



TOUCHSTONES CHILD BEREAVEMENT SUPPORT
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2020



CHARITY REGISTRATION NUMBER 1168091
COMPANY LIMITED BY GUARANTEE REGISTRATION NUMBER 07858769

TOUCHSTONES CHILD BEREAVEMENT SUPPORT
(a company limited by guarantee)

TRUSTEES' REPORT FOR THE YEAR ENDED 30 NOVEMBER 2020

COMPANY INFORMATION:

Registered Charity Number:	1168091
Company Registration no:	07858769 (England and Wales)
Trustees:	Wendy Townsend Fran Wedgbury Sharon Forrest
Bereavement Director: Director:	Vicki Quarton Rob Quarton
Registered Office:	5 Church Lane Cookhill Alcester Warwickshire B49 5JS
Bankers:	HSBC UK Church Green West Redditch Worcestershire B97 4EA
Independent Examiner:	Dovey Accountancy Services Ltd Heyford Park House, Heyford Park, Upper Heyford, Bicester OX25 5HD
Website	http://touchstones-support.org.uk

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TRUSTEES' REPORT FOR THE YEAR ENDED 30 NOVEMBER 2020 (cont.)

The trustees, who are also directors of the charitable company for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 30 November 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP): Accounting and Reporting by Charities (FRS 102) in preparing the annual report and financial statements of the charity.

OBJECTIVES AND ACTIVITIES (in delivering community benefit)

The charity's objects are set out in the Company's Memorandum and Articles of Association and are:

To relieve the mental, and physical sickness of children and young people resident in North East Worcestershire suffering from bereavement or loss by the provision of counselling and support for such persons.

Arising from this, Touchstones Child Bereavement Support's mission is to help the children cope with the pain of their bereavement, to reduce their isolation and to enable them to develop strategies to move forward with hope, such that their emotional, social and educational development is not impeded and that they are not disadvantaged by their loss. Our work directly improves young people's mental health, wellbeing and safety and is both supportive and preventative.

Touchstones works with children and young people aged 5-21 years old, who have suffered the loss of a mum or dad, brother or sister, grandparent, friend or any other significant person in their lives. Touchstones delivers a completely free programme of one to one and group support for any child or young person living in or attending school in any part of North East Worcestershire. Our referrals predominately come via Children Services, GPs, CAMHS & from schools observing children with deteriorating behaviour, performance and attendance. Many of the children we see are at risk of exclusion, of failing in their education or failing in their social interactions / friendships - with many also suffering severe psychological bullying and isolation.

Each child receives as many one-to-one sessions as they need to get to as good a place as possible, and on average this is around eight. In these sessions, feelings of guilt, anger and confusion/misunderstanding, are explored, as well as strategies to deal with sadness and anxiety about the future. Children have assessment scores at the start and end of support which show great improvement, and which is also reported by families and schools as well.

Touchstones also runs group Memory and Feeling Days, where children and young people meet together and get to share challenges, fun and feelings with other children who have had a similar life-changing loss, and begin to realise that they are not alone, strange or different. This sharing is transformational, and years later, children and young people who have attended one of these days, often talk about it being a turning point in their lives.

Additional to the direct work with, and support of the referred children and young people Touchstones also offers advice and training to families, carers and professionals, including;

- advice to families and schools on how to support young people through bereavement, including pre-school children who are best supported by their own family

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- training packages, tailored to the needs of individual schools
- advice and support to schools in the event of a sudden death in the school community

The support is provided at no cost to any user – thereby enabling full accessibility to anyone in the community. Given that most of our referrals come from schools, the service is available to all their children. Those who are often hard to reach by other organisations and services are regularly amongst those who receive service. Such families are often wary of engaging with statutory bodies like Children's Services and schools, but welcome support from an independent agency. Consequently, many referrals come from areas and families with greater than average levels of social deprivation.

Service is initiated when a referral is received from schools, GPs, Children's Services, school nurse, CAMHS and families themselves. On occasions children refer themselves because they know they need help but their family is not coping.

The key elements of the service journey/ provision are:

1. Referral management
2. Initial assessment – with carer and child contacts
3. One to One Counselling Support – usually within School
4. Group Memory, Feelings and Activity Days

There is an initial assessment visit at home with the carers to evaluate the child's needs and offer immediate advice and support. An appropriate support pathway is then decided on which will probably be one to one support, but a referral to other services may be made where they appear appropriate.

This is followed by a brief 'tea stop' to allow the child/young person to meet with the support provider.

Contact will then be made with the school to gather information about the child's coping ability at school and to arrange a date for the commencement of support which is generally provided in the school setting. School has been found to be the most successful place for 1-1 sessions as young people can be sure that they are not being heard by a carer listening at the door and their session is contained within the boundaries of the school timetable which is helpful. At the end of the session, 10 minutes of recovery time can be given if necessary, and then the distractions of a normal school day carry the child forward. However, for some young people, home is the most suitable place, and in these instances, sessions are given at home.

Support within the one-to-one sessions is tailored to the age and the needs of the child, with greater or lesser amounts of talking, worksheets, craft, stories etc.

Additional to the one-to-one support, Touchstones also run group Memory and Feelings Days with up to 20 children / young people at a time. The benefits of bringing young people together are great as it helps them realise that they are 'normal' and not alone. Experienced, trained volunteers from within the local community staff these days which are a transforming experience for the young people involved.

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The organisational outcomes for Touchstones are all based on the professionally recognised Childhood Bereavement Network (CBN) Outcome Framework – these being:

- a) *The improved emotional and mental well-being of the bereaved young people, with the attendant improvement in their physical health.*
- b) *Improved school attendance/concentration/participation*
- c) *Raised levels of self-esteem (which is usually damaged through bereavement), including identifying and helping to stop any bereavement bullying that has occurred.*
- d) *Reduced feelings of isolation*
- e) *Improved levels of self-care. Bereaved young people often fail to care for themselves properly and may exhibit problems with eating/sleeping/drinking/self-harming. They may even have thoughts about wanting to die to be with their loved one. Also reduced drinking of alcohol and likelihood of other addictions*
- f) *Improved family relationships with families able to share their pain and grieve together, rather than as individuals which leaves children isolated and alone.*
- g) *A decrease in fear and a greater hope in their future for young people, so that they can move forward in confidence*

The main Bereavement Clinical lead has 13 years' experience in this field. She has completed a research project for the University of Nottingham on how best to support children after parental suicide - as part of her now completed MA in Counselling Children & Young People.

ACHIEVEMENTS AND PERFORMANCE

During the period between December 2019 and November 2020 Touchstones received 108 new referrals for work with children and young people – all of whom either reside or attend schools or colleges in North East Worcestershire.

The service offering that each of these children received has varied depending on their specific needs. For some, particularly where it may have been a grandparent who died, it is sufficient to provide telephone support and guidance to the parent/carer. However, if it appears that there is a greater need, then an assessment visit is carried out in the home, when more support to the carer is also given. If it is necessary, a bespoke package of one-to-one support for the child or young person is put in place. The engagement will be for a varying length of time as the need is always child led and the service is tailored to the needs of each individual child. Even within a family, different children will require support for varying lengths of time.

In the review period, referrals covered the full age range of 5 years to 21 years of age. We find that children below school age are unused to working with strangers, so rather than conducting one to one support, we help parents to find ways to support their young children. Nearly all our young people are of school age, but in this period, we did support a small number of young adults that were still very vulnerable and assesses to potentially benefit from the service offering.

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TRUSTEES' REPORT FOR THE YEAR ENDED 30 NOVEMBER 2020 (cont.)

The review period coincided with the start of the global Covid 19 pandemic, and subsequent social restrictions and lockdowns. From March 2020 all schools in our area closed with teaching moving online.

Clearly, as schools are our principal referrer, the number of new referrals fell away, and all one-to-one sessions were forced to stop. We continued to support some of the existing children in our service via phone/zoom/WhatsApp videos, but most did not feel comfortable with these approaches for the support of such sensitive issues, and so work fell away.

During this initial lockdown period a range of alternative resources were developed that were then supplied to both existing and new referrals. One successful resource was the "Little Box of Feelings", of which we had three versions: a younger box, an older box, and a version for children who had an ill relative who they could not see because of covid restrictions. Other resources were also developed, and these were also made available widely to the public through our Facebook page.

The Government's Job Retention scheme was utilised with the one full-time employee been furloughed for all their time during April and May, and on a flexible, part-time basis in June and July when the policy on the Government's Job Retention Scheme was changed. The contracted, part-time service provider continued to work throughout the lockdown period – principally in an online capacity, and in developing resources and in completing several administrative tasks.

Physical, one to one work resumed in the summer term as soon as the easing of lockdown restrictions allowed schools to reopen. We are pleased to say that all except two schools considered our work to be essential and immediately allowed us back onto their premises- albeit with significant social distancing and other Covid secure protocols. While many other external support agencies were not permitted to enter the schools because visitors were being kept to a minimum, bereavement was quite rightly considered an important exception.

We again worked in schools through the autumn term until lockdown restrictions were once re-imposed and schools again closed.

During this year we have provided bereavement advice and training to several schools following deaths in their school community, one of which was for a young person and very sudden.

The impact of pandemic and resulting restrictions has also meant that the two scheduled Touchstones Memory and Feelings Days in April and November had to be cancelled. Additionally, the much-valued Annual Lantern Walk of Remembrance in December also had to be cancelled.

All in all, this has been a very difficult year – for us an organisation, and more significantly for the children, young people, and their families who have become bereaved. However, it was a good opportunity to reach out into the wider community via social media with advice and words of comfort where we could..The impact of Covid deaths clearly materialised during the period but has significantly increased during 2021. The data below, provides some additional information about the nature of our referrals and support engagements.

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Key Data

Causes of Referral – death of;

Dad	22%
Mum	17%
Brother/sister	6%
Grandparent	34%
Aunt/uncle	14%
Friend	7%

The loss of a parent remains the primary cause of referral during the period, with grandparental death also extremely high. For Touchstones, whether children receive support is determined by their need and bereavement problems rather than by who died. In some families, the death of a grandparent is catastrophic, as they may be acting in a parental role, or may just be holding the family together. Without them things fracture, and children struggle. The same can be true for aunts and uncles.

The death of a friend is also exceedingly difficult. When someone your own age dies it shakes a young person profoundly. Not only have they lost someone hugely important in their lives, but their own mortality becomes real and that is very frightening.

Causes of death

Cancer	20%
Heart and circulatory	16%
Suicide	20%
Accidents - drowning/RTA etc	9%
Alcohol and drugs	5%
Covid	23%
Other	7%

Clearly the Covid pandemic has had a significant impact of the causes of referrals in the period, with Covid related deaths being the highest cause. Many of these bereavements are extremely complicated by the manner of the death, with families often not be allowed to be present in hospital as the person died – thereby additionally robbed of being able to say a proper goodbye.

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The number of suicides never ceases to shock and sadden us. When combined with deaths due to alcohol and drugs, which many young people regard as a slow suicide ("If they had loved me they would have stopped"), it once again becomes the largest cause of death.

We find that we have become the local service of choice for support for children following a sudden and traumatic death. Our clinical lead made this the subject of her research project for her MA degree because the impact on a family is immense and the complicated grief issues that often follow makes supporting these families a longer term and more challenging task. For these children our Touchstones Feeling and Memory Days would normally be the chance to meet others bereaved in the same way, and the cancelling of these due to lockdown restrictions has had, and undoubtedly continues to have, a major impact on the mental health of the traumatised children we support.

Outcomes and Feedback

That the children benefit hugely from support is undeniable, but this is difficult to quantify. We see children change from initially finding some relief for their pain to becoming able to integrate their loss into their lives and feel hopeful about the future. However, many of our children have multiple other problems in their lives as they come from families with varying levels of deprivation and recognising that we cannot change everything is hard to accept but essential. However, they are all in a much better place when we conclude our work with them.

To quantify support, and to help us understand where they are so that we can better help them, all children complete a basic self-assessment in the first and last sessions. They score a whole number of factors / emotions and problems out of ten – with 10 being the worst score – so the higher the total the more troubled they are.

Additionally, we also collect direct feedback and comments from children, families and professionals that also validates our service, and is continually used to assess and seek improvements.

Future Operational Plans

Our current focus is on fully resuming our total service offering to all children and to all of our referees, hopefully following the continued easing and eventual removal of all lockdown restrictions. In particular, we are extremely eager to be able to reinstate our hugely important and highly valued group Touchstones Feelings and Memory Days.

Looking further ahead, we again would like to be able to offer more group work and bereavement training. We would also like to continue our efforts to find more opportunities to bring whole families together as the benefits can be immense, and we are aware that while our work brings huge improvements in how children cope with loss, outcomes can sometimes be improved with the involvement of and grief support offered to the whole family.

Additionally, we are working to improve our use of social media, particularly Instagram, as we know that it is far more actively used by young people themselves.

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TRUSTEES' REPORT FOR THE YEAR ENDED 30 NOVEMBER 2020 (cont.)

FINANCIAL REVIEW

Total income for the year was £26,880 (2019 £72,426). Given that the service offering is provided completely free of charge, all income is raised through voluntary donations, including a mixture of grants, fundraising events, sponsorship together with individuals and community organisation donations. The Global Covid pandemic has had a significant impact on income during the period as both individual and community organisational fundraising efforts were enormously curtailed by lockdown and social distancing restrictions. Additionally, corporate donations and fundraising have also suffered whilst companies have struggled to journey through these extremely challenging and unpredictable times.

The principal sources of funding during the year were:

- Grants from;
 - Redditch Borough Council from the 'Running a Successful Voluntary Business' Fund,
 - The Institute of Cemetery and Crematorium Management (ICCM), recycled metal fund and
 - The Eveson Trust.
- Donations through Local Giving, from individuals/work-based teams, and from a variety of community organisation's including Kingfisher Quilters, Masons, Studley WI, Unite Union JLR, Solihull Inner Wheel, Bromsgrove Methodist Church, Inkberrow Young Farmers, and from many other smaller and/or anonymous donors.
- Fundraising events such as supermarkets in-store token schemes, marathons, sky-dives, a race night, the Revitt Fundraiser and a stall/ stewarding support at Hanbury Show.
- Company charitable sponsorship from Thorpe Lighting, Zoo Accountancy and Angus Soft Fruits

All the funds that enable Touchstones to function and to continue to bring its quality and valued offering to the children and young people we work with, come entirely from voluntary donations. Touchstones is profoundly grateful to all the numerous business, organisations and individuals that generously provide these vital funds.

Total expenditure for the year was £37,388 (2019: £37,056). The principal item of expenditure were staff salaries, including supervision and training at £35,789 - with the staffing structure at 30 November 2019 consisting of the main service provider employed full time, and the services of a sub-contracted counselling practitioner at the at a rate of 0.4 FTE.

Overall, Touchstones Child Bereavement Support showed an operating loss for the year ended 30 November 2020 of £10,508 (2019 surplus £35,370).

Touchstones had £53,733 of unrestricted funds in the bank at 30 November 2020 – which is a reduction of £10,508 from £64,241 at 30th November 2019

The trustees have set Touchstones' reserve policy based on the Charity Commission's guidance (CC19) and accounting standards (SOP 2005). The trustees' reserve policy is to aim to ensure long

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term sustainability of the service offering, and therefore aims to achieve unrestricted operational reserves that represents fifteen months' worth of expenditure. Based upon the ongoing employment of the additional part-time bereavement support worker during the following financial year – this would represent a reserve fund of no more than £50,000. It is thus the trustees' view that it is appropriate to draw up these accounts on the going concern basis.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The organisation is a charitable company limited by guarantee, originally incorporated as a Community Interest Company on 23 November 2011 – and named Touchstones Support CIC. The company was established under a Memorandum of Association which established the objects and powers of a charitable company on 10 June 2016 and is now governed under its Articles of Association. Its name was changed at that point to Touchstones Child Bereavement Support. The company was registered as a charity on 7 July 2016.

The trustees of the charity are also directors for the purpose of company law, and are appointed by invitation of the existing trustees, subject to a satisfactory interview, suitability and Enhanced DBS checks. Each trustee is fully committed to the aims of Touchstones and the importance of its work within the local communities it serves.

As part of their induction, any new trustee would be required to attend a series of training sessions in order to understand the general roles and responsibilities of a trustee, the articles of association and governance model for Touchstones, and the specific operational principles and practice of the charity. As part of their induction, new trustees would also be required to attend some part of a Touchstones Memory and Feelings Day

Governance of the charity is vested in the Board of Trustees. The Board of Trustees meets at least two times per year as per the Charity's Articles of Association. The charity trustees are responsible for the general control and management of the charity. The trustees ensure the charity is well run, spends its income wisely and appropriately, and meets all company and charity requirements. Day-to-day management and operations are delegated to the Executive Director, the Non-Executive Director and the sub-contracted staff member - under the supervision of the trustees.

Mr Robert Quarton and Mrs Victoria Quarton, have held office as Company Directors during the whole period since the Company was incorporated as a CIC on 23 November 2011 and Mrs Wendy Townsend since 20 April 2015.

Mrs Wendy Townsend, Mrs Fran Wedgbury and Mrs Sharon Forrest have held the position of Charity Trustees from 7 July 2016. These appointments were made on the conversion of Touchstones Support CIC to this current Charitable Company.

All trustees and company directors (other than Vicki Quarton as the employed principal bereavement services provider) give their time voluntarily and received no paid benefits from the charity. Any expenses reclaimed from the charity are set out in note 6 to the accounts.

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Volunteers

Touchstones has a group of experienced and dedicated volunteers that are an intrinsic part of the offering that Touchstones can deliver. We are constantly amazed by the skill in which these volunteers work with, and massively assist many of our children and young people on their bereavement journey. We are immensely proud of our volunteers, and so grateful for their commitment, enthusiasm and skill.

Our volunteers are adults from all backgrounds and ages. They have been recruited through contact with our service as professionals or families, and from our sister organisations and Samaritans. All volunteers have enhanced DBS checks. Most volunteers are highly experienced, but we also have some new and generally younger volunteers too. Many have their own bereavement experiences, and within the team we also have an experienced worker with challenging children, a PhD qualified psychologist, and several teachers.

All new volunteers undertake a series of training sessions to familiarise them with an understanding of child bereavement and grief, and on the operating principles and practices of the charity, and specifically on the Touchstones Memory and Feelings Day, and on the key role of the volunteer within these days.

Volunteers are key to running Touchstones Memory and Feelings Days, as we need high adult/child ratios to ensure a great experience and safety for these vulnerable children. Volunteers key characteristic is their ability to get alongside children, but they also need careful training plus a level of personal emotional resilience.

Our volunteers are passionate about what they do, knowing how transformational these days are for children. They count it as a great privilege to do this work and they are brilliant at it. It takes unusual strength and sensitivity to support a small crying child, without trying to stop them shedding those vital tears.

The volunteers also help run the annual Lantern Walk of Remembrance and other occasional fund-raising or educational activities as they choose. Touchstones provides volunteers with annual refresher and development training, to ensure they are always properly equipped to deliver their important role.

Supervision

Supervision is provided for all employed and freelance staff. The permanent bereavement lead has regular supervision with a BACP Supervisor. Freelance / Sub-contracting staff have fortnightly supervision meetings

Following each Touchstones Memory and Feelings Days, the volunteers have debriefing and supervision meetings with the bereavement lead

Networking/ professional bodies

Touchstones Child Bereavement Support is a member organisation of BACP (The British Association of Counsellors and Psychotherapy).

Touchstones is also a member of the Childhood Bereavement Network (CBN) which links us into a national network of professionals working with bereaved children and young people, and provides access to information updates, key resources, support and other networking opportunities.

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Touchstones also developed many effective networks and relationships with similar bereavement organisations in neighbouring areas. We have regular meetings for mutual support, and they are a

rich source of inspiration, as well as a good way of monitoring our own performance and success outcomes by comparing it with others. Touchstones are also a member of the newly developed child bereavement services network group which meets 3 times a year. We also share volunteers to assist in each other's service provision and fund-raising activities.

Locally, we work alongside/with numerous professionals – including CAMHS, Children's Services, Early Help, Family Support Workers, schools, GPs to ensure joined up support for children. These links enable us to reach as wide a range of bereaved children as we can. Additionally, we support these other professionals with bereavement, grief and trauma training, and we refer back to them when children require additional support with non-bereavement issues. We are often contributors to multi-disciplinary support meetings like Child in Need meetings.

Touchstones are members of BARN (Bromsgrove and Redditch Network for voluntary sector organisations) and we have taken advantage of numerous training / development courses provided by them.

Risk Management

The organisation undertakes an annual risk assessment to identify any major risks and identifying degrees of exposure and the steps necessary to mitigate and manage these. This helps towards ensuring that we are paying due attention to the stability of our operations and to our duty of care to both our staff, children & young people, their families, and all community partners. The Risk Register is reviewed annually, to ensure that systems and procedures are in place to manage the risks identified.

Policies

Touchstones Child Bereavement Support recognises that the welfare of children and young people are paramount and that we have a duty of care when they are in our charge. Touchstones will do everything it can to provide a safe and caring environment for all children and young people whilst they attend our activities. Touchstones is committed to ensuring that in its interactions, all the children and young people that it works with, are safe from all forms of physical and mental harm – including harm arising from neglect, exploitation or abuse.

All trustees, staff and volunteers are required to undertake enhanced DBS checks, and these are reviewed regularly.

During the period of this report Touchstones has reviewed and updated all its Safeguarding and Child Protection policies.

In addition to Safeguarding policies, significant work has taken during the period of this report to update and align all data protection and privacy policies with the requirements of GDPR

Amongst others, Touchstones has the following key policies and procedures:

- Child Protection and Safeguarding
- Designated Person

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- Concern or Disclosure of abuse
- Handling and Reporting allegations or Complaints against a worker
- Whistle Blowing
- Data Protection (GDPR)
- Service Users Privacy

Statement of Trustees' responsibilities

The trustees (who are also directors for the purpose of company law) are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give true and fair view of the state of affairs of a charitable company and the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year.

In preparation of these financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently
- Observe the methods and principles in the charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK accounting standards have been followed, subject to any material departures and explained in the financial statements and
- Prepare the accounts on a going concern basis unless it is inappropriate to presume the charity will continue its activities.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with The Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS 102)) and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

This report was approved by the trustees on 03/08/2021 and signed on their behalf by



Sharon Forrest
Trustee

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF TOUCHSTONES CHILD
BEREAVEMENT SUPPORT**

I report to the trustees (who are also Directors for the purpose of company law) on my examination of the financial statements of Touchstones Child Bereavement Support ('the charitable company') for the year ended 30 November 2020 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of charitable company, you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 145 of the Charities Act 2011 ('the 2011 Act') and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination; or

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF TOUCHSTONES CHILD
BEREAVEMENT SUPPORT - continued**

- the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Independent examiner's statement (continued)

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



Mr J Dovey

Date 3, 8, 2021

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DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 NOVEMBER 2020

		Unrestricted funds	Restricted funds	Total funds	Prior year
		£	£	£	£
Income					
Donations and grants	Note 2	26,880	-	26,880	65,869
Charitable activities		-	-	-	258
Fundraising events		-	-	-	6,299
Separate material item of income		-	-	-	-
Total		26,880	-	26,880	72,426
Expenditure					
Charitable Activities	Note 3	35,789	-	35,789	35,707
Operating Costs	Note 4	959		959	891
Administration	Note 5	640		640	458
Total		37,388	-	37,388	37,056
Net income for the reporting period		(10,508)	-	(10,508)	35,370

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BALANCE SHEET
30 NOVEMBER 2020

	Unrestricted funds £	Restricted income funds £	Total this year £	Total last year £
Current assets				
Cash at bank and in hand (Note 7)	54,777	-	54,777	65,110
Total current assets	54,777	-	54,777	65,110
Less Current liabilities				
Creditors: amounts falling due within one year (Note 8)	1,044	-	1,044	869
Net current assets	53,733	-	53,733	64,241
Funds of the Charity				
Net income this reporting period	(10,508)	-	(10,508)	35,370
Retained income brought forward	64,241	-	64,241	28,871
Total funds	53,733	-	53,733	64,241

TOUCHSTONES CHILD BEREAVEMENT SUPPORT
(a company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2020

For the year ended 30 November 2020 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 November 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

(a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies' regime within Part 15 of the Companies Act 2006, and in accordance with FRS102 SORP

The financial statements were approved by the trustees on 03/08/2021 and signed on their behalf by

A handwritten signature in black ink, appearing to read 'Sharon Forrest', with a stylized flourish at the end.

Sharon Forrest
Trustee

TOUCHSTONES CHILD BEREAVEMENT SUPPORT
(a company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2020 (cont.)

1. Accounting Policies

Accounting convention

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2015). The charity constitutes a public benefit entity as defined by FRS 102. There has been no change in accounting policies since last year. No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Expenditure and liabilities

Expenditure is recognised on the accrual basis as the liability is accrued. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay the resources and the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation is generally exempt from income tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Exemption from preparing a cash flow statement

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor. There are currently no restricted funds to account for.

TOUCHSTONES CHILD BEREAVEMENT SUPPORT
(a company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2020 (cont.)

2. Grants and donations

	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total Funds £	2019 Total Funds £
Grant Redditch Borough Council	2,900	-	2,900	7,500
Grants other	14,260	-	14,260	18,000
Donations	9,720	-	9,720	40,369
	26,880	-	26,880	65,869

3. Charitable Expenditure

	2020	2019
Gross salary – director	24,573	24,250
Sub-contractor costs	10,803	7,041
Supervision and Training	119	320
Memory Days and Materials	294	1891
Service Travel Expenses		2205
	35,789	35,707

There was one full time employee during the year (as in 2019). Additionally, the services of one part-time, sub-contracted counsellor were utilised during this financial year.

4. Operating Costs

	2020	2019
Insurance	489	459
Audit and Accountancy	200	56
Subscriptions and Memberships	270	376
	959	891

5. Administration

	2020	2019
Printing and Postage	102	128
Telephone and Internet	183	33
IT and Consumables	326	297
General Expenses	29	
	640	458

TOUCHSTONES CHILD BEREAVEMENT SUPPORT
(a company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2020 (cont.)

6. Trustee's expenses

During the year, Vicki Quarton as a director of the company, received remuneration for her employment as the principal, qualified, and experienced bereavement services provider. None of the trustees have claimed expenses during the year for travel, subsistence, and accommodation costs.

7. Cash at bank and in hand

	2020	2019
HSBC Current account	54,777	65,110
	54,777	65,110

8. Creditors and accruals

	2020	2019
Accrual for sub-contractor service provision	968	774
Accrual for expenses	76	95
	1,044	869