
BABIES IN BUSCOT SUPPORT

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2024

BABIES IN BUSCOT SUPPORT

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BABIES IN BUSCOT SUPPORT

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MAY 2024

Trustees Naomi Jones, Chair
Samantha Harris, Secretary
David Jones, Treasurer

**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 2024

The Trustees present their annual report together with the financial statements of the Babies in Buscot Support for the 1 June 2023 to 31 May 2024.

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 Worker and running community support groups for families to access peer support post-discharge.

The Charity also 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 2024

Objectives and activities (continued)

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

In 2023/24, the Charity provided support for families through the work of our Family Support Worker. Throughout the year we provided 13 hours of family support per week, including holding two monthly community support groups in two locations whilst ensuring continuity of care between the ward and community settings. In April 2024, our Family Support Worker left to pursue a career in maternity support, leading to an unavoidable break in the provision of services whilst we recruited and gained the necessary clearances for a replacement (commencing September 2024). In addition, the Charity has continued our expanded Family Support services by funding private counselling and therapy for parents of babies discharged from the neonatal unit who suffer from mental health conditions such as trauma, PTSD, separation anxiety, and who may struggle to bond with their babies. A review of this relatively new area of service provision for the charity, was resounding in its praise and included the feedback that the post-discharge therapy provided was instrumental in preventing the suicide of one mother. We also funded taxi transport from home for a non-driving parent who had no access to public transport so that she could be with her baby at Christmas and beyond.

The Charity continued to fund the licence for vCreate software a secure video and photo diary resource for families to access, easing the strain of separation between parents and babies.

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 marked World Prematurity Day in November 2023 with a special tea party hosted for current parents on the ward and an awareness raising stall in the foyer of the main hospital building. In the autumn of 2023 an Advanced Neonatal Nurse Practitioner was funded to attend a UNICEF Baby Friendly Conference in person including travel and accommodation costs.

The Charity funded the purchase of:

- Two micro-preemie resuscitation simulation dolls at a cost of £1,260
- Three pairs of Occupational Therapist recommended positioning aids to assist in physical and neurological development of babies called "Zaky Hands" costing £440
- A Tumbleform baby seat for babies who have long stays on Buscot Ward and reach weaning age, needing safe feeding positions or benefit from face-to-face interaction with parents costing £518
- A brand new SLE ventilator used to assist babies' breathing at a cost of £33,955
- Six more Ocura breastfeeding chairs meaning that every cot and incubator now has appropriate and comfortable seating available for parents costing £10,130

Facilities were improved through investing in a new leather sofa bed for the Parent's Lounge / Flat 3, plus two much-needed new electric reclining leather sofas for the Family Room alongside replacement roller blinds providing a calm home-from-home environment. In addition the Charity funded repairs to a dining table, new waterproof mattress covers, a restock of cot labels, and ten replacement pairs of over-ear headphones for use during ward rounds allowing some families to remain with their babies whilst listening to music, whilst other families discuss their baby's progress with medics.

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 – often through Welcome Bags including muslin cloths, breastfeeding covers, '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. The Breakfast Basket in the Family Room was kept well stocked throughout the year with cereals and breakfast bars and biscuits to ensure families had free access to sustenance available when needed. Gifts for up to 70 ward staff were provided at Easter and Christmas..

BABIES IN BUSCOT SUPPORT

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MAY 2024

Achievements and performance

a. Main achievements of the Charity

The Trustees recognise the continuing challenges faced by the Charity in what remains a very difficult fundraising environment following the pandemic and cost of living crisis. In spite of this, the majority of funding needs for Buscot Ward outside of core NHS budget were met by the Charity, and charitable spend increased in real terms year-on-year for the second consecutive year. Greater stability in hospital management positions and the forward planning and partnership working of the ward mean that in future years this expenditure will continue to rise – alongside the continuous improvements in the family experience we wish to deliver. 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.

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.

Reserves are once more comfortably within our policy range, reduced from levels seen in recent years. We anticipate that reserves will remain within policy, but continue to fall to lower levels, due to several funding requests under consideration currently.

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.

BABIES IN BUSCOT SUPPORT

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MAY 2024

Structure, governance and management (continued)

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.

Statement of Trustees' responsibilities

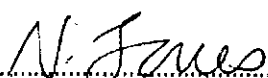
The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

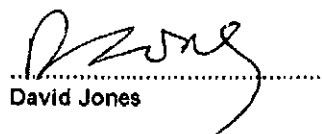
The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for 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: 27 November 2024

BABIES IN BUSCOT SUPPORT

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MAY 2024

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 2024.

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:



Lorraine Butler

Dated: 28 November 2024

FCA

The Old Tannery, Hensington Road Woodstock OX20 1JL

BABIES IN BUSCOT SUPPORT

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MAY 2024**

	Note	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:				
Charitable activities	3	98,266	98,266	81,261
Investments	4	1,697	1,697	1,113
Total income		99,963	99,963	82,374
Expenditure on:				
Charitable activities	5	130,267	130,267	111,278
Total expenditure		130,267	130,267	111,278
Net movement in funds		(30,304)	(30,304)	(28,904)
Reconciliation of funds:				
Total funds brought forward		125,201	125,201	154,105
Net movement in funds		(30,304)	(30,304)	(28,904)
Total funds carried forward		94,897	94,897	125,201

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 2024

	Note	2024 £	2023 £
Fixed assets			
Current assets			
Debtors	10	4,425	4,239
Cash at bank and in hand		91,747	122,701
		<u>96,172</u>	<u>126,940</u>
Creditors: amounts falling due within one year	11	(1,275)	(1,739)
Net current assets		<u>94,897</u>	<u>125,201</u>
Total assets less current liabilities		<u>94,897</u>	<u>125,201</u>
Net assets excluding pension asset		<u>94,897</u>	<u>125,201</u>
Total net assets		<u>94,897</u>	<u>125,201</u>
Charity funds			
Unrestricted funds	13	94,897	125,201
Total funds		<u>94,897</u>	<u>125,201</u>

The financial statements were approved and authorised for issue by the Trustees on 27 November 2024 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 2024

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.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

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 2024

2. Accounting policies (continued)

2.4 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.5 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.

2.6 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.

2.7 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.

2.8 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.

2.9 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.

2.10 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.

Investment income, gains and losses are allocated to the appropriate fund.

BABIES IN BUSCOT SUPPORT

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2024**

3. Income from charitable activities

	Unrestricted funds 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Fundraising - Corporate & Foundations fundraising and fundraising event income	98,266	98,266	81,261

4. Investment income

	Unrestricted funds 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Interest receivable	1,697	1,697	1,113

5. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2024 £	Total 2024 £	<i>Total 2023 £</i>
Donations to Buscot ward and family support	71,847	71,847	62,518
Fundraising	58,420	58,420	48,760
	130,267	130,267	111,278

BABIES IN BUSCOT SUPPORT

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2024**

6. Analysis of expenditure by activities

	Activities undertaken directly 2024 £	Support costs 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Donations to Buscot ward and family support	71,847	-	71,847	62,518
Fundraising	45,699	12,721	58,420	48,760
	<u>117,546</u>	<u>12,721</u>	<u>130,267</u>	<u>111,278</u>

Analysis of direct costs

	Donations 2024 £	Fundraising 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Staff costs	-	38,971	38,971	34,478
Support	7,664	-	7,664	5,958
Awareness	470	-	470	762
Facilities	4,301	-	4,301	675
Equipment	46,302	-	46,302	47,393
Gifts and other expenses	13,110	6,728	19,838	12,043
	<u>71,847</u>	<u>45,699</u>	<u>117,546</u>	<u>101,309</u>
<i>Total 2023</i>	<u>62,518</u>	<u>38,791</u>	<u>101,309</u>	

BABIES IN BUSCOT SUPPORT

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2024**

6. Analysis of expenditure by activities (continued)

Analysis of support costs

	Fundraising 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Staff costs	6,011	6,011	5,713
Administration, travel and storage	6,122	6,122	3,672
Independent examiner costs	588	588	584
	<u>12,721</u>	<u>12,721</u>	<u>9,969</u>

7. Independent examiner's remuneration

	2024 £	<i>2023 £</i>
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	<u>588</u>	<u>584</u>

8. Staff costs

	2024 £	<i>2023 £</i>
Wages and salaries	42,840	38,329
Contribution to defined contribution pension schemes	2,142	1,862
	<u>44,982</u>	<u>40,191</u>

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

2024 No.	<i>2023 No.</i>
<u>3</u>	<u>3</u>

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

BABIES IN BUSCOT SUPPORT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2024

9. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 31 May 2024, no Trustee expenses have been incurred (2023 - £NIL).

10. Debtors

	2024 £	2023 £
Due within one year		
Other debtors	945	759
Prepayments and accrued income	3,480	3,480
	<u>4,425</u>	<u>4,239</u>

11. Creditors: Amounts falling due within one year

	2024 £	2023 £
Other taxation and social security	471	345
Pension fund loan payable	194	242
Other creditors	22	-
Accruals and deferred income	588	1,152
	<u>1,275</u>	<u>1,739</u>

12. Financial instruments

	2024 £	2023 £
Financial assets		
Financial assets measured at fair value through income and expenditure	<u>91,747</u>	<u>122,701</u>

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 2024**

13. Statement of funds

Statement of funds - current year

	Balance at 1 June 2023 £	Income £	Expenditure £	Balance at 31 May 2024 £
Unrestricted funds				
General Funds - all funds	125,201	99,963	(130,267)	94,897

Statement of funds - prior year

	Balance at 1 June 2022 £	Income £	Expenditure £	Balance at 31 May 2023 £
Unrestricted funds				
General Funds - all funds	154,105	82,374	(111,278)	125,201

14. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2024 £	Total funds 2024 £
Current assets	96,172	96,172
Creditors due within one year	(1,275)	(1,275)
Total	94,897	94,897

BABIES IN BUSCOT SUPPORT

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2024**

14. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior period

	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Current assets	126,940	126,940
Creditors due within one year	(1,739)	(1,739)
Total	<u>125,201</u>	<u>125,201</u>

15. 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 £194 (2023 - £242) were payable to the fund at the balance sheet date and are included in creditors.