

THE CINDY APPEYARD FOUNDATION

Registered Charity Number: 1175084

**FINANCIAL STATEMENTS FOR THE YEAR
TO 31ST OCTOBER 2020**

THE CINDY APPEYARD FOUNDATION

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The Cindy Appleyard Foundation

Report of the trustees for the year ended 31st October 2020

The trustees present their annual report and financial statements of the charity for the year ended 31st October 2020. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and 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 published (FRS 102) (effective 1 January 2019).

Reference and administrative information

Charity Name: The Cindy Appleyard Foundation

Charity Number: 1175084

Structure, governance and management

The Charity is a registered charitable incorporated organisation and is constituted under a trust deed dated 10th October 2017.

Trustees (up to the date of signing)

Emily Lyons Chair & Treasurer

Emma Collins

Emma Fiedler

Helen Tate

Helen Bidwell

Richard Lyons

Nick Appleyard

Principal Office

12 Park Avenue

Levenshulme

Manchester

M19 2EE

Independent Examiners

Community Accountancy Service Limited

The Grange

Pilgrim Drive

Beswick

Manchester

M11 3TQ

Bankers

Lloyds TSB

PO Box 1000

Andover

BX1 1LT

The Cindy Appleyard Foundation

Objectives and activities

The Cindy Appleyard Foundation provides small grants to families who have a child in a specialist hospital a long way from their home. The purpose of the grants is to help families meet costs such as temporary accommodation near their child, travelling to and from the hospital and taking time off work.

The Cindy Appleyard Foundation launched on 15 February 2018 and gave out its first grant to a family with a sick child in Great Ormond Street Hospital in April 2018. From then until the end of October 2020, the charity has given £39,850 out in grants to families with children in hospitals across the UK including The Freeman Hospital in Newcastle and Great Ormond Street Hospital. In the year ending Oct 2020 alone, the charity distributed £22,760 to 101 families.

In March 2020, fundraising activities were halted due to the COVID19 pandemic. Nevertheless, the charity did raise over £20,000 over the course of the year including taking part in the Brighton Half Marathon and donations from Corporations/Family & Friends. This meant that the charity was able to continue its operations throughout the pandemic. See below for more information.

The grants have alleviated the financial hardship experienced by parents who have a child in a specialist hospital unit. The specialist unit maybe a significant distance from the family home so a family has been uprooted - extra travel costs are incurred, loss of earnings as one or both parents gives up work to be with their child, ongoing bills to pay. Many families are suffering severe financial hardship, they often have other children in the family so financing childcare also an issue.

Since the charity began up until end Oct 2020, we have provided financial support to 164 families in England who have had children in hospitals in London, Newcastle and Brighton. The children have been aged from one month to 16 and have predominantly been inpatients with life-threatening or life-limiting conditions.

Regarding COVID:19, the charity has been affected in the following ways;

1. Restrictions have meant that some parents have had to stay at hospital where they usually would have travelled.
2. Patient visitors have been limited.
3. Fundraising efforts have been seriously affected as all events had to be cancelled and are still not allowed.
4. Families stresses and worries have increased due to the situation, parents being furloughed means more families suffering financial hardship.
5. Families need for support has not changed and if anything has increased due to the above points raised.

A review of our achievements and performance: How our activities delivered public benefit

The charity has developed close links with The Freeman Hospital in Newcastle, Great Ormond Street Hospital in London and the Royal Alexandra Children's Hospital in Brighton. At these hospitals there is good awareness of the charity among family liaison officers and other social support staff and we regularly receive grant applications on behalf of parents whose children are being treated at them. The grants have alleviated the financial hardship experienced by families at these hospitals.

Financial review

The management committee have reviewed the accounts and consider them to be satisfactory.

Investment powers and policy

The trustees, having regard to the liquidity requirements of operating the charity, will keep available funds in an interest bearing deposit account should reserves become substantial.

Reserves policy and going concern

The balance held in unrestricted reserves at 31st October 2020 was £1,723 (2019: £6,194) all of which are free reserves.

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately three months of unrestricted charitable expenditure. The trustees consider that this level will provide sufficient funds to respond to applications for grants and ensure that support and governance costs are covered.

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks.

Plans for Future Periods

In the immediate future, the charity will concentrate all efforts in general fundraising from all avenues – activities, relationship fundraising, corporate fundraising etc. Due to the past year it has been challenging to raise the funds needed to help families.

The charity will spend time developing a more detailed marketing strategy to include social media campaigns, e-news bulletins, approaching corporate donors.

Appointment of trustees

New trustees are appointed by existing trustees and serve for three years after which they may put themselves forward for re-appointment. The Trust Deed provides for a minimum of three trustees, to a maximum of twelve trustees.

At the half yearly trustee meetings, the trustees agree the broad strategy and areas of activity for the Charity, including investment, reserves and risk management policies and performance. The day to day administration of the Charity is delegated to Emily Lyons.

The Cindy Appleyard Foundation

Trustee induction and training

The trustees are intending to access some training for charity trustees through a provider such as Community First Yorkshire who run training in Manchester through Hempstons. These workshops will help charity trustees and Chief Executives to understand the responsibilities of trustees and the demarcation of roles between them and the Chief Executive.

Trustees responsibilities in relation to the financial statements

The charity trustees are responsible for preparing a trustees' annual report and 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 charity trustees to prepare financial statements for each 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 the financial statements, the trustees are required to:

- Select suitable accounting principles and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business.
-

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provision of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on 9 August 2021 and signed on their behalf by:

Emily Lyons
CHAIR OF TRUSTEES

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF
THE CINDY APLEYARD FOUNDATION
REGISTERED CHARITY NO. 1175084**

I report on the accounts of the charity, for the Year Ended 31st October 2020 which are set out on pages 6 to 13.

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity is preparing accrued accounts and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

Basis of Independent Examiners Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out below.

Independent Examiner's Statement

Except as disclosed below, in connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records have in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act, have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: 

E.L. Anderson MA FCA CTA
Date: 9th August 2021

Community Accountancy Service Ltd
The Grange, Pilgrim Drive, Beswick,
Manchester, M11 3TQ

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR
TO 31 OCTOBER 2020
(including income & expenditure account)

| | Further Details | Unrestricted Funds £ | Restricted Funds £ | Total Funds Year Ended 31 October 2020 £ | Total Funds Year Ended 31 October 2019 |
|------------------------------------|-----------------|----------------------------|--------------------------|--|---|
| Income from: | | | | | |
| Donations and legacies | (3) | 20,302 | - | 20,302 | 15,664 |
| Total | | <u>20,302</u> | <u>-</u> | <u>20,302</u> | <u>15,664</u> |
| Expenditure on: | | | | | |
| Raising Funds | | 1,393 | - | 1,393 | 82 |
| Charitable Activities | (4) | 23,380 | - | 23,380 | 14,744 |
| Total | | <u>24,773</u> | <u>-</u> | <u>24,773</u> | <u>14,826</u> |
| | | | | | |
| Net gains/(losses) on investments | | - | - | - | - |
| Net income/(expenditure) | | <u>(4,471)</u> | <u>-</u> | <u>(4,471)</u> | <u>838</u> |
| | | | | | |
| Transfers between funds | (10) | - | - | - | - |
| | | | | | |
| Net movement in funds | | <u>(4,471)</u> | <u>-</u> | <u>(4,471)</u> | <u>838</u> |
| Reconciliation of funds | | | | | |
| Total funds brought forward | (10) | 6,194 | - | 6,194 | 5,356 |
| Total funds carried forward | (10) | <u>1,723</u> | <u>-</u> | <u>1,723</u> | <u>6,194</u> |

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 9 to 13 form part of these accounts.

BALANCE SHEET AS AT 31 OCTOBER 2020

| | Notes | 31 October 2020 £ | 31 October 2019 £ |
|--|-------|-------------------------|-------------------------|
| Current assets: | | | |
| Debtors | (8) | 120 | 836 |
| Cash at Bank & in Hand | | 1,963 | 5,718 |
| Total current assets | | <u>2,083</u> | <u>6,554</u> |
| Liabilities: | | | |
| Creditors: Amounts falling due within one year | (9) | 360 | 360 |
| Net current assets or liabilities | | <u>1,723</u> | <u>6,194</u> |
| Total assets less current liabilities | | 1,723 | 6,194 |
| Total net assets or liabilities | | <u>1,723</u> | <u>6,194</u> |
| The funds of the charity: | | | |
| Restricted income funds | (10) | - | - |
| Unrestricted income funds | (10) | 1,723 | 6,194 |
| Total unrestricted funds | | <u>1,723</u> | <u>6,194</u> |
| Total charity funds | | <u>1,723</u> | <u>6,194</u> |

Approved on behalf of the Trustees.

Emily Lyons - Chair

Date: 9th August 2021

The notes on pages 9 to 13 form part of these accounts.

Statement of Cash Flows for the year ended 31 October 2020

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

| | Total Funds Year Ended 31 October 2020 £ | Total Funds Year Ended 31 October 2019 |
|--|--|---|
| Net movement in funds | (4,471) | 838 |
| Decrease/(increase) in debtors | 716 | (800) |
| Increase/(decrease) in creditors | - | - |
| Net cash used in operating activities | (3,755) | 38 |
| Increase/(decrease) in cash and cash equivalents during the year | (3,755) | 38 |
| Cash and cash equivalents brought forward | 5,718 | 5,680 |
| Cash and cash equivalents carried forward | 1,963 | 5,718 |

Notes to the accounts for the year ended 31 October 2020

1. Accounting policies**(a) Basis of preparation and assessment of going concern**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 1st January 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102.

(b) Funds structure

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. There are no restricted funds.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

(c) Income recognition

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.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

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 bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

(d) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

(e) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

(f) Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on type of expense. The allocation of support and governance costs is analysed in note 4.

(g) Costs of raising funds

The costs associated with raising funds are Just Giving fees, marathon entry fees and marathon t-shirt printing.

(h) Charitable Activities

Costs of charitable activities include governance costs and an apportionment of support costs as shown in note 5.

Notes to the accounts for the year ended 31 October 2020

(i) Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised and valued at historical cost.

(j) Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their varying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

(k) Pensions

The charity currently does not administer contributions to an auto enrolment pension scheme on behalf of individuals as they do not employ any staff.

(l) Debtors

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

(m) Creditors and Provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of the funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(n) Grant Making

Grants are awarded by a panel in line with the charitable objects and are made to individual families suffering hardship as a result of their children needing hospital treatment in specialist hospitals. These hospitals are often located far away from the child's home. An NHS worker assigned to the family will recommend that the family applies for the grant and will sign the grant application form to confirm eligibility.

2. Related party transactions and trustees' expenses and remuneration

The trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind. Expenses paid to the trustees in the period totalled £nil (2019: £nil).

The trustees have paid for the following items and have donated the cost to the organisation:

| <u>2020</u> | <u>2019</u> |
|-------------|--------------------|
| - | £123 Advertising |
| - | £144 Website Costs |

3. Donations and Legacies

| | Unrestricted Year Ended 31 October 2020 £ | Restricted Year Ended 31 October 2020 £ | Total Funds Year Ended 31 October 2020 £ |
|----------------------|--|---|--|
| Donations | 8,860 | - | 8,860 |
| Individual Donation | 500 | - | 500 |
| Marathon Fundraising | 10,942 | - | 10,942 |
| | <u>20,302</u> | <u>-</u> | <u>20,302</u> |

Prior Year

| | Unrestricted Year Ended 31 October 2019 £ | Restricted Year Ended 31 October 2019 £ | Total Funds Year Ended 31 October 2019 £ |
|---------------------|--|---|--|
| Donations | 10,520 | - | 10,520 |
| Individual Donation | 5,000 | - | 5,000 |
| Donations in Kind | 144 | - | 144 |
| | <u>15,664</u> | <u>-</u> | <u>15,664</u> |

Notes to the accounts for the year ended 31 October 2020

4. Expenditure

| | Charitable Activities | Year Ended 31 October 2020 | Year Ended 31 October 2019 |
|--------------------------------------|--------------------------|----------------------------------|----------------------------------|
| Expenditure on raising funds: | | | |
| Just Giving Fees | 343 | 343 | 82 |
| Marathon Entry Fees & T-Shirts | 1,050 | 1,050 | - |
| | <u>1,393</u> | <u>1,393</u> | <u>82</u> |

| | Charitable Activities £ | Year Ended 31 October 2020 £ | Year Ended 31 October 2019 |
|--|-------------------------------|---------------------------------------|----------------------------------|
| Expenditure on charitable activities: | | | |
| Grants Awarded to Families | 22,760 | 22,760 | 14,240 |
| Governance | 360 | 360 | 360 |
| Support Costs | 260 | 260 | 144 |
| | <u>23,380</u> | <u>23,380</u> | <u>14,744</u> |
| | | <u>24,773</u> | <u>14,826</u> |

| | 2020 | 2019 |
|--------------------|---------------|---------------|
| Restricted Funds | - | - |
| Unrestricted Funds | <u>24,773</u> | <u>14,826</u> |
| | <u>24,773</u> | <u>14,826</u> |

5. Allocation of governance and support costs

The breakdown of support costs and how these were allocated between governance and other support costs is shown below:

| | General Support | Governance | 2020 Total | 2019 Total |
|-----------------------------|--------------------|------------|---------------|---------------|
| Accountancy Fees | - | 360 | 360 | 360 |
| Bank Charges | 15 | - | 15 | - |
| Printing, Post & Stationery | 137 | - | 137 | - |
| Website Costs | 108 | - | 108 | 144 |
| | <u>260</u> | <u>360</u> | <u>620</u> | <u>504</u> |

Notes to the accounts for the year ended 31 October 2020

6. Grant Making

Analysis of grants paid (included in cost of charitable activities)

| | Grants to institutions £ | Grants to individuals £ | Support costs £ | 2020 Total £ | 2019 Total |
|-----------------|--------------------------------|-------------------------------|-----------------------|--------------------|---------------|
| Hardship Grants | | 22,760 | - | 22,760 | 14,240 |
| | - | 22,760 | - | 22,760 | 14,240 |

Hardship grants are awarded to individual families in line with the objectives of the Charity. A total of 107 grants were awarded in the period (2019:53).

7. Independent Examiner Fees

| | Year Ended 31 October 2020 £ | Year Ended 31 October 2019 |
|------------------------------|---------------------------------------|----------------------------------|
| Independent examination fees | 360 | 360 |
| | <u>360</u> | <u>360</u> |

8. Analysis of debtors

| | Year Ended 31 October 2020 £ | Year Ended 31 October 2019 |
|---------------|---------------------------------------|----------------------------------|
| Other Debtors | 48 | - |
| Prepayments | 72 | 836 |
| | <u>120</u> | <u>836</u> |

Prepayments for the period ending 31 October 2020 and the year ended 31 October 2019 relate to unrestricted funds.

9. Creditors: amounts falling due within one year

| | Year Ended 31 October 2020 £ | Year Ended 31 October 2019 |
|----------|---------------------------------------|----------------------------------|
| Accruals | 360 | 360 |
| | <u>360</u> | <u>360</u> |

Notes to the accounts for the year ended 31 October 2020

10. Analysis of charitable funds

Analysis of movements in unrestricted funds

| | Balance at 1 November 2019 | Incoming Resources | Resources Expended | Transfer In | Balance at 31 October 2020 |
|--------------|-------------------------------|-----------------------|-----------------------|-------------|----------------------------------|
| | £ | £ | £ | £ | £ |
| General Fund | 6,194 | 20,302 | (24,773) | - | 1,723 |
| | 6,194 | 20,302 | (24,773) | - | 1,723 |

Prior Year

Analysis of movements in unrestricted funds

| | Balance at 1 November 2018 | Incoming Resources | Resources Expended | Transfer In | Balance at 31 October 2019 |
|--------------|-------------------------------|-----------------------|-----------------------|-------------|----------------------------------|
| | £ | £ | £ | £ | £ |
| General Fund | 5,356 | 15,664 | (14,826) | - | 6,194 |
| | 5,356 | 15,664 | (14,826) | - | 6,194 |

| Name of unrestricted fund: | Description, nature and purpose of the fund |
|----------------------------|---|
| General Fund | The free reserves. |

11. Analysis of net assets between funds

| | Unrestricted funds | Restricted funds | Total |
|--|-----------------------|---------------------|--------------|
| | £ | £ | £ |
| Cash at bank and in hand | 1,963 | - | 1,963 |
| Other net current assets/(liabilities) | (240) | - | (240) |
| Total | 1,723 | - | 1,723 |

Prior Year

| | Unrestricted funds | Restricted funds | Total |
|--|-----------------------|---------------------|--------------|
| | £ | £ | £ |
| Cash at bank and in hand | 5,718 | - | 5,718 |
| Other net current assets/(liabilities) | 476 | - | 476 |
| Total | 6,194 | - | 6,194 |

12. Financial Instruments

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