

Report with accountant for examination

- to be submitted to OSCR for verification no later than 31st August 2017



Scottish Burned Children's Club
SC032376

Financial Statement
- Receipts & Payments Account -

Year end 30 November 2016

Scottish Burned Children's Club
Charity number: SC032376

Financial Statement
Receipt & Payments Account
Year end 30 November 2016

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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	2015	To	30	Nov	2016

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	Executive Committee – 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	Executive Committee – Vice-Chairperson		
Agnes Stevenson	Executive Committee – Treasurer		
Gail McClory	Executive Committee Secretary		
Amy McCabe	General Committee – Family Liaison Officer		
Claire Gardiner	General Committee/ Member		
Lisa Morrison	General Committee/ Member		

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 30th 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 2016

This years' Summer Camp was held once again held at the Actual Reality Centre at Ardentinny, near Dunoon, 1st to 5th August 2016. As in 205 we discussed with the Actual Reality Management Team the needs of the children to ensure for a successful camp.

This year we had the continued challenge in supporting a child with spina bifida, having a nurse as one of the volunteers once again was a necessity. The largest challenge facing the team was having the ability to cope with a wheelchair bound child. Most of the activities provided by the centre are inclusive of wheelchair bound students, therefore the child was able to participate along with the other children.

The 2016 Camp was attended by fourteen under 18 year olds supported by seven adult volunteer child care/befrienders, one of the volunteers was a burn survivor who attended camp as a child. This proved hugely successful in that the young children attending for the first time got to meet a 'young adult' who had been a member of the charity and had attended camp as a child themselves. This was our 15th 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 [FAB] Club and the Burned Children's Club, Bristol. Unfortunately no children were able to attend.

The Summer Camp is the main objective for the charity and the primarily aim is 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.

APPENDIX 1

Summary of the main activities in relation to these objects continued

We organised two '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 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.

In the past the children that were 18 or over, had the opportunity to become a Young Volunteer for the SBCC. This was 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. However, having spoken to other 'burn children charities' we have now reviewed the policy and the members agreed that the a short time away/ break from the charity is better practice, to encourage the child to have 'life experiences' with the opportunity to contact and re-join from the age of 21 years as a Young Adult Volunteer.

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. This year three of the child came along with a parent. The feedback was positive from both the child and their parent and the feeling was that 'they wished they could have stayed for longer and the children are looking forward to coming along to camp in 2017 once they were old enough'.

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.

Volunteer Management

Supported by the charity, two of the volunteers, Mark Stevenson and Claire Gardiner attended a workshop in Glasgow, to develop their volunteer management skills and continue to develop a Handbook for any Young Adult Volunteers who wish to join and support the charity in the future.

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 2016.

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 is 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 if the funds are available 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: Blair Drummond Safari Park: 18 June 2016

Suggested by the children, we organised another day out at Blair Drummond Safari Park. A total of 75 family members and 2 volunteers attended [16 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 they now realised that they were not alone on facing the challenges of bringing up a burn survivor child.

Family 'Therapeutic' Weekend – December 2015

We held another Families Weekend in December 2015. Once again the primary aim of the weekend is to pull together a number of key benefits to support the burn-injured children and their families.

The main objective of the weekend is to enable families of burn injured children to meet one another and share their experiences, within an informal therapeutic programme and 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, it is hoped that the family will feel more supported and be able to develop important coping strategies for life after a burn.

APPENDIX 1

Summary of the main activities in relation to these objects continued

Nine 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. On the Saturday morning a visit from the World of Wings Birds of Prey was arranged and in the afternoon everyone went along to the Pantomime in Edinburgh, this once again 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.

On the Sunday a discussion group/ forum was organised to help the parents; 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, a minimum of one 'all' Family Day Event and a Families Weekend, if funds are available.

Families 'Activity' Weekend: 29th April – 2nd May 2016

Up until now the Families weekend have been held at the Girl Guide centre at Netherurd House, Blythe Bridge, Peeblesshire, following a great deal of discussion the trustees committee decided to organise a family 'adventure' weekend, based on the children's Summer Camp.

The number of families that can attend Netherurd House is limited, by holding at Ardentenny gave 14 families from all over Scotland the opportunity to come together and do the outdoor pursuits normally that only the Summer Camp attendees get to try.

This adventure weekend gave the whole family as a unit to develop coaching and team skills during the outdoor activities such as canoeing, rock hopping, archery, sailing and crate building. The weekend involved the families being residential and it of course offered the families some great opportunities to get to know each other as well as share their vast experiences.

APPENDIX 1

Summary of the main activities
in relation to these objects
Continued

Even though the weekend was more expensive in comparison to the weekend at Netherurd, this activity weekend gave more families the opportunity to attend and take part in more activities. It was also an ideal opportunity for the children under eight to see what summer camp is all about and hopefully be less apprehensive about being away from their family possibly for the first time.

The organising of more activity weekends of this type will be dependent on the funds available, it is the intention to look into grant funding as a possible option.

Family support following bereavement

Shortly after our successful family's weekend, one of the families contacted the Charity to inform us that one of our young registered members had lost their mother to a sudden death. The family were very popular at the family weekend and the volunteers and families felt for the loss of the very popular young Mum. As a result, the club member aged 9 and her young sister, aged 2 are being cared for now by their Grandmother.

The Trustees agreed that in the interest of the family it would be good for the children and their Grandmother to have a break away from their normal environment. It was discussed and agreed that the charity cover the cost for a week-long holiday at a caravan park on the East Coast of Scotland.

The family were very grateful and took the opportunity to try and bring some semblance of normality back into their lives. The family continue with their contact with the Club and regularly attend our events.

Family Liaison Officer

As a mother of a young burn survivor child, Amy McCabe took on this role in 2014 and continues to act as the Family Liaison for the charity. 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 relieved 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 continues to be a useful social media site tool where the parents can keep in touch and ask each other questions.

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 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

COBiS – Care of Burns in Scotland

<http://www.cobis.scot.nhs.uk>

The Scottish Burned Children's Club is a nominated support group for this NHS Scotland Management of Clinical Network working group. Alan Masterton represents the charity at their meetings and Amy McCabe has had the opportunity to be the 'voice' for the children and the parents.

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

The charity continues to be involved with the Scottish Fire Service Stations and when the opportunity arises attend 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). The charity website is now maintained by one of the charity trustees – Agnes Stevenson.

Fund Raising Standards Board [FRSB]

Until the closure of the FRSB in 2016 the Scottish Burned Children's Club were a member. [Membership number: FS02330] Even though the FRSB ceased operating in July 2016, the Scottish Burned Children's Club continues to adhere to best practice, honesty, transparency, clarity and accountability in all fundraising activity, enabling everyone to give with confidence.

We hope that our commitment 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 Office of Scottish Charity Regulator [[OSCR](#)]/ The [Independent Fundraising Standards & Adjudication Panel](#) for Scotland [which was formally established in December 2016]

Achievements and performance

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

Fundraising/ Donations

During 2015/ 2016 the charity received/ raised a total of £24,990.92 in **unrestricted income**.

A special mention to: [the list is not in any way prioritised]

Caledonian Challenge May 2016

The charity would like to thank Audra Edgar and Graham Barclay for coordinating the 'OddBod' team who took part in the Caledonian Challenge, 54 miles of the West Highland Way in 24 hours. A massive thank you to everyone who took part and raised £4187.80 [this figure includes Match Funding Donations]. Two SBCC volunteers, Nan Stevenson and Claire Gardner, represented the charity and were members of the support team during the challenge. The charity would like to thank everyone who made a donation and for the donation of £2,150 from the employer 'Matched Fund' scheme.

Simon 'Rocky' MacDonald

We would like to thank Simon McDonald for taking on this personal charity boxing challenge and also his family and friends who made a donation. Simon managed to raise a fantastic £4037.73.

Spartan Team

Thank you to the team who took part in the Edinburgh Spartan challenge, during this reporting period £1197.25 has been gratefully received.

Pagan Osbourne

A massive thank you for their continual support and very kind donation of £3,000.

Glitter Ball

Organised by the mum of one of the children, the Glitter Ball proved a great success. Raising funds for the SBCC and Simpsons Special Care Babies Charity, the sum of £2600 was gratefully received.

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 £846.27 was gratefully received

Scottish Fire Training College

On the closure of the training college in Gullen, 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 donation, the sum of £4,000 was gratefully received.

APPENDIX 1

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

We would also like to thank the following for their support and donations: The Historic Vehicle Club, Dunfermline Fire Station, Skills Development Scotland [Kirkintilloch], Endura Ltd [Livingston], Nexan UK, Milngavie Primary School, James Thomson & to all the family and friends who supported the individuals who kindly raised funds on behalf of the SBCC.

Matched Funding

In this period the SBCC received £2617.22, we thank the employers who kindly 'Match Funded' in recognition of their employees volunteering commitment.

Gift Aid

During this period the SBCC received £1,219.50 in Gift Aid contributions. Thank you to everyone who took the time to complete the Gift Aid declaration.

Restricted Funds

There were no restricted funds to be taken into account during this reporting period.

Overall, we would like to thank everyone who kindly supported and donated to the fundraising events.

Financial review

Brief statement of the charity's policy on reserves

Committee remuneration and expenses

It was agreed that the vehicle insurance premium for a trustee's vehicle be covered by the charity. No other remuneration/ expenses were paid to the trustees.

Reserves [to the nearest £]

Unrestricted funds - Closing balance of £61,424

Restricted funds - Closing balance of £0.00.

Unrestricted fund deficit – **[£15,007]**

The income for 2015/2016 was £24,991, compared to 2014/ 2015 this was a decrease by £17,580. The Trustees thank everyone for their commitment and support; for this 'small' charity the income period was very much appreciated.

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 Trustees - Executive Committee and General Committee consider that the year end unrestricted funds of £61,424 will enable the organisation in 2016/ 2017 to:

- ❖ Hold the annual 'Summer 'Burned Children Camp'
- ❖ Organise a minimum of one Family 'Day Out' event &
- ❖ Organise a Families Weekend
- ❖ 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 and where necessary reevaluate the family activities that can be organised, the absolute priority is the organising of the Summer Camp for the children.

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

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

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 Dunfermline Fire station for allowing the SBCC to hold our AGM/ Committee meetings at their station during 2015/ 2016.

Hardie Family & A G H Signs

Thank you for kindly providing the charity logo details for one of the trustees vehicle and for the updating of the 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

Signature(s)		
Full name(s)	Mr Mark A Stevenson	
Position (e.g. Chair)	Chairperson	
Date		

Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	December	2015		30	November	2016

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations	10,948				10,948	29,730
Legacies					-	-
Grants					-	2,216
Receipts from fundraising activities	11,582				11,582	10,283
Gross trading receipts					-	-
Income from investments other than land and buildings	32				32	33
Rents from land & buildings					-	-
Gross receipts from other charitable activities	2,429				2,429	2,525
					-	-
A1 Sub total	24,991	-	-	-	24,991	44,787
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	-
Proceeds from sale of investments					-	-
A2 Sub total	-	-	-	-	-	-
Total receipts	24,991	-	-	-	24,991	44,787
A3 Payments						
Expenses for fundraising activities	550				550	2,393
Gross trading payments					-	-
Investment management costs					-	-
Payments relating directly to charitable activities	38,948				38,948	26,789
Grants and donations	500				500	2,216
Governance costs:					-	-
Audit / independent examination					-	-
Preparation of annual accounts					-	-
Legal costs					-	-
Other					-	-
					-	-
A3 Sub total	39,998	-	-	-	39,998	31,398
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	-
Purchase of investments					-	-
A4 Sub total	-	-	-	-	-	-
Total payments	39,998	-	-	-	39,998	31,398
Net receipts / (payments)	(15,007)	-	-	-	(15,007)	13,389
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	(15,007)	-	-	-	(15,007)	13,389

Section B Statement of balances

Categories	Details	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
		to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
B1 Cash funds	Cash and bank balances at start of year	76,432				76,432	63,043
	Surplus / (deficit) shown on receipts and payments account	(15,007)	-			(15,007)	13,389
						-	-
						-	-
	Cash and bank balances at end of year	61,425	-	-	-	61,425	76,432
	(Agree balances with receipts and payments account(s))	-	-	-	-	-	-

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

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

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

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

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

Signature	Print Name	Date of approval
	Mr M A Stevenson - Chairperson	

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 2014/ 5 the funds surplus was £1389. In this accounting period there was a deficit of [£15007]. The income in 2015/ 6 also decreased by £17580 in comparison to the previous year, this was disappointing but as a 'small' charity the funds available to support the charities annual objectives does remain positive. Both the Summer Camp and Families weekend, as in previous years, are of major importance and where ever possible the charity will support additional family events which provide a support mechanism for all the family members. The Trustees - Executive Committee and General Committee consider that the year end **unrestricted funds of £61,424.35** will enable the organisation in 2016/ 2017 to continue to:

- Hold the annual 'Summer Camp'
- Organise a minimum of one Family Day out and
- Organise a Family Weekend

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

All Trustees and volunteers know the importance and are dedicated to promoting the work of the charity and supporting fundraising events. There was a deficit of [£15007], but 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 2016/ 7, with the view to continue to monitor the financial situation and take into account the need for reserves to be in place to support the Summer Camp for the 'burn survivor' children as an absolute minimum objective in the coming year. A detailed breakdown of income and expenditure is contained in Appendix 2 - Additional Analysis of this report.

Restricted Funds: There were no Restricted funds to be accounted for during this reporting period.

	Individual / institution	Number of grants made	£
C2 Grants	Donation to Katies Ski Tracks - Registered Charity 1130907 - www.katiesskitracks.org	1	£500
	Total		£500

C3a Trustee remuneration		x
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	Authority under which paid	£
C3b Trustee remuneration - details		x

C4a Trustee expenses	If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	x
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Number of trustees £

C4b Trustee expenses - details		x
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Transaction amount (£) Balance outstanding at period end (£)

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

C6 Other information	
-----------------------------	--

Additional analysis (1)

Analysis of receipts and payments

1. Donations received *[the list is not in any way prioritised]*

	£
Pagan Osbourne	3000.00
Fife Sovereign No 65	200.00
Mr James Flood Thomson	241.41
CAF - Anonymous donation	660.00
I-Volunteer – Edinburgh Airport	250.00
Historic Vehicle Club	450.00
Condon/ Deveney	300.00
Anne Thomson	205.50
Alice Cameron	213.00
Hardie Signs	200.00
Skills Development Scotland, Kirkintilloch employees	175.00
Mrs Munro	100.00
Nexan UK/ The Book People	117.02
Milngavie Primary School	100.00
Endura Ltd, Livingston	142.49
Balgonie Lodge	100.00
CAF - FPMG Glasgow	100.00
Donations received under £100	755.78
Online Donations via Virgin Money Giving site*	1020.24
*Gift Aid received from online donations <i>[Included in the above]</i>	38.00
Overall Gift Aid Donations received during the reporting period	1219.50
Matched Funding Scheme	2617.22
• <i>Caledonian Fundraising Challenge</i>	<i>2150.00</i>
• <i>Killoch Family Fundraising</i>	<i>467.22</i>
Donations received, including Gift Aid/ Match Funding	10947.66
Bank account interest	32.43

Misc	2428.52
<i>Reimbursement of refundable deposit to families</i>	195.00
<i>Reimbursement for deposit following the decision to cancel the Families weekend in December 2016 [Netherurd House, Blythe Bridge], activity held at Ardentinnny in May 2016.</i>	2000.00
<i>Over payment of IT Lease – Reimbursement</i>	139.10
<i>Reimbursement of annual fee [Closure of Fundraising Standards]</i>	94.42

Donations received to the nearest £: £10,948

Overall total current period: To the nearest £: £ 13,409
 [Donations/ Gift Aid/ Match Funding/ Misc income]

Total 2014/ 2015: £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:

There were no restricted funds to be reported upon this period.

To the nearest £

Total current period: £0

Total 2014/ 2015: £2,216 - Nexan Petroleum/ Aggreko UK, support Education projects in Scotland, organised by the Child Safety Media.
 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

[the list is not in any way prioritised]

	£
Ladies Glitter ball	2600.00
Bake Sale Moncrieff	53.00
Moncrieff Family walk	180.00
West of Scotland College Bake Sale	265.67
Simon McDonald – Boxing Challenge	4037.73
Caledonian Challenge [overall including matched funding & Gift Aid Donations]	4187.80
Team Spartan	1197.25
Kevin McLaughlin	182.11
Kinnoch Family [includes matched funding & Gift Aid Donations]	846.27
Graham Buchannan	599.50
Fundraising amounts under £50	50.00
Gift Aid <i>[amount already included against listed fundraising totals above]</i>	1181.50
Matched Funding <i>[amount already included against listed fundraising totals above]</i>	2617.22

Fundraising Activities: To the nearest £: £11,582

Including donations from Gift Aid / Match Funding connected to the above fundraising activities equals to the nearest £: £14,199

Total 2014/ 2015: £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

Overall

To the nearest £

Overall 'Unrestricted' funds received current period: £ 24,991

Overall funds received 2014/ 2015: £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: £0

Overall funds received 2014/ 2015: £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 £	2014/ 2015 £	2013/ 2014 £	2012/ 2013 £	2011/ 2012 £
Event: Annual Summer Camp	10126.62	10,737.71	11,591.23 [Refer to note 3]	8,482.73	12,368.09
Event: Summer Party	150.00 [Refer to note 8]		1,172.24	743.77	1,183.72
Event: National Jamboree Camp			880.72		1,470.74
Event: Family Day[s] Out	1,409.40	1,292	1,782.60	765.20	
Event: Family 'Therapeutic' Weekend 2012					6,576.73
Event: Family 'Therapeutic' Weekend 2013 [April]				821.60	2,000.00
Event: Family 'Therapeutic' Weekend 2013 [December]			2,310.13 [refer to note 4]	1,292.75	
Event: Family 'Therapeutic' Weekend 2014 [December]		2369.06 [refer to note 5]	1878.22		
Event: Family 'Therapeutic' Weekend 2015 [December]		1949.91			
Event: Family 'Activity' Weekend 2016 [May]	11,514.35				
Fundraising	549.72	2393.14 [refer to note 6]	£1,301.26 [refer to note 2]	366.80	6,660.03 [refer to note 1]
Subscriptions/ membership fees	141.00	179.00	410.00	190.00	110.00
Promotional/ Education/ Advertising	322.40	539.56	349.00	1,394.00	1,015.35
Postage/ Stationery/ consumables	646.54	507.57	539.61	286.13	440.07
BT + Mobile telephone	774.74	671.91	483.16	419.03	447.24
Conference/ travel costs	237.60	213.40	672.40	676.00	677.51
Equipment	0.00	0.00	667.32	1,332.89	89.00
Storage costs	2896.35	2760.68	2,753.15	2,820.00	1,126.28
Charity insurance policy	877.48	848.38	865.18	860.15	851.86
PO Box costs	312	312.00	313.01	303.60	276.00
Website costs	131.99	131.99	3,573.50	2,266.26	107.99
Lease of IT Equipment	2948.88	2047.83	1,903.72	278.20	

4. Payments relating to charitable activities – Unrestricted Fundscontinued

	Current Period £	2014/ 2015 £	2013/ 2014 £	2012/ 2013 £	2011/ 2012 £
Charity vehicle & trailer – Associated Equipment	15.99	431.97	12.66	29.99	
Charity vehicle & trailer - tax/ Insurance/ service/repairs	645.00	774.24	1,785.43	1,833.82	2,249.53
Young Adult Burn Survivor Weekend		1005.15 [refer to note 7]			
Misc	1227.79 [refer to note 9]	16.98	650.00	327.50	1,357.96

To the nearest £

Total current period: £39,998

Total 2014/ 2015: £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 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.
2. For 2013/ 2014 – In comparison to previous years the expenditure for 'Fundraising' did increase, primarily the cost to enter the Spartan Race - £1,075
3. 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)
4. 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.
5. For 2014/ 2015 – Increase due to having arranged a visit to Edinburgh and a pantomime and subsequent transport costs
6. For 2014/ 2015 - £1500 of the amount was reimbursed – deposit for venue – Fundraising ball cancelled
7. For 2014/ 2015 – The cost for the Young Adult Volunteers to attend the weekend in England, was reimbursed by DANS fund.
8. For 2015/ 2016 – Unfortunately the decision had to be made to cancel the summer party as numbers were too low for the event to go ahead, taking into account the cost would have been per head. It was not financially viable.
9. For 2015/ 2016 - Over the years children from the charity have benefited from another charity - 'Katie's Ski tracks' and at no cost to the SBCC a child has had the opportunity to go on a skiing holiday with other disadvantaged children. It was discussed and agreed that the SBCC would make a donation of £500, to support the continual work of this charity, who had been experience financial uncertainty. An additional expenditure was to cover the weekend holiday for a family whose mum has expectantly died, to give the family support at this sad time.

Additional information:

2015/ 2016 - The SBCC remains a relatively '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 2015/ 6 did increase by £10815.88 and with the decrease of income of £17580.22 in comparison to 2014/5 this did mean a deficit of £15007.54. We do have to bear in mind that the charity in 2014/5 did receive two large donations of £7,878.02 & £9,500 respectively.

- With a few exceptions the majority of the expenditure did remain average in comparison to previous years however some factors should be taken in to account
- The mobile phone expenditure did increase, but this was expected due to the Family Liaison role. This has continued to prove to be an important resource. As a mother of a young burn survivor child, 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.

The majority of the referrals come from the staff at the Glasgow sick kids hospital and when a family decides to register their child with the charity, the Family Liaison is an important resource in making contact with the child's parent/ guardian to introduce herself, welcome the family and explain the work of the charity

- Unfortunately two arranged family events were cancelled due to too few numbers wishing to attend. As for all events the cost of transport is expensive and the overall cost per head attending would not have been financially viable. Since the charity supports children throughout Scotland, on average two coaches have to be arranged for each event, on average the cost of the transport is £700 for each event. However the charity did hold a trip to Blair Drummond Safari Park.
- The decision was made to cancel the Family weekend in December 2016 and hold our first Family Activity weekend in May 2016. The weekend cost was £11,514.35, this did have an impact on the expenditure for 2015/ 2016. But by holding the weekend at Ardentinny, same location/ centre of the summer camp it was an opportunity for more families to attend, be able to take part in activities and also see where the children attend in the summer. It was also an opportunity to introduce the venue to the children not eligible or camp yet. The deposit for the December Families weekend at Netherurd House was reimbursed [£2,000].
- As mentioned in 2014/ 2015, the development of the charity website has now been completed. The site is maintained by one of the volunteers, to save on costs. This is recognised as a vital resource for informing the public, businesses and potential fundraisers and grant funders of the work of the charity and a means of keeping the family members informed of planned activities.

- Due to the age of the charity vehicle it was decided that it was not financially viable to cover the costs of the repairs needed, which would have outweighed the actual value of the vehicle. The chairperson offered to use his personal vehicle to cover charity events and since able to tow the trailer, essential for taking equipment to summer camp, this has proven to be cost saving. It is estimated that this will reduce the charities expenditure by on average £1,500 per year.
- The current IT lease agreement ended in October 2016, it was discussed and agreed by the committee to purchase the leased PC and laptop for use by the Treasurer, Secretary and Chairperson and renew the lease for an iPad. Since the launch of the charity the trustees have used personal 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
- Over the years children from the charity have benefited from another charity - 'Katie's Ski tracks' and at no cost to the SBCC a child has had the opportunity to go on a skiing holiday with other children. It was discussed and agreed that the SBCC would make a donation of £500, to support the continual work of this charity, who had experienced financial uncertainty.
www.katiesskitracks.org – Registered charity: 1130907.

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 relieved some of the worry, stress and anxiety.
- 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].

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 £	Current Period £	2013/ 2014 £	2012/ 2013 £	2011/ 2012 £
Postage/ Stationery/ consumables					
Design/ Production of Posters & Leaflets					
Conference/ Exhibition costs					
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: £0

Total 2014/ 2015: £ 2,216.00 - Nexan Petroleum/ Aggreko UK, support education projects in Scotland, organised by the Child Safety Media.

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 2016.

Scottish Burned Children's Club Statement of Balances as at 30 November 2016

	Year to 30/11/2016 £	Period to 30/11/2015 £
General Fund/ Unrestricted Funds		
To the nearest £		
Opening Position	76,432	63,043
Surplus/ (Deficit) for period	[15,007]	13,389
Closing Position	<u>61,425</u>	<u>76,432</u>
Restricted Funds		
To the nearest £		
Opening Position	0,000	0,000
Received	0,000	2,216
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, Monifieth
Date:

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:

APPENDIX 3

OSCr

Office of the Scottish Charity Regulator

	Independent examiner's report on the accounts v2						
Report to the trustees/members of	Scottish Burned Children's Club						
Registered charity number	SC032376						
On the accounts of the charity for the period	Period start date				Period end date		
	Day	Month	Year	to	Day	Month	Year
	01	December	2015		30	November	2016
Set out on pages	<p>Appendix 2: Section A – Statement of Receipt & Payments Section B – Statement of Balances Section C – Notes to Accounts Additional Analysis Accountants Report</p> <p>[16 pages in total]</p>						
Respective responsibilities of trustees and examiner	<p>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.</p>						
Basis of independent examiner's statement	<p>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.</p>						
Independent examiner's statement	<p>In the course of my examination, no matter has come to my attention</p>						
Signed:					Date:		
Name:	S Masterton						
Relevant professional qualification(s) or body (if any):	SLA – Scottish Law Accountant						
Address:	Legal Cashroom Services Scotland, Monifieth						