



## **ANNUAL REPORT**

**1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024**

## Milly's Smiles

### Legal and Administrative Information

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<b>Trustees:</b>	Gemma Dyson (Chair) David Sears (Treasurer) Kathryn Thomas (Secretary) Helen Wall John Sturges (appointed 9 February 2023)
<b>Charity Number:</b>	1198503
<b>Registered Address:</b>	45 Lynwood Avenue Clayton-le-Moors Accrington Lancashire BB5 5RR
<b>Independent Examiner:</b>	David Marriott FCA DPM Accounting Services Ltd Suite 10b The Beehive Lions Drive Shadsworth Business Park Blackburn BB1 2QS
<b>Bankers:</b>	National Westminster Bank plc 5 St James Street Accrington Lancashire BB5 1LY

## **Milly's Smiles**

### **Contents:**

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Trustee Report:	4
Independent Examiners Report:	10
Statement of Financial Activities:	12
Statement of Financial Position:	13
Notes to the Financial Statement:	14

## **Milly's Smiles**

### **Trustee's Report For the year ended March 2024**

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The Trustee's present their Annual Report and Financial Statements of the charity for the period ended 31<sup>st</sup> March 2024.

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 Governing Document, The Charities Act 2011 and Account 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).

#### **Structure, Governance and Management**

The charity has previously operated as a charitable trust – registration number 116399. The change to a Charitable Incorporated Organisation was for administration purposes and our aims and objectives remain unchanged. Registration for the new CIO was 4 April 2022.

The trustees administer the charity and regularly meet throughout the year.

The trustees who served during the year were:

Gemma Dyson (Chair)  
David Sears  
Kathryn Thomas  
Helen Wall  
John Sturgess

The chair is responsible for the induction of new trustees. The induction provides new trustees with an awareness of their responsibilities, the governing document and the history and philosophical approach of the charity.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee with any service providers must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. There were no connections disclosed in the year.

## **Milly's Smiles**

### **Trustee's Report (continued) For the year end March 2024**

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#### **Objectives and activities**

The purpose of Milly's Smiles is:

The advancement of health or the saving of lives via the provision of comforts and items to children aged 0-18 years, who have been newly diagnosed with an oncology related illness.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake. The trustees are satisfied that they have complied with their duty to have due regard to the guidance on public benefit published by the Commission in exercising their powers or duties.

#### **Benefit**

Milly's Smiles strive to make the journey of parents and children who are newly diagnosed with an oncology related illness, and admitted into hospital, that little bit easier.

When you look into the faces of parents who have just received the devastating news that their child has cancer, it is impossible to know their pain. There is the worry and uncertainty of their child's cancer, how well it will respond to treatment or, indeed if it will respond at all.

The majority of admissions onto children's oncology wards tend to be unexpected and unplanned. Often, families are blue-lighted to the hospital following a local medical appointment. Arriving on the ward can be a very frightening and upsetting experience for parents. There is a lot to take in, within a very unfamiliar environment.

Milly's Smiles was established to provide practical support to families at the point of admission onto the ward.

Milly's Smiles continue to fund a room at Ronald McDonald House at Manchester which allows families who live a long way from the hospital to have a place to stay close to their child. This room is funded on a three-year basis and our sponsorship of the room was renewed in March 2023.

## **Beneficiaries**

The beneficiaries of Milly's Smiles are parents and children on the wards who have been admitted with a new diagnosis of cancer. We provide each admission with a Milly Bag, containing a blanket, neck pillow, heat pack, towel, waterproof bag, juice bottle, thermal cup, notepad, pen and wallet, toiletries, vegan friendly sweets and a small hand knitted elephant.

Milly's Smiles have continued to support The Royal Manchester Children's Hospital Ward 86, Alder Hey Children's Hospital Ward 3B and Leeds Children's Hospital Wards L31, L32, L33.

## **Achievements and performance**

Following on from our Trustee Away Day last year we employed our first member of staff.

The potential employment of a CEO of the charity has long been discussed at Milly's Smiles. It is a relatively common situation for the Founder of a charity to start as Chair of the Board and grow the organisation through its early, difficult years as a dedicated volunteer. As the charity grows gaining the ability to hire staff, the Founder is often the first to be employed – something that is quite natural when they are already carrying the majority of the workload. This is exactly the case for Lorraine Hargreaves, Milly's Mum and the charity founder.

The trustees formed an Employment Sub-Committee to ensure that a thorough process was followed and that appropriate due diligence (including salary benchmarking) was undertaken, to inform our decisions around employment of a CEO for Milly's Smiles.

Lorraine Hargreaves, Milly's mum and the founder of our charity was employed as our Chief Executive Officer from 1<sup>st</sup> May 2024 and has quickly made a significant difference to both the operational performance of the charity, as well as income generation and fundraising.

The charity sustained ongoing financial success this year.

We were fortunate enough to work with some excellent organisations who supported us throughout the course of this year with various fundraising activities, including:

- Tesco Superstore, Great Harwood
- Sabden Cricket Club
- JaRo HR
- The Mayor of Hyndburn
- Beacon Hill Caravan Park

We received a donation of £5,000 from Blackburn Chemicals to support our ongoing work.

The Eric Wright Charitable Trust supported us for the second year with a £10,000 grant to allow us to continue with our Milly Bag provision, and for expansion of our services.

A successful bid was made to the National Lottery for £20,000 to support our work with bereaved parents and to provide one-to-one counselling with individuals who needed professional input.

We held our own fundraising activities over the course of the year which included:

- A quiz night in September;
- Milly's Walk held in November; this is an annual event that is held to celebrate Milly's birthday. People make donations on the day and/or obtain sponsorship for the walk.

We feel very lucky that we have had continued support from individuals who have set themselves challenges in order to raise money. Local schools and community groups have hosted events and activities to also raise funds for us, which is always very much appreciated.

Support continues from families and their friends who have received a Milly Bag, who are very proactive in terms of fundraising and raising awareness of our work.

There are also a number of people who pay a monthly donation to the charity.

We remain grateful for continual support from family and friends of Milly, who is the inspiration for our charity.

During this financial year Milly Bags were donated as detailed below:

- Ward 84/86 (Royal Manchester Children's Hospital) received 80 bags, taking their total to 860 Milly Bags.
- Ward 3B (Alder Hey) received 60 bags, taking their total to 385 Milly Bags.
- Ward L31 (Leeds) received 60 bags and taking their total to 310 Milly Bags.

On 19<sup>th</sup> June we proudly took on our fourth hospital, The Queen's Medical Centre in Nottingham. We are supporting their paediatric oncology unit Ward E38, and have delivered a total of 20 Milly Bags during this financial year.

Bereavement support is something that we are very passionate about as a charity, and from personal experience we have found that within our local area there is very little support for families who have lost a child.

In May we held our first monthly support group for parents, siblings and grandparents. The groups incorporate creative therapies into the sessions to help open up conversation between parents and create a more relaxed environment without any pressure. Over the year the group has grown through word of mouth, recommendation and social media and we are now supporting up to 20 families.

Specialist bereavement counselling is also available for those parents who are in need of extra more specialised support. We are proud to have a counsellor from the local hospice work alongside us to offer this to families. Currently we provide up to 8 weeks one to one support as needed. This takes place on site, in our specially adapted Quiet Room within our unit.

### **Financial review**

The purpose of the reserves is to secure the future of our work and to maintain our commitment to supporting newly diagnosed families. The reserves will provide protection against unexpected events and fluctuations in income.

The trustees have considered the risks and needs of the charity, identifying the following areas:

- UK or worldwide events which will impact on the charity's fundraising capability such as terrorism, natural disaster or pandemic
- Funds to allow for an increased number of children being newly diagnosed with cancer and requiring a Milly Bag.
- Sufficient to protect the charity from the risk of insolvency or serious disruption to its work.

The trustees consider that reserves should be maintained at a level equivalent to between six- and twelve-month's expenditure. This will ensure that, in the event of a significant drop in funding they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained through the year.

### **Risk management**

As the charity continues to establish itself the trustees will conduct a review of the major risks to which the charity may be exposed and systems will be established to mitigate exposure to those risks.

### **Plans for future periods**

The trustees are proud of what has been achieved so far, but are determined to continue to build upon the work undertaken to date in order to help as many newly diagnosed families as possible.

Discussions are currently ongoing with The Team Luke Foundation and The Great North Children's Hospital with view to a collaboration with Milly's Smiles and Team Luke to support newly diagnosed children admitted onto Ward 4 at The Great North Children's Hospital.



The trustee's report has been approved by the Board of Trustees.

A handwritten signature in black ink, appearing to read 'Gemma Dyson'. The script is cursive and somewhat stylized, with the first letter 'G' being large and prominent.

Gemma Dyson  
Chairperson.  
Dated: 14/08/24



Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
Milly's Smiles

On accounts for the year  
ended

31 August 2023

Charity no  
(if any)

1198503

Set out on pages

11 to 13

(remember to include the page numbers of additional sheets)

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

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:

23/08/2024

Name:

David Marriott FCA

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

ICAEW

<b>Address:</b>	Suite 10B The Beehive, Lions Drive
	Shadsworth Business Park, Blackburn
	BB1 2QS

Section B	Disclosure
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Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

**Income & Expenditure Account**  
**Year Ended 31 March 2024**

	£	£	£
<b>Income</b>			
Grants	20,000		
Donations	44,495		
Fundraising	<u>42,486</u>		
			106,981
<b>Less Expenditure and Overheads</b>			
<b>Direct Expenses</b>			
Cost of direct charitable activity		34,227	
Staff Wages		33,330	
Staff Pension		<u>1,306</u>	
			68,864
<b>Administration Expenses</b>			
Accountancy Fees		804	
Bank Charges		222	
Depreciation		1,047	
Insurance		96	
Professional Fees		1,520	
Rent		7,651	
Repairs		1,348	
Sundry Expenses		354	
Telephone		110	
Travel		2,089	
Utilities		<u>1,351</u>	
			16,592
<b>Total Expenses</b>			<u>85,456</u>
<b>Surplus (Deficit) Generated from Operations</b>			21,525
<b>Profits (Losses) transferred to Revenue Reserves</b>			<u><u>21,525</u></u>

**Milly's Smiles****Charity No : 1198503****Balance Sheet  
Year Ended 31 March 2024**

	£	£
<b>Fixed Assets</b>		
Motor Vehicles	6,809	
Less: Depreciation	<u>3,809</u>	
		3,000
Fixtures and Fittings	371	
Less: Depreciation	<u>103</u>	
		268
<b>Current Assets</b>		
Cash at bank	282,552	
Petty Cash in Hand	<u>259</u>	
		282,811
<b>Current Liabilities</b>		
Accrued Charges	960	
Deferred Grant Income		
PAYE & NI	<u>2,099</u>	
		3,059
<b>Net Current Assets</b>		<u>279,753</u>
		283,020
<b>Less : Restricted Funding &amp; Grants</b>		0
		<u>283,020</u>
<b>Reprersented by :</b>		
Revenue Reserves brought forward		261,495
Capital Introduced		0
Surplus (Deficit) for the year		21,525
		<u>283,020</u>

Notes to the Financial Statements  
For the period ended 31 March 2024

**1. ACCOUNTING POLICIES**

**Depreciation**

Depreciation has been calculated to write off the net book values of fixed assets over their expected economic lives at the following annual rates.

Motor Vehicles	25% on reducing balance
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Fixtures and Fittings	15% on reducing balance
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**2. INCOME**

Turnover for the year was £106,981 (2023 £162,393) and represents the £20,000 restricted and £86,981 unrestricted funding grants and donations received from various sources and during the year.

**3. CORPORATION TAX**

Corporation tax is charged in the accounts in the period to which it relates.

The amount of corporate tax due on non-mutual trading activities for the year was £ nil.

**4. CONTINUING OPERATIONS**

None of the charity's activities were acquired or discontinued during the year.

**5. TOTAL RECOGNISED GAINS AND LOSSES**

The charity has no recognised gains or losses other than the profit for the financial period detailed herewith.