



# Scottish Burned Children's Club SC032376

Financial Statement  
- Receipts & Payments Account -  
Year end 30 November 2015

Scottish Burned Children's Club  
Charity number: SC032376

Financial Statement  
Receipt & Payments Account  
Year end 30 November 2015

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## APPENDIX 1



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	01	Dec	2014	To	30	Nov	2015

### Reference and administration details

Charity name	Scottish Burned Children's Club
Other names charity is known by	SBCC
Registered charity number	SC032376
Charity's principal address	PO Box 1950
	Livingston
	Postcode: EH54 6YR

### Names of the charity trustees on date of approval of Trustees' Annual Report

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Mark Stevenson	<b>Executive Committee –</b> Chairperson/ Child Protection Officer		All of the Executive & General Committee, are appointed or reappointed by the members at our Annual General Meeting [Held annually in January]
Alan Masterton	<b>Executive Committee –</b> Vice-Chairperson		
Agnes Stevenson	<b>Executive Committee –</b> Treasurer		
Gail McClory	<b>Executive Committee</b> Secretary		
Amy McCabe	<b>General Committee –</b> Family Liaison Officer		
Claire Gardiner	<b>General Committee/ Member</b>		
Lisa Morrison	<b>General Committee/ Member</b>		

## Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year
None	

## Structure, governance and management

Type of governing document

The club was recognised as a registered Scottish charity and officially launched on the 30<sup>th</sup> November 2001. The SBCC is a charitable unincorporated association and the purpose and administration arrangements are set out in our constitution.

Trustee recruitment and appointment

All of the Executive Committee & General Committee are appointed or reappointed by the members at our annual general meeting.

## APPENDIX 1

### Objectives and activities

#### Charitable purposes

Our objects, as recorded in our constitution are:

- a. To relieve the needs of children, living in Scotland, who have suffered physical and or mental injuries due to burns or scalds and whose families have suffered as result of burns or scalds, particularly but not exclusively by the provision of recreation and leisure activities. Particular attention will be given to those with major disfigurement, disability or poor social circumstances who have less opportunity to develop through normal childhood.
- b. The achievement of education of the public relating to fire safety, home safety and burn/ scald first aid at schools, youth groups and/ or local community events.

#### Summary of the main activities in relation to these objects

##### **Summer Camp – August 2015**

This years' Summer Camp was held once again held at the Actual Reality Centre at Ardentinnny, near Dunoon, July 27<sup>th</sup> - 31<sup>st</sup> 2015. We discussed with the Actual Reality Management Team the needs of the charity for a successful camp and the continual success we gained from the camp in 2014.

The 2015 Camp was attended by eighteen under 18 year olds supported by seven adult volunteer child care/befrienders. This was our 14th successive SBCC Summer Camp. This year, as last year an invitation was sent out to the British Burns Association, Special Interest Group for Paediatric Burns of Frenchay After Burns Club and the Burned Children's Club, Bristol. Unfortunately on this occasion no children were able to attend.

The main aims of Summer Camp are to encourage every child, despite their level of disfigurement/ disability, to try and rebuild confidence, in taking on the challenges that each activity faced them, thus increasing their levels of self-esteem, even if they did not fully complete the challenges.

The feeling of "being part of a team" was one piece of feedback we received from a child who was attending their first camp and their own confidence was lifted by the end of the week.

We organised three 'offsite' activities in this year's Camp programme, namely one nights swimming at the local swimming pool, booked for our exclusive use and a visit was organised to the Tree Climbing Facility at Loch Lomond Shores. This was followed by a session booked on Loch Lomond for wakeboarding and banana boat in doughnut riding on the Loch. Both these activities were fully inclusive for all children.

## APPENDIX 1

### Summary of the main activities in relation to these objects .... continued

This year we had a new challenge in supporting a child who with spina bifida, having a nurse as one of the volunteers was a necessity. A lot was learnt by both the charity volunteers and the centre staff. The largest challenge facing the team were having the ability to cope with a wheelchair bound child. Most of the activities put on by the Centre are inclusive of wheelchair bound students therefore the child was able to participate along with the other students.

Once again we invited the children that were 18 or older, to have the opportunity to become a Young Volunteer for the SBCC. This is an opportunity for these young adults to support the charity at events and also return to camp as a young volunteer being mentored by an adult volunteer. This has proved hugely successful in that the younger children attending for the first or second time get to meet a 'young adult' who has been a member of the charity and has attended previous camps as a child member. They can listen to their experiences and the difference the charity, especially camp, has made to their recovery process and impacting on their own confidences to face everyday challenges in life. However, having spoken to other 'burn children charities' we have now reviewed the policy and the members have recently agreed that the a short time away/ break from the charity is better practice, to encourage the child to have 'life experiences' prior to re-joining at the age of 21 years as a Young Adult Volunteer.

Claire Gardiner and Mark Stevenson continue to develop a Young Volunteer Development programme for the SBCC. This will enable the children who wish to become a volunteer for the SBCC to develop skills not only for camp but in support of the charity throughout the year. This was introduced at the Summer Camp 2014, we aim to introduce the programme to all volunteers once completed.

Once again we invited children who were just under camp age, to come along to the open day and meet some of the other children and volunteers. They also had the opportunity to try out some of the activities. There were no children able to attend.

We continue to invite guests from sponsors, supporters and the Scottish Fire Service along on the Wednesday, this is an opportunity for them to see what their fundraising and support has provided for the children and also to take part in the activities with the children. The Open Day has become a great success over the years as we find that the children with their newly regained confidence can deliver their own support to the guests during the activities, thus proving that the development of confidence and self-esteem objectives have been met in line with our mission statement.

## APPENDIX 1

### Summary of the main activities in relation to these objects .... continued

#### **National Jamboree Burns Weekend Camp**

We would like to thank the Children's' Burn Trust for the invitation to attend the Jamboree in October 2015.

It is an opportunity for the children to be brought together to forget their everyday pressures of growing up in their home or school environment to have fun. It also an ideal opportunity for the younger children who are apprehensive about being away from their family to join children from around the UK for this three day event.

It was very unfortunate that none of the children from the SBCC were able to attend due to the SBCC not having the chaperones to escort for the weekend.

#### **Family Events**

Our main goal each year is to arrange the Summer Camp, as well as a Family Day out event and host at least one Families Weekend. Since the Summer Camp is only open to the 8 to 18 year olds the Family Events are also important, they are an ideal opportunity for not only the children of all ages to meet, but for the parents to meet others in similar situation and share experiences, realising that they are not alone.

#### **Family Event: Edinburgh Zoo**

Suggested by the children, we organised a Family Fun Day out at Edinburgh Zoo. A total of 72 attended [14 club members with their families]. Transport was provided for those who needed it. Once again this type of event gives the opportunity to a number of families who had not previously attended any SBCC event to meet other families. It also gave some families who had met at previous events to renew friendships. A lot of experiences were discussed between the families and once again a piece of feedback that was delivered thanked the charity for organising the event and for inviting the family along, as they now realised that they were not alone on facing the challenges of bringing up a burn survivor child.

#### **Family Event: Girl Guide Association, Netherurd House.**

We had arranged a family day out to the fun day in July, but unfortunately the event was cancelled by the organisers.

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## APPENDIX 1

### Summary of the main activities in relation to these objects .... continued

#### **Families 'Therapeutic' Weekend – December 2014**

We held a Families Weekend in December 2014. The weekend aims to pull together a number of key benefits to burn-injured children, their families and to the volunteers of the SBCC.

The main aim of the weekend is to enable families of burn injured children to meet one another and share their experiences, within an informal therapeutic programme. It is hoped this will help the children who have been burned, and their families, to feel less isolated. In addition, because the focus is on the family unit as opposed to the burn injured child alone, the family will feel more supported and be able to develop important coping strategies for life after a burn.

Another aim of the weekend is with the family having a chance to spend a more focused and quality time together, thus to demonstrate some respite qualities of the programme.

We invited 8 families to the weekend, held once again at Netherurd House, a facility in Peeblesshire which was exclusively booked for our organisation. Transport to/ from the centre was arranged for the families who were unable to make their own way there. The weekend involved the meeting and greeting of the new families who had not been to any club function previously and give the families the opportunity to relax away from their normal everyday environment. The afternoon everyone went along to the Pantomime in Edinburgh, this has proved highly successful and enjoyed by both the children and adults. On the Saturday evening we organised a Christmas Party and magic show. We also arranged for a 'surprise' visit from 'Santa Claus' to pass on an early Christmas present to all the children, the children loved this.

Three of the volunteers Claire, Gail and Amy completed their Level 2 Food & Hygiene training which enabled the charity to provide self-catering at the centre. This saved on average £2000, which is a substantial saving, thus freeing funds to be focussed on providing more event support in the future.

There was a discussion group/ forum organised to help the parents on the Sunday; to openly discuss their experiences with each other and was chaired by Mark Stevenson, chairman of the SBCC.

Once again, feedback from the weekend was extremely positive from both parents and children, so much so the committee have discussed and agreed the need for these occurring on an annual basis, should funding allow.

Our policy is to maintain reserves to meet our commitment to arrange each year a Summer Camp, a Families 'Therapeutic' Weekend and a minimum of one 'all' Family Event.



## APPENDIX 1

Summary of the main activities  
in relation to these objects ....  
continued

### Safety Promotion & Education

#### Thermostatic Mixing Valves (TMV's)

With the successful passage to legislation of PE786 – Dealing with Thermostatic Mixing Valves (TMV's), the Scottish Building Standards in Scotland changed on the 1st May 2006. All new build and refurbishment private and public properties must now be fitted with a type 2 (TMV2 scheme approved) thermostatic mixing valve to the bath hot-water outlet to prevent the incidence of scalding water.

Through Open Days and presentations we continue to promote the hazards of hot water and the importance of the legislation. We thank Horne Engineering for the continued technical support.

#### Hair Straightener & Hot Water Safety Campaigns

A national poster & leaflet campaign has been successfully maintained annually since the award of a £5000 grant in 2009 from the Electrical Safety Council.

As part of the Child Accident Prevention Trust [CAPT] children safety weeks in June and November, the SBCC continues to provide literature on request to NHS Hospitals and childcare centres in England, Wales & Scotland.

Through Open Days and presentations we continue to raise awareness of the dangers associated with hair straighteners.

#### Fire Work Safety Awareness Campaign

During the RoSPA Seminar In 2013 the SBCC launched a new Firework Safety Awareness poster and leaflet campaign. This campaign was set up following a request by the McCabe Family whose son Ben had suffered a serious firework injury in 2010.

Ben had said to his Mum that he wanted to raise awareness amongst other children the dangers associated with fireworks. The SBCC worked with Ben's Family and produced a series of leaflets and posters including a picture of Ben with his injuries showing, as the lead image, to display what happens when a child is accidentally struck by a rocket type firework at an organised display. This was a new project for the SBCC as we had never been asked to utilise a 'live' case study in any previous campaign.

Amy continues to work with the Scottish Police and Fire Service and in November during a visit to his school by local firefighters Ben gave a talk his peers.

## APPENDIX 1

### Summary of the main activities in relation to these objects .... continued

#### Key note speaker

The chair, Mark Stevenson, throughout the year is guest speaker for organisations. This is an ideal opportunity for him to raise awareness of and promote the work of the charity.

#### Open Days

Throughout the year the charity continues to be actively involved with the Scottish Fire Service Stations at their Open Days. This gives the SBCC the opportunity to primarily promote safety in the home and promote the work of the charity.

#### Website

The charity website continues to play an important part in promoting the work of the charity ([www.theburnsclub.org.uk](http://www.theburnsclub.org.uk)). The charity website structure was developed in 2014 and is now maintained by one of the charity trustees – Agnes Stevenson.

#### Fundraising Standards

The Scottish Burned Children's Club is a member of the Fundraising Standards Board Scheme [Membership number: FS02330]

As a member of the Fundraising Standards Board (FRSB), the Scottish Burned Children's Club has made a public promise to adhere to best practice, honesty, transparency, clarity and accountability in all fundraising activity, enabling everyone to give with confidence.

We hope that our membership will build trust and confidence in charitable giving and, ultimately, encourage more people to provide vital support for children who have suffered a burn or scald injury.

#### Our Fundraising Promise

We are committed to high standards  
We are honest and open  
We are clear  
We are respectful  
We are fair and reasonable  
We are accountable

Should anyone have any concerns about the way we fundraise, we have a robust complaints procedure; and, if anyone is unsatisfied with the way we handle their concerns, they can contact the independent regulatory, the [FRSB](http://www.frsb.org.uk).

## APPENDIX 1

### Summary of the main activities in relation to these objects .... continued

#### **Family Liaison Officer**

As a mother of a young burn survivor child, Amy McCabe took on this role in 2014. As a parent who has had to cope with her child's unfortunate accident, she is very aware of the trauma that the whole family, including the child, go through and is able, through personal experience, to relate to the concerns of the other parents and siblings.

Parents have commented on how beneficial the role has been. They feel less isolated knowing that they can talk to someone & share experiences with a parent who has had to cope with their child's accident. Being able to talk to someone, especially just after the accident has relived some of the worry, stress and anxiety.

Amy is also the coordinator for the family forum site on Facebook; the forum it is only open to the parents. Due to families living all over Scotland, it has proved a useful social media site tool where the parents can keep in touch and ask each other questions.

#### **Young Adult Burn Associates (YABA) Weekend**

We have continued to support a UK wide initiative of supporting and encouraging young adult burn survivors. Whilst not directly an objective of the SBCC we are a conduit for the young adults when they have become too old for our support that they feel a continuity by getting together with other young adults from other Burns Clubs from around the United Kingdom. The SBCC will continue to develop relationships with the young adults in the hope that they will go on and through encouragement, development and experiences of other burn survivors around the country to eventually return to the SBCC to help manage the organisation utilising their experiences as young adults. Initially the SBCC covered the cost of the trip however the event sponsor, Dan's Fund For Burns reimbursed the SBCC. This year saw three young adults chaperoned by the SBCC Chair attend Bewl Water, Kent to meet 45 other young burn survivors from England Wales and N. Ireland to share experiences and develop skills to feedback to their original Burns Clubs.

### Achievements and performance

#### Summary of the main achievements of the charity during the financial period

##### **Fundraising/ Donations**

During 2014/ 2015 the charity received/ raised a total of £42,570.94 in **unrestricted income**.

##### **A special mention to: [the list is not in any way prioritised] 'Castaway Claire'**

A massive thank you to Claire Calder, mum of one of our SBCC young adult burn survivors, for completing her challenge. Claire started her lone castaway challenge [well with the exception of her two little dogs Midge & Milly] on 6th July 2015 on the uninhabited island of Eilean Garbh, which is situated just west of the island of South Rona, in the Sound of Raasay.....  
[www.isleofrona.com](http://www.isleofrona.com) , in aid of the Scottish Burned Children's Club.

To see how Claire coped with this personal challenge via her blog:  
<http://isleofronalog.com/castaway-claire/> .

A very big thank you to the Warden, Bill for the updates and all his support. The weather was not very kind to Claire and we would like to thank Bill so much for helping Claire during the month and for the crossing to and from the Island, without this Claire's challenge would not have been possible.

The SBCC would like to also thank everyone in Applecross and especially the owner of the island, for all their support, it is gratefully appreciated. During this period £2,625.82 has been received.

##### **HR Network Awards**

A massive thank you to HR Network for choosing the SBCC as the nominated charity for the awards evening and congratulations to everyone who won an award. We would like to thank everyone who kindly donated to the charity, a fantastic £7878.02 was received on the night. We would also like to thank everyone who kindly completed the Gift Aid declarations, once received this could potentially increase the total to just below £10,000.

##### **BEAU**

A massive thank you to the family of one of our special children, Elsie Drysdale. In June 2015 the family climbed Ben Vrackie, the biggest 'mountain' that their little legs could manage. Mum, dad, Charlotte, Jo and Elise raised a fantastic £1707.97 for the SBCC.

##### **Signature Aviation – Edinburgh Airport**

We would like to thank the company for their continual support and very generous donation of £9,700.

##### **Beanfeast Café – Charity for Children, Paisley Sheriff Court –**

Thank you for your continual support and the very kind donation of £2,500 which is gratefully received.

## APPENDIX 1

### Summary of the main achievements and performance of the charity during the financial period ... continued

#### **'In memory of Charlie Kinnoch'**

The SBCC wish to thank the family and friends for their fundraising and everyone who donated to the charity, during this period £2241.56 was gratefully received.

#### **Scottish Fire Training College**

The college in Gullen was relocated in 2014, the SBCC wish to thank the staff and trainee firefighters for their support over the years and for choosing the SBCC as their nominated final charity, the sum of £4,000 was gratefully received.

**Baillie Gifford**, for the very kind donation of £1000.

**We would also like to thank the following for their support and donations:** The Historic Vehicle Club, Team Spartan, Highlands & Islands/ Scottish Fire Service, the patron & customers of the Criterion Bar in St Andrews, The Mason Lodge Balgonie, Nexan Petroleum, Give-A-Car, and Howdens & Universities of Glasgow Strathclyde Air Squadron [UGSAS] cadets.

#### **Matched Funding**

In this period the SBCC received £1,750, we thank the employers who kindly 'Match Fund' in recognition of their employees volunteering commitment.

#### **Gift Aid**

During this period the SBCC received £1,224.91 in Gift Aid contributions. Thank you to everyone who took the time to complete the Gift Aid declaration.

Finally, we would like to thank everyone who has gave their time and for everyone who has kindly supported and donated to the fundraising events.

#### **Restricted Funds**

A total of £2216.00 was received by the SBCC, this sum was received and passed on to Child Safety Media on the specific request from the donors [Nexan Petroleum and Aggreko UK] to support child Educational Projects in Scotland.

## Financial review

### Brief statement of the charity's policy on reserves

#### Committee remuneration and expenses

Approved by the trustees, expenses of £213 was paid to SBCC trustee during the year to enable him to attend the Volunteer Training Day.

No other remuneration was paid to the trustees.

#### Reserves [to the nearest £]

**Unrestricted funds** - Closing balance of £76, 432

**Restricted funds** - Closing balance of £0.00.

#### Unrestricted fund surplus – £13, 389

The income for 2014/2015 [£42,570.94] increased by £15,469 and the Trustees thank everyone for their commitment and support; for this 'small' charity the income this period was exceptional. [Details of current and previous years income/ expenditure is available in Appendix 2 of this report]

All Trustees and volunteers know the importance and are dedicated to promoting the work of the charity and supporting fundraising events.

The Summer Camp and Families weekend, as in previous years, are of major importance in the aims of the organisation.

**The Trustees - Executive Committee and General Committee consider that the year end unrestricted funds of £76,431.89 will enable the organisation in 2015/ 2016 to:**

- ❖ Hold the annual 'Summer 'Burned Children Camp'
- ❖ Organise a Families Therapeutic Weekend
- ❖ Organise a minimum of one Family Event for all ages
- ❖ Continue our involvement with:
  - ❖ The TMV campaign, to highlight the dangers of hot water
  - ❖ The Hair Straightener campaign, to highlight the dangers associated with the straighteners and
  - ❖ The Firework Safety Awareness campaign

As a small charity, we are unable to predict or guarantee the same level of income year to year and therefore all the Trustees & Volunteers are kept informed of the financial situation throughout the year.

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**Donated facilities and services  
(if any)**

The Trustees agree that each year we must aim to support the provision of the summer camp, a minimum of one family event and a families 'Therapeutic' weekend. The financial situation is monitored and expenditure is adapted accordingly to ensure that we have reserves to support the activities in the coming year.

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**Edinburgh Airport Limited**

Thank you for providing the secure storage of the charities trailer at Edinburgh Airport.

**Venue for Committee Meetings and AGM**

Thank you to Cowcaddens and Dunfermline Fire station for allowing the SBCC to hold our AGM/ Committee meetings at their station during 2014/ 2015.

**Hardie Family & A G H Signs**


Thank you for kindly updating the charity logo details on the trustees vehicle and trailer free of charge; this helps enormously in prompting the charity.

**Other optional information**

**Declaration**

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Mr Mark A Stevenson	
<b>Position (e.g. Chair)</b>	Chairperson	
<b>Date</b>	7.7.2016	

## Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	December	2014		30	November	2015

## Section A Statement of receipts and payments

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
<b>A1 Receipts</b>						
Donations	29,730				29,730	12,171
Legacies					-	-
Grants		2,216			2,216	10,413
Receipts from fundraising activities	10,283				10,283	12,607
Gross trading receipts					-	-
Income from investments other than land and buildings	33				33	32
Rents from land & buildings					-	-
Gross receipts from other charitable activities	2,525				2,525	2,291
					-	-
<b>A1 Sub total</b>	<b>42,571</b>	<b>2,216</b>	<b>-</b>	<b>-</b>	<b>44,787</b>	<b>37,515</b>
<b>A2 Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	-
Proceeds from sale of investments					-	-
<b>A2 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>42,571</b>	<b>2,216</b>	<b>-</b>	<b>-</b>	<b>44,787</b>	<b>37,515</b>
<b>A3 Payments</b>						
Expenses for fundraising activities	2,393				2,393	1,301
Gross trading payments					-	-
Investment management costs					-	-
Payments relating directly to charitable activities	26,789				26,789	43,689
Grants and donations		2,216			2,216	650
Governance costs:					-	-
Audit / independent examination					-	-
Preparation of annual accounts					-	-
Legal costs					-	-
Other					-	-
					-	-
<b>A3 Sub total</b>	<b>29,182</b>	<b>2,216</b>	<b>-</b>	<b>-</b>	<b>31,398</b>	<b>45,640</b>
<b>A4 Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	667
Purchase of investments					-	-
<b>A4 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>667</b>
<b>Total payments</b>	<b>29,182</b>	<b>2,216</b>	<b>-</b>	<b>-</b>	<b>31,398</b>	<b>46,308</b>
<b>Net receipts / (payments)</b>	<b>13,389</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,389</b>	<b>(8,793)</b>
<b>A5 Transfers to / (from) funds</b>					-	
<b>Surplus / (deficit) for year</b>	<b>13,389</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,389</b>	<b>(8,793)</b>



## Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	63,043				63,043	71,836
	Surplus / (deficit) shown on receipts and payments account	13,389	-			13,389	(8,793)
						-	-
						-	-
	<b>Cash and bank balances at end of year</b>	<b>76,432</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>76,432</b>	<b>63,043</b>
	(Agree balances with receipts and payments account(s))	-	-	-	-	-	-

	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
		Total	-	-

	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets					
		Total	-	-	-

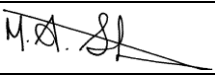
	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities				
		Total	-	-

	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities				
		Total	-	-

Signed by one or two trustees  
on behalf of all the trustees

Signature

Print Name

Date of  
approval


Mr M A Stevenson - Chairperson

07.07.2016

## Section C Notes to the Accounts

### C1 Nature and purpose of funds - *Additional information is available in Appendix 1 and Analysis of Funds Worksheets in Appendix 2*

In 2013/ 4 the funds deficit was [£8793]. In this accounting period the surplus was £1389. The income in 2014/ 5 increased by £15469 in comparison to the previous year, this is a positive outlook and for this 'small' charity the funds available to support the charities aims do remain positive. Both the Summer Camp and Families weekend, as in previous years, are of major importance in the aims of the organisation and where ever possible the charity does aim to organise additional family events which provide an additional support mechanism for all the family members. The Trustees - Executive Committee and General Committee consider that the year end **unrestricted funds of £76, 432** will enable the organisation in 2015/ 2016 to continue to:

- ☐ Hold the annual 'Summer Camp'
- ☐ Organise a Families Therapeutic Weekend
- ☐ Organise a Family Event for all ages

**Continue our involvement with:**

- ☐ The TMV campaign, to highlight the dangers of hot water
- ☐ The Hair Straightener campaign, to highlight the dangers associated with the straighteners a
- ☐ The Firework Safety Awareness Campaign

Even though all the 'Restricted funds' for the Hair Straightener campaign received 2009/ 2010 have now been utilised, we continue to raise awareness of the dangers associated to Hair Straighteners as part of our safety awareness at Open Days, talks etc.

All Trustees and volunteers know the importance and are dedicated to promoting the work of the charity and supporting fundraising events and are kept informed of the financial situation throughout the year. Even though this year there was a surplus of £13389, as a small charity we are unable to predict or guarantee the same level of income year to year, the treasurer does monitor the financial situation and all trustees and volunteers are kept informed of the financial situation throughout the year. Our current financial situation does remain positive and in consultation with the trustees, the children and the families we aim to cover all our objectives in 2015/ 6, but with the view to continue to monitor the financial situation and take into account the need for reserves to be in place to support activities in the coming year.

**Restricted Funds** During this reporting period the following was received:

£285 from Aggreko UK and £1931 from Nexan Petroleum. These funds were received specifically to support child educational projects in Scotland provided by the Child Safety Media [CSM]. The funds were passed to CSM and all transactions were recorded.

	Individual / institution	Number of grants made	£
C2 Grants			
		<b>Total</b>	

C3a Trustee remuneration		<b>x</b>
--------------------------	--	----------

Authority under which paid

C3b Trustee remuneration - details		<b>x</b>
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C4a Trustee expenses	If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	
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	Number of trustees	£
C4b Trustee expenses - details	1	213

Approved by the trustees, costs for Trustee to attend a Volunteer training event organised by the Burned Children's Club, charity & fundraising events.

Transaction amount (£)      Balance outstanding at period end (£)

	Nature of relationship	Nature of transaction		
C5 Transactions with trustees and connected persons				

C6 Other information	
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## Additional analysis (1)

### Analysis of receipts and payments

#### 1. Donations received

	£
HR Network Awards	7878.02
Scottish Fire Training College	4000.00
Signature Flight Aviation	9500.00
Barry Downs Park Pub, Dundee	500.00
BeanFeast	2500.00
Hardie Family	500.00
Sir James Miller Edinburgh Trust	250.00
Give-A-Car	454.44
Baillie Gifford/ Foundation Scotland	1000.00
Howdens	300
Donations received under £200	299.29
Online Donations via Virgin Money Giving site*	798.14

\*Gift Aid received from online donations [*Included in the above*] 83.03

#### Other:

Matched Funding Scheme	1,750
Bank account interest	32.71

#### Misc:

Reimbursement of costs to attend Young Adult Burn Survivor weekend from DANS Fund	1005.15
Reimbursement for deposit following the decision to cancel the fundraising ball – Westerwood Hotel Cumbernauld	1500.00
Over payment of subscription to BBA – Reimbursement	20.00

#### To the nearest £

**Total current period: £ 32,288**

Total 2013/ 2014:	£17,495
Total 2012/ 2013:	£23,598
Total 2011/ 2012:	£20,989
Total 2010/ 2011:	£19,950
Total 2009/ 2010:	£11,548
Total 2008/ 2009:	£ 24,548

## 2. Grants

### Restricted Funds:

- **£1931.00 received from Nexan Petroleum & £285 from Aggreko UK** to directly support child educational projects in Scotland, organised by the Child Safety Media [CSM].

**To the nearest £**

**Total current period: £2,216**

Total 2013/ 2014: £10,413 – Young Adult Burn Survivor & Point of Sale units

Total 2012/ 2013: £ 0

Total 2011/ 2012: £ 0

Total 2010/ 2011: £ 700 – Hot Water Awareness Campaign

Total 2009/ 2010: £ 5,000 – Hair Straightener Safety Campaign

Total 2008/ 2009: £ 0

## 3. Gross receipts from fundraising activities – in aid of the SBCC

	£
Castaway Claire Calder	2625.82
Andy Traill - Cetco Ythan Challenge	797.73
Burns Ailsa and Us [BEAU]	1707.97
Sponsored Walk	387.75
Spartan Race	981.85
SkyDive Challenge – Suzanne Sinclair	437.00
In Memory of C Kinnoch	2241.56
Highlands & Islands Fire Station	319.05
Universities of Glasgow Strathclyde Air Squadron [UGSAS] Bake Sale	317.06
Christmas Raffle/ Lottery	361.87
Aldous Family/ Simon Walton Birthday Donations	105.53

\*Gift Aid *[amount already included against listed fundraising totals above]* 1141.88

**To the nearest £**

**Total current period: £ 10,283**

Total 2013/ 2014: £ 9,607

Total 2012/ 2013: £20,974

Total 2011/ 2012: £41,806

Total 2010/ 2011: £16,716

Total 2009/ 2010: £ 1,953

Total 2008/ 2009: £ 2,578

The surplus for this year is £13389, in 2013/ 4 the funds deficit was [£8793].  
The income in 2014/ 5 increased by £15469 in comparison to the previous year, this is thanks to the dedication of the SBCC volunteers, a fantastic group of fundraisers, the work with the local authority Fire & Rescue Services & the generosity of businesses and the public .

## **Overall**

### **To the nearest £**

**Overall 'Unrestricted' funds received current period: £ 42,571**

Overall funds received 2013/ 2014: £27,102

Overall funds received 2012/ 2013: £44,572

Overall funds received 2011/ 2012: £62,795

Overall funds received 2010/ 2011: £36,666

Overall funds received 2009/ 2010: £13,501

Overall funds received 2008/ 2009: £27,126

Overall funds received 2007/ 2008: £28,992

Overall funds received 2006/ 2007: £62,814

Overall funds received 2005/ 2006: £10,744

### **To the nearest £**

**Overall 'Restricted' funds received current period: £2,216**

Overall funds received 2013/ 2014: £10,413

Overall funds received 2012/ 2013: £ 0,000

Overall funds received 2011/ 2012: £ 0,000

Overall funds received 2010/ 2011: £ 700

Overall funds received 2009/ 2010: £ 5,000

Overall funds received 2008/ 2009: £ 0,000

#### 4. Payments relating to charitable activities – Unrestricted Funds

	Current Period £	2013/ 2014 £	2012/ 2013 £	2011/ 2012 £	2010/ 2011 £
Event: Annual Summer Camp	10737.71	11,591.23 [Refer to note 4]	8,482.73	12,368.09	6,267.84
Event: Summer Party		1,172.24	743.77	1,183.72	798.64
Event: National Jamboree Camp		880.72		1,470.74	
Event: Family Day[s] Out	1,292	1,782.60	765.20		
Event: Family 'Therapeutic' Weekend 2010					
Event: Family 'Therapeutic' Weekend 2011					6,451.00
Event: Family 'Therapeutic' Weekend 2012				6,576.73	2,162.51
Event: Family 'Therapeutic' Weekend 2013 [April]			821.60	2,000.00	
Event: Family 'Therapeutic' Weekend 2013 [December]		2,310.13 [refer to note 5]	1,292.75		
Event: Family 'Therapeutic' Weekend 2014 [December]	2369.06 [refer to note 6]	1878.22			
Event: Family 'Therapeutic' Weekend 2015 [December]	1949.91				
Fundraising	2393.14 [refer to note 7]	£1,301.26 [refer to note 3]	366.80	6,660.03 [refer to note 2]	6,544.18 [refer to note 1]
Subscriptions/ membership fees	179.00	410.00	190.00	110.00	180.00
Promotional/ Education/ Advertising	539.56	349.00	1,394.00	1,015.35	936.03
Postage/ Stationery/ consumables	507.57	539.61	286.13	440.07	379.51
BT + Mobile telephone	671.91	483.16	419.03	447.24	570.87
Conference/ travel costs	213.40	672.40	676.00	677.51	173.40
Equipment	0.00	667.32	1,332.89	89.00	480.45
Storage costs	2760.68	2,753.15	2,820.00	1,126.28	1,129.37
Charity insurance policy	848.38	865.18	860.15	851.86	635.97
PO Box costs	312.00	313.01	303.60	276.00	200.00
Website costs	131.99	3,573.50	2,266.26	107.99	114.69
Lease of IT Equipment	2047.83	1,903.72	278.20		

#### 4. Payments relating to charitable activities – Unrestricted Funds .....continued

	Current Period £	2013/ 2014 £	2012/ 2013 £	2011/ 2012 £	2010/ 2011 £
Charity vehicle & trailer – Associated Equipment	431.97	12.66	29.99		
Charity vehicle & trailer - tax/ Insurance/ service/repairs	774.24	1,785.43	1,833.82	2,249.53	1079.84
Young Adult Burn Survivor Weekend	1005.15 [refer to note 8]				
Misc	16.98	650.00	327.50	1,357.96	75.46

**To the nearest £**

**Total current period:     £ 29,182**

Total 2013/ 2014:     £35,895  
Total 2012/ 2013:     £25,490  
Total 2011/ 2012:     £39,008  
Total 2010/ 2011:     £28,180  
Total 2009/ 2010:     £27,140  
Total 2008/ 2009:     £27,343  
Total 2007/ 2008:     £30,791  
Total 2006/ 2007:     £42,452  
Total 2005/ 2006:     £19,233

**Notes:**

1. For 2010/ 2011 – In comparison to previous years the expenditure for 'Fundraising' did increase considerably, this was due to the production costs for the 2012 charity calendar - £5,038.
2. For 2011/ 2012 – Once again in comparison to previous years the expenditure for 'Fundraising' did increase considerably, this was due to the It's A Knockout fundraiser organisation costs - £5,477.
3. For 2013/ 2014 – In comparison to previous years the expenditure for 'Fundraising' did increase, primarily the cost to enter the Spartan Race - £1,075
4. For 2013/ 2014 – In comparison to previous year the cost for the Summer Camp did increase, this figure included the cost of the group from the Frenchay after Burns [FAB] club, Bristol who attended the SBCC camp - £1360 was reimbursed and is included in the Misc. income in Appendix 2. Additional analysis (1)
5. For 2013/ 2014 – The slight increase in costs for the Families Weekend was due to travel costs for the families who were unable to make their own way to the centre.
6. For 2014/ 2015 – Increase due to having arranged a visit to Edinburgh and a pantomime and subsequent transport costs
7. For 2014/ 2015 - £1500 of the amount was reimbursed – deposit for venue – Fundraising ball cancelled
8. For 2014/ 2015 – The cost for the Young Adult Volunteers to attend the weekend in England, was reimbursed by DANS fund.



### **Additional information:**

**2014/ 2015** – This year the charity was fortunate to receive a substantial donation from Signature aviation and be chosen as the nominated charity at the HR Network Awards in Glasgow. The SBCC remains a 'small' charity and cannot predict or guarantee income each year. The treasurer does monitor the financial situation and the trustees are kept informed, the volunteers do endeavor to organise and support as many activities as possible during the year. The overall unrestricted expenditure for 2014/ 2015 did decrease by £6713 and taking in to account the unrestricted income of £42571 for the period this did mean an overall surplus of £13389. With a few exceptions the majority of the expenditure did remain average in comparison to previous years however the factors should be taken in to account:

- The mobile phone expenditure did increase, but this was expected due to the introduction of the Family Liaison role. This has proved to be an important resource. As a mother of a young burn survivor child, Amy McCabe took on this role in 2014. As a parent who has had to cope with her child's unfortunate accident, she is very aware of the trauma that the whole family, including the child, go through and is able, through personal experience, to relate to the concerns of the other parents and siblings. Parents have commented on how beneficial the role has been. They feel less isolated knowing that they can talk to someone & share experiences with a parent who has had to cope with their child's accident. Being able to talk to someone, especially just after the accident has relived some of the worry, stress and anxiety.
- No equipment was purchased this year.
- Unfortunately one of the family events was cancelled by the centre, however the charity did arrange a trip to Edinburgh Zoo. As for all events the cost of transport is expensive. Since the charity supports children throughout Scotland, on average two coaches have to be arranged for each event and on average the cost of the transport is on average £700 for each event.
- The cost of promotional materials slightly increased, as replenishment of stock was not needed. If funds are available the charity does hope to have the opportunity to update the pull up banners in 2016.
- The development of the charity website has now been completed. The site is maintained by one of the volunteers, to save on costs.
- It was discussed and agreed by the committee to lease a PC and laptop for use by the Treasurer, Secretary and Chairperson. Since the launch of the charity the trustees have used person equipment and the access to the internet is covered by the trustees, it was felt that the investment was needed to support the administration of the charities activities. The lease is due to expire in October 2016 and will be reviewed before any contract is renewed.
- The increase expenditure in support of Fundraising did increase, however since the fundraising ball was cancelled the deposit for the venue was reimbursed. [Misc income - £1500].
- The cost for the Young Adult burn survivor volunteers was initially covered by the SBCC, but the overall costs were reimbursed. [Misc income - £1005.15]

### **Additional information:**

**2013/ 2014** – Once again the unrestricted income did fall again in comparison to previous year by £17,470 but the funds available to support the charities aims do remain positive. The SBCC remains a small and cannot predict or guarantee income each year. The treasurer does monitor the financial situation and the trustees are kept informed, the volunteers do endeavor to organise and support as many activities as possible during the year. The overall unrestricted expenditure for 2013/ 2014 did decrease by £10,404, taking in to account the income of £27,102 for the period this did mean an overall deficit of £8793 for the period. With a few exceptions the majority of the expenditure did remain average in comparison to previous years however the factors should be taken in to account:

- In 2014 the Summer Camp was once again held in Scotland. In comparison to 2013, the increased expenditure was needed to cover the cost of the additional activities and the increased numbers that attended the camp. £1360 was reimbursed from the Frenchay After Burns [FAB] club in Bristol to cover the cost for a group of children from their club to attend.
- Two family events were arranged in 2014, the Summer Party and the trip to M&D's theme park. This increased the expenditure for the period. As for all events the cost of transport is expensive. Since the charity supports children throughout Scotland, on average two coaches have to be arranged for each event and on average the cost of the transport is on average £700 for each event.
- The cost of promotional materials was reduced during this period, as replenishment of stock was not needed. If funds are available the charity does hope to have the opportunity to update the pull up banners in 2015.
- The development of the charity website has now been completed. The site is maintained by one of the volunteers, to save on costs.
- It was discussed and agreed by the committee to lease a PC and laptop for use by the Treasurer, Secretary and Chairperson. Since the launch of the charity the trustees have used person equipment and the access to the internet is covered by the trustees, it was felt that the investment was needed to support the administration of the charities activities. The lease is due to expire in October 2016 and will be reviewed before any contract is renewed.
- The increase expenditure in support of Fundraising did increase, this was due to the cost of £1,075 to enter the Spartan Race Challenge.

**2012/ 2013** – The income did fall in comparison to the previous year by £18, 223.16, but the funds that are available to support the charities aims do remain positive. The SBCC is a small charity and cannot predict or guarantee income each year. The trustees are kept informed of the financial situation and the volunteers do endeavor to organise as many activities as possible during the year. The overall expenditure for 2012/ 2013 was average in comparison to previous years.

- In 2013 the Summer Camp was held in Scotland, in comparison to 2012 the expenditure was lower, this was because additional activities in the location are limited we were unable to book the squad biking/ Pony trekking as planned. We were also unable to attend National camp in 2013.
- The charity vehicle costs were average in comparison to previous years.
- The majority of the promotional material costs in 2012 were for the posters and leaflets associated with the launch of the Firework Safety Awareness Campaign
- Equipment/ Assets costs did increase, we were able to fund the purchase of waterproof digital cameras for the children to use at camp and at the family events.
- Long overdue was the development of the charity website. After the initial outcome to have the site designed and set up by a company, the site is maintained by one of the volunteers.
- We held a Families Weekend in April of 2013 and have another planned for Early December 2013.
- The storage unit hire costs did increase, due to the volume of assets a larger unit had to be arranged.

**2011/ 2012** – On average the expenditure increased by £11,049. The majority of expenditure remained on par with previous years; however the following factors should be taken into account:

- In 2012 the Summer Camp returned did return to a Scottish location, in comparison to 2011 the costs did increase by £6100. The following should be taken into account; transport costs in 2011 were covered by an Edinburgh Business. Additionally, at the Scottish location additional activity costs have to be taken into account, whereas at the National camp they receive funding/ sponsorship. The SBCC is a Scottish charity, but the trustees are considering attending the National Camp again in the future, as it is a great opportunity
- for the SBCC children to meet other children from throughout England & Wales. There is also the opportunity for children from other burn clubs to attend the SBCC camp in Scotland.
- The charity vehicle costs did increase to cover repair costs and replacement tyres.
- Misc expenditure– Included in this figure was the £650 donation made to the Children's Safety Education Foundation in lieu of a % funds from successful applications made by a CSEF employee on behalf of the SBCC.
- There was also a slight increase in the charity insurance policy; this was to take into account the cost to insure the trailer whilst in use/ transit and contents insurance at the storage facility.

#### 4. Payments relating to charitable activities – Restricted Funds

	Current Period £	2013/ 2014 £	2012/ 2013 £	2011/ 2012 £	2010/ 2011 £
Postage/ Stationery/ consumables				74.85	284.66
Design/ Production of Posters & Leaflets				134.50	3,344.43
Conference/ Exhibition costs				1,861.56	
Organising of the Young Burn Adult Association Weekend Event		5,100			
Point of Sale units for children's book		5,313			
Child Educational Projects	2,216				

**To the nearest £**

**Total current period: £2,216**

Total 2013/ 2015: £10,413.00 – Young Adult Burn Survivor Weekend/ Point of sale units

Total 2012/ 2013: £ 0.00

Total 2011/ 2012: £ 0.00

Total 2010/ 2011: £ 2,071.00 - Hot Water Awareness Campaign

Total 2009/2010: £ 3,629.00 - Hair Straightener Safety Campaign

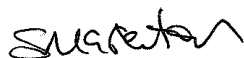
## Accountants Report

I have prepared this Receipts & Payments account and balance sheet, without carrying out an audit, from the books records and other information supplied to me by the Scottish Burned Children's Club. I hereby confirm that these accounts are in accordance with the books, records and other information supplied and give a true and fair view of the affairs of the club at 30 November 2015.

## Scottish Burned Children's Club

### Statement of Balances as at 30 November 2015

	Year to 30/11/2015 £	Period to 30/11/2014 £
<b>General Fund/ Unrestricted Funds</b>		
<b>To the nearest £</b>		
Opening Position	63,043	71,836
Surplus/ (Deficit) for period	13,389	(8,793)
Closing Position	<u>76,432</u>	<u>63,043</u>
<b>Restricted Funds</b>		
<b>To the nearest £</b>		
Opening Position	0,000	0,000
Received	2,216	10,413
Surplus/ (Deficit) for period	0,000	0,000
Closing Position	<u>0,000</u>	<u>0,000</u>



Mrs Sandra Masterton

Legal Cashroom Services Scotland, Carnoustie

Date: 11.08.2016

### Approved by the Trustees and signed on their behalf

I approve this Receipts & Payments account & Balance sheet and confirm that all books, records and information was made available for their preparation

Mr Mark Stevenson

Chairperson – Scottish Burned Children's Club


Date: 11.08.2016



## APPENDIX 3

# OSCr

Office of the Scottish Charity Regulator

<b>Report to the trustees/members of</b>	<b>Independent examiner's report on the accounts</b> v2 <b>Scottish Burned Children's Club</b>						
<b>Registered charity number</b>	<b>SC032376</b>						
<b>On the accounts of the charity for the period</b>	<b>Period start date</b> Day Month Year				<b>Period end date</b> Day Month Year		
	01	December	2014	to	30	November	2015
<b>Set out on pages</b>	<b>Appendix 2:</b> Section A – Statement of Receipt & Payments Section B – Statement of Balances Section C – Notes to Accounts Additional Analysis Accountants Report  [ 14 pages in total]						
<b>Respective responsibilities of trustees and examiner</b>	The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.						
<b>Basis of independent examiner's statement</b>	My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.						
<b>Independent examiner's statement</b>	In the course of my examination, no matter has come to my attention						
<b>Signed:</b>					<b>Date:</b>	11.8.2016	
<b>Name:</b>	S Masterton						
<b>Relevant professional qualification(s) or body (if any):</b>	SLA – Scottish Law Accountant						
<b>Address:</b>	Legal Cashroom Services Scotland, Carnoustie   						