

# IMPACT REPORT 2023-2024

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# WORDS FROM OUR INTERIM CHAIR OF TRUSTEES

## Tom Maher

**Our Northamptonshire based charity, Baby Basics Northampton, are proud to support new and expecting vulnerable parents.**

Due to the economic challenges over the last year, the number of people who need the support of Baby Basics has increased, which simultaneously has made it more difficult for companies and individuals to provide support. It is essential we maintain funds to ensure the financial security of the charity.

Turning to the growing number of individuals who require our help, we realise the need for our vital services to continue over the coming year and our goal is to ensure that we receive sufficient funding and donations to meet this demand and need. Baby Basics Northampton has provided **12% more Moses basket starter packs** than the previous 12 months, giving an annual total of 442 baskets this year.

**“OUR GOAL IS TO  
ENSURE THAT WE RECEIVE SUFFICIENT  
FUNDING AND  
DONATIONS TO MEET THIS  
DEMAND AND NEED”**



This year we said a sad farewell to our trustee, Lisa Smith. Lisa has been an active and valuable trustee for the charity for four years. In this time, she has worked with our staff team and volunteers, expanded our relationships with the faith network and has made invaluable contributions to the charity and the board of trustees. Lisa leaves with the best wishes and thanks from the whole team and board.



We have welcomed **two new board members**. Hils comes with a wealth of experience that will greatly benefit Baby Basics. In her first few months, she has already made a big impact with some great ideas on how to help us grow and secure more sustainable funding. We also welcome Natalie who is a highly qualified and experienced Human Resources professional. The board are delighted to have Natalie onboard and look forward to working with her.

Our staff have yet again done an incredible job at supporting the charity with their work; they have secured funds and donations, raised our profile, and expanded our network and reach. On behalf of the board, I want to thank the staff team for their tireless work throughout the year, all of whom regularly go above and beyond, but importantly provides a lifeline for so many families in need. This year, we welcomed Laura to the staff team who made an instant significant impact by helping to secure grant funding which enables us to achieve our mission and grow sustainably next year.

Baby Basics could not operate without the help of our amazing volunteers who offer incredible support to our staff team. The board express our thanks to team for all that they do.

Thank you to all of our amazing supporters. Every single donation helps in so many ways and I hope everyone appreciates the true, positive impact and difference this makes to the families we support. Without your support, we could not continue to meet the increased demand for our vital services.

On a personal note, I want to give my thanks to everyone who has contributed to the wonderful work that this charity completes every day. **The staff, volunteers, and supporters are the core of this wonderful charity.**

Thank you to everyone for working with our charity to help support new parents across the country.

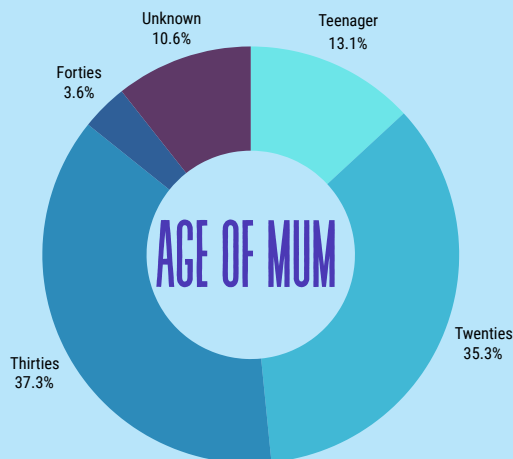


# DATA ANALYSIS

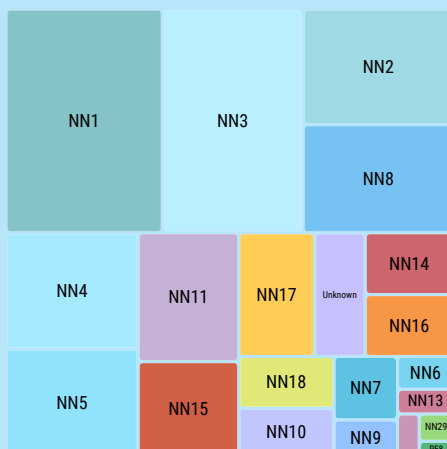
Out of the 442 packs sent out by our charity this year, 35% were for mums in their 20s and 37% were for those in their 30s - this is a 9% increase from last year.

Wellingborough saw the highest number of referrals from the North of the county with Weston Favell and Moulton having the highest in West Northamptonshire (16%).

Over 73% of our referrals were made by NHS midwives, which is an increase of 9% compared to last year.



## LOCATION



# 1 IN 18

## BABIES BORN IN NORTHAMPTONSHIRE ARE SUPPORTED BY OUR CHARITY

# 442

Starter packs distributed this year

# 2700

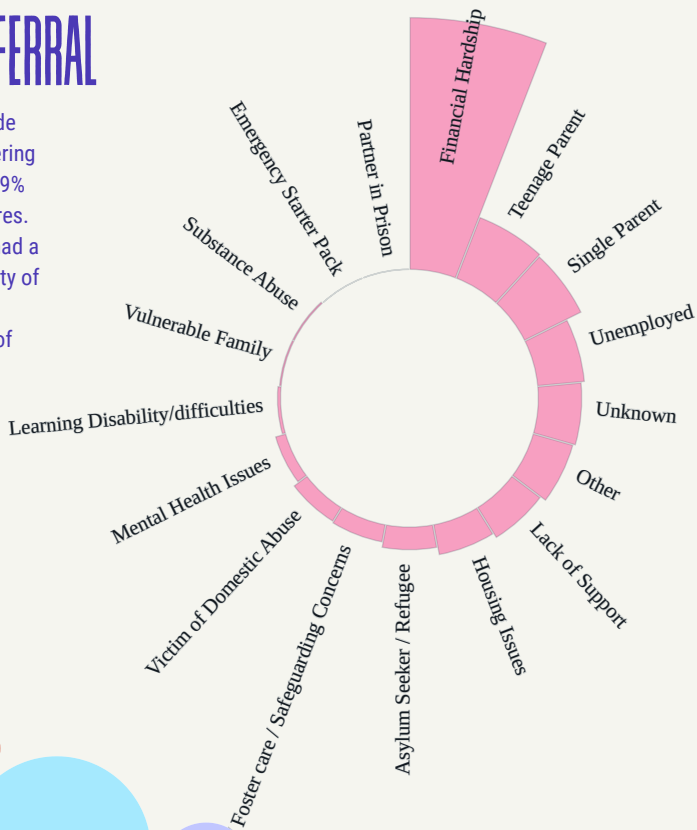
Families supported since we began in 2013

# 12%

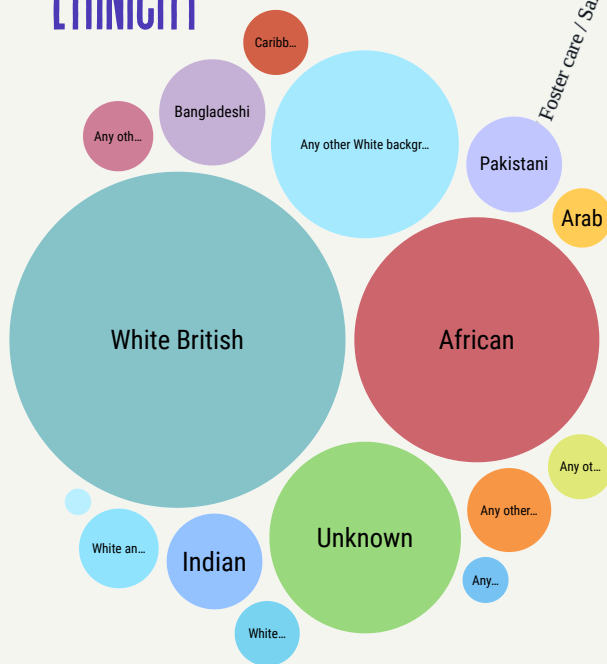
Increase in referrals compared to 22-23

# REASONS FOR REFERRAL

324 of our referrals were made because the family was suffering financial hardship which is a 9% increase from last years figures. The cost of living crisis has had a huge impact on the community of Northamptonshire. Other reasons included lack of support, housing issues and domestic violence.



# ETHNICITY



36% of the referrals received were for mums of White British background. This was the biggest demographic, while African and Asian backgrounds also made up a large proportion of our referrals.

# WORDS FROM OUR TREASURER

## Rebecca White



**I am pleased to say we have ended this year in a much stronger place financially, compared to last year, with income of £114,788 and expenses totalling £87,954.**

As at the end of August our cashflow forecast gives us operating funds of 8 months, this includes £20,000 of unrestricted funds equating to 2 full months of reserves.

We wrap up the year with a dedicated staff team of three. Significantly, our new Fundraising and Communications Lead is both focused and enthusiastic, which has helped boost our grant funding. Increased grant funding is driven by new initiatives and greater project work, which in turn brings greater expenditure. Which means we are continually striving to cover the vital core costs of the Charity. Financially we are in a much better place than this time last year, but we need to keep up this essential momentum and build on our unrestricted income, to thrive in the coming year.

We would like to thank all our supporters, with special recognition going to:

- The National Lottery who continues to support us by covering our rent at The Keep House.
- Both North Northants and West Northants councils have supported us in looking after the babies of Northamptonshire, as well as building our connections with other organisations to enhance our ability to reach families across the whole county.

- Thomas Brington Foundation who extended the funding they made 2023.
- Benefact Trust has enabled us to give hope to many through our good foundations for everyone project.
- Northampton Community Foundation has supported us via the Margaret Giffen grant (supporting babies in the North of the county) and The Queen's Institute (setting up new volunteer sessions).
- Barratt Homes for their timely support.
- Scott Bader Commonwealth, providing us with much needed extra office space and funding.
- Northwick trust have enabled us to provide relief for those experiencing hardship in the county.
- Rubbish to Go, held their inaugural golf day in August raising a much needed £2,700
- When our funds were nearing crisis point, we received support from Fortitude Financial Planning Ltd. in Towcester.
- Grange Park Church for their multi-layered ongoing support.
- The generous customers at The Entertainer, rounding there spend up at the till, all these extra pennies equated to a £1,000 donation.

We sincerely appreciate all our supporters, including various churches, local clubs, and businesses in Northamptonshire. Every contribution you make helps provide a better start in life for the babies in our community.

## **Baby Basics Northampton**

### **Income statement for 12 months from 1 September 2023 to 31 August 2024**

<b>Income</b>	Grants & Donations (note 1)		£114,787.86
<b>Expenses</b>	Salary	£	40,824.09
	Supplies for Baskets	£	23,013.25
	Admin expenses (note 2)	£	24,116.87
		<b>£</b>	<b>87,954.21</b>
<b>Net Income current year</b>		<b>£</b>	<b>26,833.65</b>

### **Balance sheet As At 31 August 2024**

<b>Cash</b>	Bank Account	£	51,253.16
	Petty Cash & float	£	1,081.81
	<b>Total Cash</b>	<b>£</b>	<b>52,334.97</b>
<b>Net Income current year</b>		£	26,833.65
<b>Opening bank (including petty cash and float)</b>		£	25,501.32
		<b>£</b>	<b>52,334.97</b>

#### **NOTES:**

##### **Note 1 - Grants & Donations breakdown**

Small Gifts	£	4,214.26
Local Giving Ltd including fundraising	£	6,299.38
Charitable Giving Payroll / Regular Giving	£	1,579.00
Lottery	£	34.50
Facebook	£	738.52
Corporate	£	9,989.72
Grants - restricted	£	82,089.68
Grants - unrestricted	£	4,200.00
BBUK payment for regional hub work	£	5,642.80
	<b>£</b>	<b>114,787.86</b>

##### **Note 2 - Admin Expenses**

Rent	£	13,566.96
Van driver	£	5,943.00
Insurance	£	576.00
IT	£	1,642.38
Other (training & office expenses)	£	2,388.53
	<b>£</b>	<b>24,116.87</b>

# OUR YEAR IN PHOTOS...



**BABY BASICS**  
Northampton  
Making a Difference

Our family of volunteers and supporters grew even bigger



**BABY BASICS**  
Northampton  
Making a Difference



We distributed a record number of moses basket starter packs



In June we hosted 'The Big Help Out' at our offices in Wollaston





We made strong connections with other charities and organisations working across the county



Social media star Louise Pentland visited our offices with baskets of donations



We hit the headlines in the local news media



Staff were recognised for the hard work they do



We took part in local community events across Northants



# WORDS FROM OUR HEAD OF OPERATIONS & DEVELOPMENT

## Sabrina Oakey



**This past year has been a period of both significant progress and meaningful challenges for Baby Basics Northampton. Guided by our mission to ensure every baby has a safe place to sleep in Northamptonshire, our team has worked tirelessly to support families in need, expand our reach, and strengthen vital partnerships across the community. I am incredibly proud of all that we have achieved together.**

We celebrated a major milestone this year, having reached 2,700 packs distributed since our start in 2013. Last year alone, we supported **442 families**, ensuring that 442 babies had a safe and secure place to sleep. Notably, we experienced a 9% increase in referrals due to financial hardship, as well as a 9% rise in referrals from NHS professionals, highlighting the growing need within our community.

Our collaboration with local businesses has been exceptional. These partnerships, which include funding, donations, and volunteering, have significantly boosted our productivity. This year, we extended our reach across Northamptonshire, with new donation points and starter pack hubs now spanning from Oundle to Woodford Halse. We have also distributed more emergency packs across the county than ever before, ensuring that support is available exactly where and when it is most needed.

Our relationships with key community organizations such as SNVB, the Chambers of Commerce, Northampton College, Ella Forum, family hubs and Recruitment Heroes have further strengthened our impact. We are deeply grateful to these organisations, as well as the numerous businesses, community groups, and individuals, for their unwavering support of families in need.

One of our most notable achievements this year is the data showing that **we now support 1 in every 18 babies born in Northamptonshire**. With nearly a quarter of children under five living in poverty, many families struggle to secure the basic essentials for their newborns. Baby Basics Northampton plays a critical role in offering these families a strong start, showing them that their community is here to support them in their parenting journey.

**“BABY BASICS  
NORTHAMPTON PLAYS A CRITICAL ROLE  
IN OFFERING THESE  
FAMILIES A STRONG START  
SHOWING THEM THAT  
THEIR COMMUNITY IS HERE TO SUPPORT THEM.”**

Gemma stepped into the role of Operations Lead in September, and her unwavering dedication and commitment to Baby Basics Northampton have made a profound impact on both our operations and the team. From the moment she took on this role, Gemma has demonstrated an exceptional ability to manage the day-to-day logistics while also fostering a positive, supportive environment for our volunteers. Her leadership has been a driving force behind our ability to meet the increasing demand for our services this year.

Under Gemma's guidance, the volunteer team has flourished. She leads with a calm yet inspiring presence, always ensuring that every volunteer feels valued and motivated. Her attention to detail and tireless work ethic have ensured that our operations run smoothly, even during our busiest times. Gemma's natural ability to bring out the best in people has been instrumental in keeping the team aligned with our mission, enabling us to deliver essential support to hundreds of families in need.

Gemma's exceptional work has not gone unnoticed. Her dedication was recognized when she was awarded the prestigious **Rose of Northamptonshire**, a testament to the respect and admiration she has earned from her peers, the community, and beyond. This award is a reflection of her tireless efforts, her passion for helping others, and her remarkable impact on both Baby Basics Northampton and the broader community.

**“THIS AWARD  
IS A REFLECTION OF HER TIRELESS  
EFFORTS, HER PASSION  
FOR HELPING OTHERS, AND  
HER REMARKABLE IMPACT.”**



Laura joined the Baby Basics Northampton team in February, and from day one, she embraced her role with an energy and enthusiasm that has made an incredible difference to our operations. Tasked with leading our fundraising and communications efforts, Laura has not only risen to the challenge but has truly transformed these critical areas.

Her creativity, strategic thinking, and deep understanding of the community have brought our fundraising campaigns to new heights, ensuring that we have the resources needed to support more families than ever before.

In just a short time, Laura has become an invaluable member of our team. Her ability to connect with partners, donors, and volunteers has expanded our network and deepened relationships with key stakeholders. She has a remarkable talent for telling the stories of the families we help in a way that resonates with people, inspiring action and support.

Whether it's through heartfelt communications or innovative fundraising initiatives, Laura has quickly demonstrated her passion and commitment to the cause. More than her professional achievements, Laura has seamlessly integrated into the Baby Basics "family." Her warmth, positivity, and collaborative spirit have had a ripple effect throughout the organization. Always bringing a touch of sparkle wherever she goes, she has uplifted the team and added a fresh perspective that has been both energizing and impactful. Her contributions have truly **set a new standard for how we engage with our community** and further our mission.



As we reflect on the past year, we are reminded that none of this would be possible without our incredible community—the donations, volunteers, trustee board, donors and fundraisers, all play a significant role in helping us support those who need it most.

Looking ahead, we remain **committed to serving our community** with the same dedication and compassion, knowing that together we can continue to make a lasting impact on the lives of families and their babies across Northamptonshire.

**“THE DONATIONS,  
VOLUNTEERS, TRUSTEE BOARD, DONORS  
AND FUNDRAISERS  
ALL PLAY A SIGNIFICANT ROLE IN HELPING US  
SUPPORT THOSE WHO NEED IT MOST.”**

# WORDS FROM OUR OPERATIONS COORDINATOR

## Gemma Stammers



**We're really pleased that our core volunteer team has stayed stable with 13 volunteers now attending volunteer sessions at our Wollaston office. They are indispensable and we couldn't sort donations received, wash clothing, sort clothing and make starter packs without their amazing dedication.**

Our volunteer sessions now take place twice a week with both sessions becoming busier and our volunteer team have become closer and formed many friendships. This is something we plan to replicate with a new volunteer session in the Northampton area, due to start in September 2024. This year **30% of our starter packs were made by our volunteer team.**

We have had a number of corporate volunteers again this year which has been really successful with 3% of our packs being created by the corporate teams. We are building strong links with these organisations who often return more than once and with different teams.

The Big Birthday Help Out and Big Help out volunteer sessions were well attended by our community and some of the people that attended have since become regular volunteers. They brought together people of all ages to take part with all aspects of making starter packs.

Our volunteers continue to tell us how meaningful volunteering at Baby Basics Northampton is and we love to see friendships and support networks develop.

We are thrilled to see a constant stream of donations via our donation points and excellent responses for specific please for items we have run out of. Despite this, with the increase in referrals, we cannot meet our referrals with community donations alone and **grant funding is necessary to fill any gaps we have**, particularly for emergency referrals.

**“WE LOVE TO SEE  
FRIENDSHIPS AND SUPPORT  
NETWORKS DEVELOP.”**

Unfortunately we still receive a considerable amount of unsuitable donations and we continue to remind our community via social media and our donation points of items we can't accept.

The local knowledge of our volunteers allows us to partner with other small charities and causes both to receive donations and pass on donations that we are unable to use.

Our referrals increased by 12% this year with 442 referrals completed. We reached the milestone of 2500 starter packs provided since 2013 and **will reach 3,000 early in 2025**. 84% of our referrals are from NHS referrers with the remainder from schools, foodbanks, social workers, churches and other frontline professionals.

Our referral form has been updated to capture additional information needed when applying for grants and also to make the referral process even more bespoke to best support each family's needs.

Our referrers continue to provide positive feedback from the families that receive our packs and often share their surprise at just how much is provided in the packs. As well as providing a safe place to sleep and essentials, they provide an excellent tool for establishing and building trust and engagement between referrers and the families that they are supporting.



# WORDS FROM OUR FUNDRAISING & COMMUNICATIONS COORDINATOR

**Laura Holmes Trevino**



**This year has been a great year for building the charity's profile within the local community. We have taken part in numerous events across the county to meet the public, raise awareness and fundraise for our cause.**

This includes our very own 'Big Help Out' event at our Wollaston offices which was a huge success, as well as the Northampton Balloon Festival and the Maternity Roadshows at Northampton hospital.

We have been well supported this year by local community groups such as the WIs and Girl Guiding groups who have volunteered, donated and held events to raise funds. On top of that we have **forged strong connections with big businesses** who have local bases including Nationwide and Amazon. They have collected donations and sent their staff into our offices to volunteer.

Our social media numbers have continued to grow this year. We gained 600 followers on Facebook to 7,700 and our reach across the platform grew by 76% to 144,600. Instagram was also a high-performing channel for us this year. We gained 197 followers and our reach grew astronomically - up 7,900% to 68,700.

This was buoyed by the support of Instagram influencer Louise Pentland who had been tagging us and sharing our posts from May onwards. LinkedIn was another successful channel for us this year, bringing us excellent contacts from within the local business community.

It's been a fantastic year for press coverage for Baby Basics Northampton. We have achieved coverage in the local paper, on the radio and tv, off the back of our own press releases. Our biggest splash came in May with our announcement that we had seen a 41% increase in referral in the first four months of 2024. This story was published by the Chronicle and Echo, BBC Radio Northampton, BBC Northampton online and ITV Anglia. We're extremely grateful for the **support of the local media outlets.**

The increase in demand for our services means we are becoming ever-more reliant on the generosity of the general public and local businesses. This is why my efforts have and will continue to be focused on awareness of the charity in the community of Northamptonshire.



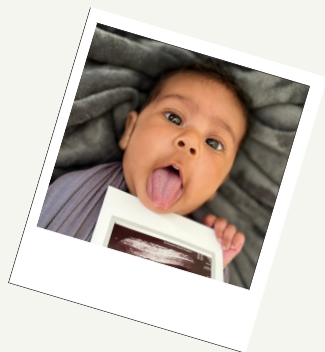
# WORDS FROM A MOTHER WHO RECEIVED A STARTER PACK

## “Emma”\*

At the time I was referred to Baby Basics, I was in a really difficult situation. I was practically homeless and in the process of applying for council housing. Everything felt overwhelming, especially with the pregnancy, which I was still coming to terms with. Life was moving so fast, I barely had time to catch my breath. I was constantly searching online, overwhelmed by endless lists of baby items I thought I needed. I didn't know how I was going to afford everything, and I was full of questions—What was necessary? What was best? What was recommended?

My midwife could see that I was struggling financially, and she suggested Baby Basics. I had heard a bit about it during my many sleepless nights researching charities, but when she officially referred me, I was so relieved and excited. I didn't know exactly what would be included in the package, but I was just grateful for the support and the thought of getting essential items for the baby.

I was about five months pregnant when I received the pack in November 2023. I remember my eyes lighting up with excitement. I was at my glucose test, and I saw a bunch of packages being delivered. I couldn't help but think that mine must be one of them—but it wasn't!



**“EVERYTHING FELT OVERWHELMING, ESPECIALLY WITH THE PREGNANCY WHICH I WAS STILL COMING TO TERMS WITH”**

I waited patiently, and one day, during an appointment, my midwife told me that my package had finally arrived. I was over the moon! It felt like Eid, Christmas, and Hanukkah all rolled into one. I couldn't wait to get home and see everything inside. I had never received such a big gift before, so it felt like I was a kid in a candy store, completely overwhelmed with joy.

I remember feeling incredibly fortunate in that moment—it was one of those experiences that made my pregnancy even more special. I felt incredibly lucky and grateful for the support...



The Baby Basics package made an incredible difference for both me and my baby. It felt like a huge jump start, providing essentials that I didn't even realise I needed. To this day, it remains the biggest gift I've ever received, and it was absolutely amazing.

Eight months after giving birth, I'm still using some of the items, which shows just how practical and long-lasting the contents were. The pack had such a thoughtful range of baby essentials—literally 'baby basics' that became a vital part of our daily routine. It truly made everything so much easier for us.

**"IT FELT LIKE A HUGE JUMP START,  
PROVIDING ESSENTIALS  
THAT I DIDN'T EVEN REALISE I NEEDED"**

Now, my baby and I are doing really well! We've recently moved into a newly built flat in a lovely community, and we're taking each day as it comes. We enjoy living simply and making the most of local charities, which have been a great support. We're committed to giving back however we can, whether through donations or passing along items we no longer need so that another child can benefit. It's a wonderful feeling to pay it forward and help others in the same way we've been helped.

Without receiving the Baby Basics starter pack, I think I'd still be checking things off my list today. It didn't just improve my situation—it changed my mindset. The pack inspired me in such a profound way, and now I feel a strong desire to help other mothers, just as Baby Basics helped me.



Baby Basics gives me hope that humanity and kindness are still very much alive. Seeing someone take the initiative to support expectant mothers in need is truly incredible. It fills me with pride and happiness to witness the charity's growth. It's a source of genuine inspiration for me.

**"IT DIDN'T JUST IMPROVE  
MY SITUATION  
—IT CHANGED MY MINDSET"**

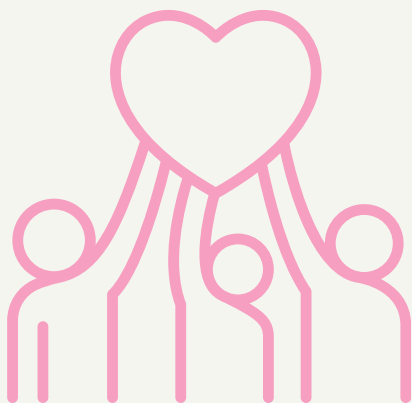
\*We have changed the name to protect the mother's privacy. The photos used on these pages are genuine photos of her daughter and are used with the permission of "Emma" herself.

# OTHER FEEDBACK

"I wanted to say thank you for the great work you do and for making life a bit easier for my young clients. This was the text I received 20 minutes after dropping the Baby Basic nest to a young mum who has been hard to engage. Her face was so happy as I delivered it. She really has nothing for herself or the baby so she was over joyed..."

"That's honestly the sweetest thing I've ever received. I've just had a look through it all and it's adorable and will be so helpful for his arrival. I'm so thankful that you managed to make that happen in order for me, and same with the baby bank, you've honestly just brightened my day - thank you so much xx"

**NHS referrer in North Northants**



"Once again from myself and the families we are truly grateful for all of your hard work and effort, it really does mean so much to our vulnerable ladies."

**Midwife on safeguarding team in Northampton**

"We sincerely appreciate your help and the smile your charity puts on the faces of these struggling families."

**Neonatal nurse at Kettering Hospital**

"I wanted to send an email to thank you and your team for the baby starter pack which was delivered to school for one of my parents. I made the referral as the family are currently open to an EHA and Mum discovered late in her pregnancy that she was expecting. She therefore only had 9 weeks to prepare for her new arrival.

When the baby starter pack arrived, everyone at school was in awe at what had been delivered.

All of the items were just lovely and so thoughtful. When I delivered the pack to my parent she cried and was so thankful. The difference this has made to the family I am supporting is incredible, so thank you so much.

What an amazing charity."

**School referrer in Corby**

"I want to say a big thank you from the bottom of my heart for your great help and care for women, it is so appreciated. I have received a huge amount of thanks for your marvellous baskets from all my ladies who received them. They were all thrilled and very happy with such support!"

**Referrer from charity Home-start Northampton**

# THANK YOU TO OUR FUNDERS

SEPT 2023 - AUG 2024



# THANK YOU

TO ALL THOSE WHO HAVE SUPPORTED US

We would like to extend a special thank you to Grange Park Church for their continued support in our projects



24 Days of Giving  
93rd St Benedict's Guiding Group  
Amazon, Grange Park  
Astwick Vale  
Barratt Homes  
BBC Radio Northampton  
Billing Knitting Group  
Brackley WI  
Corby Library  
Corby St Vincent de Paul Society  
David Wilson homes  
Daylight Centre  
Denton craft group  
The Doddridge Centre  
Dora Shergold  
Dunelm  
East Hunsbury WI  
Hallifax in Wellingborough  
Handelsbanken  
Harborough Hygiene bank  
Hardingstone Brownies and Rainbows  
Hayley the Community  
Champion at Tesco Weston  
Favell  
JAM Helping Out  
Knit for Peace

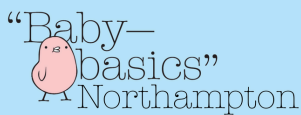
Little Connections  
Lloyds  
Moulton WI  
Nationwide, Moulton Park  
Naseby WI  
NLive Radio  
NNBN  
Northampton College  
Northampton Conservative Club  
Northampton Town Council  
Northwick trust  
Obelisk Couriers  
Oakley Bugz  
Oundle Library  
PLG  
Rubbish2Go  
Rushden WI  
Simply Business  
SNVB, Towcester  
Squirrels 1st Hardingstone group  
St Bartholomew's Church,  
Greens Norton  
St Francis Church, Duston  
St Giles church  
St Mary's Church, Wollaston

St Peter and St Paul's Church,  
Abington  
The Chronicle & Echo  
The Church of Jesus Christ of Latter-day Saints, Duston  
The Church of Jesus Christ of Latter-day Saints, Kettering  
The Emmanuel Group of Churches, Weston Favell  
The Grosvenor Centre  
The Inner Wheel of Wellingborough Hatton  
The Linus Project  
The Midwives Circle and Wellness Centre  
The Northamptonshire Telegraph  
Toddle About Magazine  
Tove Benefice, Towcester  
Unity Trefoil Guild  
Warm Baby Project  
Wendy Price  
Weston Favell WI  
Whitehills Primary School  
Wootton Guides  
Yardley Hastings WI  
Zoe Butler at Weston Favell Shopping Centre

And to all our volunteers who give their time and effort so generously

“There is no power for change  
greater than a community  
discovering what it cares about.”  
– Margaret J. Wheatley

HOW TO SUPPORT



**DONATE**

**VOLUNTEER**

**FOLLOW US**

**SPREAD**

**THE**

**WORD**

**WE THANK YOU**

**FOR YOUR CONTRIBUTIONS**



[www.babybasicsnorthampton.org.uk](http://www.babybasicsnorthampton.org.uk)



[info@babybasicsnorthampton.org.uk](mailto:info@babybasicsnorthampton.org.uk)

## **Baby Basics Northampton**

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Grants - restricted	£	82,089.68
Grants - unrestricted	£	4,200.00
BBUK payment for regional hub work	£	5,642.80
	<b>£</b>	<b>114,787.86</b>

##### **Note 2 - Admin Expenses**

Rent	£	13,566.96
Van driver	£	5,943.00
Insurance	£	576.00
IT	£	1,642.38
Other (training & office expenses)	£	2,388.53
	<b>£</b>	<b>24,116.87</b>



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## AUDIT REPORT & CERTIFICATE OF CHARITY ACCOUNTS - CONFIDENTIAL

### OUR CLIENT DETAILS

Baby Basics  
Northampton

Charity Number: 1168449

24<sup>th</sup> November 2024

On request from the above client, I have completed an independent examination of accounts prepared by Rebecca White on behalf of the client for the year ended **31<sup>st</sup> August 2024**.

All supporting documentation provided as listed below was examined.

### SUPPORTING DOCUMENTATION EXAMINED

PROVIDED	EXPECTED BUT NOT PROVIDED
Bank Statements covering start and end of year in pdf format	
Bank transactions for remainder of year in excel format	
Expenses by cost category schedule	
Income by source schedule	
Petty Cash Movement schedule	
Year end Income Statement and Balance Sheet	
Random sample of source documents of income, expenses, and petty cash	
Sample salary Payslips and HMRC payments due	

The summary below reflects a true position of the petty cash in hand plus bank balances for the dates given which reconciles to the source documents above. Have confirmed bank balances to opening and closing pdf formats of bank statements.

**RECEIPTS & PAYMENTS**

DESCRIPTION	VALUE
Cash in hand at start of Year	£522.36
Community Account Balance at 1 <sup>st</sup> September 2023 (Metro Bank)	£24008.96
Community Account Balance at 1 <sup>st</sup> September 2023 (Co-operative Bank)	£970
<b>Total Balance at Start of Year</b>	<b>£25,501.32</b>
ADD : Total Receipts during year	£114,787.86
LESS : Total Payments during year	£87,954.21
<b>Total Expected Balance at the End of Year</b>	<b>£52,334.97</b>

**FUND BALANCES AS AT DATES STATED**

DESCRIPTION	VALUE
Cash in Hand as at 31 <sup>st</sup> August 2023	£1,081.81
Community Account Balance at 31 <sup>st</sup> August 2023 (Metro Bank)	£48,393.38
Community Account Balance at 31 <sup>st</sup> August 2023 (Co-operative Bank)	£2,859.78
<b>Total Balance of Fund at the End of Year</b>	<b>£52,334.97</b>

**Examination Steps Performed**

EXAMINATION STEP	OUTCOME	COMMENT
Check income records to source documentation (including Petty Cash)	All reconciled	Checked a sample of 10% to Summary spreadsheets supplied
Check expenditure items (including salaries) to source documentation (including Petty Cash)	All reconciled	Checked a sample of 10% to Summary spreadsheets supplied
Check arithmetic accuracy of the income, expenses, and petty cash records	All records are arithmetically accurate	
Trace income and expenditure entries to bank transactions	All reconciled	Checked a separate sample of 15% between Summary spreadsheets and bank transactions supplied
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 from previous years for Petty cash and bank balances	Balances agree	
Ensure the closing balance agrees with balance sheet and closing bank statement	Balances agree	
Check arithmetic accuracy of income statement and balance sheet	Both financial statements supplied are 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 2023 and 31 August 2024, 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

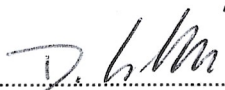
1. For the bank account starting and ending statements were provided in pdf format with remaining presented in excel format. As these reconciled fully there was no need for full statements in pdf format and anticipate the same going forward.
2. Bank Reconciliations assumed to be completed regularly. Given the value and number of transactions this could be quarterly or even annually considering accounts prepared under Cash Accounting basis, therefore as long as balance present is as reported no need for formal reconciliations to be produced.

### Recommendations following this Audit

- A. Presentation of transactions is very clear and easy to follow, making flow of information easy to follow, therefore would suggest maintaining similar format for future years.

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

SIGNED



PRINTED

D. EDE-COLLIS

DATED

24/11/24

ACMA CGMA MiP  
Director  
Ede-Collis Limited