

4 LOUIS

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 31 MARCH 2022

CONTENTS

	Page
Reference and Administrative Details of the Charity, its Trustees and Advisers	1
Trustees' Report	2 - 11
Independent Examiner's Report	12
Statement of Financial Activities	13
Balance Sheet	14
Statement of Cash Flows	15
Notes to the Financial Statements	16 - 30

4 LOUIS

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE PERIOD ENDED 31 MARCH 2022

Trustees	Ms Sharon Abbott, Chair Ms Stephanie Capewell (appointed 5 May 2022) Ms Emma Joanne Lyall (appointed 3 May 2022) Ms Gemma Morgan Mrs Kirsty Knight, Secretary Mr Robert Alan McGurrell (resigned 3 May 2022) Mrs Tracey McGurrell (resigned 3 May 2022) Ms Victoria Usher (resigned 27 September 2022)
Charity registered number	1172212
Principal office	36B Pallion Industrial Estate European Way Sunderland SR4 6SN
Secretary	Miss Kirsty Knight
Accountants	Ryecroft Glenton 32 Portland Terrace Newcastle upon Tyne NE2 1QP
Solicitors	Swinburn Maddison Venture House Aykley Heads Business Centre Durham DH1 5TS

**TRUSTEES' REPORT
FOR THE PERIOD ENDED 31 MARCH 2022**

The Trustees present their annual report together with the financial statements of the Charity for the year 1 April 2021 to 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with the charity's governing document, the Charities Act 2011 and the relevant version of the Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Objectives and activities

● **Policies and objectives**

The main activities of the charity included:

To support hospitals, hospices and bereaved families. Its main core activity is to supply memory boxes to families free of charge.

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)'.

● **Strategies for achieving objectives**

The strategies to achieving our objectives is to extend our fundraising activities. We are also looking to appoint qualified staff who can develop the charity so we can achieve our goals.

**TRUSTEES' REPORT (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2022**

Objectives and activities (continued)

● **Activities undertaken to achieve objectives**

This service has been rolled out to cover over 250 hospitals and hospices across the UK and Northern Ireland. Individual units mean we are covering around 920 separate units in different hospitals including:

Gynaecology, Delivery Suite, Neonatal unit, A&E, PICU Adult Oncology, Adult ICU and Organ donation units. We also have extended our services to funeral homes, community nursing teams and Greater Manchester police force. The charity has also supported the armed forces with this service in Northern Ireland, Cyprus and Germany.

We also provide specialist medical equipment to allow parents more time to spend with their children. This is a cuddle cot for babies (portable mortuary) and a cuddle blanket for older children.

Provide facilities and furnishings for dedicated bereavement suites. We have been able to provide the financial support to buy specialist NHS approved furniture that satisfies their infection control policies.

Make funding available for training nursing staff in bereavement as this tends not to be classed as a priority in cash strapped trusts.

Facilitate free bereavement study days for NHS staff.

Exhibit at suitable events to show what products and services we have available to our target audience and create new connections for financial support too.

Study day speakers. We are often asked to attend hospitals and universities to speak about our loss and subsequent evolution of the charity.

Provide families an opportunity to visit our workshop and help make the memory boxes which also provides support and therapeutic activity.

● **Volunteers**

The charity is grateful for the unstinting efforts of its volunteers who are involved in service provision, charity shops and fundraising. Due to the global pandemic volunteering was kept to a minimum again the charity allowed volunteers to return to our workshop 1st March 2021 restricted to 3 at a time, homeworkers continued with 23 people. An increase was seen in June for volunteers coming into our workshop and continued to increase over the course of the year. It is estimated that over 2,130 in house volunteer hours were provided during the year. If this is conservatively valued at £9.50 an hour the volunteer effort amounts to over £20,235.

● **Main activities undertaken to further the Charity's purposes for the public benefit**

The Trustees have complied with their duties to have due regard to the guidance on public benefit published by the Charities Commission in exercising their powers of duties.

**TRUSTEES' REPORT (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2022**

Achievements and performance

● **Key performance indicators**

The charity has met all its responsibilities for the year and hit all targets. Financially the charity is in a good state and continues to progress.

Over this financial year we have supplied more than 14,127 memory boxes across the UK.

● **Review of activities**

In the year to 31 March 2022, income has been received of £930,310 and expenditure incurred of £1,058,199 resulting in a deficit of £127,889. Net current assets amount to £402,990 and total funds of £430,615, all of which is unrestricted. The restricted reserve brought forward of £23,665 was solely received from BGL Group to assist with the provision of the bereavement suite in Durham and has been fully utilised in the year.

Work is well underway with our bereavement suite project for Durham University Hospital, the estimated costs of this project has increased to around £200,000. We will continue to seek further financial support for this project.

The charity supported the following hospitals with the development or upgrading of bereavement suites and quiet rooms.

5th May 2021, the charity supported Whittington Hospital with creating a memorial garden for bereaved families costing £4,320.

17th May 2021, the charity supported North Tees with the upgrade of their bereavement room on Children's A & E, with furniture, a wall mural and furnishings costing £3,000.

17th September 2021, the charity agreed to support Leeds LGI maternity with the upgrade of two bathrooms on the Rosemary suite costing £11,860 work was completed June 2022.

24th August 2021, South Tyneside antenatal quiet room, upgrade of furniture and a wall mural costing £1,500.

26th August 2021, Sunderland antenatal quiet room, upgrade of furniture and a wall mural costing £5,000.

28th September 2021, The charity supplied furnishings to Pilgrim Hospital in Lincolnshire costing £5,000.

3rd November 2021, Completion of phase one of bereavement suite in the mortuary at Stoke Mandeville Hospital. The charity has supplied furniture and fittings costing circa £5,000.

1st December 2021, Completed upgrade to Durham neonatal parents room, with new furniture and painting of room costing £3,000.

1st December 2021, Completed upgrade to Darlington Memorial neonatal parents rooms (2 rooms) with new furniture for rooms costing £5,000.

21st January 2022, Gloucester Royal EPAU bereavement suite costing £3,000.

The charity has agreed funding and started planning with Queen Elizabeth Hospital for the bereavement suite on maternity with the estimated cost of £40,000 (£35,000 has already been paid for the ongoing project).

**TRUSTEES' REPORT (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2022**

Achievements and performance (continued)

The charity has also supported midwives across the UK with funding a National online forum, designed as a support network for information and support with the care and policies of bereaved families. There were 120 midwives involved in the pilot of the forum and has grown exponentially every year with a membership rising from about 60-70 members to an amazing 249 health professionals across the United Kingdom.

The service is free to all members and is extensively used daily through the 24 hour email thread. This can be from raising questions, help with reports, signposting and creating wellbeing / peer support collectively. Sharing this wealth of knowledge is a huge and a massive benefit to midwives, other health professionals, bereaved families and indirectly the trusts that they work for by giving an amazing service to the end user.

Bereavement is such a specialized area and forum allows us to provide the best of care where we can with limited resources. 4Louis and other charities have been able to use the forum to expand their services where the NHS cannot get in terms of funding and resources.

The forum meets approximately twice a year and are able to have high quality speakers at each event and also an opportunity for bereavement midwives to share best practice.

4th October 2021, Hybrid event at the Crowne Plaza, Canary Wharf, London. There were around 60 midwives in attendance with around a further 100 online.

8th March 2022, the charity hosted a Hybrid event at the Hyatt Regency, Manchester. There were around 58 midwives in attendance with around a further 100 online

The charity also employed Jane Scott, lead Bereavement Midwife at Imperial Hospital in London to administer the forum at a cost of £4,320 per annum.

The charity has also supplied cuddle cot units to the following hospitals, hospices, and funeral directors at a cost of £1,600 each. Each unit is funded by a bereaved family or company in memory of a little one.

Glenfield Hospital
Hereford County Hospital - Paediatric Unit
Hull Royal Infirmary - Paediatric High Dependency Unit
Leeds General Infirmary - NICU
Peter Townsend Funeral Home
Royal Victoria Infirmary, Newcastle - Neonatal
Countess of Chester - Delivery Unit
Furness General - Delivery Unit
Coventry and Warwickshire - Pall Com Team
Cumberland Infirmary - A&E
St Michaels, Bristol - Mortuary
Royal Bolton - Delivery Unit
Llandrindod, Wales
Royal Sunderland Hospital - Paediatric A&E
Ernest Teal - Funeral Directors
Varty's - Funeral Directors
Demelza Hospice
Colchester - Delivery Suite
Hand in Hand - Funeral Directors
New Cross Hospital
Princess Royal, Glasgow - Neonatal Unit
Royal Glamorgan - Paediatric A&E
Wild & Brierley Ltd - Funeral Directors
Russell Hall - Delivery Unit
Northwick Park - Delivery Unit

**TRUSTEES' REPORT (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2022**

Achievements and performance (continued)

Rotherham - Paediatric A&E
Sunderland Royal - Delivery Unit
Princess Royal - NICU
Royal Victoria Infirmary, Newcastle - Ward 40
Ulster - Delivery Suite
Sunderland Royal Hospital - Neonatal
Co-op, Burton - Funeral Directors
Medway Maritime - Neonatal Unit
Royal Devon & Exeter - Neonatal Unit
Royal London Hospital - Mortuary
Faith & Memories - Funeral Directors

The charity has also provided Cuddle Blankets to the following hospitals at a cost of £5,000. Each unit is funded by a bereaved family or company in memory of a little one.

Royal London - PCCU
Royal Sunderland Hospital - Paediatric A&E
North Tees - PICU
Rotherham - Paediatric A&E

The charity re-introduced Ibraheem's gift packs to complement their memory boxes for Islamic families, these packs were originally funded and designed by an Islamic family to ensure that all items are suitable, these have been well received by families and hospitals, with 1,006 supplied across the UK

**TRUSTEES' REPORT (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2022**

Achievements and performance (continued)

● **Fundraising activities and income generation**

The charity's income is generated by events held throughout the year by the charity and other event companies.

In May 2021, 17 supporters completed the Sunderland City Runs raising £1,614.

The charity organised and held their first Charity ball following the Global pandemic, the event was held at Rainton Meadow Arena 5th March 2022, with a Vegas theme live entertainment there were 404 guests and the night was a success raising a total of £26,592.

London Landmarks Half Marathon 2021 saw supporters sign up to complete this run raising £2,575.

The charity organised a Virtual walking challenge John O'Groats to Lands' End which saw 12 supporters take on this 874-mile virtual walk raising a total of £2,438.

The charity had 135 supporters complete the Great North Run 2021 (Newcastle Loop) raising £28,407.

The charity asked supporters to take part in their new virtual challenge Silent Steps, for Stillbirth and infant loss awareness month, taking 260,853 steps throughout October in memory of miscarriages, stillbirths, and infant deaths in 2020. There were 323 supporters who signed up to this event raising a total of £16,600.

The charity ran their annual campaign over the Christmas period for our supporters to sponsor a memory box which raised a total of £22,440.

The charity also ran their Christmas Advent draw following the success from 2020, a 24 day give away throughout December, 569 tickets were purchased raising a total of £2,137.

The 2022 challenge was presented to the charities supporters as a New Year fundraising challenge, participants were asked to compete a challenge of their choice focused on the number 22 with a fundraising target of £20.22. There were 14 supporters signed up to complete this challenge raising a total of £388.

The charity throughout the year continued to use their online fundraising platform's hosting virtual games and competitions which continue to raise funds.

The charity has also had a lot of support across the UK from the public who have organised their own virtual events to raise funds for us, raffles, games, tombola's and virtual walks.

The Charity applied for and were successful in receiving the following grants from businesses in the year:

Arnold Clark £1,000
MGL Group £10,000
Believe Housing £500
Great Annual Savings £250
Ecclesiastical - Movement for Good £1,000
Asda Green Token - Spennymoor - £500
WSP Foundation - £1,600
Primula Cheese - £5,000

**TRUSTEES' REPORT (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2022**

Achievements and performance (continued)

● **Investment policy and performance**

The charity funds are held in a community account which has an operating balance and surplus funds are held in an unrestricted bank deposit account.

Financial review

● **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.

● **Reserves policy**

The Trustees consider that an ideal level of unrestricted reserves should be kept to a level of three to six months running costs, which equates to approximately £100,000 at the current operating level. This allows for the charity to react to unforeseen circumstances, whilst providing sufficient flexibility to operate on a day to day basis. The free reserves as at 31 March 2022 stood at £430,615. The Trustees intend to use this surplus to increase the charity's activities.

● **Financial risk management objectives and policies**

We will continue to ensure we maintain our reserve amount of at least £100,000 to ensure that any financial problems faced through the pandemic will not cause us too much of a problem in the running of our work and projects.

● **Principal funding**

Funding continues to be from public donations, corporate charity of the year schemes, and charitable grants however we are investigating the inclusion of corporate funding and increasing our bid writing for grants and funding.

**TRUSTEES' REPORT (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2022**

Structure, governance and management

● **Constitution**

4Louis is a Charitable Incorporated Organisation (CIO) registered in England and Wales with the Charity Commission on 22 March 2017. Its governing document is its constitution.

● **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 Trust deed.

● **Organisational structure and decision-making policies**

The charity has currently five Trustees who meet on a monthly basis to discuss budgeting, future events and any other business to take the charity forward.

● **Policies adopted for the induction and training of Trustees**

All Trustees are vetted prior to appointment. Appropriate training is provided for all new and existing Trustees.

● **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.

**TRUSTEES' REPORT (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2022**

Plans for future periods

The charity is moving forward and hopes to recruit more staff on a volunteer's basis. This will be from new Trustees, administrators, and fundraisers, we will also be looking at possible employment options within the charity.

The charity has previously relied on donations from the public at large, but we are now looking at corporate support and have had several companies who have taken on 4Louis as their chosen charity of the year. These include:

James Burrell Builders Merchant, they have supported the charity by raising funds throughout the year in various ways including a coffee/cake sale at their branches, and more raising a total of £4,267.

Staff of QVC supported the charity with their 'return sales' event and Tuck shop throughout 2021 raising a total of £49,765.

The charity was chosen as charity of the year alongside 2 other charities by the Kelling Group as a company who rent out welfare cabins for building sites, they 'wrapped' one of their cabins with all 3-charity logos with the intentions of donating the rental fee to the charities, they also ran a vending machine on site and held several events resulting in a donation of £8,955.

We have also continued to grow our relationships with large organisations who donate staff time free of charge and we are currently using this to get as much support as we can. The companies who have donated their time are:

World Pay (FSI)
BGL
NHS BSA
Tandam/ Oplo
EE
Traceco Triage
Ocado
Sunderland Royal Hospital Midwives
East College Durham
RVI Midwives
Newcastle Building Society
TSG
Sage
Teeside Midwifery Society
Newcastle Strategic Solutions
NICU Sunderland Hospital

We can foresee an upward demand of our services and must budget accordingly.

In the aftermath of the pandemic the charity is looking at ways to reintegrate themselves with business contact's, fundraisers, and the public. The charity will also continue to use their new online group to continue our fundraising efforts and encourage virtual events and games to our supporters.

**TRUSTEES' REPORT (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2022**

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 Trust deed. 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 on 25 January 2023 and signed on their behalf by:

Ms Sharon Abbott
Chair of the Trustees

Mrs Kirsty Knight
Trustee

**INDEPENDENT EXAMINER'S REPORT
FOR THE PERIOD ENDED 31 MARCH 2022**

Independent Examiner's Report to the Trustees of 4 Louis ('the Charity')

We report to the charity Trustees on our examination of the accounts of the Charity for the year ended 31 March 2022.

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').

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

Independent Examiner's Statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. We confirm that we are qualified to undertake the examination because we are a member of ICAEW, which is one of the listed bodies.

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.

We 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.

We have completed our examination. We confirm that no matters have come to our attention in connection with the examination giving us 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.

We 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. Our work has been undertaken so that we might state to the Charity's Trustees those matters we are required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for our work or for this report.

Signed:

Dated: 25 January 2023

Deborah Graham FCA

Ryecroft Glenton
32 Portland Terrace
Newcastle upon Tyne
NE2 1QP

4 LOUIS

STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED 31 MARCH 2022

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations and legacies	3	930,262	-	930,262	841,693
Investments	4	48	-	48	306
Total income		930,310	-	930,310	841,999
Expenditure on:					
Raising funds	5	66,766	-	66,766	5,272
Charitable activities	6	967,768	23,665	991,433	679,840
Total expenditure		1,034,534	23,665	1,058,199	685,112
Net movement in funds		(104,224)	(23,665)	(127,889)	156,887
Reconciliation of funds:					
Total funds brought forward		534,839	23,665	558,504	401,617
Net movement in funds		(104,224)	(23,665)	(127,889)	156,887
Total funds carried forward		430,615	-	430,615	558,504

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 16 to 30 form part of these financial statements.

4 LOUIS

BALANCE SHEET AS AT 31 MARCH 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	11	27,625	34,221
		<u>27,625</u>	<u>34,221</u>
Current assets			
Debtors	12	49,731	43,387
Cash at bank and in hand		416,837	532,939
		<u>466,568</u>	<u>576,326</u>
Creditors: amounts falling due within one year	13	(63,578)	(52,043)
Net current assets		<u>402,990</u>	<u>524,283</u>
Total assets less current liabilities		<u>430,615</u>	<u>558,504</u>
Total net assets		<u><u>430,615</u></u>	<u><u>558,504</u></u>
Charity funds			
Restricted funds	14	-	23,665
Unrestricted funds	14	430,615	534,839
Total funds		<u><u>430,615</u></u>	<u><u>558,504</u></u>

The financial statements were approved and authorised for issue by the Trustees on 25 January 2023 and signed on their behalf by:

Ms Sharon Abbott
Chair of the Trustees

Mrs Kirsty Knight
Trustee

The notes on pages 16 to 30 form part of these financial statements.

4 LOUIS

STATEMENT OF CASH FLOWS FOR THE PERIOD ENDED 31 MARCH 2022

	2022 £	2021 £
Cash flows from operating activities		
Net cash used in operating activities	(115,840)	187,498
Cash flows from investing activities		
Dividends, interests and rents from investments	48	306
Purchase of tangible fixed assets	(310)	(29,651)
Net cash used in investing activities	(262)	(29,345)
Cash flows from financing activities		
Net cash provided by financing activities	-	-
Change in cash and cash equivalents in the year	(116,102)	158,153
Cash and cash equivalents at the beginning of the year	532,939	374,786
Cash and cash equivalents at the end of the year	416,837	532,939

The notes on pages 16 to 30 form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022**

1. General information

The Charitable Incorporated Organisation (CIO) was incorporated on 22 March 2017 and on 1 April 2017 the activities, assets and liabilities were transferred from 4Louis, a Charitable Trust (registration number : 1137843) to the Charitable Incorporated Organisation (Registration number : 1172212).

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.

4 Louis 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 Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the company 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.

2.3 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.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

2.4 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 on raising funds includes all expenditure incurred by the Charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022**

2. Accounting policies (continued)

2.4 Expenditure (continued)

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.

2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

2.6 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.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

At each reporting date the Charity assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following bases:

Plant and machinery	- 20% reducing balance
Motor vehicles	- 20% reducing balance
Fixtures and fittings	- 20% reducing balance
Computer equipment	- 20% reducing balance

2.8 Debtors

Other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid.

2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and monies held on deposit.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022**

2. Accounting policies (continued)

2.10 Liabilities

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.

2.11 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.

2.12 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.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

4 LOUIS

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2022

3. Income from donations, fundraising and grants

	Unrestricted funds 2022 £	Total funds 2022 £
Donations and fundraising income	878,450	878,450
Grants	19,850	19,850
Government grants	31,962	31,962
	<u>930,262</u>	<u>930,262</u>
	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Donations and fundraising income	798,403	798,403
Government grants	43,290	43,290
	<u>841,693</u>	<u>841,693</u>

4. Investment income

	Unrestricted funds 2022 £	Total funds 2022 £
Bank interest received	48	48
	<u>48</u>	<u>48</u>
	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Bank interest received	306	306
	<u>306</u>	<u>306</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022

5. Expenditure on raising funds

Costs of raising voluntary income

	Unrestricted funds 2022 £	Total funds 2022 £
Fundraising costs	63,755	63,755
Just Giving fees	562	562
Paypal fees	1,133	1,133
iZettle fees	39	39
Stripe fees	1,277	1,277
	<hr/>	<hr/>
	66,766	66,766
	<hr/> <hr/>	<hr/> <hr/>
	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Fundraising costs	2,600	2,600
Just Giving fees	562	562
Paypal fees	1,445	1,445
iZettle fees	9	9
Stripe fees	656	656
	<hr/>	<hr/>
	5,272	5,272
	<hr/> <hr/>	<hr/> <hr/>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022

6. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Charitable activities	967,768	23,665	991,433
	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Charitable activities	657,076	22,764	679,840

7. Analysis of expenditure by activities

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £
Memory box and bereavement suite expenses	761,708	229,725	991,433
	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £
Memory box and bereavement suite expenses	479,399	200,441	679,840

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022**

7. Analysis of expenditure by activities (continued)**Analysis of direct costs**

	Total funds 2022 £	<i>Total funds 2021 £</i>
Memory box expenses	585,659	443,222
Bereavement suite expenses	176,049	36,177
	761,708	479,399

Analysis of support costs

	Activities 2022 £	Total funds 2022 £
Staff costs	153,480	153,480
Depreciation	6,906	6,906
Independent examiner's fee	4,234	4,234
Motor expenses	1,345	1,345
Telephone	1,691	1,691
Repairs and maintenance	1,761	1,761
Postage, printing and stationery	400	400
Accountancy fees	7,014	7,014
Legal and professional fees	120	120
Property rent and rates	17,926	17,926
Sundry expenses	2,169	2,169
Subscriptions	1,179	1,179
Heat and light	2,396	2,396
Insurance	2,491	2,491
Travel expenses	6,003	6,003
Bank charges	326	326
Training	20,284	20,284
	229,725	229,725

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022**

7. Analysis of expenditure by activities (continued)**Analysis of support costs (continued)**

	<i>Activities 2021 £</i>	<i>Total funds 2021 £</i>
Staff costs	129,156	129,156
Depreciation	4,136	4,136
Independent examiner's fee	4,030	4,030
Motor expenses	2,258	2,258
Telephone	1,003	1,003
Repairs and maintenance	2,974	2,974
Postage, printing and stationery	4,638	4,638
Accountancy fees	6,623	6,623
Legal and professional fees	3,600	3,600
Property rent and rates	26,774	26,774
Sundry expenses	2,362	2,362
Subscriptions	872	872
Heat and light	2,077	2,077
Insurance	1,590	1,590
Travel expenses	621	621
Bank charges	467	467
Training	5,338	5,338
Loss on sale of tangible assets	1,922	1,922
	<u>200,441</u>	<u>200,441</u>

8. Independent examiner's remuneration

	2022 £	2021 £
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	4,234	4,030
Fees payable to the Charity's independent examiner in respect of:		
Accountancy and bookkeeping services	7,014	6,623

4 LOUIS

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2022

9. Staff costs

	2022 £	2021 £
Wages and salaries	146,934	124,852
Social security costs	6,546	4,304
	<u>153,480</u>	<u>129,156</u>

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

	2022 No.	2021 No.
Charitable activities	<u>6</u>	<u>5</u>

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

10. Trustees' remuneration and expenses

		2022 £	2021 £
Miss Kirsty Knight	Remuneration	26,965	26,996
	Pension contributions paid	622	623
Mrs Tracey McGurrell	Remuneration	26,965	26,996
	Pension contributions paid	622	623
Ms Victoria Usher	Remuneration	17,375	17,004
	Pension contributions paid	334	296
Mr Robert Alan McGurrell	Remuneration	35,004	17,502
	Pension contributions paid	4,373	2,186

During the year ended 31 March 2022, no Trustee expenses have been incurred (2021 - £NIL).

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022**

11. Tangible fixed assets

	Plant and machinery £	Motor vehicles £	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation					
At 1 April 2021	1,125	19,293	17,333	9,239	46,990
Additions	-	-	310	-	310
At 31 March 2022	1,125	19,293	17,643	9,239	47,300
Depreciation					
At 1 April 2021	464	322	6,446	5,537	12,769
Charge for the year	132	3,794	2,239	741	6,906
At 31 March 2022	596	4,116	8,685	6,278	19,675
Net book value					
At 31 March 2022	529	15,177	8,958	2,961	27,625
At 31 March 2021	661	18,971	10,887	3,702	34,221

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022

12. Debtors

	2022 £	2021 £
Due within one year		
Other debtors	2,100	4,615
Prepayments and accrued income	47,631	38,772
	<u>49,731</u>	<u>43,387</u>

13. Creditors: Amounts falling due within one year

	2022 £	2021 £
Trade creditors	56,286	44,561
Other creditors	1,200	1,178
Accruals and deferred income	6,092	6,304
	<u>63,578</u>	<u>52,043</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022**

14. Statement of funds**Statement of funds - current year**

	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
Unrestricted funds				
General Funds	<u>534,839</u>	<u>930,310</u>	<u>(1,034,534)</u>	<u>430,615</u>
Restricted funds				
Durham Bereavement Suite	<u>23,665</u>	<u>-</u>	<u>(23,665)</u>	<u>-</u>
Total of funds	<u><u>558,504</u></u>	<u><u>930,310</u></u>	<u><u>(1,058,199)</u></u>	<u><u>430,615</u></u>

Statement of funds - prior year

	<i>Balance at 1 April 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 March 2021 £</i>
Unrestricted funds				
General Funds	<u>355,188</u>	<u>841,999</u>	<u>(662,348)</u>	<u>534,839</u>
Restricted funds				
Durham Bereavement Suite	<u>46,429</u>	<u>-</u>	<u>(22,764)</u>	<u>23,665</u>
Total of funds	<u><u>401,617</u></u>	<u><u>841,999</u></u>	<u><u>(685,112)</u></u>	<u><u>558,504</u></u>

4 LOUIS

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2022

15. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	27,625	27,625
Current assets	466,568	466,568
Creditors due within one year	(63,578)	(63,578)
Total	<u>430,615</u>	<u>430,615</u>

Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2021 £</i>	<i>Restricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Tangible fixed assets	34,221	-	34,221
Current assets	552,661	23,665	576,326
Creditors due within one year	(52,043)	-	(52,043)
Total	<u>534,839</u>	<u>23,665</u>	<u>558,504</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022**

16. Reconciliation of net movement in funds to net cash flow from operating activities

	2022 £	2021 £
Net income/expenditure for the year (as per Statement of Financial Activities)	(127,889)	156,887
Adjustments for:		
Depreciation charges	6,906	4,136
Transfer of motor vehicle to Trustee	-	4,200
Dividends, interests and rents from investments	(48)	(306)
Loss on the sale of fixed assets	-	1,922
Increase in debtors	(6,344)	(582)
Increase in creditors	11,535	21,241
Net cash provided by/(used in) operating activities	(115,840)	187,498

17. Analysis of cash and cash equivalents

	2022 £	2021 £
Cash in hand	416,837	532,939
Total cash and cash equivalents	416,837	532,939

18. Analysis of changes in net debt

	At 1 April 2021 £	Cash flows £	At 31 March 2022 £
Cash at bank and in hand	532,939	(116,102)	416,837
Debt due within 1 year	(297)	-	(297)
	532,642	(116,102)	416,540

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022**

19. Related party transactions

During the year the charity employed four of its trustees as explained in note 10.

At at 31 March 2022, £2,100 (2021: £4,200) is owed to the charity from Ms Victoria Usher who was a trustee until 27 September 2022.