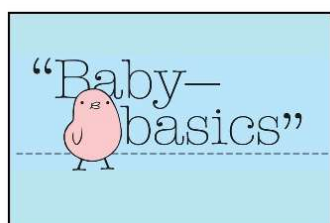


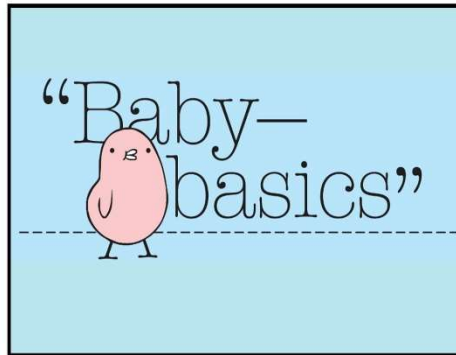
Baby Basics Northampton



2020 AGM
Virtual Meeting
Tuesday 13th October 2020
7.30pm



Charity Number: 1168449



AGM 2020

Baby Basics Northampton

Virtual Meeting

Tuesday 13th October 2020 - 7.30pm

Baby Basics Northampton has had a busy year sending out starter packs to mums in need in Northamptonshire.

This leaflet will provide the following information to accompany the Baby Basics AGM 2020.

	Page No.
1. Chair of the Trustees Report	3
2. Financial Report	4
3. Operation Review	5-6
4. Social Media/Grants	7
5. Grants and Funding September 19 – September 20	8
6. Data Analysis	9-11
7. Newsletters	12-13
8. Thank you	14
9. End of Year Balance Sheet	15-16

1. Chair of the Trustees Report

Well what a year!! I don't think anyone expected things to be as they are. But despite all the enormous struggles that COVID has brought, there is much to celebrate for Baby Basics, Northampton.

Firstly, I think it is wonderful and a real blessing, that despite the impact of COVID, Baby Basics Northampton has continued to serve and provide starter packs, for all those who have needed one. And in a season where lots of small charities have not been able to continue, we find ourselves in a place of strength and security.

The team have once again been amazing, going above and beyond for Baby Basics. We truly are incredibly blessed to have you, so thank you Julie, Sabrina and Micki for all that you do.

One huge change for Baby Basics this year has been the move to new premises, which are just wonderful. Having our own space where everything has its own 'home' and place is amazing. The move to the Keep House at Scott Barder has been a huge step forward and will enable us to continue to grow and reach more Mums and babies. So much work went into making the move happen and I believe that it has all been worth it and will continue to be a blessing.

Once again our volunteers have done so much. It has been very difficult during the lockdown restrictions, but they are starting to come back which we are so pleased about. Again, a big thank you to all the volunteers for all that you do.

Another real encouragement has been seeing new trustees come on board. It has been so good to see Lisa, Maya and Paul join us. We are really excited about the gifts and the skills they will bring to the trustees and to Baby Basics Northampton. I also want to thank Angie and Sharon for all that they have done and indeed do as trustees. I'm sure they share my delight at having new trustees on board.

I never expected to be the Chair of Trustees, it was a bit of a surprise! But it has been and is a privilege; to see how the charity not only survived the COVID crisis, but has in fact grown and developed is just wonderful. I think that we are in very exciting times and I hope and pray that Baby Basics Northampton will continue to go forward in strength and continue to support, care for and show many more Mum and their babies, their worth and value.

Thank you to everyone connected with Baby Basics Northampton, without your support, there would be no Baby Basics! And here is to us continuing to move forward and grow.

Take Care and God Bless

Paul Carey-Slater

**Baby Basics Northampton
Chair of the Trustees**



2. Financial Report

Baby Basics Accounts for 12 months from 1 September 2019 to 31 August 2020

Baby Basics statement of accounts for 12 months from 1 September 2019 to 31 August 2020
Baby Basics started the financial year with cash of £20,161.

Total donations received were £50,655.26, resulting in cash decreasing to £7,410.22 on 31 August 2020.

The largest donations came from Northampton Community Foundation, who provided a total of £13,000 in 3 grants, one from the Friends of the Foundation, one from Anglian Water and the other from the COVID Fund. There was also a grant of £8,600 awarded by the National Lottery, Community Fund and £10,000 from the ARM Trust.

During the year the charity spent a total of £63,131.70. This can be broken down into £39,806 on wages, £9,320 on supplies for starter kits and £14,095 on administration expenses.

Since the closing of accounts on 31st August £10,000 has been received from the National Lottery, with a further £8,603 due in November, and payment for Regional Hub work of £3,640 due in October.

Monthly expenditure is roughly £3,500 therefore Baby Basics currently has sufficient funds to continue for the next 6 months.

Angie Kennedy
Baby Basics Northampton
Treasurer



The End of Year Balance Sheet - page 15-16

3. Operations Review

The period from September 2019 – September 2020 has been challenging for the team at Baby Basics Northampton. Exciting times, moving into new premises quickly changed to challenging times two weeks after the move when the COVID-19 lockdown took place.

The team had to adapt to the new way of working during the pandemic, continuing to ensure starter packs were prepared for mums in need whilst the volunteer sessions were cancelled, and the donation drop off points were closed.

New Premises:

Baby Basics Northampton moved to new premises mid-March 2020. The charity had outgrown the Kairos Centre and moved to The Keep House in Wollaston. The Keep House is owned by the Scott Bader Commonwealth and is rented out to three local charities, one being Baby Basics Northampton. The new premises has enabled the team to move the majority of Baby Basics items from their own home and they are able to work more efficient and effectively.

Baby Basics Northampton would like to thank Northants Fire for assisting us with our move and the Kairos Centre for being a fantastic first home for the charity.



Duchess Initiative:



The Duchess of Cambridge has brought together 19 British brands to donate items to 'baby banks' across the UK, which includes Baby Basics Northampton.

Baby Basics Northampton are privileged to be part of the Duchess of Cambridge's initiative.

Baby Basics Northampton Volunteers:

Our volunteers only managed an induction in our new premises before COVID-19 caused a lockdown. For the safety of our volunteers the decision was made to stop the volunteer sessions. This was an incredibly hard decision to make. Our volunteers have been so amazing throughout the lockdown, supporting us in so many ways. We have all kept in touch throughout via WhatsApp, discussing ideas for fundraising and promoting the charity online as well as supporting each other.

Donation Drop Off Points:

We also had the challenge of the donation drop off points closing which could have potentially stopped us from running all together. We had plenty of supplies organised which enabled us to continue creating the starter packs at the start and from there we were incredibly blessed by grants from NCF.

As a team we purchased items necessary to complete all of our referrals which was definitely a challenge at times with restrictions on items and lots of things going out of stock. We have received fantastic support from other charities especially regarding knitting, the Warm Baby Project, Knit for Peace and our regular knitters have ensured all of our babies have been able to stay warm with beautifully created blankets, hats and cardigans.

Since September, we have only been able to reopen one donation drop off point currently in the Food Bank, Weston Favell. They have been very supportive and helpful throughout and we have built up a good relationship and worked a good system to enable this to continue. We have been receiving lots of donations and it all appears to be going quite smoothly.

Future Developments:

The Operations Team continue to grow and develop. We feel privileged to be part of the Duchess of Cambridges initiative and excited to be able to re-open our volunteer session. Our volunteers have worked so hard and have adapted to our new COVID-19 rules really well. It has been an absolute joy to have their smiley faces back with us, even if they are behind a mask!



The team will be taking on the role as a Regional Hub for Baby Basics UK. Baby Basics Northampton will be supporting Baby Basics Centres within their region - London. The team will be supporting these Centres, whether it is to assist setting up a new Centre or whether they are an established Centre which needs advice or assistance. This is an exciting new opportunity for Baby Basics Northampton.

The team would like to say a massive thank you to all the amazing volunteers, our Trustees, all our referrers, Northants Fire and Rescue, our donation drop off points and all our supporters who donate items to ourselves. Thank you to Kettering Children Centre and the William Knibb Centre for continuing to be a collection point for starter packs. Baby Basics Northampton could not do what we do without everyone working together.

COVID 19 has highlighted the importance of communities looking after each other and coming together to help each other during these difficult times. Our Baby Basics Northampton Community has always been and continues to be amazing, always supporting us and the mums and families who receive our starter packs. We are so grateful to you all. Thank you.

4. Social Media /Grants

Right at the start of the year, we received £10000 from the ARM Trust to support our move to The Keep House. This enabled us to make the move and to set up what is a fantastic, bespoke space that has meant we have been able to continue producing starter packs throughout lockdown.

Covid19 has brought many challenges in fundraising and grants; cancelling speaking engagements and fayres and channeling grant funding to immediate need (rightly so) and away from core costs.

However, in May we were awarded a grant from the National Lottery Community Fund, which will cover our rent costs and 6 hours of staffing a week, for 5 years! This is a huge endorsement of our project and recognition of the importance of what we do.

The Northamptonshire Community Fund (NCF) have always been really supportive and this year was no different, with 2 grants to cover basket making over the last few months. Without this support, having had to close to donations, we wouldn't have been able to support regular referrals, nor our emergency COVID-related families.

NCF also gave us a grant to support us to look at our fundraising strategy and through lockdown a lot of work was put into training, looking back and learning and considering possibilities for the future. We had, as part of this, planned a regular giving campaign, to support us in becoming more self-sustaining. This has been postponed, although steps to raise the profile of regular giving have been taken and will continue to develop over the coming year.

We hope our new website will be up and running soon, and will also encourage regular giving as well as feedback from mums and professionals to support grant applications.

As well as these grants, we have received lots of donations from businesses and individuals and also pledges of support, including Jez who hopes to run the London Marathon for us next year!

We are incredibly grateful to each and every donor and supporter who continue to make our work possible.

Social Media has given a really good platform to continue to communicate with our community in the midst of lockdown and the response to opening one drop off point, at the start of July, was fantastic! We were also able to encourage giving through our amazon wishlist and localgiving page as our online family sought to continue supporting through the crisis.

We have also ventured onto LinkedIn and hope to further develop corporate support and awareness through this platform.

We currently have over 5400 followers on Facebook, with over 400 joining in the past couple of weeks! This continues to be the most valuable platform for us, allowing interaction between us and our community and between the community itself.

Thank you for all your support.

Micki Carey-Slater

Baby Basics Northampton

Communications & Grant Lead



5. Grants and Funding

September 2019 – September 2020

Gifts

**Moorlands
St Francis
Hawthorns
Tina
Cameron
Stepping Stones
Gives in memory of loved ones
Stanwick Church Central Fund
Bambino Mio**

**Park Avenue Methodist Women's Fellowship
Ranjit
Elaine
NFU Ladies Isham
A friend of Moorfield Towcester Coffee
Barford St Michaels and St John
St Peters Weston Favell
Park Avenue Methodist Mums and Tots
Emmanuel Church**

Regular Givers

Grants

**ARM Trust – moving grant
The Entertainer Pennies Grant
Amazon
St Faith's Trust
Corby Council
Neighborly Covid Grant
Tesco Groundwork Covid Grant**

**Page Fund
NCF Friends of the Foundation
COOP Community Grant
NCF Anglian Water – Positive Difference Fund
Waitrose
TNL Community Fund
NCF – Coronavirus Response and Recovery Fund**

Others

**Paypal
Amazon Smile
Northampton Lottery
Local Lotto (Daventry)
Corby Lottery**



6. Data Analysis

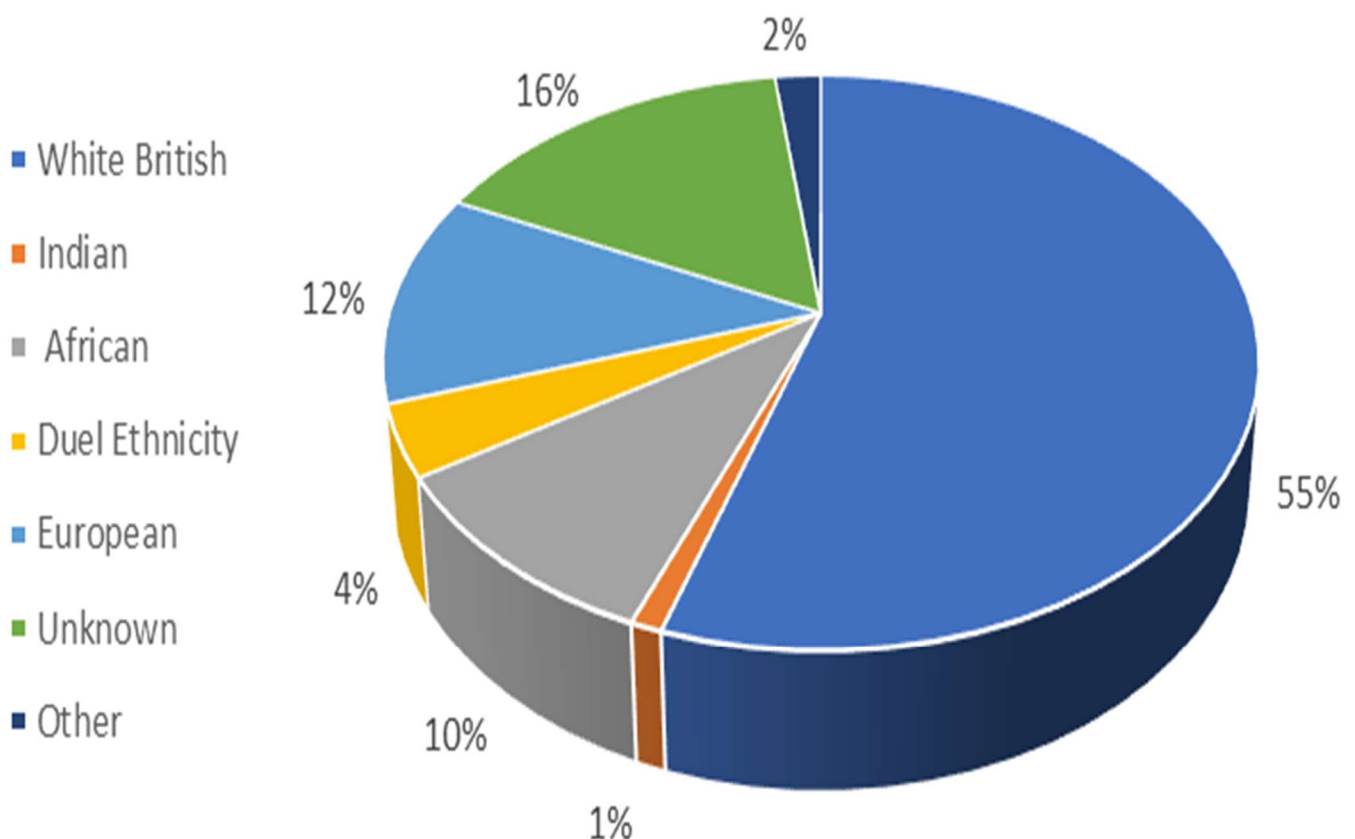
Baby Basics Northampton gather data to assist in the completion of applications for grants and funding opportunities. The information is provided by the referrers when they make a request to Baby Basics Northampton for a starter pack.

Please note: The data has been collected from September 2019 – September 2020. Total number of starter packs sent out between Sep 2019 – Sep 2020 = **215**.

Please note: This figure does not include the emergency referrals received by the charity during the month of August 2020.

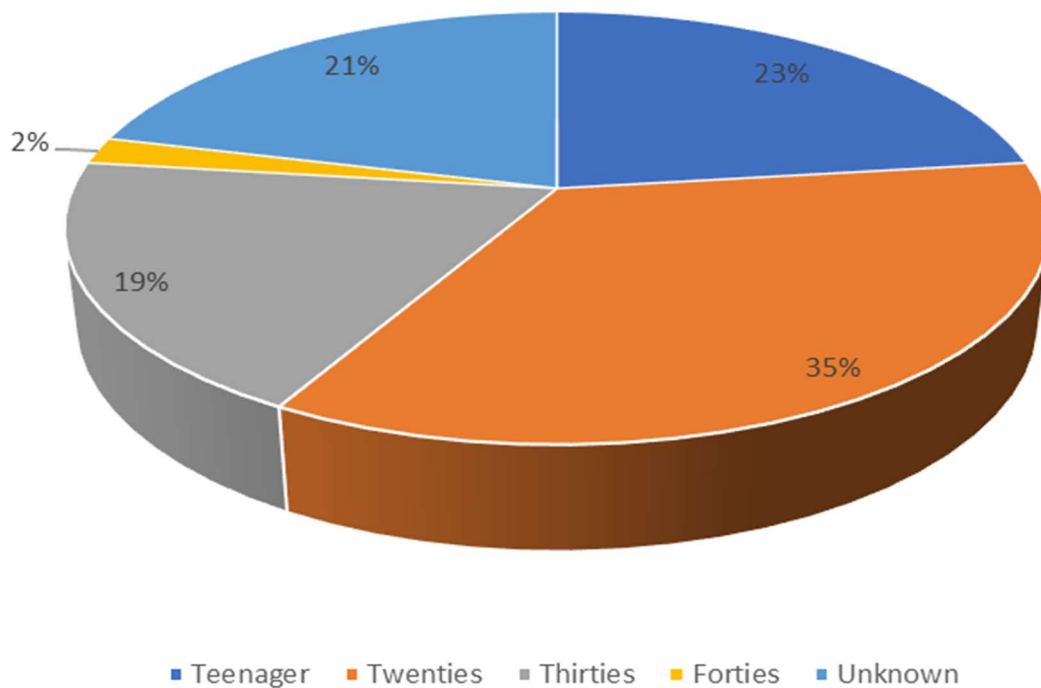
Each category includes an Unknown field. This is to record referrals where no data was provided by the referrer. Starter packs which are provided to referrers to cover any emergency requests received whilst the team are on annual leave are included in the Unknown field.

Ethnic Origin of the mum to be:



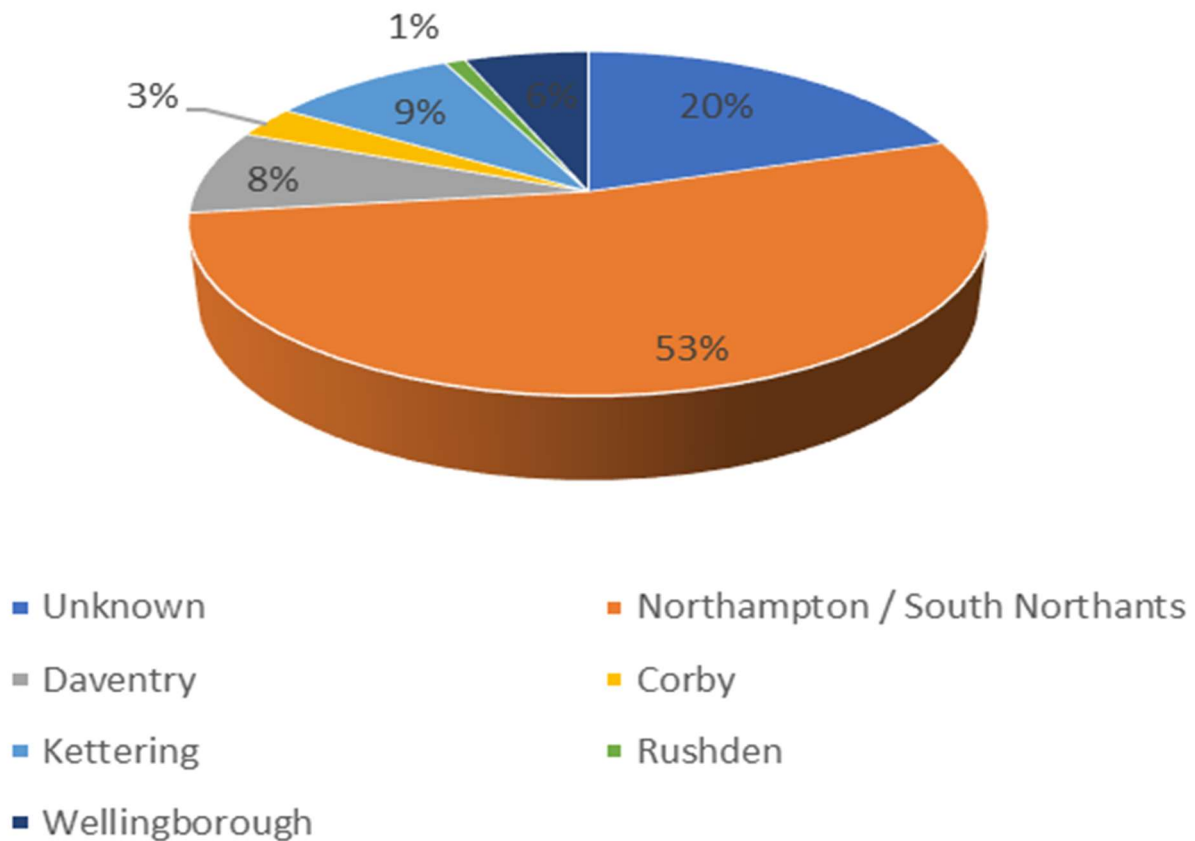
The majority of our referrals (55%) in the period from September 2019-September 2020 are from mum to be's who are White British.

Age of the Mum to be:



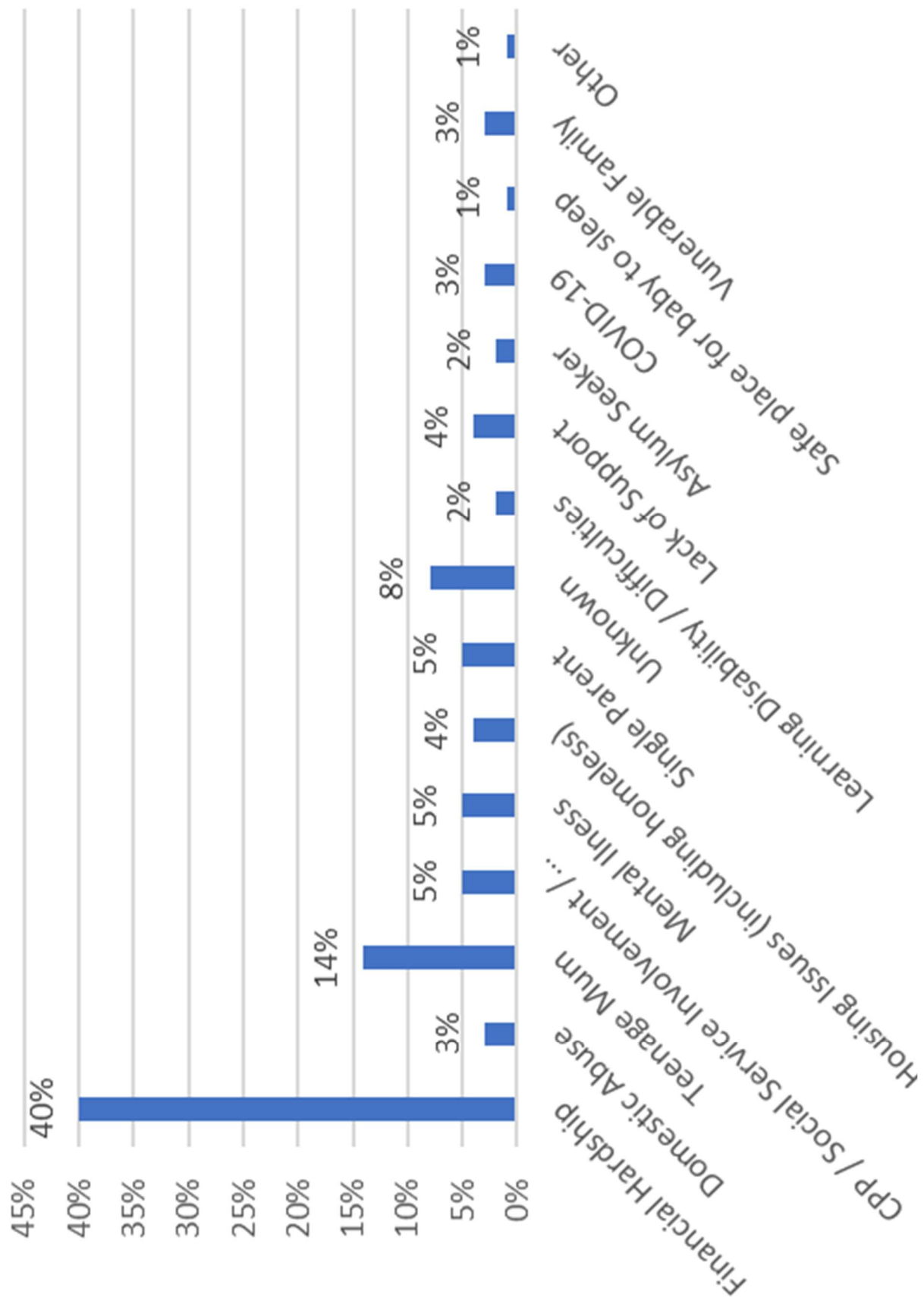
The majority of our referrals (35%) in the period from September 2019-September 2020 are from mum to be's who are in their twenties.

Area the mum to be lives:



The majority of our referrals (53%) are from mums to be who live in Northampton / South Northants.

Reason for Using Baby Basics Northampton:



The majority of our referrals (40%) in the period from September 2019-September 2020 are from mum to be's who are experiencing financial hardship.

7. Newsletters



Baby Basics Northampton
Charity No: 1168449



Donation Drop Off Points

Kairos Centre
Wilks Walk, Grange Park, NN4 5DW
Monday/Wednesday/Thursday/
Friday 9.30am – 12.30pm

Emmanuel Church
Weston Favell Shopping Centre,
NN3 8JR
Monday – Friday 10am – 2pm

Brackley Drop Off
By appointment with Mariejoy
mj@mjmakes.co.uk
www.facebook.com/MJMakes

The Entertainer
Grosvenor Centre, 29/31 Princes
Walk, Grosvenor Centre,
Northampton, NN1 2EL
Monday - Saturday 9am-6pm

Home-Start Kettering Area
The Children's Centre / Home Start
Montagu Street, Kettering,
NN16 8AE
Monday-Friday 9am-2pm

Broadmead Baptist Church
Broadmead Avenue
Northampton
NN3 2QY
Monday – Friday 9am-4pm

Rusden Salvation Army
19 Church St, Rusden
NN10 9YU
Monday – Friday 9am-2pm

St Francis Church
Eastfield Road, Duston,
Northampton, NN5 6TQ
Wellbeing Café: Wednesday 1-4pm
Church Office: Monday 9.30am-12pm
Tuesdays – Friday 9am -12pm

Burton Latimer Baptist Church
or John Yoemans Hall (opposite)
Meeting Lane, NN15 5LS
Hall: Thursday 9.15am – 2.15pm
Friday 10am – 12pm
Church: Sunday 10.15am – 12pm

Baby Basics Northampton Newsletter

Donation Newsletter



September 2019

Wow, the summer has flown over and autumn is here! We hope you enjoy our latest newsletter, packed with exciting news, details on new donation drop off points and further information on how you can help the work of Baby Basics Northampton:

Baby Book Launch

On Monday 9th September we were pleased to launch the introduction of baby books within our starter packs.

"Baby Basics Northampton is so proud to be working in partnership with Northampton General Hospital and Igloo Books.



Reading is such a special time for both mum and new baby. We are really pleased that we can encourage reading with the introduction of the books provided by Northampton General Hospital and Igloo Books within our starter packs". – Julie Bainbridge (Operations Lead, Baby Basics Northampton)

NCS Summer Success

During August, groups of young people chose to support Baby Basics Northampton as part of the National Citizen Service programme.

The teams of young people completed a variety of fundraising activities and purchased lots of lovely toiletries and items for a newborn baby.

Thank you to the NCS and all the amazing young people who have supported us, you should be really proud of your achievements!



Mince Pies and Coffee Morning



We hope you can
join us!

Charity Today Awards

We recently attended the Charity Today Awards. It was a fantastic night celebrating the work of some amazing charities, local groups and individuals.



We were really proud to be awarded Highly Commended in the Health and Social Care Award 2019.

Growbaby

Growbaby is a new project of Re:store. The project aims to give out children's clothing and essential items to families in Northampton that are struggling financially. For further information, please visit www.restorenorthampton.org.uk



Spencer Contact

Baby Basics Northampton cannot accept cots, prams or any large baby items. If you are looking for somewhere to donate these items, please try Spencer Contact as they may be able to take your donations of large baby items. Telephone Number: 01604 587589

Baby Basics Northampton Contact Details

E-mail: babybasics.gnc@gmail.com

Facebook /Twitter / Instagram - Baby Basics Northampton



Don't forget to like us on Facebook and Instagram and follow us on Twitter.

What does Baby Basics Northampton do?

Baby Basics Northampton provides basic provisions to new vulnerable mums in Northamptonshire. These mums have little or nothing for their new baby and themselves.

Working with local health visitors, midwives, family workers, children centres and other agencies, starter packs filled with essential items for a newborn and their mum are distributed to those most at need.

Baby Basics provide: **Moses Basket Starter Pack / Bath Starter Pack / Hospital Bags**

Baby Basics can also provide microwave/cold water sterilisers and bottles. Baby Basics can also produce a starter pack to include early/tiny baby clothing and also smaller sized nappies (size 0).



Examples of a bath starter pack, Moses basket starter pack and hospital bag provided to Northampton General Hospital

How can I help Baby Basics Northampton?

Baby Basics Northampton could not send out the starter packs to mums in need without the support of **YOU**. If you would like to help the work of Baby Basics Northampton, we can accept the following donated items:

- Moses Baskets (we cannot accept used Moses basket mattresses)
- Moses basket sheets, blankets, towels
- Girl, boy and neutral baby clothing (0-3 months, newborn, tiny/early baby) only
- Bibs, hats, mittens, baby shoes, muslins, baby sleeping bags
- Brand new toiletries for mum (shampoo, conditioner, shower gel, soap, toothbrush, toothpaste, tissues, breast pads, maternity/sanitary towels, comb, hair bands, hand wash)
- Brand new toiletries for baby (baby shampoo, baby bath, baby lotion, baby wash, baby toothbrush, baby toothpaste, cotton wool balls, nappy cream, nappies (size 0, 1 or 2), baby wipes, nappy sacks)
- Microwave/cold water steriliser, bottle brush (brand new), baby bottles (brand new), brand new packet of steriliser tablets
- Soft toy/toys suitable for newborn babies (no battery-operated toys)

Please ensure all toiletries and nappies for mum and newborn baby are brand new.

Baby Basics cannot accept prams, cots/cot beds, breast pumps, car seats, electrical equipment or large toy items due to lack of storage facilities and/or health and safety concerns.

Please see the Donation Drop Off Points section of this Newsletter for further details of where to take your donations....

Please note Baby Basics Northampton cannot pick up donations due to personal safety concerns.



8. Thank You

Baby Basics Northampton could not send out the starter packs to new mums in need without the support of the local community and local businesses.

We would like to say thank you to:

Montague Children's Centre (Kettering) Rushden Salvation Army

Grange Park Church Knitting Groups Midwives

Emmanuel Church The Entertainer Burton Latimer Baptist Church

MarieJoy - Brackley Church Groups Referrers

Fundraisers Schools Mum and Tots Groups

Northampton Fire and Rescue Service Kairos Centre

Northamptonshire Community Brackley WI

Northampton Community Foundation Amazon

Facebook Followers Baby Basics Volunteers Hello Red

Baby Basics Trustees Baby Basics UK Tesco Mereway

Family Nurses Northampton General Hospital Knit for Peace

The National Lottery Community Fund Scott Bader Warm Baby Project



9. End of Year Balance Sheet

Baby Basics income statement for 12 months from 1 September 2019 to 31 August 2020

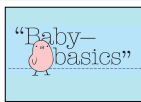
			Petty cash	Bank
		£	£	£
Income	Donations	50,655.26	856.57	49,798.69
	Bank interest	-		
Expenses	Salary	£ 39,806.24		
	supplies for Baskets	£ 9,230.83		
	Admin expenses	£ 14,094.63		
		£ 63,131.70		
Net income/Expenses current year		-£ 12,476.44		

Balance sheet

Cash	Bank Account	£ 7,410.22	
	Petty Cash	£ 100.50	
	Total Cash	£ 7,510.72	
Current year income/expense		-£ 12,476.44	
Prior year income/Expense		£ 7,510.72	
		-£ 4,965.72	

Donation breakdown

Small Gifts	£ 2,472.88	
Recycling	£ 97.00	
Fundraising	£ 85.00	
Refunds	£ 174.57	-£ 174.57



Baby Basics Northampton – AGM 2020

	£	
Corporate	219.75	
	£	
Grants	43,783.50	
	£	
Supermarket Scheme	1,614.76	
	£	£
	48,447.46	48,272.89

	£	
Payroll	240.00	
	£	
Local Giving	1,318.50	(less fees)
	£	
Local Giving GA	483.60	
	£	
Lotto	61.20	
	£	
Lottery	73.00	
	£	
Northampton	31.50	Since Dec
	£	£
	2,207.80	2,207.80

£
50,480.69

Admin Expenses

	£
Insurance	654.94
	£
Assets (laptop, washing machine, drier)	1,007.75
	£
Move	5,000.60
	£
Room rental	6,548.48
Other (Rubbish disposal, washing , fund raising costs)	£
	882.86
	£
	14,094.63

Baby Basics income statement for 12 months from 1 September 2019 to 31 August 2020

			Petty cash	Bank
Income	Donations	£ 50,655.26	£ 856.57	£ 49,798.69
	Bank interest	£ -		
Expenses	Salary	£ 39,806.24		
	supplies for Baskets	£ 9,230.83		
	Admin expenses	£ 14,094.63		
		£ 63,131.70		
Net income/Expenses current year		-£ 12,476.44		

Balance sheet

Cash	Bank Account	£ 7,410.22	
	Petty Cash	£ 100.50	
	Total Cash	£ 7,510.72	

Current year income/expense	-£ 12,476.44	
Prior year income/Expense	£ 7,510.72	
	-£ 4,965.72	

Donation breakdown

Small Gifts	£ 2,472.88		
Recycling	£ 97.00		
Fundraising	£ 85.00		
Refunds	£ 174.57	-£ 174.57	
Corporate	£ 219.75		
Grants	£ 43,783.50		
Supermarket Scheme	£ 1,614.76		
	£ 48,447.46	£ 48,272.89	

Payroll	£ 240.00		
Local Giving	£ 1,318.50	(less fees)	
Local Giving GA	£ 483.60		
Lotto	£ 61.20		
Lottery	£ 73.00		
Northampton	£ 31.50	Since Dec	
	£ 2,207.80	£ 2,207.80	



14th December 2020

AUDIT REPORT AND CERTIFICATE OF CHARITY ACCOUNTS 2019/20

Charity

Baby Basics, Northampton

I have completed an independent examination of accounts prepared by Michaela for the year ended: - **31st August 2020**

All supporting documentation provided as listed below were examined.

SUPPORTING DOCUMENTATION EXAMINED

PROVIDED	EXPECTED BUT NOT PROVIDED
Bank Statement covering whole year	
Petty Cash Movements for Year	
Sources of Income Schedule	
Cash Book Entries by Category Code	
Year End Balance Sheet	
Sample source documents of income	
Sample source documents of expenditure	
Source documents for petty cash	
Sample salary Payslips	

The summary below reflects a true position of the bank balances for the dates given and have confirmed bank balances to bank statements

RECEIPTS & PAYMENTS

DESCRIPTION	VALUE
Cash in hand at start of Year	£21.75
Community Account Balance as at 1 st September 2020	£20,139.98
Total Balance at Start of Year	£20,161.73
ADD : Total Receipts during year	£50,480.69
LESS : Total Payments during year	£63,131.70
Total Balance at the End of Year	£7,510.72

FUND BALANCES AS AT DATES STATED

DESCRIPTION	VALUE
Cash in Hand at 31 st August 2020	£100.50
Community Account Balance at 28 th August 2020	£7,410.22
Total Balance of Fund at the End of Year	£7,510.72

Examination Steps Performed

EXAMINATION STEP	OUTCOME	COMMENT
Check all income records to supporting documentation (including Petty Cash)	Checked a sample of 12% to Summary spreadsheets supplied	All reconciled
Check all expenditure items (including salaries) to supporting documentation (including Petty Cash)	Checked a sample of 11% to Summary spreadsheets supplied	All reconciled
Check arithmetic accuracy of the income and expenditure records	Income and Expenditure records are arithmetically accurate	
Trace all income and expenditure entries to bank statements	Checked a separate sample of 15% between Summary spreadsheets and bank statements supplied	All reconciled
Review each item on bank reconciliation checking for long standing items and arithmetic accuracy	No reconciling items due to cash accounting status. Bank balances reconcile to statements	
Ensure opening balances agrees with closing balance in previous years for Petty cash and bank balances	Balances agree	
Ensure the closing balance agrees with reconciled petty cash ledger and bank statements	Balances agree	
Check arithmetic accuracy of final Cash book listing	Cash Book summary supplied is arithmetically accurate	
Ensure fund is being maintained in accordance with VAT regulations (threshold for turnover of taxable supplies)	Fund is being maintained in accordance with current VAT regulations for charity funds.	
Evidence shown that administration of fund is fit for purpose	Bank activity seems reasonable for a charity and no evidence found that administration is not fit for purpose	

Examination Opinion

In my opinion, proper accounts have been kept of all money received and disbursed over the annual accounting period from 01 September 2019 and 31 August 2020, and I am satisfied that the accounts materially represent a true reflection of the activity of the charity's funds.

Points Arising from the Audit

1. For Bank Statements only starting and ending statements were provided, so reliance placed on bank reconciliation provided. This could be a separate document in future so is clearer to review rather than included as part of the cashflow summary
2. Bank Reconciliations assumed to be completed regularly. Given value and number of transactions this could be monthly or quarterly.

Recommendations following this Audit

- A. Reconciliation steps through the documentation provided could be presented clearer. Perhaps a summary table of starting-> movements in and out -> closing could be added to make review steps easier to process

Should you require any further explanation or clarification on the above, please do not hesitate to contact me.

SIGNED 

PRINTED D. BDE-COLLIS

DATED 22/12/20