



Annual Report

Incorporating: Balance Sheet Statement of Financial Activities

1 April 2023 – 31 March 2024

Summary of achievements and performance
including work for the public benefit

26 August 2024

**SickKids is a charity registered with the Charity Commission for England and
Wales**

(Registration number: 1164131)

TABLE OF CONTENTS

CONTENTS

TABLE OF CONTENTS.....	2
Charity Commission Registration Information.....	8
CHARITY NUMBER	8
CONTACT DETAILS	8
PUBLIC ADDRESS	8
AIMS and ACTIVITIES	8
CONSTITUTION.....	8
REGISTRATION DATE	8
Registration evidence – at new registration	9
Charity Commission Registration Certificate.....	10
Overview.....	11
Highlights between 1 April 2023 and 31 March 2024.....	11
Reference and administration details.....	13
Charity name	13
Other names charity known by.....	13
Charity registration number	13
Structure of Charity	13
Charity’s principal address	13
Contact e-mail	13
Trustees	13
Expiry of current terms of office of current Trustees.....	13
Exemptions from disclosure	13
Structure, governance and management.....	14
Type of governing document	14
How the charity is constituted	14

Trustee selection methods	14
Objectives and activities	14
Objects	14
Achievements and performance	15
Activities	15
Medical outreach clinics, developing talent and sharing skills	16
Skype clinics in partnership with the University of Salford.....	16
Clinics and training in Cambodia	16
Portable and fixed sensory equipment	17
UK	17
Cambodia.....	17
Financial matters	18
Bankers	18
Reserves policy	18
Funds held as a custodian Trustee	18
About us.....	19
What is SickKids?.....	19
What's in a name?	19
Facts and stats	19
Trustees' statement	21
Statement from the Chair of the Board of Trustees	22
The Trustees.....	23
SUMMARY OF FINANCIAL CONTROLS	24
1. Introduction.....	24
Assets	24
2. Key issues, monitoring arrangements and the risk from financial crime	25
Internal financial controls.....	25
Monitoring activities and the system of internal financial controls.	26

Internal audit	26
Provision and communication of financial information to Trustees	26
The Trustees' responsibilities regarding the accounting requirements for SickKids	27
Financial crime and abuse	28
The Bribery Act 2010.....	30
Managing the risks from criminal financial abuse	30
3. Internal financial controls in practice - income	31
Controls in place to protect income received in the post	31
Gift Aid	31
Tainted charity donations	31
SickKids' banking and custody procedures	32
Income records.....	32
4. Internal financial controls in practice - purchases, payments and loans	32
Authorisation of expenditure on goods and services	32
Authorisation of expenditure on grants	32
Controls in place (payments by cheque)	33
Controls in place (payments by direct debit, standing order and Bankers' Automated Clearing Services (BACS) direct credit)	33
Controls in place (over payments in cash)	33
Controlling the payment and reimbursements of expenses.....	34
Checks on expenditure records.....	34
5. Internal financial controls in practice - assets and investments	34
Fixed assets used by the charity (functional assets)	34
Cash held on deposit.....	34
Controls over restricted funds	35
Appendix 1: Governance Document	36
SickKids Constitution and Governing Document.....	36
Foundation Charitable Incorporated Organisation.....	36

Date of Constitution:.....	36
1. Name	36
2. National location of principal office	36
3. Objects	36
4. Powers	37
5. Application of income and property	37
6. Benefits and payments to Charity Trustees and connected persons.....	38
7. Conflicts of interest and conflicts of loyalty	41
8. Liability of members to contribute to the assets of the CIO if it is wound up	41
9. Charity Trustees	41
10. Appointment of Charity Trustees	43
11. Information for new Charity Trustees.....	43
12. Retirement and removal of Charity Trustees	43
13. Taking of decisions by Charity Trustees.....	44
14. Delegation by Charity Trustees	44
15. Meetings of Charity Trustees.....	45
16. Membership of the CIO	46
17. Unallocated.....	46
18. Decisions which must be made by the members of the CIO	46
19. General meetings of members	48
20. Saving provisions	51
21. Execution of documents	51
22. Use of electronic communications	52
23. Keeping of Registers	53
24. Minutes.....	53
25. Accounting records, accounts, annual reports and returns, register maintenance ...	54
26. Rules	54
27. Disputes.....	54

28. Amendment of constitution	55
29. Voluntary winding up or dissolution	55
30. Interpretation	56
Appendix 2: Rules relating to Charity Trustees	59
Rules relating to Charity Trustees (see also Appendix 1).....	59
Functions and duties of the Charity Trustees	59
Eligibility for Trusteeship	59
Number of Charity Trustees	60
First Charity Trustees	60
Appointment of Charity Trustees	61
Information for new Charity Trustees	61
Retirement and removal of Charity Trustees	61
Taking of decisions by Charity Trustees.....	62
Appendix 3: Trustees' Statutory Annual Report	63
1 April 2023 to 31 March 2024.....	63
Section A: Reference and administration details	63
Section B: Structure, governance and management	65
Section C: Objectives and activities.....	66
Section D: Objectives and activities.....	68
Section E: Financial Review	69
Section F: Other optional information	70
Section G: Declaration.....	70
Appendix 4: Statement of Financial Activities (1 April 2023 – 31 March 2024).....	71
Introduction.....	71
Statement of financial activities	72
1 April 2023 to 31 March 2024	72
Notes to statement of financial activities.....	73
1 April 2023 to 31 March 2024	73

Balance sheet.....	76
31 March 2024	76
Notes to balance sheet.....	77
31 March 2024	77

CHARITY COMMISSION REGISTRATION INFORMATION

CHARITY NUMBER

1164131

CONTACT DETAILS

Website: <http://www.sickkids.co.uk>

Email: hello@sickkids.co.uk

Tel: 07966866923

PUBLIC ADDRESS

Professor Andrew Rowland, 26 Chapel Road, Northenden, Manchester, M22 4JW

AIMS AND ACTIVITIES

We believe every child deserves the right to grow up safe from abuse, exploitation and trafficking. We raise funds and work on projects to support children and young in the North West of England, as well as Cambodia, whose vulnerabilities, risks of exploitation and potential for abuse have striking similarities. Further information about our current projects is available on our website and in this report.

CONSTITUTION

Charitable Incorporated Organisation (CIO)

REGISTRATION DATE

27 October 2015

REGISTRATION EVIDENCE – AT NEW REGISTRATION

1164131 - SICKIDS		NEWLY REGISTERED
Activities WE BELIEVE EVERY CHILD DESERVES THE RIGHT TO GROW UP SAFE FROM ABUSE, EXPLOITATION AND TRAFFICKING. WE RAISE FUNDS AND WORK ON PROJECTS TO SUPPORT CHILDREN AND YOUNG IN THE NORTH WEST OF ENGLAND, AS WELL AS CAMBODIA.	Where it operates BOLTON BURY LANCASHIRE MANCHESTER CITY OLDHAM ROCHDALE SALFORD CITY	
Other names NONE	Where it operates BOLTON BURY LANCASHIRE MANCHESTER CITY OLDHAM ROCHDALE SALFORD CITY STOCKPORT TAMESIDE WIGAN CAMBODIA	
Governing document CIO - FOUNDATION REGISTERED 27 OCT 2015		
Area of benefit NO INFORMATION RECORDED		
Organisation type CHARITABLE INCORPORATED ORGANISATION		
Registration history 27 October 2015 Registered		
Charitable objects I. THE RELIEF OF SICKNESS AND THE PRESERVATION OF HEALTH AMONG CHILDREN AND YOUNG PEOPLE RESIDING PERMANENTLY OR TEMPORARILY IN THE NORTH WEST OF ENGLAND OR SOUTH EAST ASIA. II. TO PRESERVE AND PROTECT THE HEALTH OF CHILDREN AND YOUNG PEOPLE LIVING IN THE NORTH WEST OF ENGLAND, AND IN CAMBODIA, BY PROVIDING AND ASSISTING IN THE PROVISION OF FACILITIES, SUPPORT SERVICES AND EQUIPMENT NOT NORMALLY PROVIDED BY THE STATUTORY AUTHORITIES. III. TO PRESERVE AND PROTECT THE HEALTH OF CHILDREN AND YOUNG PEOPLE LIVING IN THE NORTH WEST OF ENGLAND, AND IN CAMBODIA, BY PROMOTING RESEARCH FOR THE PUBLIC BENEFIT IN ALL ASPECTS OF SAFEGUARDING VULNERABLE CHILDREN AND CHILDREN'S EMERGENCY MEDICINE.	Classification What • EDUCATION / TRAINING • THE ADVANCEMENT OF HEALTH OR SAVING OF LIVES • OVERSEAS AID / FAMINE RELIEF • HUMAN RIGHTS / RELIGIOUS OR RACIAL HARMONY / EQUALITY OR DIVERSITY Who • CHILDREN / YOUNG PEOPLE • OTHER CHARITIES OR VOLUNTARY BODIES • THE GENERAL PUBLIC / MANKIND How • MAKES GRANTS TO INDIVIDUALS • MAKES GRANTS TO ORGANISATIONS • PROVIDES SERVICES • PROVIDES ADVOCACY / ADVICE / INFORMATION • SPONSORS OR UNDERTAKES RESEARCH	

CHARITY COMMISSION REGISTRATION CERTIFICATE



This is to confirm that
SICKIDS

was entered on the Register of Charities on

27 October 2015

Registered charity number:

1164131

Rt Hon Baroness Stowell of Beeston MBE
Chair

Dr Helen Stephenson CBE
Chief Executive Officer

This certificate confirms that a charity has been entered on to the Register of Charities.
You can check a charity's current registration status by visiting the Register of Charities at
www.gov.uk/charity-commission



CHARITY COMMISSION
FOR ENGLAND AND WALES

OVERVIEW

SicKids' constitution was approved and accepted by the Charity Commission on 27 October 2015. As with other charities, the Trustees of SicKids (a Charitable Incorporated Organisation, CIO) are free to choose any year end which suits the charity's work, subject to compliance with Charities (Accounts and Reports) Regulation 2008 for England & Wales CIOs. There is no equivalent of the "accounting reference date" for companies. SicKids prepares accounts to a 31 March year-end.

This financial and annual report from SicKids covers the period 1 April 2023 – 31 March 2024.

HIGHLIGHTS BETWEEN 1 APRIL 2023 AND 31 MARCH 2024

In all of the activities of SicKids since registration with the Charity Commission for England and Wales on 27 October 2015, the Trustees have had regard to the Charity Commission's guidance on public benefit.

Since 1 April 2023 SicKids has worked extensively with the Coral Suite, Manchester Local Care Organisation (an NHS organisation in Manchester) to provide brand new equipment for use in the child protection clinic and initial health assessment clinic. The equipment list was co-designed with children and young people and the team at the Coral Suite visited one of our other sensory spaces in the North West of England to get inspiration for the design. The Child Protection clinic is a sensitive area and therefore we have opted to not put photographs of the new equipment and environment into our report and, instead, will – if available in the future – provide a link to any information that the NHS puts into the public domain regarding this work.

This was an extensive project – which will stretch across both this report and the next annual report, and this represents our biggest donation to date.

In addition SicKids has:

- Supported the University of Salford's partnership with M'Lop Tapang (Cambodia) by providing clinical support to the medical team (via telemedicine educational advice clinics) as required throughout the year.
- Begun a new banking relationship with Co-operative Bank (which has replaced our previous relationship with HSBC).

REFERENCE AND ADMINISTRATION DETAILS

CHARITY NAME

SickKids

Other names charity known by

None

Charity registration number

1164131

Structure of Charity

Charitable Incorporated Organisation

Charity's principal address

26 Chapel Road, Northenden, Manchester, M22 4JW

Contact e-mail

Hello@sickkids.co.uk

TRUSTEES

Andrew Graeme Rowland | Chair of the Board | 27 October 2015 to present

Denis James Carter | Head of Communications | 27 October 2015 to present

Dianne Louise Cook | Director of Nursing | 27 October 2015 to present

Jennifer Anne Brown | Director of Operations | 14 September 2018 to present

Expiry of current terms of office of current Trustees

Andrew Graeme Rowland (for life)

Denis James Carter (until 1 January 2028)

Dianne Louise Cook (until 1 January 2028)

Jennifer Anne Brown (until 1 January 2028)

Exemptions from disclosure

None

STRUCTURE, GOVERNANCE AND MANAGEMENT

TYPE OF GOVERNING DOCUMENT

Constitution

HOW THE CHARITY IS CONSTITUTED

Charitable Incorporated Organisation (CIO)

TRUSTEE SELECTION METHODS

Appointed by the Board of Trustees

OBJECTIVES AND ACTIVITIES

OBJECTS

The objects of **SickKids** are:

1. The relief of sickness and the preservation of health among children and young people residing permanently or temporarily in the North West of England or South East Asia.
2. To preserve and protect the health of children and young people living in the North West of England, and in Cambodia, by providing and assisting in the provision of facilities, support services and equipment not normally provided by the statutory authorities.
3. To preserve and protect the health of children and young people living in the North West of England, and in Cambodia, by promoting research for the public benefit in all aspects of safeguarding vulnerable children and children's emergency medicine.

ACHIEVEMENTS AND PERFORMANCE

ACTIVITIES

In all of the activities of SickKids since registration with the Charity Commission for England and Wales on 27 October 2015, the Trustees have had regard to the Charity Commission's guidance on public benefit.

Since 1 April 2023 SickKids has worked extensively with the Coral Suite, Manchester Local Care Organisation (an NHS organisation in Manchester) to provide brand new equipment for use in the child protection clinic and initial health assessment clinic. The equipment list was co-designed with children and young people and the team at the Coral Suite visited one of our other sensory spaces in the North West of England to get inspiration for the design. The Child Protection clinic is a sensitive area and therefore we have opted to not put photographs of the new equipment and environment into our report and, instead, will – if available in the future – provide a link to any information that the NHS puts into the public domain regarding this work.

This was an extensive project – which will stretch across both this report and the next annual report, and this represents our biggest donation to date.

In addition SickKids has:

- Supported the University of Salford's partnership with M'Lop Tapang (Cambodia) by providing clinical support to the medical team (via telemedicine educational advice clinics) as required throughout the year.
- Begun a new banking relationship with Co-operative Bank (which has replaced our previous relationship with HSBC).

MEDICAL OUTREACH CLINICS, DEVELOPING TALENT AND SHARING SKILLS

Our medical outreach project aims to improve the health and wellbeing of children and young people. In addition we have a great opportunity for our UK health and/or social care professionals to gain valuable experience, professional development and enhanced clinical, organisational and managerial skills which are of great benefit to their patients.

This project has several outputs.

Skype clinics in partnership with the University of Salford

Two of our Trustees are healthcare professionals specialising in paediatrics or emergency medicine. Along with other medical professionals from the NHS who have donated their time, between 1 April 2023 and 31 March 2024 we have supported the provision of on-demand Skype clinics with a health centre in Cambodia, in partnership with the University of Salford.

These Skype clinics offer an excellent opportunity for health and social care workers in Cambodia to consult with our teams in the UK, with positive outcomes for children and young people in Cambodia. These clinics also offer valuable insight into the medical issues affected by poverty, which is important for the continuing professional development of UK healthcare professionals involved in the work.

Clinics and training in Cambodia

Due to the global COVID-19 pandemic which appeared just before the start of the 2020 to 2021 financial year, outreach visits to Cambodia have not been possible in person during the last financial period. However, as will be reported on next year, the chair of our Board of Trustees will be travelling back to Cambodia in October 2024 to undertake some in-person clinics and to investigate the potential for future teams visiting from 2025 onwards. This is a very positive development.

PORTABLE AND FIXED SENSORY EQUIPMENT

Sensory equipment is designed specifically to support the development of the senses - like touch, hearing and sight - through cool things like special lighting, music, and tactile objects. While all children in a clinic or hospital might benefit from additional sensory support, for those with developmental delay, mobility issues, or visual/hearing impairment this might make their visit so much more pleasant. Sensory equipment has been used to support child health in lots of settings in the UK, but many health facilities still do not have access to either portable (eg a 'sensory trunk') or fixed (eg a 'sensory room') equipment. In Cambodia, very few children have access to these sorts of facilities at all.

UK

We have provided substantial value equipment to Manchester Local Care Organisation.

Cambodia

We have continued to raise funds with the aim of making a further donation when funds allow in the future.

FINANCIAL MATTERS

BANKERS

The Co-operative Bank, Delf House, Southway, Skelmersdale, WN8 6GF

RESERVES POLICY

SickKids does not have a formal policy for holding reserves. The Trustees have decided that holding long-term reserves is unnecessary as, currently, SickKids employs no staff members and does not have any financial liabilities to any other organisations. This does not mean that funds will not be carried over between financial years if doing so would enable the Trustees to make a larger, and more impactful, donation in a future tax year.

Funds held as a custodian Trustee

None.

ABOUT US

WHAT IS SICKIDS?

Our primary goal is to relieve sickness and preserve health among children and young people in the North West of England and South East Asia.

We do this by providing and assisting in the provision of facilities, support services and equipment not normally provided by local authorities.

We also aim to promote research in all aspects of safeguarding vulnerable children and children's emergency medicine, and to empower communities to support children to have every chance of happiness, good health and protection from harm.

WHAT'S IN A NAME?

Our name is a play on words, drawing on the traditional meaning of the word 'sick', as in conditions affecting physical and mental health, and the urban use of the word to mean 'great' or 'excellent'. The former reflects the real situation of the children and young people we wish to support, while the latter refers to our aspiration to promote their sustained health and wellbeing.

Facts and stats

SickKids operates with very minimal operating costs as all Trustees are volunteers and the only regular overheads are the website costs, the laptop antivirus costs, and the annual fee which the charity must pay to the Office of the Information Commissioner in England.

All Trustee travel and accommodation is paid for at the Trustee's own expense or, in some cases, in the form of restricted grants for this specific purpose from donors

To further reduce overheads, we use Global Giving to collect donations from members of the public. Global Giving takes online payments on our behalf, and recovers Gift Aid contributions from HMRC, where applicable. Global Giving takes commission (10%) to cover their own costs however in the absence of any employees, the Trustees of SickKids are content that this is an acceptable commission in the short term.

For every £1.00 donated to SickKids directly (ie not via Global Giving) we can invest £1.25 towards funding our projects supporting the health and wellbeing of children and young people (assuming the donor is a UK tax payer and eligible for Gift Aid donations).

Donations through Global Giving bring a return, for every £1.00 donated through that platform, of:

£0.90 if the donor is not a UK tax payer eligible for Gift Aid; and

£1.15 if the donor is a UK tax payer eligible for Gift Aid.

TRUSTEES' STATEMENT

We formed SicKids in 2015, and gained registration with the Charity Commission for England and Wales on 27 October 2015 (1164131), following Professor Andrew Rowland's visit to Cambodia as part of his then Winston Churchill Memorial Trust (now The Churchill Fellowship) Churchill Fellowship. In his report 'Living On A Railway Line', Andrew identified striking parallels between the health needs of children in his own community of North Manchester, and those in the coastal area of Southern Cambodia.

At the heart of our charitable objectives is the health and wellbeing of children. We believe every child has the right to grow up healthy, and safe from abuse, exploitation and trafficking. Focusing our attention initially on the parallel needs of children and young people in the North West of England and Southern Cambodia, in 2016 we established two project streams as described in this report.

SicKids remains a small Charity with a team of four volunteer Trustees. Our work on SicKids projects is entirely voluntary, in our own time and at our own expense. In 2023-2024 we have provided a substantial donation of equipment to an NHS organisation (providing initial health assessments for looked after children and child protection medical assessments) in the North West of England; we have also continued to fundraise for both our England and Cambodia operations.

This annual report contains a summary of the main achievements of the SicKids Charity between 1 April 2023 and 31 March 2024. We have identified in this report the difference the Charity's work has made to the circumstances of its beneficiaries and the wider benefits to society as a whole. In all of the activities of SicKids since registration with the Charity Commission for England and Wales on 27 October 2015, the Trustees have had regard to the Charity Commission's guidance on public benefit.

We're eternally grateful to the supporters who've donated time, money or both towards our successes to date, and look with excitement to the year ahead, during which we aim to continue to support children and young people's health and wellbeing.

The Trustees

26 August 2024

STATEMENT FROM THE CHAIR OF THE BOARD OF TRUSTEES

This has been a year of significant work for SicKids – providing a substantial donation to Manchester Local Care Organisation’s Coral Suite (where initial health assessments for looked after children and child protection medical assessments are undertaken). These new facilities are co-designed and significantly improve the environment for vulnerable children who need to make use of them.

We recognise that there are many people living around the world – including the areas in which SicKids operates in the UK and Cambodia – are living very difficult lives. SicKids is a small charity with no employees. The Trustees maximise the use of SicKids’ funds for the public benefit. The charity has assets of less than £25,000 however the Trustees have worked incredibly hard to put the funds that the charity does have to use directly to support vulnerable children. It is therefore with some astonishment that we learned our bank, HSBC, introduced a charge per calendar month for “charity bank” purposes and also introduced charges for, for example, paying in cheques. We asked our bank to waive these charges. This request was declined on a “policy” basis. For those reasons, which were adversely affecting our ability to maximise spending on protecting vulnerable children, the Trustees have, this year moved SicKids out of the clutches of HSBC and moved to a more ethical bank that does not impose charges on small charities such as SicKids: The Co-Operative Bank.

SicKids has been registered since October 2015 and the Trustees have reviewed, and refreshed where necessary, the full financial review that was undertaken during 2019-2020, the updated version of which is included in this annual report.

I remain incredibly proud to be associated with SicKids Charity and its continued work in the North West of England and in Cambodia. The work of the Board of Trustees is commendable as the work of SicKids is delivered without any employees and entirely from funds raised through the efforts of our Trustees and the other supporters of the Charity.

I am looking forward to the year ahead and hope we will be able to announce some exciting further expenditure in the next report.

Until then, on behalf of the four Trustees, I'd like to thank all of our supporters for your kind donations and encouragement.

With kind regards,

A handwritten signature in black ink, appearing to read "AGR", with a long horizontal stroke underneath.

Professor Andrew Rowland

JP BMedSci (Hons) BMBS (Hons) SFFMLM FAcadMEd FRCEM FRCPCH FRSA HonMFPH CF
26 August 2024

THE TRUSTEES

Andrew Graeme Rowland	Chair of the Board of Trustees
Dianne Louise Cook	Director of Nursing
Denis James Carter	Head of Communications
Jennifer Anne Brown	Director of Operations

SUMMARY OF FINANCIAL CONTROLS

1. INTRODUCTION

Internal financial controls are essential checks and procedures that help the Trustees of SickKids:

- meet their legal duties to safeguard SickKids' assets;
- administer SickKids' finances and assets in a way that identifies and manages risk
- ensure the quality of financial reporting, by keeping adequate accounting records and preparing timely and relevant financial information.

In preparing this summary the Trustees of SickKids have had regard to the Charity Commission's guidance on:

- [Charities working internationally](#)
- [Charity reserves: building resilience](#)
- [Charity reporting and accounting: the essentials](#)
- [Protecting charities from harm](#)

Assets

SickKids' current assets are:

- Cash (The Co-operative Bank, Skelmersdale)

Restricted funds are subject to specific trusts, which may be declared by the donor(s) or with their authority (eg in a public appeal) or created through legal process, but still within the wider objects of the charity.

Restricted funds may be restricted income funds, which can be spent at the discretion of the Trustees in furtherance of some particular aspect(s) of the objects of SickKids. Or they may be endowment funds, where the assets are required to be invested, or retained for actual use, rather than expended.

Statutory accounts means the accounts prepared by the Trustees of SickKids which are required by and meet the form and content requirements of Part 8 of the Charities Act 2011 to which are appended the required Trustees' Annual Report and, where required by

law or the charity's governing document, the external scrutiny report prepared by the auditor or independent examiner.

Tangible fixed assets include land, buildings, vehicles and equipment and investments held on a continuing basis.

Trustees means charity Trustees. Charity Trustees are the people who serve on the governing body of SickKids. The Charity Trustees of SickKids are responsible for the administration of the charity.

2. KEY ISSUES, MONITORING ARRANGEMENTS AND THE RISK FROM FINANCIAL CRIME

Internal financial controls

In brief

It is a duty of the SickKids charity Trustees to ensure that the charity's resources are protected in order that the charity can fulfil its aims.

In more detail

Internal financial controls are one part of SickKids' overall control framework. The aims of internal financial controls are:

- to protect SickKids' assets;
- to identify and manage the risk of conflicts of interest, loss, waste, bribery, theft or fraud;
- to ensure that financial reporting is robust and of sufficient quality; and
- to ensure that the Trustees of SickKids comply with charity law and regulation relating to finance.

SickKids is run by four volunteer Trustees all of whom lead by example in adhering to the charity's internal financial controls and good practice, in accordance with the Charity Commission's requirements.

SickKids' Trustees annually review the effectiveness of the charity's internal financial controls, including an assessment of whether the controls are relevant to, and appropriate

for, SickKids and not too onerous or disproportionate, ensuring there is adequate and sufficient segregation of duties amongst the Trustees.

Monitoring activities and the system of internal financial controls.

In brief

The controls put in place need to be monitored to ensure that they are complied with and provide a sufficiently robust system for managing financial risk. The monitoring of financial activities by Trustees on a regular basis is a vital part of this process.

In more detail

SickKids has established processes in place to share financial information with all Trustees. Monitoring of this at the SickKids Board Meetings ensures, for example, that any restrictions placed on the use of funds are identified and reporting requirement to funders are met.

Internal audit

In brief

SickKids does not have the current resources or need to support a separate audit committee or formal internal audit function. This is not currently a requirement that SickKids must comply with.

Provision and communication of financial information to Trustees

In brief

Trustees of SickKids need access to accurate and up-to-date financial information to enable them to make proper decisions. Trustees' meetings are used to communicate information concerning the finances and financial management of the charity. All decisions by the Trustees concerning SickKids are usually taken collectively and significant decisions and action points are noted in writing and stored on the SickKids preferred servers: WhatsApp, and E-mail (GMAIL).

In more detail

The financial information provided at each trustee meeting includes details of the charity's financial position and performance, typically:

- the latest management accounts
- a comparison of budget to actual figures

- an explanation for variances between forecasts and what actually happened
- details of cash flow and closing bank balances.

Each Board meeting sets aside a specific time within the agenda for discussion of financial matters to allow any trustee to raise any issues of concern.

The Trustees' responsibilities regarding the accounting requirements for SickKids

In brief (the legal requirement)

The SickKids Trustees have legal responsibilities to keep accounting records, and to prepare an annual report and accounts with the appropriate level of external scrutiny. The Trustees also safeguard SickKids' assets and take steps to ensure the charity is protected against financial abuse. Accounting records are kept for six years in a OneDrive folder.

In more detail

The SickKids Trustees comply with a number of legal duties that must be met in relation to accounting and financial reporting. These include:

- keeping 'sufficient' accounting records to explain all transactions and show the charity's financial position
- preparing an annual report and statutory accounts meeting legal requirements
- considering the need for a reserves policy, managing the level of reserves held and the disclosure of any reserves policy in the Trustees' Annual Report
- formally approving the Trustees' Annual Report and accounts
- ensuring that accounts are subjected to any external scrutiny required by law or by the charity's governing document
- ensuring that the Trustees' Annual Report, accounts and annual return are filed on time with the Charity Commission
- meeting requests from the public for copies of the charity's most recent Trustees' annual report and accounts
- safeguarding the assets of the charity and ensuring proper application of resources
- taking steps for the prevention and detection of bribery, fraud, financial abuse and other irregularities

Any new Trustees in the future will be given a copy of the latest accounts on appointment, together with the following essential documents:

- the commission's [guidance on public benefit](#)
- the [responsibilities of Trustees](#)
- the governing document; and
- the latest management accounts.

Financial crime and abuse

In brief

SickKids has, to date, not suffered from any financial crime however the Trustees take this risk seriously. The Trustees recognise that the voluntary nature of charities and their nature and areas of work can make them vulnerable to people who want to misuse charities for their own gain. Further, the Trustees recognise that financial crimes such as bribery, fraud, theft, and money laundering, or the loss of electronic data can result not only in significant loss of charitable funds but also in damage to the public trust and confidence in charities more generally. It is understood that there is a significant risk to SickKids' reputation from association with bribery or the making of 'facilitation payments' and, accordingly, the Trustees formally confirm that no such payments have ever been made, nor will they be made.

In more detail

SickKids raises, holds, moves and uses funds in the course of its work. The Trustees understand that all sectors of the economy are vulnerable to financial crime and abuse, and this includes the charitable sector. Further, the Trustees of SickKids understand that charities are highly valued in society and the very nature of charities can make them attractive targets for criminals.

The SickKids Trustees understand that charities:

- enjoy high levels of public trust and confidence
- often rely on goodwill and voluntary support in one form or another
- often depend on one or two individuals who can play a key or largely unsupervised role in running the charity, particularly in smaller charities
- may have a global presence, including in areas of conflict and/or where there is poor banking infrastructure
- may need to use alternative remittance systems overseas

- may use intermediaries to deliver work which may involve passing funds through agents
- may have branches and/or projects that are not under the direct or regular control or supervision of charity management
- may have unpredictable and unusual income and expenditure streams where suspicious transactions may be harder to identify

The Trustees understand that criminals may exploit charities by misappropriating charitable funds through fraud, theft, money laundering or diverting charitable funds from legitimate charitable work and they have had regard to the following areas of risk in formulating the financial governance arrangements of SicKids:

- income-related fraud
- expenditure fraud
- procurement fraud
- fraudulent fundraising in the charity's name
- fraudulent invoicing and grant applications
- identity fraud/theft
- banking fraud
- e-crime (including 'phishing')
- Gift Aid fraud
- mass market fraud (letter or e-mail)
- section '419' (advance fee) frauds

The Trustees understand that working internationally (in SicKids' case in Cambodia) exposes SicKids to particular risks inherent in the environment in which it operates.

The Trustees understand that there is a risk from financial crime at every stage of a charity's activity: at the point of income generation and fundraising, in the course of the administration of the charity, and when charitable funds are disbursed.

Any risks identified are assessed by the Trustees and proper steps are taken to manage them.

The Trustees recognise the risk of financial crime, the implications of The Bribery Act 2010 and the steps that can be taken to manage risk.

The Bribery Act 2010

The financial review of the financial year 2023 – 2024 acts as an anti-bribery policy for SickKids. The function of this is to:

- guard against undue influence being exercised over the decisions being taken by Trustees, or bribery taking place; and
- be transparent

SickKids Trustees have, so far, not accepted any hospitality and any interests are declared at each Board meeting when required.

The Trustees recognise that the accepting of some donations may not be in the interests of the charity, for example where the terms of the donation are unduly restrictive or are intended to exercise undue influence over the Trustees or where the acceptance of the donation would be detrimental to the charity's reputation. Such circumstances have not yet occurred.

Managing the risks from criminal financial abuse

In brief

The Trustees of SickKids have considered the risk of financial crime and managed those risks. The Trustees understand and confirm that they will [report any incidents of financial crime and abuse that takes place in SickKids](#) to the police and the Charity Commission.

In more detail

SickKids is registered with the Office of the Information Commissioner and minimal data is held on third parties – the only information held on third parties is the GiftAid donation forms and e-mail correspondence received.

3. INTERNAL FINANCIAL CONTROLS IN PRACTICE - INCOME

Controls in place to protect income received in the post

In brief

It is rare for SickKids to receive income in the post – and only then by cheque. There have been no instances of cash arriving at the SickKids office by post. Any cheques received are paid swiftly into SickKids' bank account and, where appropriate, Gift Aid claimed.

In more detail

Post is held securely at the SickKids' registered address from the time it is received until it is opened. There is no delay in the opening of the post, the recording of donations received and banking. It is not possible for all of SickKids post to be opened in the presence of two unrelated individuals given only four Trustees exist and all four are volunteers. However, the person who does open SickKids' post is a regulated professional with obligations towards a professional regulator.

The Trustees regularly review income at each meeting.

Gift Aid

In brief

Donations made under Gift Aid are treated as if the donor had already deducted basic rate tax from them. SickKids can then reclaim this tax to increase the value of a donation. Internal controls help ensure complete and accurate returns are made maximising the value of donations to the charity.

Tainted charity donations

In brief

The Trustees understand that the Finance Act 2011 introduced rules on 'tainted charity donations' and that this new legislation is intended to counter the abuse arising whereby a donor gets relief from tax, only for the capital or a benefit from the donation to end up back in the hands of the donor.

Such a circumstance cannot happen at SickKids since it does not receive donations from donors who may also benefit financially in some way from SickKids.

SicKids' banking and custody procedures

In brief

Cheques received are kept securely, banked promptly and recorded in the accounting records. There has not been a situation where SicKids has received a cash donation but if it did this would also be kept securely, banked promptly and recorded in the accounting records.

Income records

In brief

Trustees make regular checks to ensure that the accounting records of income are being accurately maintained.

4. INTERNAL FINANCIAL CONTROLS IN PRACTICE - PURCHASES, PAYMENTS AND LOANS

Authorisation of expenditure on goods and services

In brief

Controls help ensure that purchases have been authorised, and that the goods or services ordered have actually been received.

In more detail

Expenditure controls help ensure that only necessary and authorised purchases are made and that funds exist within approved budgets to meet the expenditure. Controls also ensure that payments are made only for the goods and services actually received and at the agreed prices.

Any payment for more than £500 will be signed by more than one trustee and payments for more than this will be made by cheque.

Authorisation of expenditure on grants

In brief

The Trustees ensure that grant payments further SicKids' charitable purposes and the Trustees ensure that the funding is used appropriately by recipients either by a visit in person or by requiring a report to be provided by the recipient.

Controls in place (payments by cheque)

In brief

Cheques for more than £500 are signed by two Trustees. All expenditure on grants is reviewed at the SicKids Board meetings. Receipts are kept in the SicKids financial file, for a period of six years. This is held as a combination of a box file, at the SicKids registered address, and an e-mail folder for electronically provided receipts.

In more detail

The following controls are in place:

- cheque books are kept in a secure place and there is prohibition on the signing of blank cheques
- regular review of bank mandates and authority limits
- prompt recording of payments in cash books including details of the cheque number, nature of the payment and the payee
- obtaining documentation to support the validity of the payment including relevant invoices and confirmation that the goods or services have been received

Controls in place (payments by direct debit, standing order and Bankers' Automated Clearing Services (BACS) direct credit)

In brief

SicKids pays the Information Commissioner (ICO) fee by standing order each year. There are no direct debit payments made.

The financial records, and online bank accounts, are available for inspection by the Trustees at each meeting.

Controls in place (over payments in cash)

In brief

Payments in cash are kept to an absolute minimum due to the greater risk that handling cash presents and difficulties that can arise in establishing correctness and control over significant cash transactions.

In more detail

Where payments are made in cash the following rules apply:

- cash payments are for small amounts only
- details of payments are entered into the accounts

Controlling the payment and reimbursements of expenses

In brief

Controls over expense payments are applied without exception to all Trustees. There are no staff or volunteers.

In more detail

Only legitimate expenses, properly incurred on behalf of SickKids, are reimbursed.

Checks on expenditure records

In brief

The records of expenditure are available for all Trustees to see at each Board meeting.

5. INTERNAL FINANCIAL CONTROLS IN PRACTICE - ASSETS AND INVESTMENTS

Fixed assets used by the charity (functional assets)

In brief

The only fixed assets of SickKids are:

- Laptop computer and anti-virus software (held by the Director of Nursing)
- Video recording equipment (held by the Head of Communications).

Cash held on deposit

In brief

All of SickKids funds were held at The Co-operative Bank, Skelmersdale. The accounts are available for scrutiny at each SickKids Board meeting. The bank account is operated in accordance with the agreement with the bank and is not used for any money transfers for the private benefit of individuals or third parties under any circumstances. If acting as an intermediary to transfer funds on behalf of another charity, the SickKids Trustees are satisfied that the transaction is to further a charitable activity and does not constitute

money laundering. A list of all SickKids bank accounts is kept and reviewed for dormant accounts which should be closed. Third parties are not permitted to open bank accounts in the charity's name, or use the charity's bank account to receive or transfer money.

Controls over restricted funds

In brief

The Trustees ensure that controls exist to provide assurance that any restricted funds are spent only on the purposes for which they were given.

APPENDIX 1: GOVERNANCE DOCUMENT

SICKIDS CONSTITUTION AND GOVERNING DOCUMENT

Foundation Charitable Incorporated Organisation

Date of Constitution:

27 October 2015

1. NAME

The name of the Charitable Incorporated Organisation (“the CIO”) is
SickKids

2. NATIONAL LOCATION OF PRINCIPAL OFFICE

The principal office of the CIO is in England.

3. OBJECTS

The objects of the CIO are:

- i. The relief of sickness and the preservation of health among children and young people residing permanently or temporarily in the North West of England or South East Asia.
- ii. To preserve and protect the health of children and young people living in the North West of England, and in Cambodia, by providing and assisting in the provision of facilities, support services and equipment not normally provided by the statutory authorities.
- iii. To preserve and protect the health of children and young people living in the North West of England, and in Cambodia, by promoting research for the public benefit in all aspects of safeguarding vulnerable children and children’s emergency medicine.

4. POWERS

The CIO has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the CIO has power to:

- (1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;
- (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (3) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;
- (4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a Charity Trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to Charity Trustees and connected persons) and provided it complies with the conditions of that clause;
- (5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the Trustees of a trust are permitted to do by the Trustee Act 2000.

5. APPLICATION OF INCOME AND PROPERTY

(1) The income and property of the CIO must be applied solely towards the promotion of the objects.

(a) A Charity Trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.

(b) A Charity Trustee may benefit from Trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

(2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.

(3) Nothing in this clause shall prevent a Charity Trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

6. BENEFITS AND PAYMENTS TO CHARITY TRUSTEES AND CONNECTED PERSONS

(1) General provisions

No Charity Trustee or connected person may:

(a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;

(b) sell goods, services, or any interest in land to the CIO;

(c) be employed by, or receive any remuneration from, the CIO;

(d) receive any other financial benefit from the CIO;

unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

(2) Scope and powers permitting Trustees' or connected persons' benefits

(a) A Charity Trustee or connected person may receive a benefit from the CIO as a

beneficiary of the CIO provided that a majority of the Trustees do not benefit in this way.

(b) A Charity Trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.

(c) Subject to sub-clause (3) of this clause a Charity Trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the Charity Trustee or connected person.

(d) A Charity Trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

(e) A Charity Trustee or connected person may receive rent for premises let by the Trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The Charity Trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

(f) A Charity Trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

(3) Payment for supply of goods only – controls

The CIO and its Charity Trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

(a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the Charity Trustee or connected person supplying the goods (“the supplier”).

(b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

(c) The other Charity Trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a Charity Trustee or connected person. In reaching that decision the Charity Trustees must balance the advantage of contracting with a Charity Trustee or connected person against the disadvantages of doing so.

(d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.

(e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of Charity Trustees is present at the meeting.

(f) The reason for their decision is recorded by the Charity Trustees in the minute book.

(g) A majority of the Charity Trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

(4) In sub-clauses (2) and (3) of this clause:

(a) “the CIO” includes any company in which the CIO:

(i) holds more than 50% of the shares; or

(ii) controls more than 50% of the voting rights attached to the shares; or

(iii) has the right to appoint one or more directors to the board of the company;

(b) “connected person” includes any person within the definition set out in clause 30 (Interpretation);

7. CONFLICTS OF INTEREST AND CONFLICTS OF LOYALTY

A Charity Trustee must:

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
- (2) absent himself or herself from any discussions of the Charity Trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

8. LIABILITY OF MEMBERS TO CONTRIBUTE TO THE ASSETS OF THE CIO IF IT IS WOUND UP

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9. CHARITY TRUSTEES

(1) Functions and duties of Charity Trustees

The Charity Trustees shall manage the affairs of the CIO and may for that purpose exercise

all the powers of the CIO. It is the duty of each Charity Trustee:

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a Trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,

(ii) if he or she acts as a Charity Trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for Trusteeship

(a) Every Charity Trustee must be a natural person.

(b) No individual may be appointed as a Charity Trustee of the CIO:

- if he or she is under the age of 16 years; or
- if he or she would automatically cease to hold office under the provisions of clause 12(1)(e).

(c) No one is entitled to act as a Charity Trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the Charity Trustees decide, his or her acceptance of the office of Charity Trustee.

(d) At least one of the Trustees of the CIO must be 18 years of age or over. If there is no Trustee aged at least 18 years, the remaining Trustees may only act to call a meeting of the Charity Trustees, or appoint a new Charity Trustee.

(e) Every Charity Trustee must have particular knowledge or experience of either the localities in which the CIO operates or of issues relevant to the people that the CIO serves.

(3) Number of Charity Trustees

(a) There must be at least three Charity Trustees. If the number falls below this minimum, the remaining Trustee or Trustees may act only to call a meeting of the Charity Trustees, or appoint a new Charity Trustee.

(b) The maximum number of Charity Trustees is seven. The Charity Trustees may not appoint any Charity Trustee if as a result the number of Charity Trustees would exceed the

maximum.

(4) First Charity Trustees

The first Charity Trustees are as follows, and are appointed for the following terms:

Andrew Graeme Rowland	[for life]
Denis James Carter	[for four years]
Dianne Louise Cook	[for three years]
Rachel Elizabeth Isba	[for three years]
Michael James Stuart	[for two years]

10. APPOINTMENT OF CHARITY TRUSTEES

(1) Apart from the first Charity Trustees, every Trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the Charity Trustees.

(2) In selecting individuals for appointment as Charity Trustees, the Charity Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

11. INFORMATION FOR NEW CHARITY TRUSTEES

The Charity Trustees will make available to each new Charity Trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

12. RETIREMENT AND REMOVAL OF CHARITY TRUSTEES

(1) A Charity Trustee ceases to hold office if he or she:

- (a) retires by notifying the CIO in writing (but only if enough Charity Trustees will remain in

office when the notice of resignation takes effect to form a quorum for meetings);

(b) is absent without the permission of the Charity Trustees from all their meetings held within a period of twelve months and the Trustees resolve that his or her office be vacated;

(c) dies;

(d) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;

(e) is disqualified from acting as a Charity Trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

(2) Any person retiring as a Charity Trustee is eligible for reappointment.

13. TAKING OF DECISIONS BY CHARITY TRUSTEES

Any decision may be taken either:

- at a meeting of the Charity Trustees; or
- by resolution in writing or electronic form agreed by all of the Charity Trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more Charity Trustees has signified their agreement.

14. DELEGATION BY CHARITY TRUSTEES

(1) The Charity Trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The Charity Trustees may at any time alter those terms and conditions, or revoke the delegation.

(2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the Charity Trustees, but is subject to the following requirements:

(a) a committee may consist of two or more persons, but at least one member of each committee must be a Charity Trustee;

(b) the acts and proceedings of any committee must be brought to the attention of the Charity Trustees as a whole as soon as is reasonably practicable; and

(c) the Charity Trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

15. MEETINGS OF CHARITY TRUSTEES

(1) Calling meetings

(a) Any Charity Trustee may call a meeting of the Charity Trustees.

(b) Subject to that, the Charity Trustees shall decide how their meetings are to be called, and what notice is required.

(2) Chairing of meetings

The Charity Trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the Charity Trustees present may appoint one of their number to chair that meeting.

(3) Procedure at meetings

(a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two Charity Trustees, or the number nearest to one third of the total number of Charity Trustees, whichever is greater, or such larger number as the Charity Trustees may decide from time to time. A Charity Trustee shall not be counted in the quorum present when any decision is made about a matter upon which he

or she is not entitled to vote.

(b) Questions arising at a meeting shall be decided by a simple majority of those eligible to vote.

(c) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

(4) Participation in meetings by electronic means

(a) A meeting may be held by suitable electronic means agreed by the Charity Trustees in which each participant may communicate with all the other participants.

(b) Any Charity Trustee participating at a meeting by suitable electronic means agreed by the Charity Trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.

(c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

16. MEMBERSHIP OF THE CIO

(1) The members of the CIO shall be its Charity Trustees for the time being. The only persons eligible to be members of the CIO are its Charity Trustees. Membership of the CIO cannot be transferred to anyone else.

(2) Any member and Charity Trustee who ceases to be a Charity Trustee automatically ceases to be a member of the CIO.

17. UNALLOCATED

18. DECISIONS WHICH MUST BE MADE BY THE MEMBERS OF THE CIO

(1) Any decision to:

- (a) amend the constitution of the CIO;
- (b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or
- (c) wind up or dissolve the CIO (including transferring its business to any other Charity)

must be made by a resolution of the members of the CIO (rather than a resolution of the Charity Trustees).

(2) Decisions of the members may be made either:

- (a) by resolution at a general meeting; or
- (b) by resolution in writing, in accordance with sub-clause (4) of this clause.

(3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause 28 (amendment of constitution), clause 29 (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting, or agreed by all members in writing.

(4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:

(a) a copy of the proposed resolution has been sent to all the members eligible to vote; and

(b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified. The resolution in writing may

comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

19. GENERAL MEETINGS OF MEMBERS

(1) Calling of general meetings of members

The Charity Trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause 18 (Decisions which must be made by the members of the CIO).

(2) Notice of general meetings of members

(a) The minimum period of notice required to hold a general meeting of the members of the CIO is 14 days.

(b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.

(c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

(3) Procedure at general meetings of members

The provisions in clause 15 (2)-(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to Trustees to be taken as references to members.

(4) Postal Voting

(a) The CIO may, if the Charity Trustees so decide, allow the members to vote by post or electronic mail ("email") to elect Charity Trustees or to make a decision on any matter that

is being decided at a general meeting of the members.

(b) The Charity Trustees must appoint at least two persons independent of the CIO to serve as scrutineers to supervise the conduct of the postal/email ballot and the counting of votes.

(c) If postal and/or email voting is to be allowed on a matter, the CIO must send to members of the CIO not less than 21 days before the deadline for receipt of votes cast in this way:

(i) a notice by email, if the member has agreed to receive notices in this way under clause 21 (Use of electronic communication, including an explanation of the purpose of the vote and the voting procedure to be followed by the member, and a voting form capable of being returned by email or post to the CIO, containing details of the resolution being put to a vote, or of the candidates for election, as applicable;

(ii) a notice by post to all other members, including a written explanation of the purpose of the postal vote and the voting procedure to be followed by the member; and a postal voting form containing details of the resolution being put to a vote, or of the candidates for election, as applicable.

(d) The voting procedure must require all forms returned by post to be in an envelope with the member's name and signature, and nothing else, on the outside, inside another envelope addressed to 'The Scrutineers for SickKids', at the CIO's principal office or such other postal address as is specified in the voting procedure.

(e) The voting procedure for votes cast by email must require the member's name to be at the top of the email, and the email must be authenticated in the manner specified in the voting procedure.

(f) Email votes must be returned to an email address used only for this purpose and must be accessed only by a scrutineer.

(g) The voting procedure must specify the closing date and time for receipt of votes, and

must state that any votes received after the closing date or not complying with the voting procedure will be invalid and not be counted.

(h) The scrutineers must make a list of names of members casting valid votes, and a separate list of members casting votes which were invalid. These lists must be provided to a Charity Trustee or other person overseeing admission to, and voting at, the general meeting. A member who has cast a valid postal or email vote must not vote at the meeting, and must not be counted in the quorum for any part of the meeting on which he, she or it has already cast a valid vote.

A member who has cast an invalid vote by post or email is allowed to vote at the meeting and counts towards the quorum.

(i) For postal votes, the scrutineers must retain the internal envelopes (with the member's name and signature). For email votes, the scrutineers must cut off and retain any part of the email that includes the member's name. In each case, a scrutineer must record on this evidence of the member's name that the vote has been counted, or if the vote has been declared invalid, the reason for such declaration.

(j) Votes cast by post or email must be counted by all the scrutineers before the meeting at which the vote is to be taken. The scrutineers must provide to the person chairing the meeting written confirmation of the number of valid votes received by post and email and the number of votes received which were invalid.

(k) The scrutineers must not disclose the result of the postal/email ballot until after votes taken by hand or by poll at the meeting, or by poll after the meeting, have been counted. Only at this point shall the scrutineers declare the result of the valid votes received, and these votes shall be included in the declaration of the result of the vote.

(l) Following the final declaration of the result of the vote, the scrutineers must provide to a Charity Trustee or other authorised person bundles containing the evidence of members submitting valid postal votes; evidence of members submitting valid email votes; evidence of invalid votes; the valid votes; and the invalid votes.

(m) Any dispute about the conduct of a postal or email ballot must be referred initially to a panel set up by the Charity Trustees, to consist of two Trustees and two persons independent of the CIO. If the dispute cannot be satisfactorily resolved by the panel, it must be referred to the Electoral Reform Services.

20. SAVING PROVISIONS

(1) Subject to sub-clause (2) of this clause, all decisions of the Charity Trustees, or of a committee of Charity Trustees, shall be valid notwithstanding the participation in any vote of a Charity Trustee:

- who was disqualified from holding office;
- who had previously retired or who had been obliged by the constitution to vacate office;
- who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if, without the vote of that Charity Trustee and that Charity Trustee being counted in the quorum, the decision has been made by a majority of the Charity Trustees at a quorate meeting.

(2) Sub-clause (1) of this clause does not permit a Charity Trustee to keep any benefit that may be conferred upon him or her by a resolution of the Charity Trustees or of a committee of Charity Trustees if, but for sub-clause (1), the resolution would have been void, or if the Charity Trustee has not complied with clause 7 (Conflicts of interest).

21. EXECUTION OF DOCUMENTS

(1) The CIO shall execute documents either by signature or by affixing its seal (if it has one)

(2) A document is validly executed by signature if it is signed by at least two of the Charity Trustees.

(3) If the CIO has a seal:

(a) it must comply with the provisions of the General Regulations; and

(b) the seal must only be used by the authority of the Charity Trustees or of a committee of Charity Trustees duly authorised by the Charity Trustees. The Charity Trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two Charity Trustees.

22. USE OF ELECTRONIC COMMUNICATIONS

(1) General

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

(a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;

(b) any requirements to provide information to the Commission in a particular form or manner.

(2) To the CIO

Any member or Charity Trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

(3) By the CIO

(a) Any member or Charity Trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.

(b) The Charity Trustees may, subject to compliance with any legal requirements, by

means of publication on its website:

- (i) provide the members with the notice referred to in clause 19(2) (Notice of general meetings);
- (ii) give Charity Trustees notice of their meetings in accordance with clause 15(1) (Calling meetings); and
- (iii) submit any proposal to the members or Charity Trustees for decision by written resolution or postal vote in accordance with the CIO's powers under clause 18 (Members' decisions), 18(4) (Decisions taken by resolution in writing), or 19(4) (the provisions for postal voting).

(c) The Charity Trustees must –

- (i) take reasonable steps to ensure that members and Charity Trustees are promptly notified of the publication of any such notice or proposal; and
- (ii) send any such notice or proposal in hard copy form to any member or Charity Trustee who has not consented to receive communications in electronic form.

23. KEEPING OF REGISTERS

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and Charity Trustees.

24. MINUTES

The Charity Trustees must keep minutes of all:

- (1) appointments of officers made by the Charity Trustees;
- (2) proceedings at general meetings of the CIO;

(3) meetings of the Charity Trustees and committees of Charity Trustees including:

- the names of the Trustees present at the meeting;
- the decisions made at the meetings; and
- where appropriate the reasons for the decisions;

(4) decisions made by the Charity Trustees otherwise than in meetings.

25. ACCOUNTING RECORDS, ACCOUNTS, ANNUAL REPORTS AND RETURNS, REGISTER MAINTENANCE

(1) The Charity Trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.

(2) The Charity Trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

26. RULES

The Charity Trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

27. DISPUTES

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by

agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28. AMENDMENT OF CONSTITUTION

As provided by sections 224-227 of the Charities Act 2011:

(1) This constitution can only be amended:

(a) by resolution agreed in writing by all members of the CIO; or

(b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members).

(2) Any alteration of clause 3 (Objects), clause 29 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by Charity Trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.

(3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

(4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

29. VOLUNTARY WINDING UP OR DISSOLUTION

(1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:

(a) at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to

those eligible to attend and vote:

(i) by a resolution passed by a 75% majority of those voting, or

(ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or

(b) by a resolution agreed in writing by all members of the CIO.

(2) Subject to the payment of all the CIO's debts:

(a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.

(b) If the resolution does not contain such a provision, the Charity Trustees must decide how any remaining assets of the CIO shall be applied.

(c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.

(3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:

(a) the Charity Trustees must send with their application to the Commission:

(i) a copy of the resolution passed by the members of the CIO;

30. INTERPRETATION

In this constitution:

“connected person” means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the Charity Trustee;
- (b) the spouse or civil partner of the Charity Trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the Charity Trustee or with any person falling within sub-clause (a) or (b) above;
- (d) an institution which is controlled –
 - (i) by the Charity Trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
 - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which –
 - (i) the Charity Trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
 - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

“General Regulations” means the Charitable Incorporated Organisations (General) Regulations 2012.

“Dissolution Regulations” means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The **“Communications Provisions”** means the Communications Provisions in [Part 10,

Chapter 4] of the General Regulations.

“Charity Trustee” means a Charity Trustee of the CIO.

A **“poll”** means a counted vote or ballot, usually (but not necessarily) in writing.

APPENDIX 2: RULES RELATING TO CHARITY TRUSTEES

RULES RELATING TO CHARITY TRUSTEES (SEE ALSO APPENDIX 1)

Functions and duties of the Charity Trustees

The Charity Trustees shall manage the affairs of SickKids (the CIO) and may for that purpose exercise all the powers of the CIO. It is the duty of each Charity Trustee:

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a Trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,
 - (ii) if he or she acts as a Charity Trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

Eligibility for Trusteeship

- (a) Every Charity Trustee must be a natural person.
- (b) No individual may be appointed as a Charity Trustee of the CIO:
 - if he or she is under the age of 16 years; or
 - if he or she would automatically cease to hold office under the provisions of clause 12(1)(e) set out in the constitution.
- (c) No one is entitled to act as a Charity Trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the Charity

Trustees decide, his or her acceptance of the office of Charity Trustee.

(d) At least one of the Trustees of the CIO must be 18 years of age or over. If there is no Trustee aged at least 18 years, the remaining Trustees may only act to call a meeting of the Charity Trustees, or appoint a new Charity Trustee.

(e) Every Charity Trustee must have particular knowledge or experience of either the localities in which the CIO operates or of issues relevant to the people that the CIO serves.

Number of Charity Trustees

(a) There must be at least three Charity Trustees. If the number falls below this minimum, the remaining Trustee or Trustees may act only to call a meeting of the Charity Trustees, or appoint a new Charity Trustee.

(b) The maximum number of Charity Trustees is seven. The Charity Trustees may not appoint any Charity Trustee if as a result the number of Charity Trustees would exceed the maximum.

First Charity Trustees

The first Charity Trustees were as follows on 27 October 2015, and were initially appointed for the following terms:

Andrew Graeme Rowland	[for life]
Denis James Carter	[for four years]
Dianne Louise Cook	[for three years]
Rachel Elizabeth Isba	[for three years]
Michael James Stuart	[for two years]

Following the resignation of Rachel Elizabeth Isba and Michael James Stuart as Trustees, the Board of Trustees appointed Jennifer Brown to be a Trustee. The terms of office of the current Trustees are set out in this Annual Report.

Appointment of Charity Trustees

(1) Apart from the first Charity Trustees, every Trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the Charity Trustees.

(2) In selecting individuals for appointment as Charity Trustees, the Charity Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Information for new Charity Trustees

The Charity Trustees will make available to each new Charity Trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

Retirement and removal of Charity Trustees

(1) A Charity Trustee ceases to hold office if he or she:

- (a) retires by notifying the CIO in writing (but only if enough Charity Trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
- (b) is absent without the permission of the Charity Trustees from all their meetings held within a period of twelve months and the Trustees resolve that his or her office be vacated;
- (c) dies;
- (d) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;

(e) is disqualified from acting as a Charity Trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

(2) Any person retiring as a Charity Trustee is eligible for reappointment.

Taking of decisions by Charity Trustees

Any decision may be taken either:

- at a meeting of the Charity Trustees; or
- by resolution in writing or electronic form agreed by all of the Charity Trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more Charity Trustees has signified their agreement.

APPENDIX 3: TRUSTEES' STATUTORY ANNUAL REPORT

1 APRIL 2023 TO 31 MARCH 2024

Section A: Reference and administration details

Charity name: **SicKids**
 Other names charity is known by: Not applicable
 Registered charity number: 1164131
 Charity's principal address: 26 Chapel Road, Manchester, M22 4JW

Names of the charity Trustees who manage the charity

Trustee name	Office	Dates acted (if not for whole year)	Name of person (or body) entitled to appoint Trustee (if any)
Andrew Graeme Rowland	Chair of the Board of Trustees	Not applicable	Not applicable
Denis James Carter	Head of Communications	Not applicable	Not applicable
Dianne Louise Cook	Director of Nursing	Not applicable	Not applicable
Jennifer Anne Brown	Director of Operations	Not applicable	Not applicable

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

Trustee name	Dates acted (if not for whole year)
Not applicable	Not applicable

Names and addresses of advisors

Type of advisor	Name	Address
Not applicable	Not applicable	Not applicable

Names of senior staff members

Position	Name
Chief Executive	None

Section B: Structure, governance and management

Description of the charity's trusts

Type of governing document:	Constitution
How the charity is constituted:	Charitable Incorporated Organisation
Trustee selection methods:	Appointed by the Board of Trustees

Additional information

(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.

As this section of the Statutory Annual Report is optional, the Trustees of SicKids have chosen not to provide information to reduce the administrative burden on the four volunteer Trustees.

Section C: Objectives and activities

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

The objects of **SickKids** are:

1. The relief of sickness and the preservation of health among children and young people residing permanently or temporarily in the North West of England or South East Asia.
2. To preserve and protect the health of children and young people living in the North West of England, and in Cambodia, by providing and assisting in the provision of facilities, support services and equipment not normally provided by the statutory authorities.
3. To preserve and protect the health of children and young people living in the North West of England, and in Cambodia, by promoting research for the public benefit in all aspects of safeguarding vulnerable children and children's emergency medicine.

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)

In all of the activities of SickKids since registration with the Charity Commission for England and Wales on 27 October 2015, the Trustees have had regard to the Charity Commission's guidance on public benefit.

Since 1 April 2023 **SickKids** has worked extensively with the Coral Suite, Manchester Local Care Organisation (an NHS organisation in Manchester) to provide brand new equipment for use in the child protection clinic and initial health assessment clinic. The equipment list was co-designed with children and young people and the team at the Coral Suite visited one of our other sensory spaces in the North West of England to get inspiration for the design. The Child Protection clinic is a sensitive area and therefore we have opted to not

put photographs of the new equipment and environment into our report and, instead, will – if available in the future – provide a link to any information that the NHS puts into the public domain regarding this work.

This was an extensive project – which will stretch across both this report and the next annual report, and this represents our biggest donation to date.

In addition SickKids has:

- Supported the University of Salford's partnership with M'Lop Tapang (Cambodia) by providing clinical support to the medical team (via telemedicine educational advice clinics) as required throughout the year.
- Begun a new banking relationship with Co-operative Bank (which has replaced our previous relationship with HSBC).

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; or
- contribution made by volunteers.

As this section of the Statutory Annual Report is optional, the Trustees of SickKids have chosen not to provide information to reduce the administrative burden on the four volunteer Trustees.

Section D: Objectives and activities

Summary of the main achievements of the charity during the year

In all of the activities of SickKids since registration with the Charity Commission for England and Wales on 27 October 2015, the Trustees have had regard to the Charity Commission's guidance on public benefit.

Since 1 April 2023 **SickKids** has worked extensively with the Coral Suite, Manchester Local Care Organisation (an NHS organisation in Manchester) to provide brand new equipment for use in the child protection clinic and initial health assessment clinic. The equipment list was co-designed with children and young people and the team at the Coral Suite visited one of our other sensory spaces in the North West of England to get inspiration for the design. The Child Protection clinic is a sensitive area and therefore we have opted to not put photographs of the new equipment and environment into our report and, instead, will – if available in the future – provide a link to any information that the NHS puts into the public domain regarding this work.

- This was an extensive project – which will stretch across both this report and the next annual report, and this represents our biggest donation to date.

Section E: Financial Review

Brief statement of the charity's policy on reserves

Reserves policy

SicKids does not have a formal policy for holding reserves. The Trustees have decided that holding reserves is unnecessary as, currently, SicKids employs no staff members and does not have any financial liabilities to any other organisations.

Details of any funds materially in deficit

None

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; or
- investment policy and objectives including any ethical investment policy adopted.

As this section of the Statutory Annual Report is optional, the Trustees of SicKids have chosen not to provide information to reduce the administrative burden on the four volunteer Trustees.

Section F: Other optional information

As this section of the Statutory Annual Report is optional, the Trustees of SicKids have chosen not to provide information to reduce the administrative burden on the four volunteer Trustees.

Section G: Declaration

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

Signed on behalf of the charity's Trustees:

Signature	
Full name(s)	Professor Andrew Graeme Rowland
Position	Chair of the Board of Trustees
Date	26 August 2024



APPENDIX 4: STATEMENT OF FINANCIAL ACTIVITIES (1 APRIL 2023 – 31 MARCH 2024)

INTRODUCTION

SickKids' constitution was approved and accepted by the Charity Commission on 27 October 2015. As with other charities, the Trustees of SickKids (a CIO) are free to choose any year end which suits the charity's work, subject to compliance with Charities (Accounts and Reports) Regulation 2008 for England & Wales CIOs. There is no equivalent of the "accounting reference date" for companies.

SickKids prepares accounts to a 31 March year-end and this statement of financial activities covers the period **1 April 2023 to 31 March 2024**.

For and on behalf of SickKids:

A handwritten signature in black ink, appearing to read "AGR", with a long horizontal line extending from the bottom of the letters.

Professor Andrew Rowland JP BMedSci (Hons) BMBS (Hons) SFFMLM FAcadMed FRCEM FRCPCH FRSA HonMFPH CF

Chair of the Board of Trustees

26 August 2024



STATEMENT OF FINANCIAL ACTIVITIES

1 April 2023 to 31 March 2024

	Unrestricted funds	Restricted funds	TOTAL funds	FURTHER DETAILS
INCOME from:				
Donations and legacies	£3,317.20	£206.58	£3,523.78	A1
Other	£124.26	£0.00	£124.26	A5
TOTAL	£3,441.46	£206.58	£3,648.04	
EXPENDITURE on:				
Charitable activities	-£4,242.82	£0.00	-£4,242.82	B2 B3
Other	-£189.28	£0.00	-£189.28	
TOTAL	-£4,432.10	£0.00	-£4,432.10	
Reconciliation of funds:				
TOTAL FUNDS BROUGHT FORWARD (FROM Financial Period to 31 March 2023)	£10,204.87	£13.09	£10,217.96	
TOTAL FUNDS CARRIED FORWARD (INTO Financial Period commencing 1 April 2024)	£9,214.23	£219.67	£9,433.90	

For and on behalf of SickKids:

Professor Andrew Rowland

Chair of the Board of Trustees

26 August 2024

NOTES TO STATEMENT OF FINANCIAL ACTIVITIES

1 April 2023 to 31 March 2024

<continues on next page>



INCOME			
	Total funds		Total funds
A1 Unrestricted income from donations and legacies		A1 Restricted income from donations and legacies	
GiftAid on unrestricted donations	£106.75	Global Giving (restricted to Cambodia Sensory Spaces)	£206.58
Donations from individual supporters	£455.00	Global Giving (restricted to UK Sensory Spaces)	£0.00
Charity Rugby Match	£1,210.00	GiftAid on restricted donations (if any)	£0.00
Amazon Smile (website donations)	£29.87		
Facebook fundraising (website donation)	£0.00		
JustGiving	£1,351.15		
Easy fundraising (website donations)	£164.43		
A1 TOTAL Unrestricted income from donations and legacies	£3,317.20	A1 TOTAL Restricted income from donations and legacies	£206.58
	Total funds		Total funds
A5 Other UNRESTRICTED income		A5 Other RESTRICTED income	
Interest from HSBC bank accounts (Unrestricted: current account)	0.00	Interest from HSBC bank accounts (Restricted: Cambodia Sensory Spaces)	0.00
Interest from HSBC bank accounts (Unrestricted)	124.26	Interest from HSBC bank accounts (Restricted: UK Sensory Spaces)	0.00
		Interest from HSBC bank accounts (Restricted: Cambodia Outreach Medical)	0.00
A5 TOTAL Other UNRESTRICTED income	124.26	A5 TOTAL Other RESTRICTED income	0.00
SPENDING			
	Total funds		Total funds
B2 Unrestricted expenditure on charitable activities		B2 Restricted expenditure on charitable activities	
Coral Suite	£4,242.82		
B2 TOTAL Unrestricted expenditure on charitable activities	£4,242.82	B2 TOTAL Restricted expenditure on charitable activities	£0.00
	Total funds		Total funds
B3 Other UNRESTRICTED expenditure		B3 Other RESTRICTED expenditure	
Information Commissioner's Office Registration	£35.00		
Bank account fees	£46.20		
Website	£79.08		
Anti-virus / Firewall	£29.00		
B3 TOTAL Other UNRESTRICTED expenditure	£189.28	B3 TOTAL Other RESTRICTED expenditure	£0.00
RECONCILIATION			
	Total funds		Total funds
E Reconciliation of funds (Unrestricted)		E Reconciliation of funds (Restricted)	
Unrestricted funds carried forward from 2022-2023 financial period	£10,204.87	Restricted funds carried forward from 2022-2023 financial period	£13.09
Unrestricted income (donations and legacies) 2023-2024	£3,317.20	Restricted income (donations and legacies) 2023-2024	£206.58
Other unrestricted income 2023-2024	£124.26	Other restricted income 2023-2024	£0.00
Expenditure of unrestricted funds 2023-2024	-£4,242.82	Expenditure of restricted funds 2023-2024	£0.00
E Reconciliation of funds (Unrestricted) TOTAL FUNDS CARRIED FORWARD	£9,403.51	E Reconciliation of funds (Restricted) TOTAL FUNDS CARRIED FORWARD	£219.67



For and on behalf of SickKids:

A handwritten signature in black ink, appearing to read "A.R.", with a horizontal line underneath.

Professor Andrew Rowland
Chair of the Board of Trustees

26 August 2024

BALANCE SHEET

31 March 2024

	Total funds	FURTHER DETAILS
Fixed assets:		
Tangible assets	£0.00	A2
TOTAL FIXED ASSETS	£0.00	
Current assets:		
Cash at bank and in hand	£9,433.90	B4
TOTAL CURRENT (CASH) ASSETS	£9,433.90	
The funds of the charity:		
Restricted income funds	£219.67	D2
Unrestricted funds	£9,214.23	D3
TOTAL UNRESTRICTED FUNDS	£9,214.23	
TOTAL RESTRICTED FUNDS	£219.67	
TOTAL OVERALL CHARITY FUNDS	£9,433.90	
TOTAL NET ASSETS (Funds plus tangible assets)	£9,433.90	

For and on behalf of SicKids:



Professor Andrew Rowland

Chair of the Board of Trustees

26 August 2024

NOTES TO BALANCE SHEET

31 March 2024

	Total funds	
A2 Fixed tangible assets		
Filming equipment to film outreach work (revalued to £0 as obsolete)	£0.00	Revalued to £0 (obsolete)
Laptop (revalued to £0 as obsolete)	£0.00	Revalued to £0 (obsolete)
A2 TOTAL Fixed tangible assets	£0.00	

	Total funds	
B4 Cash at bank (The Co-operative Bank) and in hand		
The Co-operative Bank	£9,433.90	
Cash in hand	£0.00	
B4 TOTAL Cash at bank and in hand	£9,433.90	

	Total funds	
D2 Restricted income funds		
Held at The Co-operative Bank (Restricted income minus restricted expenditure)	£219.67	
D2 TOTAL Restricted income funds	£219.67	

	Total funds	
D3 Unrestricted income funds		
Held at The Co-operative Bank (Unrestricted income minus unrestricted expenditure)	£9,214.23	
D3 TOTAL Unrestricted income funds	£9,214.23	

For and on behalf of SicKids:



Professor Andrew Rowland

Chair of the Board of Trustees

26 August 2024