



CHARITY REGISTERED NUMBER: 1172522

THE HUMAN MILK FOUNDATION

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2024



THE HUMAN MILK FOUNDATION

LEGAL AND ADMINISTRATIVE INFORMATION

Registered Charity Number: 1172522

Chair: Tina Crombie; BSc, MSc, LLB

Treasurer: Andrew Hopkins; BA, MA, PGCE with QTS, Diploma in Book keeping and Accounting

Trustees: Tina Crombie
Dr. Gemma Partridge
Emma Pickett
Simon Morley
Andrew Hopkins (appointed 11 September 2024)
Andy Hodge (resigned 30 November 2023)
Jim Rennie (appointed 21 March 2023, resigned 30 September 2023)

Registered Office: Gossoms End Surgery, Victory Road, Berkhamsted, HP4 1DL

Independent Examiner: Sandra Wise

Bankers: Nat West Bank, 22 George Street, Richmond, Surrey, TW9 1JW



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Report of the trustees

The Trustees present their Annual Report for the year ended 31 March 2024 under the Charities Act 2011, together with the Financial Statements for the year, and confirm that the latter comply with the requirements of the Act, the Trust Deed, the Charities SORP (Financial Reporting Standard 102 (FRS 102)) 2019 and the Charities (Accounts & Reports) Regulations 2008.

Governing document

The Human Milk Foundation is a Charitable Incorporated Organisation ("CIO") created under a Constitution dated 7 April 2017.

Trustees

The Constitution requires a minimum of 3 Trustees, who serve a renewable term of 3 years. They may serve until they either resign or their term ends without renewal. The Trustees are responsible for setting the Human Milk Foundation's strategy and are responsible in law for the running of the Charity. The Trustees serving during the year under review were as follows:

Tina Crombie (Chair)

Andy Hodge (resigned 30 November 2023)

Dr Gemma Partridge

Emma Pickett

Simon Morley

Jim Rennie (appointed 21 March 2023, resigned 30 September 2023)

Subsequent to the balance sheet date, Andrew David Hopkins was appointed as Treasurer.

Objectives and Activities

- 1) Protecting and preserving public health through information and access to donor human milk.
- 2) Advancing education and research related to human milk.



Public Benefit Statement

This Public Benefit Statement is to demonstrate the difference the Charity is making in the wider community. The key features of the Charity's Public Benefit Statement are as follows:-

- 1) Operation and growth of the Hearts Milk Bank and its hubs, which screens milk donors and provides microbiologically safe heat-treated donor milk to hospitals and families in the community facing breastfeeding challenges. The milk bank also offers lactation support services.
- 2) Development of the website, social media and educational resources, including medical education resources.
- 3) Events that bring milk donors and recipients together with other key members of local communities.
- 4) Grant-making to the Hearts Milk Bank for the provision of donor human milk to families where no other funding for this resource was available.

The Trustees are fully aware of the guidance issued by the Charity Commission for activities of the charity related to public benefit.

Contribution made by volunteers

Volunteer support in milk bank logistics and operations, donor milk hub coordination, communications, event planning, day-to-day financial governance, book-keeping and fundraising was critical to the success of the charity in the last year. The Board of Trustees expresses their heartfelt thanks to all our volunteers for their vital contribution.

We also wish to express deepest thanks to our partner corporate and charity organisations. Special mention is made of individual SERV and blood biker groups, who support the logistics of donor human milk collection and delivery every day at all times. Our corporate partner Epson have provided funds and resources, for which we are very grateful, and we would also like to acknowledge many Epson team members who helped with our move to new premises.

Summary of main activities and achievements during the year

After consistent growth in demand, the need for a larger premises for charity and milk bank was a key focus this year. The senior management team identified and visited multiple sites across Hertfordshire and Bedfordshire. Through our connections within Dacorum borough and with generous support from our supporters and Herts Valleys CCG, we were able to secure a unique opportunity to transform an existing unused space within Gossoms End NHS Health Centre in Berkhamsted, into a custom-built new air-conditioned laboratory with large storage rooms for equipment and freezers and office space for our administration and support teams. The renovation work and the move to our new home was complete by February 2024.

The new ground floor space has been transformational for our operations, providing convenient access for blood bikers to collect and deliver donor milk. Space is also available within the building which could support our continued growth over the coming years. Having our main base within an NHS community healthcare setting also provides opportunities for collaboration with other services to help local families, including health visitor teams and GPs.



With expected increases in demand for donor milk following BAPM recommendations, our priority for donor milk provision remained increasing stocks of donor milk for hospital use and recruiting more milk donors. A large-scale donor recruitment drive was launched, including television pieces, national press, social media and local community outreach. In this financial year, 244 new milk donors were recruited, 3496 litres of donor milk pasteurised and 1940 litres were supplied to over 50 neonatal units supplied across England and Wales, whilst 809 litres were supplied to families in the community. (2023; 1766 litres to hospitals and 1909 litres to the community). We have continued to emphasise hospital supply over supply to the community where milk is suitable for tiny babies in hospital.

During the year, we had worked towards the transfer of co-founder Dr Natalie Shenker's UKRI supported fellowship from Imperial College to be hosted at the HMF. This position was reviewed and the transfer was not pursued.

In August 2024, the Human Milk Foundation celebrated its fifth year of operation this financial year and the achievement of pasteurising over 17,000 litres of donor milk, donated by over 1800 milk donors since the charity was founded. To commemorate this milestone, our Director of Communications produced an impact video which included video messages from donor milk recipient families, milk donors, supporters and volunteers and a page on our website with stories and photographs of our 5 years of activity.

Financial review

The Human Milk Foundation incorporating the Hearts Milk Bank total income during the financial year was £511,460 (2023 - £522,422) and expenditure was £529,638 (2023 - £566,060), which resulted in a deficit for the year of £18,178 (2023 loss of £43,637).

Income this year derived from four principle sources:

1. income from the provision of milk to NHS hospitals
2. direct donations from individuals, either directly or through their private foundations
3. corporate partnerships
4. charitable grants
5. research grants

Total revenues from sale of processed and traceable donor milk to NHS hospitals £302,530 (2023 - £223, 948). Consultancy services provided £6,666.68 and our online shop provided £836.98 income. We disposed of assets (a car and a computer) to gain £2,035. Charity activities (donations, corporate partnerships, charitable grants) supplemented income with £199,392 of which grants from Imperial College and the first of the Norfolk County Council moneys was £84,813.

The Charity's charitable activities income comprised donations from individuals either directly or through private foundations, donations from corporate bodies such as Epson UK Limited, with whom we have a very active and fruitful partnership. Epson provide cash support, encouraging staff to engage in payroll giving and running events for our benefit. They have also provided laptops and IT support and printing supplies. In addition, members of staff from Epson have attended our new premises and helped with decorating and gardening.



Income is directed to the objects of the Charity in the operation of the Hearts Milk Bank, including covering salaries and pathology costs for the provision of donor human milk.

Total administrative costs were £188,213 (2023; £162,579). In addition, total employment costs for paid staff were £278,911 (2023 £309,798). This comprises £266,716 gross salaries, £5,383 of employer national insurance contributions and £6,811 of employer pension contributions.

At the balance sheet date there were 8 paid employees (amounting to 4.8 full-time equivalent staff). One employee received annual total employee benefits during the period of £80,148.49. Many of the Charity's activities are performed by unpaid volunteers.

Consulting fees

During the year, the co-founders of the charity, Dr Natalie Shenker and Gillian Weaver continued to provide support to the Charity on a consulting basis. The total consulting fees paid during the year were £55,440 (2023; £33,495).

Organisational structure

One of our co-founders, Dr Natalie Shenker, has stepped away from an operational role within the organisation to focus on her research work and we wish her every success and thank her for her role in the creation and growth of the HMF.

Reserves policy

It is our policy to maintain reserves of a minimum of three months' budgeted cash outflows. We have achieved an average of 2-3 months of budgeted cash outflows. The Trustees anticipate returning to full policy adherence as soon as possible but do not anticipate building significant reserves of cash.

Going concern

The Trustees are of the view that the Charity will be able to operate as a going concern at least for the next 12 months from the date the Financial Statements are signed. The physical move to Gossoms End did have an impact on our ability to supply processed milk to hospitals, which we mitigated as far as possible through advanced warnings for early ordering and distribution of processed milk throughout our network of hubs. We applied an increased price to milk supplies from 1 January 2024, the first increase for 4 years, which did cause hospitals in London to seek to increase the use of their in-house donor milk banking facilities rather than ordering from us. However, successful donor recruitment drives give us confidence that we can source donor milk to meet otherwise growing demand. The Norfolk County Council (NCC) supported project commenced in February 2024 will conclude in March 2025 and we have reasonable confidence that there will be follow-up activity supported by the NCC. In addition, the performance of the NCC project is likely to lead to related opportunities on a smaller scale with Bright Start Islington and with the University of Swansea. We are recruiting administrative management and support roles that will free up staff who have been covering this activity to pursue lactation support activities and it will reduce consulting and temporary staff costs.

Taking all of the above into account, the Trustees believe the Charity will be able to pay its debts at least for the next 12 months.

Accounting and reporting responsibilities

The trustees are responsible for preparing the Trustees' Annual 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 and 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 the incoming resources and application of resources of the charity for that period.

In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which 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, the Charities SORP (FRS 102) 2019 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.

Additional governance issues

A full set of policies related to the operation of the charity was developed and formally approved by the Board during the previous financial year, including equal opportunities, staffing and recruitment, expectations, health and safety.

The Board meets monthly due to the rapid change and growth and development of the Charity.

Approved by the Trustees on 27 January 2025 and signed on their behalf by:

Andrew Hopkins (Treasurer)

Date:- 27 January 2025

The Human Milk Foundation
Charity Number 1172522
For The Year Ended 31 March 2024

Statement of Financial Activities

| | Note | | | 2024 | 2023 |
|------------------------------------|------|-----------------|----------------|-----------------|-----------------|
| | | Unrestricted | Restricted | Total | Total |
| | | | | £ | £ |
| Incoming resources | | | | | |
| Voluntary income | 6 | 111,317 | | 111,317 | 63,427 |
| Income from Donor Human Milk | 7 | 302,530 | | 302,530 | 223,948 |
| Grants & other income | 8 | 76,314 | 21,300 | 97,614 | 235,048 |
| Total incoming resources | | 490,160 | 21,300 | 511,460 | 522,423 |
| Resources expended | | | | | |
| Direct Expenses | 9 | 62,515 | 0 | 62,515 | 81,729 |
| Total Employment Costs | 10 | 276,202 | 2,708 | 278,911 | 309,799 |
| Other administrative expenses | 11 | 167,483 | 20,730 | 188,213 | 174,532 |
| Total resources expended | | 506,200 | 23,438 | 529,638 | 566,060 |
| Transfers between funds | 9 | | | 0 | 0 |
| Net movement in funds | | (16,039) | (2,138) | (18,178) | (43,637) |
| Total funds brought forward | | 129,422 | 67,182 | 196,604 | 229,232 |
| Total funds carried forward | | 113,383 | 65,044 | 178,426 | 185,595 |

The Human Milk Foundation
Charity Number 1172522
For The Year Ended 31 March 2024

Balance Sheet

| | Note | 2024 | 2023 |
|--|-------------|-----------------|-----------------|
| | | Total | Total |
| | | £ | £ |
| Fixed Assets | 2 | 54,139 | 76,657 |
| Current Assets | | | |
| Debtors | 3 | 90,224 | 50,774 |
| Accrued income | 4 | 0 | 3,096 |
| Bank Accounts | | 80,277 | 72936.45 |
| VAT recoverable | | 3,174 | 5,103 |
| Total Current Assets | | 173,675 | 131,909 |
| Current Liabilities | 5 | | |
| Accounts payable | | (47,458) | (9,740) |
| Accruals | | (250) | 0 |
| Pensions Payable | | (1,680) | (2,222) |
| Total Current Liabilities | | (49,388) | (11,962) |
| Current Assets less Current Liabilities | | 124,287 | 119,947 |
| Net assets | | 178,426 | 196,604 |
| Equity | | | |
| Unrestricted funds | | 113,383 | 129,422 |
| Restricted funds | | 65,044 | 67,182 |
| Designated funds | | 0 | 0 |
| Total Funds | | 178,426 | 196,604 |

These financial statements have been prepared in accordance with the special provisions relating to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

Approved by the Trustees on 20 January 2025 and signed on their behalf.

Andy Hopkins, Treasurer
The annexed notes form part of these Financial Statements

The Human Milk Foundation
Charity Number 1172522
For The Year Ended 31 March 2024
Notes to the Financial Statement
2 Fixed Assets

| | Computer Equipment | Leasehold Improvements | Motor Vehicles | Plant & Machinery | Fixtures & Fittings | Total |
|---------------------------------|-----------------------|---------------------------|-------------------|----------------------|------------------------|---------|
| Cost | £ | £ | £ | £ | £ | £ |
| At 1 April 2023 | 4,972 | 3,469 | 26,033 | 80,420 | 731 | 115,624 |
| Additions | | | | 2,575 | 1,031 | 3,606 |
| Disposals | | | (2,700) | (600) | | (3,300) |
| At 31 March 2024 | 4,972 | 3,469 | 23,333 | 82,395 | 1,762 | 115,931 |
| Depreciation | | | | | | |
| At 1 April 2023 | 3,469 | 2,426 | 4,717 | 28,241 | 114 | 38,967 |
| Charge for the year | 957 | 927 | 5,833 | 16,890 | 252 | 24,860 |
| Adjustment on disposals | | | (1,840) | (195) | | (2,035) |
| At 31 March 2024 | 4,426 | 3,353 | 8,710 | 44,936 | 367 | 61,792 |
| Net Book Value at 31 March 2024 | 545 | 116 | 14,623 | 37,459 | 1,395 | 54,139 |
| Net Book Value at 31 March 2023 | 1,503 | 1,043 | 21,317 | 52,178 | 616 | 76,657 |

| 3 Debtors | 2024 | 2023 |
|---------------------------------------|--------|--------|
| | £ | £ |
| Amounts falling due within one year | | |
| Amounts receivable from NHS Hospitals | 90,225 | 50,775 |

4 Accrued Income

The accrued income relates to accrued Gift Aid at 31 March claimed & received after the balance sheet date

| 5 Accounts Payable | 2024 | 2023 |
|-------------------------------------|---------------|---------------|
| | £ | £ |
| Amounts falling due within one year | | |
| Trade Creditors | 28,824 | 9,740 |
| Wages payable | 14,388 | 31 |
| Social security payable | 4,246 | (31) |
| Pensions payable | 1,680 | 2,223 |
| Accruals | 250 | 0 |
| Total Accounts Payable | 49,388 | 11,963 |

The Human Milk Foundation
Charity Number 1172522
For The Year Ended 31 March 2024
Notes to the Financial Statement

| 6 Voluntary Income | 2024 | 2023 |
|---------------------------|----------------|---------------|
| | £ | £ |
| Donations | 103,616 | 58,047 |
| Gift Aid | 7,700 | 5,379 |
| | <u>111,317</u> | <u>63,426</u> |

7 Income from Donor Human Milk

All income from Donor Human Milk relates to the provision of donor human milk to NHS Hospitals accounted for on an accruals basis. These transactions are not subject to VAT

| 8 Restricted Funds | 2024 | 2023 |
|---|---------------|---------------|
| | £ | £ |
| Balance at 1 April 2023 | 67,182 | 59,127 |
| Grants & Other Income | <u>21,300</u> | <u>24,273</u> |
| Total Restricted Funds Received | <u>88,482</u> | <u>83,400</u> |
| Operating expenditure out of restricted funds | 2,708 | 0 |
| Other administrative expenses - depreciation | 20,730 | 15,259 |
| Transfer of funds from restricted to unrestricted | <u>0</u> | <u>959</u> |
| Total Restricted Funds Expended | <u>23,438</u> | <u>16,218</u> |
| Balance at 31 March 2024 | <u>65,044</u> | <u>67,182</u> |

| 9 Direct Expenses | Restricted Funds | Unrestricted Funds | Total | Total |
|--------------------------|-------------------------|---------------------------|---------------|---------------|
| | £ | £ | £ | 2024 |
| Pathology Costs | | 35,249 | 35,249 | 41,121 |
| Other Direct Expenses | | 27,248 | 27,248 | 38,310 |
| Research & Development | | 17 | 17 | 3,242 |
| Total Direct Expenses | <u>0</u> | <u>62,515</u> | <u>62,515</u> | <u>82,673</u> |

| 10 Total Employment Costs | Restricted Funds | Unrestricted Funds | Total | Total |
|----------------------------------|-------------------------|---------------------------|----------------|----------------|
| | £ | £ | £ | 2024 |
| Gross salaries | 2,708 | 264,008 | 266,716 | 281,518 |
| Employer national insurance | | 5,383 | 5,383 | 20,128 |
| Employer pension contributions | | 6,811 | 6,811 | 8,152 |
| Total Employment Costs | <u>2,708</u> | <u>276,202</u> | <u>278,911</u> | <u>309,798</u> |

The Human Milk Foundation
Charity Number 1172522
For The Year Ended 31 March 2024
Notes to the Financial Statement

| 11 Other administrative expense: Restricted | | Unrestricted | Total | Total | |
|--|--------------|---------------------|--------------|--------------|-------------|
| | Funds | Funds | | 2024 | 2023 |
| | £ | £ | £ | £ | |
| Advertising & Marketing | | 392 | 392 | 392 | 2,791 |
| Audit & Accountancy fees | | 9,769 | 9,769 | 9,769 | 5,845 |
| Bank Fees | | 463 | 463 | 463 | 386 |
| Cleaning | | 124 | 124 | 124 | 2,714 |
| Consulting | 2,708 | 52,732 | 55,441 | 55,441 | 33,495 |
| Depreciation Expense | 18,022 | 6,838 | 24,860 | 24,860 | 22,680 |
| Entertainment and gifts | | 488 | 488 | 488 | 1,379 |
| Expenses for sponsored event | | 289 | 289 | 289 | 1,938 |
| Insurance | | 23,703 | 23,703 | 23,703 | 1,429 |
| IT Software and Consumables | | 9,742 | 9,742 | 9,742 | 5,836 |
| Legal Expenses | | 5,181 | 5,181 | 5,181 | 1,227 |
| Postage & courier | | 2,395 | 2,395 | 2,395 | 2,838 |
| Printing & Stationery | | 609 | 609 | 609 | 1,974 |
| Business Rates | | 0 | 0 | 0 | 4,927 |
| Rent | | 30,514 | 30,514 | 30,514 | 44,158 |
| Repairs & Maintenance | | 5,843 | 5,843 | 5,843 | 1,746 |
| Staff meetings | | 1,674 | 1,674 | 1,674 | 5,909 |
| Staff training | | 0 | 0 | 0 | 5,366 |
| Subscriptions | | 8,977 | 8,977 | 8,977 | 9,210 |
| Travel costs | | 4,516 | 4,516 | 4,516 | 4,282 |
| Other general expenses | | 3,234 | 3,234 | 3,234 | 2,449 |
| Total admin expenses | 20,730 | 167,483 | 188,213 | 188,213 | 162,579 |

During the year, the founders of the Charity, Dr Natalie Shenker and Gillian Weaver, continued to provide support to the Charity on a consulting basis



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

The Human Milk Foundation

On accounts for the year
ended

31st March 2024

Charity no
(if any)

1172522

Set out on pages

1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

Independent
examiner's statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Chartered Institute of Public Finance and Accountancy (CIPFA).

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed:

Date: 30th January 2025

Name:

Sandra Wise

Relevant professional
qualification(s) or body
(if any):

CIPFA

Address:

124 Beaumont Road, Bournville, Birmingham, B30 2DX