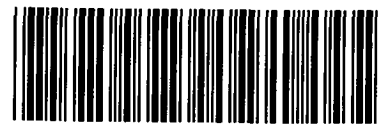


**SUPPORT FOR THE SICK NEWBORN AND THEIR PARENTS**  
**(Being a company limited by Guarantee and not having a Share Capital)**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 28 FEBRUARY 2014**

**REGISTERED COMPANY NO:7888187**

**REGISTERED CHARITY NO: 1146622**

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COMPANIES HOUSE

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

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 28 FEBRUARY 2014**

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

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 28 FEBRUARY 2014**

**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) (Resigned 15/05/13)  
Mr A Lewin (Chairman) (Appointed 15/05/13)  
Mrs K Knibbs (Deputy Chairman) (Appointed 15/05/13)  
Mr A Wigmore (Treasurer) (Appointed 20/12/11)  
Mr S Relton (Appointed 20/12/11)  
Ms C Pepys (Appointed 20/12/11)  
Ms J Cole (Appointed 20/12/11)  
Mrs R Hatfield (Appointed 23/05/12)  
Mr C Horn (Appointed 25/06/12)  
Mr P Vincent (Appointed 23/05/12)  
Mr C Viggiani (Appointed 08/07/13)

**Company Secretary:**

Ms 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 YEAR ENDED 28 FEBRUARY 2014**

The Directors have pleasure in presenting their annual report and financial statements for the period ended 28 February 2014. 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 charity.

**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 the unincorporated charity were transferred to the Company.

**CONSTITUTION**

SSNAP was inaugurated by Trust Deed dated 9 July 1982. Its main purpose is promoting the relief of sickness of babies who at any time after their birth were or are treated in a special care baby unit or the neo-natal nursery (Newborn Care Unit) of the John Radcliffe Hospital, Oxford. 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 nurses.

**CHAIRMAN'S REPORT 2013/2014**

**Objectives and Achievements**

1. To provide transport funding to parents of children in the Newborn 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 Care Unit through a one to one listening service by a team of committed, trained volunteers with similar experiences. Currently a team of about 10 volunteers is operational reporting directly to SSNAP.
3. To provide equipment for the Newborn Care Unit at the John Radcliffe Hospital, Oxford to supplement that provided by the NHS. SSNAP regularly funds equipment to the Unit.
4. To support staff in the Newborn 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 Charity.
5. Provide one full time Family Support Worker to provide professional counselling and practical assistance to current and former parents of children in the Newborn Care Unit on a day to day basis. One full time post is operating successfully.

**Major Risk Factors of SSNAP**

The Directors maintain a register of the main risks facing SSNAP, which is reviewed regularly at Board Meetings. The Directors have identified the following as the 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 information – in accordance with the Data Protection Act SSNAP seeks permission 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 unless required by law.
- Risk of SSNAP staff and volunteers suffering injury or loss – 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. Financial reports are produced and monitored monthly.

## SUPPORT FOR THE SICK NEWBORN AND THEIR PARENTS

### REPORT OF THE DIRECTORS (CONTINUED)

#### FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2014

#### 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. Most decisions are taken by a Board of Directors, comprising the Directors and relevant staff, including the administrator who takes the minutes. The Board meets about six 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 meetings but only Directors have a vote. If there is an urgent matter to be decided between meetings, the procedure is for the Chair to circulate a note to all Board members and to seek their decision.

A Fundraising Committee was set up during the year, as a sub-committee of the Board, with its membership comprising the Chairman and four other Directors. Its brief is to design and coordinate SSNAP's fund-raising activities. The Board receives regular reports on its activities, either through Board Meetings or, if urgent, through the Chair.

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

#### Financial review

Income this year was £147,237.

Expenditure on generating funds was £15,473, while governance costs were £5,366.

Expenditure on charitable activities during the financial year was £95,777, including £13,111 of support costs.

#### Reserves Policy

All funds raised are for the purpose of supporting the Newborn Care Unit. Requests for funding come from the Newborn Care Unit and are not initiated by or under the control of SSNAP; they do not arrive uniformly throughout the year. The Directors ensure that sufficient reserves are available at all times, calculated on a prudent basis, to meet its future financial obligations as they fall due. The amount of this reserve will vary from time to time but is presently set at £50,000, together with the value of specific items of charitable expenditure that have been approved by the Directors but not yet expended.

#### Director Induction and Training

Induction and training of new Directors is carried out through:

- meeting with fellow Directors
- guided tour of the Newborn Care Unit, Oxford
- 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 charitable activities focus on the objectives described above and are undertaken to further SSNAP's charitable purposes for the public benefit.

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

**REPORT OF THE DIRECTORS (CONTINUED)**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 28 FEBRUARY 2014**

**DIRECTORS' RESPONSIBILITIES** The Directors are responsible for preparing the Annual Report and financial statement 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**



**Andrew Lewin**  
Chairman

12/5/14

**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 2014 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 trustees 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. In addition, we read all the financial and non-financial information in the Directors Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. 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 2014 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.

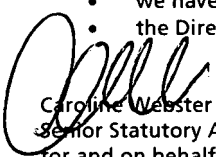
**Opinion on other matter prescribed by the Companies Act 2006**

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; or
- 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: 16 June 2014

## SUPPORT FOR THE SICK NEWBORN AND THEIR PARENTS

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 28 FEBRUARY 2014

	Notes	Unrestricted funds 2014 £	Unrestricted funds 2013 £
<b>INCOMING RESOURCES</b>			
<b>Incoming Resources from Generated Funds</b>			
Activities for generating funds - sale of goods		4,983	3,026
Voluntary income:			
Donations		36,113	57,193
Subscriptions		1,380	298
Covenants		9,596	7,746
Interest receivable		187	179
Fundraising		88,615	55,000
Income tax reclaimed		6,363	5,469
		<hr/>	<hr/>
Total incoming resources		147,237	128,911
		<hr/>	<hr/>
<b>RESOURCES EXPENDED</b>			
<b>Cost of Generating Funds</b>			
Fundraising salaries		12,870	11,820
Cost of goods sold		1,637	1,642
Other fundraising costs		966	2,000
		<hr/>	<hr/>
		15,473	15,462
		<hr/>	<hr/>
<b>Charitable Activities</b>			
Provision of neonatal equipment		30,324	14,256
Parent help		16,285	13,179
Support worker costs	2	29,568	25,413
Nurse training		4,847	4,932
Transport funding		14,753	14,078
		<hr/>	<hr/>
		95,777	71,858
		<hr/>	<hr/>
Governance costs	5	5,366	9,490
		<hr/>	<hr/>
Total Resources Expended		116,616	96,810
		<hr/>	<hr/>
Movement in funds		30,621	32,101
		<hr/>	<hr/>
Funds balance brought forward		123,174	91,073
		<hr/>	<hr/>
Fund balance carried forward		153,795	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

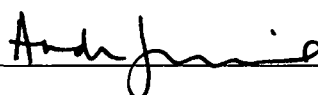
AT 28 FEBRUARY 2014

	Notes	2014 £	2013 £
<b>Current Assets</b>			
Stock of unsold SSNAP goods		6,492	6,658
Debtors	9	25,682	10,083
Bank and cash		192,194	144,519
		<u>224,368</u>	<u>161,260</u>
<b>Creditors</b>			
Amounts falling due within one year	10	(70,573)	(38,086)
<b>Net Current Assets</b>		<u>153,795</u>	<u>123,174</u>
<b>Net Assets</b>		<u><u>153,795</u></u>	<u><u>123,174</u></u>
<b>Representing:</b>			
Assets not yet applied to charitable purposes – unrestricted general purpose income fund		<u>153,795</u>	<u>123,174</u>

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 12 May 2014

A Lewin  Chairman

A Wigmore  Director

# SUPPORT FOR THE SICK NEWBORN AND THEIR PARENTS

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 28 FEBRUARY 2014

### 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 (both current and prior years):

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 YEAR ENDED 28 FEBRUARY 2014

## 1. Principal Accounting Policies (continued)

## (h) Equipment purchased for the Newborn 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

	Provision of Neonatal Equipment (Note 3)	Parent Help	Support Worker Costs	Nurse Training	Transport Funding	2014 Total	2013 Total
	£	£	£	£	£		
Direct costs	26,391	14,974	25,634	2,225	13,442	82,666	53,619
Support costs (note 4)	3,933	1,311	3,934	2,622	1,311	13,111	18,239
	<u>30,324</u>	<u>16,285</u>	<u>29,568</u>	<u>4,847</u>	<u>14,753</u>	<u>95,777</u>	<u>71,858</u>

## 3. Equipment purchased for the Newborn Care Unit

2014

2013

£

£

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

Memory Boxes	-	890
Chrome Drive	-	354
Alaris Keypad	-	51
Mama Natalie Complete Doll	-	450
Breast Pumps	24,315	5,934
Transport Humidifier	2,677	-
Baby Pod	5,531	-
Incubator Trolley & bits	(1,975)	-
Lockers	(325)	-
Portable TV Screens	(3,841)	-
Occasional Table	(126)	-
Chair	(205)	-

## Non-unit equipment Costs – Osler House/Parent accommodation

TV/DVD/Combo	-	285
Lamp/Rug/Pictures	-	820

## Non-unit equipment Costs

'Memory boxes' for Newborn Care babies	340	-
	<u>26,391</u>	<u>8,784</u>

The figures in brackets above relate to items of equipment expenditure approved by the directors in previous years and included in the Financial Statements for the years concerned. However, the related liabilities were never settled by SSNAP as, ultimately, the equipment concerned was purchased from hospital funds. The items have therefore been treated as a deduction from equipment expenditure in the current year.

## SUPPORT FOR THE SICK NEWBORN AND THEIR PARENTS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 28 FEBRUARY 2014

4. Support Costs	Provision of Neonatal Equipment (Note 2) £	Parent Help Costs £	Support Worker Training £	Nurse Funding £	Transport Total £	2014 Total £	2013 £
Travel costs	483	160	483	322	160	1,608	775
Salaries and honoraria	1,702	568	1,702	1134	568	5,674	7,387
Printing, postage and stationery	638	213	638	425	213	2,127	6,816
Sundry	199	67	199	133	67	665	617
Insurance	434	145	434	289	145	1,447	1,510
Website costs	173	57	173	116	57	576	1,134
Staff training	304	101	305	203	101	1,014	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	3,933	1,311	3,934	2,622	1,311	13,111	18,239

5. Governance Costs	2014 £	2013 £
AGM meeting costs	3,393	3,891
Legal and professional	48	4,234
Audit fee	1,925	1,365
	<u>5,366</u>	<u>9,490</u>

6. Employees	2014	2013
The charity employs 4 part-time staff as follows:		
Administration	1	1
Office support	2	2
Parent Help	1	1
	<u>4</u>	<u>4</u>

**SUPPORT FOR THE SICK NEWBORN AND THEIR PARENTS**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 28 FEBRUARY 2014**

<b>7. Staff Costs</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Wages and salaries	29,622	29,179
Social security costs	269	244
	<u>29,891</u>	<u>29,423</u>

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

No Directors received any remuneration.

**8. Expenses paid to Board members**

Directors did not receive reimbursement of expenses incurred during the year. Mrs C Moore received an honorarium of £188 (2013: £ 750).

<b>9. Debtors</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Other debtors	23,240	8,810
Prepayments and accrued income	2,442	1,273
	<u>25,682</u>	<u>10,083</u>

<b>10. Creditors – Amounts falling due within one year</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Trade creditors	29,250	22,846
Other creditors	39,828	13,905
Accruals and deferred income	1,495	1,335
	<u>70,573</u>	<u>38,086</u>

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

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

**FOR THE YEAR ENDED 28 FEBRUARY 2014**

**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.