

---

**BABIES IN BUSCOT SUPPORT**

---

**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MAY 2021**

---

## **BABIES IN BUSCOT SUPPORT**

---

### **CONTENTS**

---

	<b>Page</b>
<b>Reference and administrative details of the Charity, its Trustees and advisers</b>	<b>1</b>
<b>Trustees' report</b>	<b>2 - 5</b>
<b>Independent examiner's report</b>	<b>6</b>
<b>Statement of financial activities</b>	<b>7</b>
<b>Balance sheet</b>	<b>8</b>
<b>Notes to the financial statements</b>	<b>9 - 16</b>

---

## BABIES IN BUSCOT SUPPORT

---

---

### REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MAY 2021

---

**Trustees** Naomi Jones, Chair  
Lucy Archer, Vice Chair (resigned 30 June 2021)  
Emma Portsmouth, Secretary (resigned 20 April 2021)  
David Jones, Treasurer  
Victoria Kidd, Secretary (appointed 30 June 2021)

**Charity Registered  
Number** 1168487

**Principal Office** Buscot Ward  
Royal Berkshire Hospital  
Reading  
Berkshire  
RG1 5AN

**Chief Executive Officer** Sarah Critchley

**Accountants** KBDR Ltd  
Chartered Accountants  
The Old Tannery  
Hensington Road  
Woodstock  
Oxfordshire  
OX20 1JL

**Bankers** Cafcash Limited  
Kings Hill  
West Malling  
Kent  
ME19 4TA

---

## **BABIES IN BUSCOT SUPPORT**

---

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MAY 2021**

---

The Trustees present their annual report together with the financial statements of the Babies in Buscot Support for the 1 June 2020 to 31 May 2021.

#### **Objectives and activities**

##### **a. Policies and objectives**

The principal object of the Charity is to preserve and protect the mental and physical health of sick and premature babies treated on Buscot Ward (Neonatal Unit) of the Royal Berkshire Hospital, alongside that of their parents, guardians and families, by the provision of information and support. There have been no changes since the last report.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

##### **b. Strategies for achieving objectives**

The Charity undertakes fund raising and receives donations to achieve our main objective. Our core strategies revolve around four main areas, which the Trustees call keeping Buscot families S.A.F.E. (Support, Awareness, Facilities and Equipment).

##### **c. Activities undertaken to achieve objectives**

The Charity supports families by funding the work of a professional Family Support Practitioner (FSP) and running a community support group for families to access peer support post-discharge. In addition, the Charity funds staff training for nursing and medical staff. The Charity raises awareness of issues related to sickness and prematurity at birth and helping families adjust to life on Buscot Ward. The Charity refurbishes and maintains Ward facilities and provides medical and other equipment which is beneficial to the welfare of babies and their families. The Charity provides gifts for babies, families and nursing and medical staff at intervals throughout the year to help boost morale and well-being.

---

## **BABIES IN BUSCOT SUPPORT**

---

### **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MAY 2021**

---

#### **Objectives and activities (continued)**

##### **d. Main activities undertaken to further the Charity's purposes for the public benefit**

In 2020/21, during the continuing Coronavirus pandemic, it was necessary to place staff on furlough and part-furlough at times throughout the financial year in a response to reduced fundraising activity and income. Measures were taken to ensure, as a priority, that the Charity met all the funding needs of the ward throughout the year.

The Charity provided support for families through funding the FSP to attend the ward three times per week, and at times where this was not possible an online alternative provision was set-up. The community support group was unable to resume face-to-face meetings indoors, so – where weather and pandemic restrictions allowed, a monthly 'Walk & Talk' provision was offered instead. Awareness raising of issues related to prematurity and sickness at birth continued via the Charity's social media platforms, website and the sharing of printed publications alongside the purchase of branded merchandise to maintain visibility of the work of the charity.

The Charity funded two new life-saving Giraffe incubators for Buscot ward – ensuring incubators that were over a decade old could be replaced. The Charity provided new bespoke cot-side whiteboards on Buscot, making them more family-friendly and ensuring all key baby information is shared. New noise-cancelling headphones and jacks for connecting iPhones were purchased to replace those which had been lost or broken, helping to maintain uninterrupted parent and baby contact during ward rounds, without sacrificing privacy of conversations for families speaking with medical staff. In addition, ten new lightweight, wheeled, reclining chairs were purchased for the nurseries with foot and armrests making skin-to-skin and breast feeding more comfortable.

Gifts for families and babies were given throughout the year including Mother's and Father's Day, Easter, Christmas and World Prematurity day. Small items were distributed throughout the year including muslin cloths, breastfeeding covers, Parent Diaries and a Polaroid camera and film to enable special moments to be captured in photos and added to the diaries, 'Buscot Graduate' vests, insulated lidded cups for cot-side hot drinks, and cards and gift boxes including words of support to help families build resilience and gain comfort.

Gifts for staff were provided at Easter and Christmas including toiletries, mugs and cutlery for the staff room, food and drink.

The Charity continued to fund the licence needed to run vCreate - a secure video and photo diary resource for families to access - easing the strain of separation between parents and babies. The largest outlay made was to purchase two new Giraffe incubators, ensuring investment in reliable, state of the art life-saving equipment.

#### **Achievements and performance**

##### **a. Main achievements of the Charity**

Overall, the Trustees have been pleased that during what has continued to be a very difficult period, all funding needs for Buscot Ward have continued to be met by the Charity.

The Charity has provided continuity of support, helped improve awareness and understanding of the experience of sick and premature babies and their families, improved key ward facilities and purchased numerous items of equipment and gifts which have greatly improved outcomes and experiences for families on Buscot Ward..

---

## **BABIES IN BUSCOT SUPPORT**

---

### **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MAY 2021**

---

#### **Financial review**

##### **a. Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

##### **b. Reserves policy**

It is the policy of the Charity to maintain unrestricted funds, which are the free reserves of the Charity, at a level which equates to a minimum of six months of committed expenditure and to a maximum of 18 months average income, based on planned significant expenditure such as the investment in new ward equipment.

#### **Structure, governance and management**

##### **a. Constitution**

Babies in Buscot Support is a registered charity, number 1168487, and is constituted under a Charity Commission Scheme.

##### **b. Methods of appointment or election of Trustees**

The management of the Charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Charity Commission Scheme.

##### **c. Organisational structure and decision-making policies**

The management of the Charity is overseen by a Board of Trustees who are elected annually at the AGM. In appointing the Chief Executive, the Trustees have passed delegated authority for day-to-day decision making and management to the post-holder of this position. Trustees remain responsible for decisions relating to strategy, policy and risk, and those decisions which exceed the limits set out under the terms of the agreed delegated authority policy.

##### **d. Financial risk management**

The Trustees have assessed the major risks to which the Charity is exposed, in particular those related to the operations and finances of the Charity, and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

---

## BABIES IN BUSCOT SUPPORT

---

### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MAY 2021

---

#### Statement of Trustees' responsibilities


The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).


The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Charity Commission Scheme. 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.

Approved by order of the members of the board of Trustees and signed on their behalf by:

  
.....  
Naomi Jones

  
.....  
David Jones

Date: 13 May 2022

---

## BABIES IN BUSCOT SUPPORT

---

### INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MAY 2021

---

#### Independent examiner's report to the Trustees of Babies in Buscot Support ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 May 2021.

#### Responsibilities and basis of report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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 accounts to be reached.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. 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 an Independent examiner's 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 or for this report.

Signed:



Dated: 16 May 2022

Lorraine Butler

FCA

The Old Tannery, Hensington Road Woodstock OX20 1JL



---

**BABIES IN BUSCOT SUPPORT**

---

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MAY 2021**

---

	Note	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>Income from:</b>				
Charitable activities	3	69,714	69,714	86,665
<b>Total income</b>		<u>69,714</u>	<u>69,714</u>	<u>86,665</u>
<b>Expenditure on:</b>				
Charitable activities	4	82,425	82,425	105,991
<b>Total expenditure</b>		<u>82,425</u>	<u>82,425</u>	<u>105,991</u>
<b>Net movement in funds</b>		<u>(12,711)</u>	<u>(12,711)</u>	<u>(19,326)</u>
<b>Reconciliation of funds:</b>				
Total funds brought forward		151,169	151,169	170,495
Net movement in funds		(12,711)	(12,711)	(19,326)
<b>Total funds carried forward</b>		<u><u>138,458</u></u>	<u><u>138,458</u></u>	<u><u>151,169</u></u>

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 9 to 16 form part of these financial statements.

# BABIES IN BUSCOT SUPPORT

## BALANCE SHEET AS AT 31 MAY 2021

	Note	2021 £	2020 £
<b>Current assets</b>			
Debtors	9	-	2,542
Cash at bank and in hand		140,305	149,327
		<u>140,305</u>	<u>151,869</u>
Creditors: amounts falling due within one year	10	(1,847)	(700)
<b>Net current assets</b>		<u>138,458</u>	<u>151,169</u>
<b>Total assets less current liabilities</b>		<u>138,458</u>	<u>151,169</u>
<b>Net assets excluding pension asset</b>		<u>138,458</u>	<u>151,169</u>
<b>Total net assets</b>		<u>138,458</u>	<u>151,169</u>
<b>Charity funds</b>			
Unrestricted funds	12	138,458	151,169
<b>Total funds</b>		<u>138,458</u>	<u>151,169</u>

The financial statements were approved and authorised for issue by the Trustees on 13 May 2022 and signed on their behalf by:

  
Naomi Jones

  
David Jones

The notes on pages 9 to 16 form part of these financial statements.

---

## **BABIES IN BUSCOT SUPPORT**

---

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2021**

---

#### **1. General information**

Babies in Buscot Support is a Charitable Incorporated Organisation (CIO), and is registered with the Charity Commission for England and Wales (charity number 1168487). The Charity was registered with the Charity Commission on 28 July 2016. The Charity's principal office address is Buscot Ward, Royal Berkshire Hospital, Reading, Berkshire, RG1 5AN. Formerly the Charity was an Unincorporated Association registered with the Charity Commission (registered number 297821).

#### **2. Accounting policies**

##### **2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Babies in Buscot Support meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

##### **2.2 Income**

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

##### **2.3 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

---

## **BABIES IN BUSCOT SUPPORT**

---

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2021**

---

#### **2. Accounting policies (continued)**

##### **2.4 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

##### **2.5 Cash at bank and In hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

##### **2.6 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

##### **2.7 Financial instruments**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

##### **2.8 Pensions**

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

##### **2.9 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

## BABIES IN BUSCOT SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2021

#### 3. Income from charitable activities

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Donations from the public	8,756	8,756	19,394
Fundraising - Corporate & Foundations fundraising and fundraising event income	60,958	60,958	67,271
	<u>69,714</u>	<u>69,714</u>	<u>86,665</u>

#### 4. Analysis of expenditure on charitable activities

##### Summary by fund type

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Donations to Buscot ward and family support	66,076	66,076	67,598
Fundraising	16,349	16,349	38,393
	<u>82,425</u>	<u>82,425</u>	<u>105,991</u>

#### 5. Analysis of expenditure by activities

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £	Total funds 2020 £
Donations to Buscot ward and family support	66,076	-	66,076	67,598
Fundraising	10,745	5,604	16,349	38,393
	<u>76,821</u>	<u>5,604</u>	<u>82,425</u>	<u>105,991</u>

## BABIES IN BUSCOT SUPPORT

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2021

#### 5. Analysis of expenditure by activities (continued)

##### Analysis of direct costs

	Donations 2021 £	Fundraising 2021 £	Total funds 2021 £	Total funds 2020 £
Staff costs	-	10,628	10,628	23,635
Support	7,228	-	7,228	8,902
Awareness	-	-	-	911
Facilities	19,166	-	19,166	3,345
Equipment	34,780	-	34,780	51,210
Gifts and other expenses	4,902	117	5,019	9,367
	<u>66,076</u>	<u>10,745</u>	<u>76,821</u>	<u>97,370</u>
<i>Total 2020</i>	<u>67,598</u>	<u>29,772</u>	<u>97,370</u>	

##### Analysis of support costs

	Donations 2021 £	Total funds 2021 £	Total funds 2020 £
Staff costs	3,094	3,094	5,150
Administration, travel and storage	1,970	1,970	2,749
Auditors' non audit costs	540	540	522
Legal and professional costs	-	-	200
	<u>5,604</u>	<u>5,604</u>	<u>8,621</u>

#### 6. Independent examiner's remuneration

	2021 £	2020 £
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	<u>540</u>	<u>522</u>

---

## BABIES IN BUSCOT SUPPORT

---

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2021

---

#### 7. Staff costs

	2021 £	2020 £
Wages and salaries	12,582	25,787
Contribution to defined contribution pension schemes	1,140	2,998
	<u>13,722</u>	<u>28,785</u>

The average number of persons employed by the Charity during the year was as follows:

	2021 No.	2020 No.
	<u>2</u>	<u>2</u>

No employee received remuneration amounting to more than £60,000 in either year.

#### 8. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 May 2021, no Trustee expenses have been incurred (2020 - £NIL).

#### 9. Debtors

	2021 £	2020 £
<b>Due within one year</b>		
Other debtors	-	2,542
	<u>-</u>	<u>2,542</u>

---

**BABIES IN BUSCOT SUPPORT**

---

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MAY 2021**

---

**10. Creditors: Amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Other taxation and social security	<b>272</b>	-
Pension fund loan payable	<b>193</b>	201
Other creditors	<b>343</b>	-
Accruals and deferred income	<b>1,039</b>	499
	<b>1,847</b>	<b>700</b>

**11. Financial instruments**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Financial assets</b>		
Financial assets measured at fair value through income and expenditure	<b>140,305</b>	149,327

Financial assets measured at fair value through income and expenditure comprise of Cash at bank and in hand.



---

**BABIES IN BUSCOT SUPPORT**

---

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MAY 2021**

---

**12. Statement of funds**

**Statement of funds - current year**

	Balance at 1 June 2020 £	Income £	Expenditure £	Balance at 31 May 2021 £
<b>Unrestricted funds</b>				
General Funds - all funds	<b>151,169</b>	<b>69,714</b>	<b>(82,425)</b>	<b>138,458</b>

**Statement of funds - prior year**

	<i>Balance at 1 June 2019 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 May 2020 £</i>
<b>Unrestricted funds</b>				
General Funds - all funds	<b>170,495</b>	<b>86,665</b>	<b>(105,991)</b>	<b>151,169</b>

**13. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	Unrestricted funds 2021 £	Total funds 2021 £
Current assets	140,305	140,305
Creditors due within one year	(1,847)	(1,847)
<b>Total</b>	<b>138,458</b>	<b>138,458</b>

---

## BABIES IN BUSCOT SUPPORT

---

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2021

---

#### 13. Analysis of net assets between funds (continued)

##### Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Current assets	151,869	151,869
Creditors due within one year	(700)	(700)
<b>Total</b>	<u>151,169</u>	<u>151,169</u>

#### 14. Pension commitments

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the group in an independently administered fund. The pension cost charge represents contributions payable by the group to the fund and amounted to £193 (2020 - £201) were payable to the fund at the balance sheet date and are included in creditors.