



Trustees' Annual Report for the period

From **01.02.20** Period start date To **31.01.21**
Period end date

Charity name: The South Glamorgan Special Care Baby Association - SCIPS

Charity registration number:511065

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The relief, care and treatment of premature and sick newborn babies in the Neonatal Intensive Care Unit (NICU) at University Hospital Wales, Cardiff by providing and assisting in the provision of specialised medical or surgical equipment and improved amenities.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Purchasing vital equipment for the care of babies on the neonatal unit. Aiding staff with education specific to advancing their skills in treating the babies on the unit. To help and support the parents and families of babies on the neonatal unit.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including	Para 1.38	

program related investment		
Contribution made by volunteers	Para 1.38	Providing additional items that improve the babies/parents experience on the unit ie; premature baby clothes, keepsake boxes breast feeding chairs, etc. Donations are used to buy furnishings and equipment for the unit that then become the property of Cardiff and the Vale University Health Board. The charity does not own any property or equipment. No investments are made on behalf of the charity. Any monies in the account accrue interest for the charity. Volunteers help the charity to hold social events to bring families together to share their experiences and offer support. The events are free. A remembrance service is also held annually at the hospital.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>During 2020, SCIPS, like all other small charities was affected by the Covid 19 pandemic.</p> <p>Unfortunately the monthly coffee mornings were put on hold, our annual events such as the Easter Egg hunt and Teddy Bears picnic were cancelled.</p> <p>The SCIPS Annual Christmas Party and the annual raffle were also postponed.</p> <p>We were still however able to hold the annual Remembrance Service virtually which was again a lovely event despite the circumstances.</p> <p>However, despite this, donations to SCIPS have still been coming in and the trustees still help meetings throughout the year via zoom to approve equipment and training requests</p> <p>Vital equipment was agreed for purchase including; phototherapy lights, Vcreate, beads of courage, sensory lights.</p> <p>It has supported study days for staff to have further training which will</p>

		benefit the unit.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Our financial position remains strong due to less outgoings for the events etc.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity was set up to support parents and families who had sick or premature babies on the unit. The money donated to the charity is mainly raised by parents and their families on leaving the unit who want to 'give something back'. The events from which the money is raised are marathons, coffee mornings, balls as well as money gifted in lieu of wedding and christening gifts. Since signing up to Virgin just giving anyone who wants to donate can set up their own page in relation to their event. The charity holds an annual Christmas raffle which directly raises money for the charity. The donations received are used with agreement of the fund raisers to purchase equipment for the unit.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointed by vote

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	All members of the charity are volunteers, they are either staff on the neonatal unit or parents who have had babies on the unit. No one receives any remuneration or any other benefits. The charity does not own any property or equipment. No investments are held in the charity name. All donations received are used to buy services and equipment for the neonatal unit.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	The South Glamorgan Special Care Baby Association
Other name the charity uses	SCIPS
Registered charity	511056

number	
Charity's principal address	Neo Natal Unit University Hospital Wales Heath Park, Cardiff CF14 4XW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Helen Allen			
2	Michelle Phillips			
3	Louise Bridge			
4	Rebecca Williams			
5	Dr Jennifer Calvert			
6	Sian James			
7	Anne Stephens			
8	Judith Wynne			
9	Michelle Graham			
10	Paul Ridgeway			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees - names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Helen Allen

Full name(s)

Helen Allen

**Position (eg
Secretary, Chair, etc)**

Chair

Date

01.09.2021

Closing bank balance

66,577.00

66,577.00

Cash received

Date	Rec'd from whom	Amount £	Virgin Money	Banking	Study days Cranial course	Phillips Healthcare	MDH Ball	Allstars	Seca Refund	Donations	CAF	Raffle	£	£
													0	
01.02.19	Fp Cranial Ultrasou	£150.00			£ 150.00								150.00	-
06.02.19	Virgin Money	£435.23	£ 435.23										435.23	-
14.02.19	Virgin Money	£318.91	£ 318.91										318.91	-
15.02.19	Fp Cranial Ultrasou	£150.00			£ 150.00								150.00	-
20.02.19	Virgin Money	£53.79	£ 53.79										53.79	-
27.02.19	Virgin Money	£145.17	£ 145.17										145.17	-
06.03.19	Virgin Money	£164.67	£ 164.67										164.67	-
11.03.19	Banking	£625.00		£ 625.00									625.00	-
13.03.19	Virgin Money	£54.19	£ 54.19										54.19	-
18.03.19	Banking	£750.00		£ 750.00									750.00	-
20.03.19	Virgin Money	£44.04	£ 44.04										44.04	-
27.03.19	Virgin Money	£29.58	£ 29.58										29.58	-
03.04.19	Virgin Money	£450.58	£ 450.58										450.58	-
10.04.19	Virgin Money	£44.12	£ 44.12										44.12	-
17.04.19	Virgin Money	£29.02	£ 29.02										29.02	-
25.04.19	Virgin Money	£422.85	£ 422.85										422.85	-
01.05.19	Virgin Money	£119.98	£ 119.98										119.98	-
09.05.19	Virgin Money	£371.26	£ 371.26										371.26	-
15.05.19	Virgin Money	£44.31	£ 44.31										44.31	-
22.05.19	Virgin Money	£7.23	£ 7.23										7.23	-
28.05.19	Banking	£40.00		£ 40.00									40.00	-
05.06.19	Virgin Money	£77.76	£ 77.76										77.76	-
07.06.19	Banking	£250.00		£ 250.00									250.00	-
12.06.19	Virgin Money	£368.28	£ 368.28										368.28	-
19.06.19	Virgin Money	£57.85	£ 57.85										57.85	-
26.06.19	Virgin Money	£9.85	£ 9.85										9.85	-
03.07.19	Virgin Money	£177.13	£ 177.13										177.13	-
11.07.19	FP SCBU Hurley	750.00								£ 750.00			750.00	-
12.07.19	FP SCBU Hurley	205.96								£ 205.96			205.96	-
17.07.19	Virgin Money	£34.24	£ 34.24										34.24	-
24.07.19	Virgin Money	£88.20	£ 88.20										88.20	-
31.07.19	Virgin Money	£341.41	£ 341.41										341.41	-
07.08.19	FP Ffion Lewis	1,350.00								£ 1,350.00			1,350.00	-
07.08.19	Virgin Money	£29.55	£ 29.55										29.55	-
08.08.19	Banking	£1,000.00		£ 1,000.00									1,000.00	-
14.08.19	Virgin Money	£157.57	£ 157.57										157.57	-
21.08.19	Virgin Money	£102.12	£ 102.12										102.12	-
29.08.19	Virgin Money	£846.53	£ 846.53										846.53	-
04.09.19	Virgin Money	£196.04	£ 196.04										196.04	-
11.09.19	Virgin Money	£111.57	£ 111.57										111.57	-
11.09.19	Banking	£563.11		£ 563.11									563.11	-
13.09.19	FP Laura Okafor	£140.00			£ 140.00								140.00	-
18.09.19	Virgin Money	£19.55	£ 19.55										19.55	-
25.09.19	Virgin Money	£698.01	£ 698.01										698.01	-
02.10.19	Virgin Money	£807.20	£ 807.20										807.20	-
04.10.19	Banking	£730.00		£ 730.00									730.00	-
09.10.19	Virgin Money	£518.31	£ 518.31										518.31	-
16.10.19	Virgin Money	£551.36	£ 551.36										551.36	-
22.10.19	Banking	£430.00		£ 430.00									430.00	-
23.10.19	Virgin Money	£20.00	£ 20.00										20.00	-
30.10.19	Virgin Money	£647.18	£ 647.18										647.18	-
06.11.19	Virgin Money	£130.00	£ 130.00										130.00	-
13.11.19	Virgin Money	£351.65	£ 351.65										351.65	-
15.11.19	BACS/ CAF	£100.00									£ 100.00		100.00	-
20.11.19	Virgin Money	£30.00	£ 30.00										30.00	-
28.11.19	FP Leanne Isaac	£400.00								£ 400.00			400.00	-
04.12.19	Virgin Money	£108.48	£ 108.48										108.48	-

11.12.19	Virgin Money	626.16	£ 626.16								626.16	-			
17.12.19	Banking	598.00		£ 598.00							598.00	-			
17.12.19	Banking	2,962.48		£ 1,945.38					1,017.10		2,962.48	-			
27.12.19	Virgin Money	45.00	£ 45.00								45.00	-			
02.01.20	Virgin Money	259.08	£ 259.08								259.08	-			
08.01.20	Virgin Money	20.00	£ 20.00								20.00	-			
22.01.20	Virgin Money	20.00	£ 20.00								20.00	-			
23.01.20	Banking	257.10	£ 257.10								257.10	-			
29.01.20	Fp Cranial Ultrasou	150.00		£ 150.00							150.00	-			
29.01.20	Fp Cranial Ultraso	150.00		£ 150.00							150.00	-			
30.01.20	Fp Cranial Ultrasou	150.00		£ 150.00							150.00	-			
31.01.20	Fp Cranial Ultrasour	150.00		£ 150.00							150.00	-			
31.01.20	Fp Cranial Ultrasou	150.00		£ 150.00							150.00	-			
											-	-			
											-	-			
		<u>22,386.66</u>		<u>10,185.01</u>	<u>7,188.59</u>	<u>1,190.00</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,705.96</u>	<u>100.00</u>	<u>1,017.10</u>	<u>22,386.66</u>	<u>-</u>

Virgin Money	10,185.01
Donations	11,184.55
	<u>21,369.56</u>

SOUTH GLAMORGAN SPECIAL CARE BABY ASSOCIATION

FINANCIAL ACCOUNTS

YEAR ENDED 31 JANUARY 2021

<u>INCOME</u>	<u>2021</u>	<u>2021</u>	<u>2020</u>	<u>2020</u>
Donations	11,496		9,995	
Study day receipts	1,950		1,190	
Virgin Money	19,479		10,185	
Christmas Raffle	0		1,017	
Total income		<u>32,925</u>		<u>22,387</u>
<u>EXPENDITURE</u>				
Equipment purchased	10,638		49,862	
Website - cardiffnicu.com	508		296	
Baby supplies	851		1,003	
Events/ catering/ flowers	100		1,180	
Postage, printing & stationery, insurance	756		459	
Leaflets & Marketing	48		574	
Study days & courses	3,620		800	
Counselling and other courses	602		825	
Bank charges	63		60	
Remembrance Service	0		230	
Raffle	0		84	
Total expenditure		<u>17,186</u>		<u>55,373</u>
EXCESS /(SHORTFALL) OF INCOME OVER EXPENDITURE		<u>15,739</u>		<u>(32,986)</u>
BANK BALANCE				
Brought forward as at 1 February 2020		66,529		99,515
Surplus/(Deficit) for the year		<u>15,739</u>		<u>(32,986)</u>
Carried forward as at 31 January 2021		<u>82,268</u>		<u>66,529</u>

ACCOUNTANT'S CERTIFICATE

I have examined the accounts of the association based on the books and vouchers supplied to me. In my opinion these accounts accurately reflect the transactions undertaken during the year to 31 January 2021

D. Thomas

11 May 2021