December 2023 set out on pages 4 to 8.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

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 the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a 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 you as 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 those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Charles Goldstein FCA
Brindley Goldstein Ltd
103 High Street
Waltham Cross
Hertfordshire
EN8 7AN

Date: 15 May 2024

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2023

				31 Dec 2023	31 Dec 2022	
	Notes	Unrestricted funds £	Restricted fund £	Endowment fund £	Total funds £	Total funds £
INCOMING RESOURCES						
Incoming resources from generated funds						
Children in need		-	33,380	-	33,380	31,380
Big Lottery			1,916		1,916	32,294
Global Make Some Noise			32,000	-	32,000	
Herts CC Early Learning			1,400		1,400	
Mrs Smith & Mount Trust			-		-	5,000
Costco local giving		-		-		1,500
Fundraising Events		1,308		-	1,308	1,682
Just Giving		8,620	-	-	8,620	3,507
Grants and donations		34,455	-	-	34,455	63,150
Enthuse Donations		3,164			3,164	4,648
Investment and other income		<u>1,359</u>	<u>-</u>	<u>-</u>	<u>1,359</u>	<u>443</u>
Total incoming resources		48,906	68,696	-	117,602	143,604
RESOURCES EXPENDED						
Costs of generating funds						
Costs of generating voluntary income		-	-	-	-	-
Charity running costs		32,038	72,923	-	104,961	90,864
Charitable activities						
Governance						
Direct charitable spending		<u>29,821</u>	<u>1,024</u>	<u>-</u>	<u>30,845</u>	<u>10,044</u>
Total resources expended		61,859	73,947	-	135,806	100,908
EXCESS OF EXPENDITURE OVER INCOME						
		(12,953)	(5,251)	-	42,696	42,696
Gain/(Loss) on revaluation of investments		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET DEFICIT THE YEAR						
		(12,953)	(5,251)	-	(18,204)	42,696
RECONCILIATION OF FUNDS						
Transfers between funds				-	-	-
Total funds brought forward		<u>96,393</u>	<u>16,487</u>	<u>-</u>	<u>112,880</u>	<u>70,184</u>
TOTAL FUNDS C/FWD.		83,440	11,236	-	94,676	112,880

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

BALANCE SHEET AT 31 DECEMBER 2023

31 Dec 2023 31 Dec 2022

	Unrestricted funds	Restricted fund	Endowment fund	Total funds	Total funds
	£	£	£	£	£
FIXED ASSETS					
Investments	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	-	-	-	-	-
CURRENT ASSETS					
Debtors	-	-	-	-	-
Cash at bank and in hand	<u>83,440</u>	<u>11,236</u>	<u>-</u>	<u>94,676</u>	<u>112,880</u>
	83,440	11,236	-	94,676	112,880
CREDITORS					
Amounts falling due within one year	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CURRENT ASSETS	<u>83,440</u>	<u>11,236</u>	<u>-</u>	<u>94,676</u>	<u>112,880</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>83,440</u>	<u>11,236</u>	<u>-</u>	<u>94,676</u>	<u>112,880</u>
NET ASSETS	<u>83,440</u>	<u>11,236</u>	<u>-</u>	<u>94,676</u>	<u>112,880</u>
FUNDS					
Unrestricted funds				83,440	96,393
Restricted funds				11,236	16,487
Endowment funds				-	-
TOTAL FUNDS				<u>94,676</u>	<u>112,880</u>

The financial statements were approved by the Board of Trustees on 15 May 2023 and were signed on its behalf by:

.....
Mrs Carol Read - Chair

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when received.

Resources Expended

Expenditure is accounted for on a cash basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

Fund Accounting

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Reserves

Given experience during the Covid pandemic, the charity's policy on holding was amended to hold reserves equal to 6 months (previously 3 months) of expenditure in separate bank accounts.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2023 nor for the year ended 31 December 2022.

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2023

	unrestricted	restricted	2023	2022
Receipts	£	£	£	£
Grants	-	-	-	-
Children In Need		33,380	33,380	31,380
Big Lottery		1,916	1,916	32,294
Global Make Some Noise	-	32,000	32,000	-
Herts CC Early Learning	-	1,400	1,400	-
Costco Local Giving		-	-	1,500
Mrs Smith & Mount Trust				5,000
Enthuse Donations	3,164		3,164	4,648
Donations	34,455	-	34,455	63,150
Just Giving	8,620	-	8,620	3,507
Fund raising events	1,308	-	1,308	1,682
Other income	1,359	-	1,359	443
Total	48,906	68,696	117,602	143,604

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2023

Payments	unrestricted £	restricted £	2023 £	2022 £
Project Managers Salaries	3,098	55,916	59,014	56,362
Administrator & other salary costs	19,890	14,195	34,084	27,708
	-	-	-	-
Recruitment	-	-	-	-
Supervision & Training	1,662	268	1,930	1,491
Travel expenses - volunteers / clients	234	182	416	362
Group - Resources / expenses incurred	3,036	-	3,036	2,102
Family Event & Other Childrens Group	2,506	-	2,506	1,766
DBS Clearance	342	-	342	144
Youth Ambassadors Project	1,271	-	1,271	339
Uniting Families Project - other direct costs	-	2,363	2,363	591
Communications - Mobiles / Postage	1,381	300	1,681	1,685
	-	-	-	
Website support / IT costs	19,687	144	19,831	3,762
Access Insurance - Public & Liability Insurance	836	-	836	695
Stationery / office costs	229	420	649	461
Fund raising & Marketing costs	5,667		5,667	846
Consultancy			-	1,050
Accountancy	792	-	792	816
Other miscellaneous costs	1,228	160	1,388	729
Total	61,859	73,947	135,806	100,908

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

I report on the accounts for the year ended 31 December 2023 set out on pages 4 to 8.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

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Charles Goldstein FCA
Brindley Goldstein Ltd
103 High Street
Waltham Cross
Hertfordshire
EN8 7AN

Date: 15 May 2024

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month 12	Year 2021		Day 30	Month 12	Year 2022

Section A Reference and administration details

Charity name	Stand-by-Me Bereavement Support Service for Children
Other names charity is known by	Stand-by-me
Registered charity number (if any)	1161035
Charity's principal address	Hitchin Youth Trust Ltd Lambourne House 111 Walsworth Road Hitchin Postcode SG4 9SP

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	Lesley Carol Morag READ	Vice-Chair and Safeguarding		
2	Sandra Rosamond BLACKER	Clinical		
3	John BOTLEY	Treasurer		
4	Keith Stuart WADSWORTH	Secretary		
5	James LAWRENCE	Marketing		
6	Jane WALTON			
7	Andrew NELLIS	Digital		
8	Neil CUTHBERTSON	Human Resources		
9	Ian COTTERILL	Chair		
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	Charles Goldstein	Heartwood Accountants Ltd Riverside House, 3 Place Farm Wheathampstead Herts AL4 8SB

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

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Charitable Incorporated Organisation (CIO) with a 'Foundation' model constitution which was registered on 24 March 2015

How the charity is constituted
(eg. trust, association, company)

Charitable Trust

Trustee selection methods
(eg. appointed by, elected by)

New Trustees are appointed by the existing trustees to maintain and ensure an appropriate skillset. Following retirements from the Trustees, the Trust appointed a new Treasurer, someone with marketing experience and another to completely restructure digital record keeping and commensurate security, thus refreshing the charity's governance. The Trustees have also appointed a person with experience in Human Resources to ensure that employment practices, contracts and expectations of volunteers remain current, clear, proper and legal. New Trustees are appointed by invitation, consideration by all Trustees, references are sought and scrutinised.

The Chair informed the Trustees of his intention to step down after serving since the inception of the Charity.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;

Trustees have in place a range of relevant policies including Safeguarding, Code of Conduct and Conflicts of Interest. The charity's Safeguarding Policy is reviewed annually and was developed significantly to enable online support to take place during the Covid restrictions. The following policies are reviewed every three years:

- Health & Safety
- Equality & Diversity
- Confidentiality
- Data Protection
- Lone Working
- Complaints

Trustees receive induction, safeguarding and prevent training, as do staff and volunteers. DBS clearance is mandatory for all.

- trustees' consideration of major risks and the system and procedures to manage them.

Trustees have a detailed Risk Register as part of its Business Plan 2018-20. This is reviewed and updated on a regular basis and a thorough review and new business plan is scheduled following the appointment of a new Chair.

The particular and detailed policies written and approved in relation to the charity's work during the Covid Pandemic were closely reviewed and adjusted as restrictions changed and demand for services increased. These related to the health and safety of administrative staff, volunteers and clients. Precise criteria were decided for online activities and once face to face sessions were allowed under Government guidelines. The changing regulations required quick but careful adjustments to practice and in some situations the charity's normal operations were changed slightly to keep the service responsive – this particularly related to its links with schools through the Uniting Families programme.

The Trustees erred on the side of extreme caution whilst doing its best to allow the Charity to continue to provide support to bereaved children and young people. Gradually, under careful review, the normal face-to-face contacts were restored and the Charity's work returned to normal.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

To provide and protect the health of bereaved children and young people aged 0-19 living in North Hertfordshire and Stevenage by helping to prevent the negative outcomes of grief affecting their health, education and future life prospects through the provision of information, advice, support and guidance to them, their families, carers and associated professionals involved in their day-to-day care. This has recently included developing targeted support for surviving parents but only in relation to their own support of their child/ren, not specific adult bereavement counselling.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

'Grief is in two parts. The first is loss. The second is the remaking of life' Anne Rolphe All trustees read the Charity Commission's guidance on public benefit when they were drafting Stand-by-Me's charitable objects as part of the successful application for charity registration as a CIO.

Stand-by-Me's charity classification is:

- the advancement of education
- the advancement of health or the saving of lives.

Trustees have received explicit evidence from self-assessment questionnaires filled in by bereaved children and teenagers and oral feedback from parents and family members that the charity's website and newsletter, free telephone advice line, and group programmes have all been beneficial and made a material difference to their lives following bereavement. These activities have

1. helped children and young people know what is happening and what can help
2. helped parents to understand and support their children
3. given professionals information to support bereaved children and young people
4. provided ways for bereaved families to meet and share their experiences.

The main benefits to children and families have been

- the provision of an open access, early intervention, free at the point of need, varied level of bereavement support
- reduction in the need for referral to specialist services and target agencies because of escalating levels of need
- support for families to understand their grief reactions and

- enhance family functioning
- reduction of the social isolation frequently highlighted by children and families by creating new contacts with others experiencing bereavement
- provision of opportunities for forging new friendships and learning from others

Additional details of objectives and activities (Optional information)

During the period covered by this report the charity has continued to enjoy support from two types of volunteers:

(1) Volunteers, of which new ones have been trained and others upskilled by building on their experience of running group programmes for bereaved children and teenagers. These group programmes continue to be in much demand and remain at the core of what Stand-by-Me is seeking to provide as described above in its objects. Without the volunteers the delivery of the group programmes would be impossible. Two recipients of the Stand-by-me programme have become volunteers themselves.

It has been possible to return training of volunteers to face-to-face as the Covid pandemic restrictions ended.

(2) Fundraising volunteers, have continued to front various events and actively participated in fund-raising events, organised by donors. These have been vital in providing funds to strengthen the charity's ability to make a direct approach to bereaved children, teenagers and their families. They have also considerably raised public awareness of what Stand-by-Me has to offer bereaved families and of what resources are needed from donors in order to deliver the charity's services.

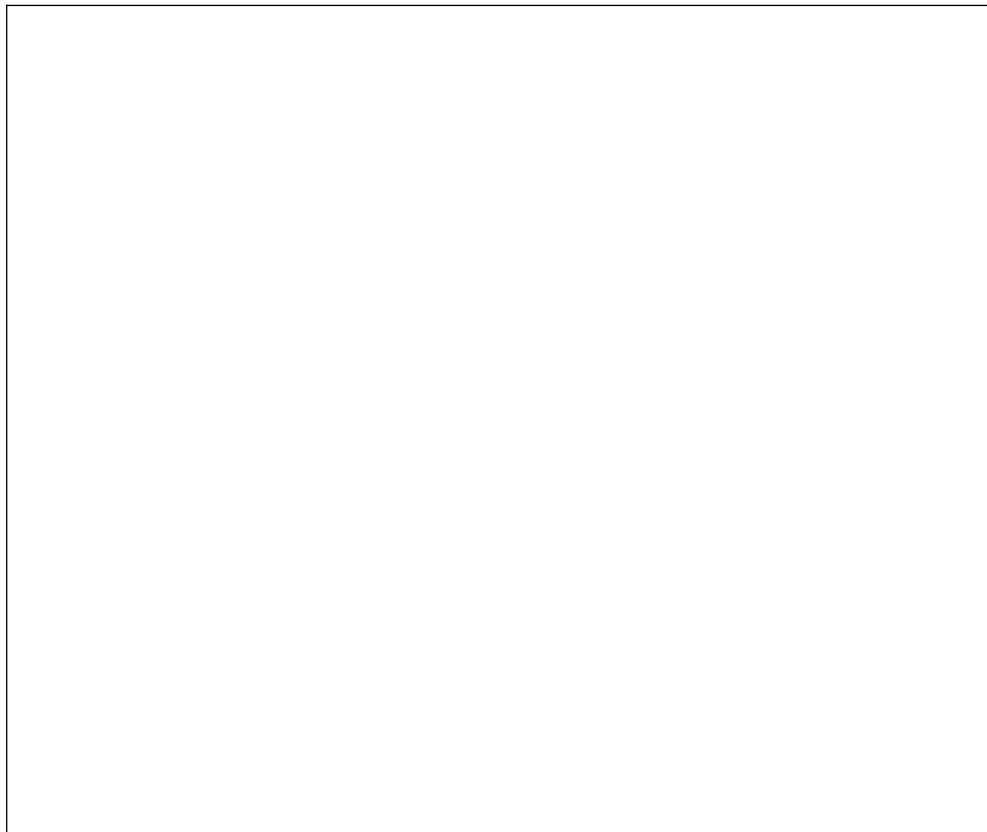
(3) Trustees have also attended various functions to acknowledge the generosity of donors, raise awareness of the charity and educate people about the need for such a charity.

Volunteers continue to organise and manage the now annual 'Remember-me' day when young people who have used Stand-by-me's programme, and their families, can reconnect. The Charity continues to enjoy free accommodation provided by Letchworth Heritage Foundation, Hitchin Youth Trust. All volunteers received a specially commissioned Safeguarding leaflet to explain the responsibilities placed upon them in accordance with the charity's Safeguarding Policy; and certificates for training have been created.

The Young Ambassadors programme has also initiated a number of fund-raising activities with young people who have benefited from the charity's programme now raising its profile and taking a lead in promoting it and raising funds. This programme is a powerful continuation of the effectiveness and positive outcome of the clinical programme.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Stand-by-me group sessions for children and young people remain at the heart of the Charity's work and have now supported over 600 bereaved children and young people. The demand continues and a list of prospective participants is maintained with support offered as early as possible. All children and young people are professionally assessed to ensure they are ready for involvement in group sessions. These full assessments, carried out prior to the young people joining a group, have increasingly led to volunteers offering support to other members of the children's families.

The Big Lottery donation to fund a Family Bereavement Support Worker (FBSW): this was in line with the charity's planning and designed to employ a person to draw a link between the children/young people, their families and their schools. This has proved to be enormously successful in linking school, families and bereaved young people but has also lead to 'pressure' to provide support directly to bereaved parents. A pilot and very limited scheme has run.

During the pandemic the FBSW worked tirelessly to mitigate the gaps created by the curtailment of the normal group sessions. She made phone contact with families and schools to provide support. She supported schools which experienced significant issues when they reopened. Gradually her work is returning to the pre-pandemic model but the demands are increasing.

Groups have been re-established for face-to-face sessions.

The Contact-me programme for schools has been adopted by all the secondary schools in the Charity's area and most of the primary schools, schools, with volunteers (the primary author of the scheme and a clinician) continuing to provide training sessions primarily in schools. This revision and retraining programme will continue as schools seek more and more support in their work with bereaved children.

Section D

Achievements and performance

The growth in the scale, and success, of both these aspects of the Charity's work required a review of staffing in line with a full review of the Charity's business plan, in terms of its future sustainability. The input of the Trustee with digital expertise has led to a further review of the administration side of the charity's work and a plan for implementation has been drawn up for thorough consultation.

The Young Ambassadors programme has proved to be of great benefit to both the participants and to the Charity in terms of its profile and fundraising, with impressive presentations being made by the young people at various high-profile local events. A compilation of videos made by the young people themselves has been used for fund and awareness raising purposes and this approach will be used with new ambassadors in the following year.

Individual, corporate and local group donations have supplemented the initial three-year Children In Need grant.

The Charity was pleased to receive continuation funding from Children in Need after the delay caused by the pandemic. Funding is constantly under review and the continuation of the Uniting Families programme, pump-primed by the Big Lottery donation may depend on securing other funding streams.

The 'regular giving' scheme the Trust designed has so far generated less than hoped but the marketing Trustee is actively seeking ways of promoting this, including exploring the possibility of contributions from local business.

The Trustees returned to face-to-face meetings as soon as pandemic restrictions were lifted.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Trust's has agreed to change its policy to hold reserves to cover no less than six rather than three months expenses.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and

The Trust has no funds invested. Its income is entirely through charitable donations from individuals, local organisations, fund-raising organisations outside the locality which have identified the Charity as one which they wish to support on a one-off basis and from national supporters i.e. Children in Need and The Big Lottery.

All income is directed exclusively to providing support for children and young people who have been bereaved and without the funding the Charity could not continue. Whilst all the clinical and therapeutic support is delivered by volunteers, they cannot also provide the essential administration, paperwork, etc. and this work is carried out, largely, by paid employees of the Trust. As the Charity moderately expands its work,

objectives including any ethical investment policy adopted.

the administrative support required commensurately increases. The Trustees keep that carefully monitored, ensuring that staff are properly remunerated, supported, trained and, when possible, upskilled.

Section F

Other optional information

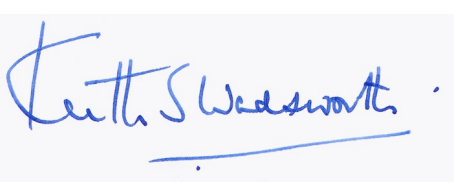
After two very difficult years which placed huge demands on the Charity – ironically at a time when it was more needed than ever – operations have largely returned to pre-pandemic status. Doubtless all charities have found fund-raising difficult and maintaining the charity's work has required exceptional effort on the part of staff and volunteers. Certainly, moves towards more usual ways of delivering support are welcomed.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Keith S Wadsworth	
Position (eg Secretary, Chair, etc)	Secretary	
Date	August 20 2023	

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2022

				31 Dec 2022	31 Dec 2021	
	Notes	Unrestricted funds £	Restricted fund £	Endowment fund £	Total funds £	Total funds £
INCOMING RESOURCES						
Incoming resources from generated funds						
Children in need		-	31,380	-	31,380	25,600
Big Lottery			32,294		32,294	31,678
Herts Community Foundation				-		5,000
Stevenage Community Fund						430
Mrs Smith & Mount Trust			5,000		5,000	5,000
Costco local giving		-	1,500	-	1,500	-
Hitchin Youth Trust Health Campaign		-	-	-	-	684
Fundraising Events		1,682			1,682	
Just Giving		3,507	-	-	3,507	1,728
Grants and donations		63,150	-	-	63,150	23,978
Enthuse Donations		4,648			4,648	1,115
Investment and other income		443	-	-	443	92
Total incoming resources		73,430	70,174	-	143,604	95,305
RESOURCES EXPENDED						
Costs of generating funds						
Costs of generating voluntary income		-	-	-	-	-
Charity running costs		15,613	75,251	-	90,864	87,075
Charitable activities						
Governance						
Direct charitable spending		9,146	898	-	10,044	9,812
Total resources expended		24,759	76,149	-	100,908	96,887
EXCESS OF INCOME OVER EXPENDITURE		48,671	(5,975)	-	42,696	(1,582)
Gain/(Loss) on revaluation of investments		-	-	-	-	-
NET SURPLUS FOR THE YEAR		48,671	(5,975)	-	42,696	(1,582)
RECONCILIATION OF FUNDS						
Transfers between funds		(300)	300	-	-	-
Total funds brought forward		48,022	22,162	-	70,184	71,766
TOTAL FUNDS CARRIED FORWARD		96,393	16,487	-	112,880	70,184

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

BALANCE SHEET AT 31 DECEMBER 2022

	31 Dec 2022		31 Dec 2021	
	Unrestricted funds	Restricted fund	Endowment fund	Total funds
	£	£	£	£
FIXED ASSETS				
Investments	-	-	-	-
	-	-	-	-
CURRENT ASSETS				
Debtors	-	-	-	-
Cash at bank and in hand	96,393	16,487	-	112,880
	96,393	16,487	-	112,880
CREDITORS				
Amounts falling due within one year	-	-	-	-
	-	-	-	-
NET CURRENT ASSETS	96,393	16,487	-	112,880
	96,393	16,487	-	112,880
TOTAL ASSETS LESS CURRENT LIABILITIES	96,393	16,487	-	112,880
	96,393	16,487	-	112,880
NET ASSETS	96,393	16,487	-	112,880
	96,393	16,487	-	112,880
FUNDS				
Unrestricted funds				96,393
Restricted funds				16,487
Endowment funds				-
TOTAL FUNDS				112,880
				70,184

The financial statements were approved by the Board of Trustees on 22 May 2023 and were signed on its behalf by:


Mrs Carol Read - Chair


Mr J P Botney
FINANCE TRUSTEE

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2022

Payments	unrestricted £	restricted £	2022 £	2021 £
Project Managers Salaries	1,730	54,632	56,362	51,901
Administrator & other salary costs	11,180	16,528	27,708	23,756
Clinical/assessment costs	-	-	-	503
Recruitment	-	-	-	-
Supervision & Training	267	1,224	1,491	4,337
Travel expenses - volunteers / clients	220	142	362	270
Group - Resources / expenses incurred	-	2,102	2,102	1,769
Family Event & Other Childrens Group	1,734	32	1,766	268
DBS Clearance	144	-	148	148
Youth Ambassadors Project funded HCF	339	-	339	3,253
Big Lottery Project - other direct costs	-	591	180	180
Communications - Mobiles / Postage	1,385	300	1,685	1,666
Schools Programme costs	-	-	-	689
Website support / IT costs	3,618	144	3,762	3,707
Access Insurance - Public & Liability Insurance	695	-	695	685
Stationery / office costs	7	454	461	728
Fund raising & Marketing costs	846		846	1,483
Consultancy	1,050		1,050	-
Accountancy	815	-	816	720
Other miscellaneous costs	729		729	822
Total	24,759	76,149	100,908	96,886

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2022

	unrestricted	restricted	2022	2021
Receipts	£	£	£	£
Grants	-	-	-	-
Children In Need		31,380	31,380	25,600
Big Lottery		32,294	32,294	31,678
Herts Community Foundation	-	-	-	5,000
Costco Local Giving	-	1,500	1,500	-
Hitchin Youth Trust Mental Health campaign				684
Stevenage Community Trust	-			-
Mrs Smith & Mount Trust		5,000	5,000	5,000
Enthuse Donations	4,648		4,648	1,115
Donations	63,150	-	63,150	23,978
Just Giving	3,507	-	3,507	1,728
Fund raising events	1,682	-	1,682	-
Other income	443	-	443	92
total	73,430	70,174	143,604	95,305

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when received.

Resources expended

Expenditure is accounted for on a cash basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Reserves

Given experience during the Covid pandemic, the charity's policy on holding was amended to hold reserves equal to 6 months (previously 3 months) of expenditure in separate bank accounts.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022**

MEMBERS OF THE BOARD OF TRUSTEES

Mr Ian Cotterill	-	Chair (resigned 30 November 2022)
Mrs Carol Reed	-	Chair (appointed 1 December 2022 – previously Deputy Chair & Safeguarding Trustee)
Mr John Botley	-	Deputy Chair (appointed 1 December) & Finance
Mrs Sandra Blacker	-	Clinical Trustee
Mr James Lawrence	-	Marketing Trustee
Mrs Jas Kaur	-	HR Trustee (resigned 31 March 2022)
Mr Neil Cuthbertson	-	HR Trustee (appointed 1 July 2022)
Mrs Jane Walton	-	Health Trustee
Mr Andy Nellis	-	Digital Trustee
Mr Keith Wadsworth	-	Secretary
Mrs Bobbi Dhillon	-	Volunteer Associate Trustee

The charity's address is 111 Walsworth Road, Hitchin, SG4 9SP.

OBJECTIVES & ACTIVITIES

The charity's main activities continue to be to support bereaved children and young people and their families through our innovative group programmes. Following a successful pilot, the charity now also offers counselling for parents who had attended the parents' group and need further support.

ACHIEVEMENT & PERFORMANCE

The key achievements during the last year were:

- The charity's children's group programme was able to revert to face to face group sessions having moved to on-line sessions during the Covid pandemic.
- The charity continued to expand its successful Uniting Families programme, funded by the Big Lottery, which provided support for parents and families together with the existing schools programme, Contact Me.
- The charity was fortunate to receive two substantial donations from locally based companies in the year which will provide a welcome buffer against any future downturn in income.

FINANCE

The charity received funds of £143,604 compared with £95,305 in the prior period. The increase was largely due to receiving the two substantial corporate donations mentioned above. Expenditure was £100,908 compared with £96,887 the previous year mainly due to increased salary costs and the reintroduction of our annual event for families which had to be cancelled during Covid.

The surplus for the year was £42,696 compared with a deficit of £1,582 the previous year.

Cash resources at the year end were £112,880 (2021 - £70,184) made up of £96,393 unrestricted and £16,487 restricted.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

Risk management

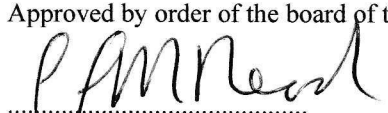
The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Public Benefit Statement

The charity trustees have complied with their duty to have due regard to the guidance on public benefit as published by the Charity Commission in exercising their powers or duties.

Approved by order of the board of trustees on

2023 and signed on its behalf by:


.....
Mrs Carol Reed – Chair

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

I report on the accounts for the year ended 31 December 2022 set out on pages 4 to 8.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

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 the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a 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 you as 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 those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Charles Goldstein
FCA
Heartwood Accountants Ltd
Riverside House
3 Place Farm
Wheathampstead
Hertfordshire
AL4 8SB

Date: __28 March 2023

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	12	2020		30	12	2021

Section A Reference and administration details

Charity name Stand-by-Me Bereavement Support Service for Children

Other names charity is known by Stand-by-me

Registered charity number (if any) 1161035

Charity's principal address Hitchin Youth Trust Ltd
Lambourne House 111 Walsworth Road
Hitchin
Postcode SG4 9SP

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	Shirley Ann AVERY			
2	Sandra Rosamond BLACKER			
3	Ian Christopher COTTERILL	Chair		
4	Lesley Carol Morag READ	Vice-Chair/Safeguarding		
5	Keith Stuart WADSWORTH	Secretary		
6	John BOTLEY	Treasurer		
7	James LAWRENCE			
8	Jane WALTON			
9	Andrew Nellis			
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

	Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	Beverley Turner	Heartwood Accountants Ltd Riverside House, 3 Place Farm Wheathampstead Herts AL4 8SB

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

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Charitable Incorporated Organisation (CIO) with a 'Foundation' model constitution which was registered on 24 March 2015
How the charity is constituted (eg. trust, association, company)	Charitable Trust
Trustee selection methods (eg. appointed by, elected by)	New Trustees are appointed by the existing trustees to maintain and ensure an appropriate skillset. The Trust appointed a new Treasurer and someone with marketing experience, thus refreshing the charity's governance. The Trust has now appointed a former school nurse with many years of a variety of community nursing experience to add to the Trustees' clinical expertise and have a close oversight of the Contact-me programme in schools and families through the Uniting Families project. The Trustees have appointed a new person experience in digital transformation to monitor online safety and explore moving analogue data to digital in order to facilitate still more accurate and detailed analysis of the charity's effectiveness.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Trustees have in place a range of relevant policies including Safeguarding, Code of Conduct and Conflicts of Interest. The charity's Safeguarding Policy is reviewed annually and has had to be developed significantly to enable online support to take place during the Covid restrictions. The following policies are reviewed every three years:

- Health & Safety
- Equality & Diversity
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- Lone Working
- Complaints

Trustees receive induction, safeguarding and prevent training, as do staff and volunteers. DBS clearance is mandatory for all. Trustees have a detailed Risk Register as part of its Business Plan 2018- 20. This is reviewed and updated on a regular basis. The particular and detailed policies written and approved in relation to the charity's work during the Covid Pandemic were closely reviewed and adjusted as restrictions changed and demand for services increased. These related to the health and safety of administrative staff, volunteers and clients. Precise criteria were decided for online activities and once face to face sessions were allowed under Government guidelines. The changing regulations required quick but careful adjustments to practice and in some situations the charity's normal operations were changed slightly to keep the service responsive - this particularly related to its link with schools through the Uniting Families programme. The Trustees erred on the side of extreme caution whilst doing its best to allow the Charity to continue to provide support to bereaved children and young people.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

To provide and protect the health of bereaved children and young people aged 0-19 living in North Hertfordshire and Stevenage by helping to prevent the negative outcomes of grief affecting their health, education and future life prospects through the provision of information, advice, support and guidance to them, their families, carers and associated professionals involved in their day-to-day care.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

'Grief is in two parts. The first is loss. The second is the remaking of life' Anne Rolphe All trustees read the Charity Commission's guidance on public benefit when they were drafting Stand-by-Me's charitable objects as part of the successful application for charity registration as a CIO. Stand-by-Me's charity classification is:

- ☐ the advancement of education
- ☐ the advancement of health or the saving of lives.

Trustees have received explicit evidence from self-assessment questionnaires filled in by bereaved children and teenagers and oral feedback from parents and family members that the charity's website and newsletter, free telephone advice line, and group programmes have all been beneficial and made a material difference to their lives following bereavement. These activities have

1. helped children and young people know what is happening and what can help
2. helped parents to understand and support their children
3. given professionals information to support bereaved children and young people
4. provided ways for bereaved families to meet and share their experiences.

The main benefits to children and families have been

- ☐ the provision of an open access, early intervention, free at the point of need, varied level of bereavement support
- ☐ reduction in the need for referral to specialist services and target agencies because of escalating levels of need
- ☐ support for families to understand their grief reactions and enhance family functioning
- ☐ reduction of the social isolation frequently highlighted by children and families by creating new contacts with others experiencing bereavement
- ☐ provision of opportunities for forging new friendships and learning from others

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

During the period covered by this report the charity has continued to enjoy support from two types of volunteers:

- (1) Volunteers, of which new ones have been trained and others upskilled by building on their experience of running group programmes for bereaved children and teenagers. These group programmes continue to be in much demand and remain at the core of what Stand-by-Me is seeking to provide as described above in its objects. Without the volunteers the delivery of the group programmes would be impossible.

However, adhering to Government guidance and legislation during periods of total 'lockdown' and restricted contact as a result of the Covid pandemic, meant that the ongoing recruitment and training of new volunteers had to be curtailed. Training experienced volunteers in managing online sessions, however, was thorough and detailed. There were new and different safeguarding issues involved and close consultation took place, of course, with parents. Equipment to allow online sessions where families did not have access to the necessary equipment was resolved by acquiring local funding specifically for Covid response.

The Charity took part in an innovative programme initiated by the local Rotary club focusing on young people's mental health as they returned to school. A number of children and young people had experienced the deaths particularly of grandparents in our area during the pandemic and the charity tried to support schools dealing with this.

As restrictions changed the Charity was as nimble as possible in responding and in shifting resources from one method of delivery to another.

- (2) Fundraising volunteers, have continued to front various events when they have been possible in the area and actively participated in fund-raising events, organised by donors. These have been vital in providing funds to strengthen the charity's ability to make a direct approach to bereaved children, teenagers and their families. They have also considerably raised public awareness of what Stand-by-Me has to offer bereaved families and of what resources are needed from donors in order to deliver the charity's services.
- (3) Trustees have also attended various functions to acknowledge the generosity of donors, raise awareness of the charity and educate people about the need for such a charity.

Volunteers continue to organise and manage the now annual 'Remember-me' day (see Section D below), though all such events were affected by Covid restrictions in this year. The Charity continues to enjoy free accommodation provided by Letchworth Heritage Foundation, Hitchin Youth Trust and a local school for particular events donations in kind. All volunteers received a specially commissioned Safeguarding leaflet to explain the responsibilities placed upon them in accordance with the charity's Safeguarding Policy; and certificates for training have been created.

The Young Ambassadors programme has also initiated a number of fund-raising activities with young people who have benefited from the charity's programme now raising its profile and taking a lead in promoting it and raising funds. This programme is a powerful continuation of the effectiveness and positive outcome of the clinical programme.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Stand-by-me group sessions for children and young people remain at the heart of the Charity's work and have now supported over 450 bereaved children and young people. The demand continues and a list of prospective participants is maintained with support offered as early as possible. All children and young people are professionally assessed to ensure they are ready for involvement in group sessions. These full assessments, carried out prior to the young people joining a group, have increasingly led to volunteers offering support to other members of the children's families.

This resulted in the Trust making a bid for a Big Lottery donation to fund a Family Bereavement Support Worker (FBSW): this was in line with the charity's planning and designed to employ a person to draw a link between the children/young people, their families and their schools.

This development has proved to be of enormous benefit to the Charity continuing its work as best it could during the worst times of the pandemic. The FBSW continued to work tirelessly to mitigate the gaps created by the curtailment of the normal group sessions. She made phone contact with families and schools to provide support. She supported schools which experienced significant issues when they reopened.

A detailed record is always kept of contact with clients and in the coming months, with the lifting of restrictions, groups will be re-established for face-to-face sessions.

The Contact-me programme for schools has now been adopted by all the secondary schools in the Charity's area and most of the primary schools, schools, with volunteers (the primary author of the scheme and a clinician) continuing to provide training sessions primarily in schools. This revision and retraining programme will continue as schools seek more and more support in their work with bereaved children.

The growth in the scale, and success, of both these aspects of the Charity's work required a review of staffing in line with a full review of the Charity's business plan, in terms of its future sustainability. The input of the Trustee with digital expertise will lead to a further review of the administration side of the charity's work.

The Young Ambassadors programme has proved to be of great benefit to both the participants and to the Charity in terms of its profile and fundraising, with impressive presentations being made by the young people at various high-profile local events. A compilation of videos made by the young people themselves has been used for fund and awareness raising purposes and this approach will be used with new ambassadors in the following year.

Individual, corporate and local group donations have supplemented the initial three-year Children In Need grant.

The Charity was pleased to receive continuation funding from Children in Need after the delay caused by the pandemic.

Funding is constantly under review and the continuation of the Uniting Families programme, pump-primed by the Big Lottery donation is dependant on securing other funding streams.

The 'regular giving' scheme the Trust designed has so far generated less than hoped but the marketing Trustee is actively seeking ways of promoting this.

The Trustees maintained very close monitoring and scrutiny of the Charity's work during Covid restrictions and lockdown, holding routine Trustee meetings 'virtually' and other additional meetings for decision-making as and when required.

Brief statement of the charity's policy on reserves

It is the Trust's policy to hold reserves to cover no less than three months expenses.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

The Trust has no funds invested. Its income is entirely through charitable donations from individuals, local organisations, fund-raising organisations outside the locality which have identified the Charity as one which they wish to support on a one-off basis and from national supporters i.e. Children in Need and The Big Lottery.

All income is directed exclusively to providing support for children and young people who have been bereaved and without the funding the Charity could not continue. Whilst all the clinical and therapeutic support is delivered by volunteers, they cannot also provide the essential administration, paperwork, etc. and this work is carried out, largely, by paid employees of the Trust. As the Charity moderately expands its work, the administrative support required commensurately increase. The Trustees keep that carefully monitored, ensuring that staff are properly remunerated, supported, trained and, when possible, upskilled.

Section F Other optional information

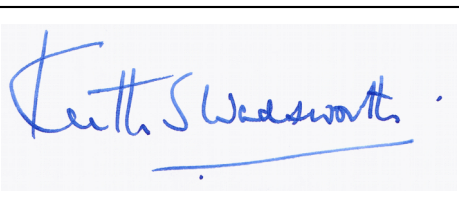
This has been a second very difficult year for the Charity effectively to sustain its work – ironically at a time when it was more needed than ever. Doubtless all charities have found fund-raising difficult and maintaining the charity's work has required exceptional effort on the part of staff and volunteers. Certainly moves towards more usual ways of delivering support are welcomed.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Keith S Wadsworth

Position (eg Secretary, Chair, etc)

Secretary

Date

September 28 2022

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

				31 Dec 2021	31 Dec 2020	
	Notes	Unrestricted funds £	Restricted fund £	Endowment fund £	Total funds £	Total funds £
INCOMING RESOURCES						
Incoming resources from generated funds						
Children in need		-	25,600	-	25,600	31,219
Big Lottery			31,678		31,678	32,318
Herts Community Foundation			5,000	-	5,000	3,750
Stevenage Community Fund			430		430	-
Mrs Smith & Mount Trust			5,000		5,000	-
True Colours		-	-	-	-	3,300
Hitchin Youth Trust Mental Health Campaign		-	684	-	684	2,799
Just Giving		1,728	-	-	1,728	3,998
Grants and donations		23,978	-	-	23,978	20,638
Enthuse Donations		1,115			1,115	-
Investment and other income		92	-	-	92	893
Total incoming resources		26,913	68,392	-	95,305	98,915
RESOURCES EXPENDED						
Costs of generating funds						
Costs of generating voluntary income		-	-	-	-	-
Charity running costs		25,362	61,712	-	87,074	70,881
Charitable activities						
Governance						
Direct charitable spending		6,771	3,041	-	9,812	13,875
Total resources expended		32,133	64,753	-	96,886	84,756
EXCESS OF INCOME OVER EXPENDITURE						
		(5,221)	3,639	-	(1,582)	14,159
Gain/(Loss) on revaluation of investments						
		-	-	-	-	-
NET SURPLUS FOR THE YEAR						
		(5,221)	3,639	-	(1,582)	14,159
RECONCILIATION OF FUNDS						
Transfers between funds		(250)	250	-	-	-
Total funds brought forward		53,493	18,273	-	71,766	57,607
TOTAL FUNDS CARRIED FORWARD						
		48,022	22,162	-	70,184	71,766

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

BALANCE SHEET AT 31 DECEMBER 2021

	31 Dec 2021			31 Dec 2020	
	Unrestricted funds	Restricted fund	Endowment fund	Total funds	Total funds
	£	£	£	£	£
FIXED ASSETS					
Investments	-	-	-	-	-
	-	-	-	-	-
CURRENT ASSETS					
Debtors	-	-	-	-	-
Cash at bank and in hand	48,022	22,162	-	70,184	71,766
	48,022	22,162	-	70,184	71,766
CREDITORS					
Amounts falling due within one year	-	-	-	-	-
	-	-	-	-	-
NET CURRENT ASSETS	48,022	22,162	-	70,184	71,766
TOTAL ASSETS LESS CURRENT LIABILITIES	48,022	22,162	-	70,184	71,766
NET ASSETS	48,022	22,162	-	70,184	71,766
FUNDS					
Unrestricted funds				48,022	53,493
Restricted funds				22,162	18,273
Endowment funds				-	-
TOTAL FUNDS				70,184	71,766

The financial statements were approved by the Board of Trustees on

2022 and were signed on its behalf by:

Mr Ian Cotterill - Chair

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when received.

Resources expended

Expenditure is accounted for on a cash basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

	unrestricted	restricted	2021	2020
	£	£	£	£
Receipts				
Grants	-	-	-	-
Children In Need		25,600	25,600	31,219
Big Lottery		31,678	31,678	32,318
Herts Community Foundation	-	5,000	5,000	3,750
True colours	-	-	-	3,300
Hitchin Youth Trust Mental Health campaign		684	684	2,799
Stevenage Community Trust	-	430	430	-
Mrs Smith & Mount Trust		5,000	5,000	-
Enthuse Donations	1,115		1,115	-
Donations	23,978	-	23,978	20,637
Just Giving	1,728	-	1,728	3,998
	-	-	-	
Other income	92	-	92	893
total	26,913	68,392	95,305	98,915

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

Payments	unrestricted £	restricted £	2021 £	2020 £
Project Managers Salaries	5,150	46,751	51,901	43,433
Administrator & other salary costs	12,367	11,389	23,756	19,132
Clinical/assessment costs	353	150	503	1,363
Recruitment	-	-	-	-
Supervision & Training	2,100	2,237	4,337	3,591
Travel expenses - volunteers / clients	157	113	270	34
Group - Resources / expenses incurred	1,566	203	1,769	1,341
Family Event & Other Childrens Group	268-	-	268	20
DBS Clearance	148	-	148	232
Youth Ambassadors Project funded HCF	3,253	-	3,253	163
Big Lottery Project - other direct costs	-	180	180	1,278
Communications - Mobiles / Postage	1,177	489	1,666	1,712
Schools Programme costs	0	689	689	296
Website support / IT costs	1,624	2,083	3,707	1,694
Access Insurance - Public & Liability Insurance	685	-	685	657
Stationery / office costs	313	415	728	1,487
Fund raising & Marketing costs	1,483		1,483	216
Equipment	-		-	6,726
Accountancy	720	-	720	
Other miscellaneous costs	768	54	822	1,381
Total	32,133	64,753	96,886	84,757

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

I report on the accounts for the year ended 31 December 2021 set out on pages 4 to 8.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

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.

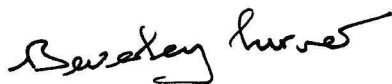
Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a 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 you as 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 those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Beverley Turner
FCA
Heartwood Accountants Ltd
Riverside House
3 Place Farm
Wheathampstead
Hertfordshire
AL4 8SB

Date: 19 May 2022

STAND-BY-ME BEREAVEMENT SUPPORT SERVICE FOR CHILDREN

England & Wales - Charity number 1161035

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month 12	Year 2019		Day 30	Month 12	Year 2020

Section A Reference and administration details

Charity name Stand-by-Me Bereavement Support Service for Children

Other names charity is known by Stand-by-me

Registered charity number (if any) 1161035

Charity's principal address Starfish House

3 North Road

Stevenage

Postcode SG1 4AT

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	Shirley Ann AVERY			
2	Sandra Rosamond BLACKER			
3	Ian Christopher COTTERILL	Chair		
4	Lesley Carol Morag READ	Vice-Chair/Safeguarding		
5	Keith Stuart WADSWORTH	Secretary		
6	John BOTLEY	Treasurer		
7	James LAWRENCE			
8	Jasbinder KAUR			
9	Jane WALTON			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

	Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	John Anthony IZZARD	'Reedings', Moor Green, Ardeley, Stevenage, SG2 7AU

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

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Charitable Incorporated Organisation (CIO) with a 'Foundation' model constitution which was registered on 24 March 2015
How the charity is constituted (eg. trust, association, company)	Charitable Trust
Trustee selection methods (eg. appointed by, elected by)	New Trustees are appointed by the existing trustees to maintain and ensure an appropriate skillset. The Trust appointed a new Treasurer and someone with marketing experience, thus refreshing the charity's governance. The Trust has now appointed a former school nurse with many years of a variety of community nursing experience to add to the Trustees' clinical expertise and have a close oversight of the Contact-me programme in schools and families through the Uniting Families project.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Trustees have in place a range of relevant policies including Safeguarding, Code of Conduct and Conflicts of Interest. The charity's Safeguarding Policy is reviewed annually and has had to be developed significantly to enable online support to take place during the Covid restrictions. The following policies are reviewed every three years:

- Health & Safety
- Equality & Diversity
- Confidentiality
- Data Protection
- Lone Working
- Complaints

Trustees receive induction, safeguarding and prevent training, as do staff and volunteers. DBS clearance is mandatory for all. Trustees have a detailed Risk Register as part of its Business Plan 2018- 20. This is reviewed and updated on a regular basis. Particular and detailed policies were written and approved in relation to the charity's work during the Covid Pandemic. These related to the health and safety of administrative staff, volunteers and clients. Precise criteria were decided for online activities and once face to face sessions were allowed under Government guidelines. The Trustees erred on the side of extreme caution whilst doing its best to allow the Charity to continue to provide support to bereaved children and young people.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

To provide and protect the health of bereaved children and young people aged 0-19 living in North Hertfordshire and Stevenage by helping to prevent the negative outcomes of grief affecting their health, education and future life prospects through the provision of information, advice, support and guidance to them, their families, carers and associated professionals involved in their day to day care.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

'Grief is in two parts. The first is loss. The second is the remaking of life' Anne Rolphe All trustees read the Charity Commission's guidance on public benefit when they were drafting Stand-by-Me's charitable objects as part of the successful application for charity registration as a CIO. Stand-by-Me's charity classification is:

- ☐ the advancement of education
- ☐ the advancement of health or the saving of lives.

Trustees have received explicit evidence from self-assessment questionnaires filled in by bereaved children and teenagers and oral feedback from parents and family members that the charity's website and newsletter, free telephone advice line, and group programmes have all been beneficial and made a material difference to their lives following bereavement. These activities have

1. helped children and young people know what is happening and what can help
2. helped parents to understand and support their children
3. given professionals information to support bereaved children and young people
4. provided ways for bereaved families to meet and share their experiences.

The main benefits to children and families have been

- ☐ the provision of an open access, early intervention, free at the point of need, varied level of bereavement support
- ☐ reduction in the need for referral to specialist services and target agencies because of escalating levels of need
- ☐ support for families to understand their grief reactions and enhance family functioning
- ☐ reduction of the social isolation frequently highlighted by children and families by creating new contacts with others experiencing bereavement
- ☐ provision of opportunities for forging new friendships and learning from others

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

During the period covered by this report the charity has continued to enjoy support from two types of volunteers:

- (1) Volunteers, of which new ones have been trained and others upskilled by building on their experience of running group programmes for bereaved children and teenagers. These group programmes continue to be in much demand and remain at the core of what Stand-by-Me is seeking to provide as described above in its objects. Without the volunteers the delivery of the group programmes would be impossible.

However, adhering to Government guidance and legislation during periods of total 'lockdown' and restricted contact as a result of the Covid pandemic, meant that the ongoing recruitment and training of new volunteers had to be curtailed. Training experienced volunteers in managing online sessions, however, was thorough and detailed. There were new and different safeguarding issues involved and close consultation took place, of course, with parents. Equipment to allow online sessions where families did not have access to the necessary equipment was resolved by acquiring local funding specifically for Covid response.

The Charity took part in an innovative programme initiated by the local Rotary club focusing on young people's mental health as they returned to school. A number of children and young people had experienced the deaths particularly of grandparents in our area during the pandemic and the charity tried to support schools dealing with this.

As restrictions changed the Charity was as nimble as possible in responding and in shifting resources from one method of delivery to another.

- (2) Fundraising volunteers, who have fronted roadshow events in Royston, Hitchin, Letchworth and Baldock, and actively participated in fund-raising events, organised by donors. These have been vital in providing funds to strengthen the charity's ability to make a direct approach to bereaved children, teenagers and their families. They have also considerably raised public awareness of what Stand-by-Me has to offer bereaved families and of what resources are needed from donors in order to deliver the charity's services. Stand-by-Me was adopted by the one of the Rotary Clubs of Hitchin for donations, specifically for the Contact-me project launched by Stand-by-me.

- (3) Trustees have also attended various functions to acknowledge the generosity of donors, raise awareness of the charity and educate people about the need for such a charity.

Volunteers continue to organise and manage the now annual 'Remember-me' day (see Section D below), though all such events were affected by Covid restrictions in this year. The Charity continues to enjoy free accommodation provided by Letchworth Heritage Foundation, Hitchin Youth Trust and a local school for particular events donations in kind. All volunteers received a specially commissioned Safeguarding leaflet to explain the responsibilities placed upon them in accordance with

the charity's Safeguarding Policy; and certificates for training have been created.

Section D

Achievements and performance

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Achievements and performance

Summary of the main achievements of the charity during the year

The Stand-by-me group sessions for children and young people remain at the heart of the Charity's work and have now supported over 400 bereaved young people. The demand continues and a list of prospective participants is maintained with support offered as early as possible. All children and young people are professionally assessed to ensure they are ready for involvement in group sessions. These full assessments, carried out prior to the young people joining a group, have increasingly led to volunteers offering support to other members of the children's families.

This has resulted in the Trust exploring a major bid to the Big Lottery to fund a Family Bereavement Support Worker (FBSW): this is in line with the charity's planning and would enable the employment of a person to draw a link between the children/young people, their families and their schools.

This development proved to be of enormous benefit to the Charity continuing its work as best it could during the worst times of the pandemic. The FBSW worked tirelessly to mitigate the gaps created by the curtailment of the normal group sessions. She made phone contact with families and schools to provide support.

The clinical lead and her volunteers created with external advice online programmes for those young people who felt able to participate. Some, despite the Trust providing equipment they lacked, did not wish to participate online at all, some only with audio. A detailed record is always kept of contact with clients and in the coming months, with the lifting of restrictions, groups will be re-established for face-to-face sessions.

The Contact-me programme for schools has now been adopted by all the secondary schools in the Charity's area and most of the primary schools, schools, with volunteers (the primary author of the scheme and a clinician) providing training sessions both at the Charity's 'base' and in the schools. This revision and retraining programme will continue as schools seek more and more support in their work with bereaved children.

The growth in the scale, and success, of both these aspects of the Charity's work has required a review of staffing in line with a full review of the Charity's business plan, in terms of its future sustainability.

The Young Ambassadors programme has proved to be of great benefit to both the participants and to the Charity in terms of its profile and fundraising, with impressive presentations being made by the young people at various high-profile local events. A compilation of videos made by the young people themselves has been used for fund and awareness raising purposes and this approach will be used with new ambassadors in the following year.

Individual, corporate and local group donations have supplemented the initial three-year Children In Need grant.

A significant concern regarding the sustainability of the Charity

for the future has been the delayed response from Children in Need regarding continuation funding. The pandemic resulted in CiN's own work being interrupted, an increase in the number of applications to them for support and a switch from existing recipients making continuation requests based on outcomes to all existing recipients having to reapply as if making a new request. That submission was made and the result awaited.

With the uncertainty caused, and because of the Charity's development through the successful Big Lottery bid which funded the appointment of the FBSW but which will have to be funded otherwise in the future, the Trustees have had extended discussions regarding finding other funding streams. A 'regular giving' scheme is being designed.

The Trustees maintained very close monitoring and scrutiny of the Charity's work during Covid restrictions and lockdown, holding routine Trustee meetings 'virtually' and other additional meetings for decision-making as and when required.

Brief statement of the charity's policy on reserves

It is the Trust's policy to hold reserves to cover no less than three months expenses.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
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All income is directed exclusively to providing support for children and young people who have been bereaved and without the funding the Charity could not continue. Whilst all the clinical and therapeutic support is delivered by volunteers, they cannot also provide the essential administration, paperwork, etc. and this work is carried out, largely, by paid employees of the Trust. As the Charity moderately expands its work, the administrative support required commensurately increase. The Trustees keep that carefully monitored, ensuring that staff are properly remunerated, supported, trained and, when possible, upskilled.

Section F Other optional information

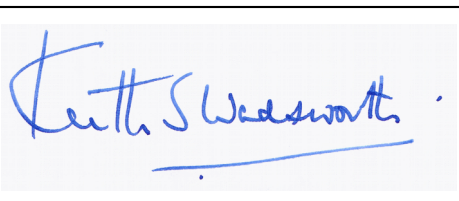
This has been a very difficult time for the Charity. Doubtless all charities have found fund-raising difficult and maintaining the charity's work has required exceptional effort on the part of staff and volunteers. Ironically, perhaps, the work the Charity does has been increased by the very thing that has made it difficult to do the work. It is to be hoped that a return to normal funding streams will be matched by a return to normal demand for the service and 'normal' ways of delivering the support to bereaved children and young people.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Keith S Wadsworth

Position (eg Secretary, Chair, etc)

Secretary

Date

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020**

MEMBERS OF THE BOARD OF TRUSTEES

Mr Ian Cotterill	-	Chair
Mr John Botley	-	Finance
Mrs Carol Reed	-	Deputy Chair & Safeguarding Trustee
Mrs Sandra Blacker	-	Clinical Trustee
Mr James Lawrence	-	Marketing Trustee
Mrs Shirley Avery	-	Fundraising Trustee
Mrs Jas Kaur	-	HR Trustee
Mrs Jane Walton	-	Health Trustee
Mr Keith Wadsworth	-	Secretary
Mrs Bobbi Dhillon	-	Volunteer Trustee (appointed May 2021)

The charity's address is c/o Hitchin Youth Trust, 111 Walsworth Road, Hitchin, Herts SG4 9SP.

OBJECTIVES & ACTIVITIES

The charity's main activity continues to be to support bereaved children and young people through our innovative group programme. Stand-by-me also supports children and young people in their schools through our Contact Me and Uniting Families programmes which link and support the children, their parents and schools.

ACHIEVEMENT & PERFORMANCE

The key achievements during the last year were:

- Despite the Covid pandemic, the charity continued to operate its children's group programme by moving many of the group sessions on-line.
- The charity successfully launched its Uniting Families programme, funded by the Big Lottery, which provided support for parents and families together with the existing schools programme, Contact Me.

FINANCE

The charity received funds of £98,515 compared with £69,496 in the prior period. The increase was due to receiving funds from the Big Lottery of £32,318 to support our new Uniting Families programme. Expenditure was £84,757 compared with £57,480 the previous year due to employing a Uniting Families Project Manager and other expenses of the project plus increases in staff hours and costs to meet increasing demand.

The surplus for the year was £14,159 compared with £12,017 the previous year.

Cash resources are £71,766 (2019 - £57,607) made up of £53,493 unrestricted and £18,273 restricted.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Public Benefit Statement

The charity trustees have complied with their duty to have due regard to the guidance on public benefit as published by the Charity Commission in exercising their powers or duties.

Approved by order of the board of trustees on 2021 and signed on its behalf by:



Mr Ian Cotterill – Chair

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STAND-BY-ME CHILDRENS BEREAVEMENT SERVICE

I report on the accounts for the year ended 31 December 2020 set out on pages 3 to 7.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

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 the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a 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 you as 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 those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Beverley Turner
FCA
Lamburn & Turner
Riverside House
3 Place Farm
Wheathampstead
Hertfordshire
AL4 8SB

Date: 21 Sept. 2021

STAND-BY-ME CHILDRENS BEREAVEMENT SERVICE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

				31 Dec 2020	31 Dec 2019
	Notes	Unrestricted funds £	Restricted fund £	Total funds £	Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Children in need		-	31,219	-	30,449
Big Lottery		-	32,318	-	32,318
Herts Community Foundation			3,750	-	-
True Colours		-	3,300	-	-
Hitchin Youth Trust Mental Health Campaign		-	2,799	-	-
Just Giving		3,998	-	-	1,621
Grants and donations		20,638	-	-	37,400
Investment and other income		893	-	-	26
Total incoming resources		25,529	73,386	-	69,496
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income		-	-	-	-
Charity running costs		23,065	47,816	-	52,179
Charitable activities					
Governance					
Direct charitable spending		6,578	7,297	-	5,300
Total resources expended		29,643	55,113	-	57,479
EXCESS OF INCOME OVER EXPENDITURE		(4,114)	18,273	-	12,017
Gain/(Loss) on revaluation of investments		-	-	-	-
NET SURPLUS FOR THE YEAR		(4,114)	18,273	-	12,017
RECONCILIATION OF FUNDS					
Total funds brought forward		57,607	-	-	45,590
TOTAL FUNDS CARRIED FORWARD		53,493	18,273	-	57,607

STAND-BY-ME CHILDRENS BEREAVEMENT SERVICE

BALANCE SHEET AT 31 DECEMBER 2020

	31 Dec 2020			31 Dec 2019	
	Unrestricted funds	Restricted fund	Endowment fund	Total funds	Total funds
	£	£	£	£	£
FIXED ASSETS					
Investments	-	-	-	-	-
	-	-	-	-	-
CURRENT ASSETS					
Debtors	-	-	-	-	-
Cash at bank and in hand	53,493	18,273	-	71,766	57,607
	53,493	18,273	-	71,766	57,607
CREDITORS					
Amounts falling due within one year	-	-	-	-	-
	-	-	-	-	-
NET CURRENT ASSETS	53,493	18,273	-	71,766	57,607
TOTAL ASSETS LESS CURRENT LIABILITIES	53,493	18,273	-	71,766	57,607
NET ASSETS	53,493	18,273	-	71,766	57,607
FUNDS					
Unrestricted funds				71,766	57,607
Restricted funds				-	-
Endowment funds				-	-
TOTAL FUNDS				71,766	57,607

The financial statements were approved by the Board of Trustees on 21 September 2021 and were signed on its behalf by:


.....
Mr Ian Cotterill – Chair


.....
Mr John Botley Finance Trustee

STAND-BY-ME CHILDRENS BEREAVEMENT SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when received.

Resources expended

Expenditure is accounted for on a cash basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Reserves

The charity's policy is to hold reserves equal to 3 months of expenditure in separate bank accounts.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

STAND-BY-ME CHILDRENS BEREAVEMENT SERVICE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

	unrestricted	restricted	2020	2019
Receipts	£	£	£	£
Grants	-	-	-	-
Children In Need		31,219	31,219	30,449
Big Lottery		32,318	32,318	-
Herts Community Foundation	-	3,750	3,750	
True colours	-	3,300	3,300	
Hitchin Youth Trust Mental Health campaign		2,799	2,799	
Donations	20,638	-	20,637	37,400
Just Giving	3,998	-	3,998	1,621
	-	-	-	
Other income	893	-	893	26
	-	-	-	-
<i>total</i>	25,529	73,386	98,915	69,496

STAND-BY-ME CHILDRENS BEREAVEMENT SERVICE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

Payments	unrestricted £	restricted £	2020 £	2019 £
Project Managers Salaries	7,059	36,374	43,433	21,024
Administrator & other salary costs	14,721	4,411	19,132	13,317
Clinical/assessment costs	-	1,363	1,363	5,956
Recruitment	-	-	-	1,552
Supervision & Training	561	3,030	3,591	3,320
Travel expenses - volunteers / clients	34	-	34	1,088
Group - Resources / expenses incurred	-	1,341	1,341	1,451
Family Event	-	20	20	542
DBS Clearance	232	-	232	258
Youth Ambassadors Project funded HCF	163	-	163	2,639
Big Lottery Project - other direct costs	-	1,278	1,278	
Communications - Mobiles / Postage	1,307	405	1,712	1,475
Schools Programme costs	296	-	296	1,032
Website support / IT costs	1,346	349	1,694	1,635
Access Insurance - Public & Liability Insurance	657	-	657	350
Stationery / office costs	1,148	339	1,487	686
Equipment	727	5,999	6,726	399
Just Giving Subscription fees	216	-	216	234
Other misc costs	1,176	205	1,381	521
<i>total</i>	29,643	55,113	84,756	57,480

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STAND-BY-ME CHILDRENS BEREAVEMENT SERVICE

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Basis of the independent examiner's report

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Date: 21 Sept 2021