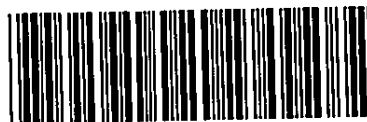


**SUPPORT FOR THE SICK NEWBORN AND THEIR PARENTS**  
**(Being a company limited by Guarantee and not having a Share Capital)**  
**FINANCIAL STATEMENTS**  
**FOR THE PERIOD FROM 20 DECEMBER 2011 to 28 FEBRUARY 2013**

**REGISTERED COMPANY NO:7888187**

**REGISTERED CHARITY NO: 1146622**

TUESDAY



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COMPANIES HOUSE

**SUPPORT FOR THE SICK NEWBORN AND THEIR PARENTS**  
**FINANCIAL STATEMENTS**  
**FOR THE PERIOD FROM 20 DECEMBER 2011 to 28 FEBRUARY 2013**

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**SUPPORT FOR THE SICK NEWBORN AND THEIR PARENTS**  
**FINANCIAL STATEMENTS**  
**FOR THE PERIOD FROM 20 DECEMBER 2011 to 28 FEBRUARY 2013**

**MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS**

**Company Registration Number:**

7888187

**Registered Charity Number:**

285231

**Registered Office:**

Level 2  
The Women's Centre  
John Radcliffe Hospital  
Oxford  
OX3 9DU

**Directors:**

Mrs C Moore (Chairman)(Appointed 20/12/11)  
Mr A Wigmore (Treasurer)(Appointed 20/12/11)  
Mrs K Knibbs (Appointed 20/12/11)  
Mr S Relton (Appointed 20/12/11)  
Ms C Pepys(Appointed 20/12/11)  
Mrs J Cole ( appointed 20/12/11)  
Mrs R Hatfield ( Appointed 23/05/12)  
Mr C Horn (Appointed 25/06/12)  
Mr A Lewin (Appointed 23/05/12)  
Mr P Vincent (Appointed 23/05/12)

**Company Secretary**

Mrs K Knibbs (Appointed 25/06/12)( Resigned 14/01/13)  
Miss J Cole (Appointed 14/01/13)

**Patron:**

The Lady Patten

**Auditors.**

Critchleys LLP  
Chartered Accountants  
Greyfriars Court  
Paradise Square  
Oxford  
OX1 1BE

**Bankers**

Barclays Bank plc  
Woodstock Branch  
West Oxfordshire Group

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent

## **SUPPORT FOR THE SICK NEWBORN AND THEIR PARENTS**

### **REPORT OF THE DIRECTORS**

#### **FINANCIAL STATEMENTS**

#### **FOR THE PERIOD FROM 20 DECEMBER 2011 to 28 FEBRUARY 2013**

The Directors have pleasure in presenting their annual report and financial statements for the period ended 28 February 2013. The provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP) issued in March 2005 have been adopted in preparing the annual report and financial statements of the Company.

#### **STATUS AND ADMINISTRATION**

The Company was incorporated under the Companies Act on the 20 December 2011 and registered under number 7888187.

On 1 March 2012 all the assets, liabilities and on-going activities of SSNAP, an unincorporated charity inaugurated by a Trust Deed dated 9 July 1982, were transferred to the Company.

#### **CONSTITUTION**

SSNAP's main purpose is promoting the relief of sickness of babies who at any time after their birth were or are treated in Newborn Intensive Care Unit of the John Radcliffe Hospital. In furtherance of this objective, grants may be made to the needy parents of the beneficiaries to enable them to visit the hospital frequently or to stay near the hospital, to arrange accommodation for parents who have to stay near the hospital, to provide medical equipment and to provide training for staff of the Newborn Intensive Care Unit.

#### **CHAIRMAN'S REPORT 2011/2012**

##### **Objectives and Achievements**

- 1 To provide transport funding to parents of children in the Newborn Intensive Care Unit. SSNAP regularly provides support in this area.
- 2 To provide emotional and practical support to current and former parents of children in the Newborn Intensive Care Unit through a one to one listening service by a team of committed, trained volunteers with similar experiences. Currently a team of 10 volunteers is operational reporting directly to SSNAP.
- 3 To provide equipment for the Newborn Intensive Care Unit at the John Radcliffe to supplement that provided by the NHS. SSNAP regularly funds equipment to the Newborn Intensive Care Unit.
- 4 To support staff in the Newborn Intensive Care Unit to develop their skills and keep up to date with medical developments by funding study days and specialist neonatal training. Such training is not always available under NHS funding. Such courses are funded on a regular basis by the Company.
- 5 To provide one full time Family Support Worker to provide professional counselling and practical assistance to current and former parents of children in the Newborn Intensive Care Unit on a day to day basis. One full time post is operating successfully.

##### **Major Risk Factors of SSNAP**

The Directors have identified the following major risks of SSNAP and have put systems in place to minimise them.

- Risks to computer systems – regular backups are made on zip disks.
- Confidentiality of client information – in accordance with the Data Protection Act SSNAP seeks permission from all clients/members to hold personal information on the databases. The databases are password protected. All paper systems are kept in locked filing cabinets or cupboards. All of this information is confidential to SSNAP and is not passed on to any other agency without permission.
- Insurance for staff and volunteers – SSNAP has taken out insurance policies which cover named members of staff whilst working for SSNAP and generally for volunteers whilst engaged on SSNAP business.
- Financial systems – financial records, bank statements, cheques and cash are kept securely. Records are kept on computer backed up by a paper system which is maintained by the bookkeeper. Financial controls are in place for authorisation of expenditure and cheques require two signatories, one of which must be a Director. Financial reports are produced and monitored monthly.

**SUPPORT FOR THE SICK NEWBORN AND THEIR PARENTS**  
**REPORT OF THE DIRECTORS (CONTINUED)**  
**FINANCIAL STATEMENTS**  
**FOR THE PERIOD FROM 20 DECEMBER 2011 to 28 FEBRUARY 2013**

**Organisational and Decision-Making Structure**

The Directors are ultimately responsible for ensuring that SSNAP is operated properly in accordance with its Memorandum and Articles of Association and other appropriate regulations. Major decisions are taken by the Directors with day to day administrative matters decided by the administrator. The Directors meet about four times per year. Applications for funding are considered at the meetings along with other matters relating to the governance of SSNAP. All decisions are taken and recorded at the Directors' meetings. If there is an urgent matter to be decided between meetings, the procedure is for the Chair to circulate details to all Directors and seek their views.

The day-to-day running of the office and the carrying out of Directors' decisions is the responsibility of the administrator, who co-ordinates all office activity and meets regularly with the Treasurer and the Chairman of SSNAP.

**Financial review**

Income this year was £128,911. Funds of £91,073 were transferred from the unincorporated charity.

Expenditure on generating funds was £15,462, while governance costs were £9,490.

Expenditure on charitable activities during the financial year was £71,858.

**Reserves Policy**

All funds raised are for the purpose of pursuing SSNAP's objectives. The Directors of SSNAP have agreed that they will maximise the application of available funds to charitable purposes over the medium term, except that:

- The Directors may agree to retain an amount of funds that they deem appropriate to meet large or unexpected requests for charitable support. In exceptional cases, funds may be retained over one or more years to meet a particularly large request for a contribution in support of the Company's objectives.
- The Directors have agreed that, in order to ensure that the Company can meet its reasonably foreseeable future financial obligations, they will retain, in addition to any amounts under the point above, an amount equal to anticipated outgoings over the next 12 months in terms of salaries, other regular overheads, and committed charitable donations.

**Directors' Induction and Training**

Induction and training of new Directors is carried out through steps such as the following:

- meeting with fellow Directors
- guided tour of the Newborn Intensive Care Unit
- induction with the Clinical Director of the Unit
- meeting and discussions with the Chairman of SSNAP
- access to and information from the Charity Commission

**Public Benefit**

The Directors confirm that they have complied with the duty in Section 17(5) of the 2011 Charities Act to have due regard to the guidance published by the Charity Commission. All SSNAP's charitable activities focus on the objectives described above and are undertaken to further its charitable purposes for the public benefit.

**SUPPORT FOR THE SICK NEWBORN AND THEIR PARENTS**  
**REPORT OF THE DIRECTORS (CONTINUED)**  
**FINANCIAL STATEMENTS**  
**FOR THE PERIOD FROM 20 DECEMBER 2011 to 28 FEBRUARY 2013**

**DIRECTORS' RESPONSIBILITIES**

The Directors are responsible for preparing the Annual Report and financial statements in accordance with applicable law and regulations

Company law requires the Directors to prepare financial statements for each financial year. Under that law they have elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities and applicable law (UK Generally Accepted Accounting Practice applicable to Smaller Entities).

Under company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the profit or loss of the charity for that period. In preparing these financial statements, the Directors are required to

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Directors 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 company and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

This report has been prepared in accordance with the small companies regime under Section 419(2) of the Companies Act 2006.

**ON BEHALF OF THE DIRECTORS**



**Cessa Moore**  
**Chairman**

19/4/2013

**INDEPENDENT AUDITORS' REPORT  
TO THE MEMBERS OF  
SUPPORT FOR THE SICK NEWBORN AND THEIR PARENTS**

We have audited the financial statements of Support For The Sick Newborn And Their Parents for the period ended 28 February 2013 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor'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 charitable company and its members as a body for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of Directors and auditor**

As explained more fully in the Directors' Responsibilities Statement, the Directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the Directors, and the overall presentation of the financial statements. If we become aware of any apparent material misstatements or inconsistencies, we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements

- give a true and fair view of the state of the charitable company's affairs as at 28 February 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, and
- have been prepared in accordance with the requirements of the Companies Act 2006.


**Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Directors' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of Directors' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit
- the Directors were not entitled to prepare the financial statements in accordance with the small companies regime.

  
Caroline Webster  
Senior Statutory Auditor  
for and on behalf of Critchleys LLP  
Statutory Auditor

Greyfriars Court  
Paradise Square  
Oxford, OX1 1BE

Date 19 April 2013

**SUPPORT FOR THE SICK NEWBORN AND THEIR PARENTS**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE PERIOD FROM 20 DECEMBER 2011 TO 28 FEBRUARY 2013**

	Note	Unrestricted Funds 2013 £
<b>INCOMING RESOURCES</b>		
<b>Incoming Resources from Generated Funds</b>		
Activities for generating funds - sale of goods		3,026
Voluntary income		
Donations		57,193
Subscriptions		298
Covenants		7,746
Interest receivable		179
Fundraising		55,000
Income tax reclaimed		5,469
		<hr/>
Total incoming resources		128,911
		<hr/>
<b>RESOURCES EXPENDED</b>		
<b>Cost of Generating Funds</b>		
Fundraising salaries		11,820
Cost of goods sold		1,642
Other fundraising costs		2,000
		<hr/>
		15,462
		<hr/>
<b>Charitable Activities</b>		
Provision of neonatal equipment		14,256
Parent help		13,179
Support worker costs	2	25,413
Nurse training		4,932
Transport funding		14,078
		<hr/>
		71,858
		<hr/>
Governance costs	5	9,490
		<hr/>
<b>Total Resources Expended</b>		96,810
		<hr/>
Movement in funds		32,101
		<hr/>
Funds transferred from unincorporated charity	12	91,073
		<hr/>
Fund balance carried forward		123,174
		<hr/> <hr/>

The charity has no recognised gains or losses for the year other than the results above



## SUPPORT FOR THE SICK NEWBORN AND THEIR PARENTS

## BALANCE SHEET

AT 28 FEBRUARY 2013

	Note	£	2013 £
<b>Current Assets</b>			
Stock of unsold SSNAP goods		6,658	
Debtors	9	10,083	
Bank and cash		144,519	
		<hr/>	
		161,261	
<b>Creditors</b>			
Amounts falling due within one year	10	(38,086)	
		<hr/>	
<b>Net Current Assets</b>			123,174
			<hr/>
<b>Net Assets</b>			123,174
			<hr/>
<b>Representing:</b>			
Assets not yet applied to charitable purposes – unrestricted general purpose income fund			123,174
			<hr/>

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime under the Companies Act 2006 and the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved and authorised for issue by the Directors on 19 April 2013

C Moore Cessa Moore Chairman

A Wigmore Andrew Wigmore Director

## SUPPORT FOR THE SICK NEWBORN AND THEIR PARENTS

### NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD FROM 20 DECEMBER 2011 TO 28 FEBRUARY 2013

#### 1. Principal Accounting Policies

The principal accounting policies of SSNAP, which have been consistently applied, are set out below

##### (a) Basis of Preparation

The accounts are prepared under the historical cost convention and are prepared in compliance with all relevant statements of Standard Accounting Practice, the Statement of Recommended Practice for charities, the Companies Act and the Financial Reporting Standard for Smaller Entities (effective April 2008)

The accounts have been prepared on a going concern basis

##### (b) Accumulated Fund

The charity's accumulated fund consists of funds which the charity may use for its purposes at its discretion

##### (c) Voluntary Income

All donations are included in income upon certainty of receipt

Donations under gift aid, together with the associated income tax recovery, are recognised as income when the donation is received

##### (d) Investment Income

Credit is taken for interest when the interest is due rather than when it is credited by the bank

##### (e) Annual Subscriptions

Subscriptions are included in income when they are received

##### (f) Support Costs

Support costs have been apportioned between charitable activities on the following basis, in accordance with time spent

Provision of neonatal equipment	30%
Parent help	10%
Support worker costs	30%
Nurse training	20%
Transport funding	10%

##### (g) Resources Expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any value added tax and is reported as part of the expenditure to which it relates

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity
- Costs of generating funds relate to those costs incurred through fundraising activities

**SUPPORT FOR THE SICK NEWBORN AND THEIR PARENTS**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE PERIOD FROM 20 DECEMBER 2011 TO 28 FEBRUARY 2013**

**1. Principal Accounting Policies (continued)**

**(h) Equipment purchased for Newborn Intensive Care Unit**

Equipment purchases are recorded at the time SSNAP takes delivery of the relevant item

**(i) Stocks**

Stock consists of purchased items which is intended for resale and is stated at the lower of cost and net realisable value

**(j) Depreciation**

Depreciation is calculated to write down the cost of tangible fixed assets by equal annual instalments over their expected useful lives. The rate applicable to all fixtures and fittings is three years

**2. Resources Expended on Charitable Activities**

	<b>Provision of Neonatal Equipment (Note 3)</b>	<b>Parent Help</b>	<b>Support Worker Costs</b>	<b>Nurse Training</b>	<b>Transport Funding</b>	<b>2013 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Direct costs	8,784	11,355	19,941	1,285	12,254	53,619
Support costs (note 4)	5,472	1,824	5,472	3,647	1,824	18,239
	<u>14,256</u>	<u>13,179</u>	<u>25,413</u>	<u>4,932</u>	<u>14,078</u>	<u>71,858</u>

**3. Equipment purchased for Newborn Intensive Care Unit**

**2013**

**£**

**Included in direct costs are the following equipment for the Newborn Intensive Care Unit**

Memory Boxes	890
Chrome Drive	354
Alaris Keypad	51
Mama Nataalie Complete Doll	450
Breast Pump	5,934

**Non-unit equipment Costs – parent accommodation**

TV/DVD/Combo	285
Lamp/Rug/Pictures	820
	<u>8,784</u>

# **SUPPORT FOR THE SICK NEWBORN AND THEIR PARENTS**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE PERIOD FROM 20 DECEMBER 2011 TO 28 FEBRUARY 2013**

### **4. Support Costs**

	<b>Provision of Neonatal Equipment (Note 2)</b>	<b>Parent Help</b>	<b>Support Worker Costs</b>	<b>Nurse Training</b>	<b>Transport Funding</b>	<b>2013 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Travel costs	233	77	233	155	77	775
Salaries and honoraria	2,216	739	2,216	1,477	739	7,387
Printing, postage and stationery	2,045	682	2,045	1,362	682	6,816
Sundry	185	62	185	123	62	617
Insurance	453	151	453	302	151	1,510
Website costs	340	113	340	228	113	1,134
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	5,472	1,824	5,472	3,647	1,824	18,239
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

### **5. Governance Costs**

	<b>2013 £</b>
AGM meeting costs	3,891
Legal and professional	4,234
Audit fee	1,365
	<hr/>
	9,490
	<hr/>

### **6. Employees**

The charity employs 4 part-time staff as follows

	<b>2013</b>
Administration	1
Office support	2
Parent Help	1
	<hr/>
	4
	<hr/>

**SUPPORT FOR THE SICK NEWBORN AND THEIR PARENTS**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE PERIOD FROM 20 DECEMBER 2011 TO 28 FEBRUARY 2013**

<b>7. Staff Costs</b>	<b>2013</b>
	<b>£</b>
Wages and salaries	29,179
Social security costs	244
	<hr/>
	29,423
	<hr/>

There were no employees with emoluments above £60,000 p a

No Directors received any remuneration

**8. Expenses paid to Directors**

Directors did not receive reimbursement of expenses incurred during the year Mrs C Moore received an honorarium of £750

<b>9. Debtors</b>	<b>2013</b>
	<b>£</b>
Other debtors	8,810
Prepayments and accrued income	1,273
	<hr/>
	10,083
	<hr/>

<b>10. Creditors – Amounts falling due within one year</b>	<b>2013</b>
	<b>£</b>
Trade creditors	22,846
Other creditors	13,905
Accruals and deferred income	1,335
	<hr/>
	38,086
	<hr/>

**SUPPORT FOR THE SICK NEWBORN AND THEIR PARENTS**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 28 FEBRUARY 2013**

**11. Members Liability**

The company is limited by guarantee and does not have share capital, the members undertake to contribute a sum, not exceeding £1, to the assets of the company in the event of the company being wound up

**12. Transfer of Assets from SSNAP, an unincorporated charity**

On 1 March 2012 the assets, liabilities and on-going activities of SSNAP, an unincorporated charity, were transferred to the Company

	<b>2013</b>
	<b>£</b>
Fixed Assets	-
Current Assets	136,605
Current Liabilities	(45,532)
	<hr/>
Net Transfer Made	<b>91,073</b>
	<hr/> <hr/>