



# **Scottish Burned Children's Club**

**Registered Scottish Charity: SC032376**

## **Receipts & Payments Annual Report**

**01 December 2017 to 30 November 2018**

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## **Appendix 1**

### **Scottish Burned Children's Club**

### **Trustees' Annual Report**

01 December 2017 to 30 November 2018

## **Charity contact information**

Mr Mark A Stevenson – Chair

Scottish Burned Children's Club

Scottish Charity Number: SC032376

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Twitter: #SBCC2001

Facebook: <https://www.facebook.com/SBCC2001>

## Structure, governance and management

The Scottish Burned Children's Club [SBCC] 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. [Available [here](#)].

The charity provides positive support to burn-injured children and help them realise that, although their body image has been altered, their hopes and dreams are just as achievable as any other child.

### Charity Trustees

Our **Executive Committee** oversee our strategic direction and monitors how we deliver our objectives. The diverse members of the charity combine their experiences and expertise to achieve the charity's aim.

*Extract from constitution*

*28. The maximum number of the Executive Committee shall be 5.*

*29. A person shall not be eligible for election/ appointment to the Executive Committee unless he/ she is a member of the association.*

*30. At each Annual General Meeting, the members may [subject to clause 28] elect any member to be a member of the Executive Committee.*

*31. The Executive Committee may at any time appoint any member to be a member of the Executive Committee [subject to clause 28].*

*32. At each Annual General Meeting, all of the members of the Executive Committee shall retire from office – but shall then be eligible for re-election.*

### Executive Committee

1. Mark Stevenson - Chairperson/ Child Protection Officer/ Data Protection Officer
2. Alan Masterton - Vice-Chairperson
3. Gail McClory - Secretary
4. Agnes Stevenson - Treasurer
5. Amy McCabe - Family Liaison Officer

### Members

1. Claire Gardiner - Young Volunteer Liaison
2. Louise Irving
3. Nadia Bounhar
4. Ned Alexander
5. Lee Gillan

## Summary of the main activities in relation to our objectives.

Our objectives, 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.

## Summer Camp – Activity week, 23 - 27<sup>th</sup> July 2018

The Summer Camp is a main objective for the charity, open to children aged 8 to 18 years old. The primarily aim is to encourage every child, despite their level of disability or disfigurement, 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 do not fully complete a challenge.



2018's Summer Camp was attended by 18 burn survivor children with 8 (4 male and 4 female) chaperones and saw us return to Bendrigg between the Lake District and North Yorkshire Dales. The Bendrigg Trust specialises in delivering high quality courses for disabled and disadvantaged people. As we have one full wheelchair user, we felt that Bendrigg was still the ideal location for the child's full inclusion in the activities with the other children. The Camp aims to promote inclusion, encourage independence and build self-confidence through the safe provision of adventurous activities. Once again, the staff made us feel truly welcomed from our first minute of arrival on the Monday to the moment we left on the Friday. The staff were highly competent and so friendly. To achieving in getting the whole group to descend into the caves systems below ground in

Northern Yorkshire to canoeing on Lake Windermere truly were magnificent milestones to us as a group

But this year we can honestly lay testament that it was the most amiable and team orientated week. We have never experienced a week without tears and homesickness, no, everyone who attended this year's just seemed to get on with enjoying themselves and sharing as much as they could with each other that made it a truly special summer camp. So well done to all those that attended and threw themselves into it.



Obviously, the biggest challenge was ensuring Jamie, our wheelchair user, was fully included in all activities which we know he was. The staff, volunteers and other children ensured Jamie was always at the forefront of their considerations making sure he enjoyed the activity and challenges faced by everyone. One of the other highlights was the successful transportation to and from Summer Camp that was sponsored by Arnold Clark and GTG Training (Ratho). This was the first time they had offered to transport the children using their own minibuses with appropriately qualified drivers. The partnership between the SBCC and Arnold Clark has developed 2016 to the end that they have committed to supporting the travel of the children to Summer Camp in future years.

There were 7 boys and 11 girls, aged between 8-17yrs who attended the camp all had attended a Camp previously at Ardentinn in Scotland.

There were a range of activities that took place from Caving, canoeing, wall climb, abseiling, art workshops and the highly enjoyable talent show, where the children do a fantastic job of putting on their own talent show on the penultimate evening prior to leaving Camp. Each of the activities provide the children with a range of confidence building activities and enables them to show encouragement for each other that allows them to build self-esteem and confidence.

## Family Events

Our primary objective each year is to arrange the Summer Camp, as well as a Family event and if funds are available host at least on Family weekend. Since the Summer Camp is only open to the 8 to 18 year olds, the Family events are important, as the events are not only an ideal opportunity for the children of all ages to meet up, but for the parents to meet others and share experiences, realising that they are not alone.

### *Family Weekend*

Having taken into account the funds available, a decision was made not to hold a families weekend in this reporting period. Having reviewed the financial situation early in 2018 and following discussion, the Executive Committee and Member's were in agreement that a weekend would be held in December 2018 at Netherurd House, Blythe Bridge, Peeblesshire. [Details to be contained in the 2018/ 2019 annual report, the deposit for the weekend [£3,200] was paid during this reporting period].

### *2018 AGM & Family Party, January 2018*

A family party was held on 28<sup>th</sup> January 2018. This was the second time that a party had been arranged on the same day as our AGM. In the past the family unit at our AGM had been very low. Not only was it an opportunity for the families to get to together but it was an opportunity to discuss future events and give the families an insight to the work of the volunteers and fundraisers.





## ***Summer Party, Sunday 1<sup>st</sup> July 2018***

A party for all family members was held at the Radisson Blu in Glasgow.



The Summer Party was originally a precursor for the Summer Camp where children attending Camp for the first time could come along and meet Camp regulars. As the organisation has grown so has the Summer Party as it's not just for those attending Summer Camp. All families are invited along, and we hosted a Magical Summer Party with a children's entertainer/magician "Davro" who provided great games and entertainment for everyone. The families get a chance to mix so they can get to know one another, and this can then lead to forming friendships through a common purpose in that someone on the family has experiences in being either a burn survivor or a carer for a burn survivor.

## ***Day at East Links Park, 22<sup>nd</sup> September 2018***



A day out for all family members was organised to East Links Family Fun Park near Dunbar. Once again, this type of event is open to all families registered with the SBCC with transport provided from the Centre of Glasgow and pick up points on the way, thus ensuring we can have families attending from across the Scottish area. The main objectives of this type of events allow the family an opportunity to get away from their everyday environment as well as giving opportunities for parents, siblings and the children the chance to share experiences.

### ***Family Liaison***

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 is and having spoken to Amy know that they are 'not alone'. 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 continues to be 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.

**Safety Promotion & Education:** <http://theburnsclub.org.uk/campaigns/>

### ***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 Safety Campaign***

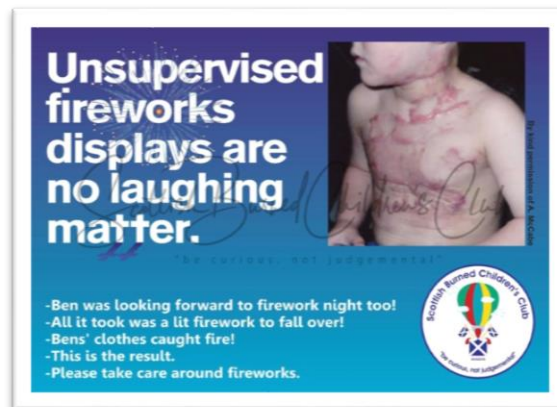


A national poster & leaflet campaign has been successfully maintained annually since the award of a £5000 grant in 2009 from the Electrical Safety Council.

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.

In 2018 the SBCC was asked to participate in a school awareness initiative developed by the Greater Glasgow area Scottish Fire & Rescue Service. The initiative involved attending schools in the inner Glasgow City area with the highest know occurrences of illegal bonfires and firework incidents. Ben provided a video piece that allowed the local initiative operatives to give a presentation and insert Ben's piece by a firework burn survivor highlighting the dangers of fireworks.

Amy & Ben continue to work with the Scottish Police and Scottish Fire & Rescue Service.

The charity was also approached by a researcher from the BBC Scotland programme 'River City' regarding a future storyline involving a firework accident. Amy met with the researcher to discuss Ben's injuries and went into depth about

the psychological and emotional effects on the burn survivor and surrounding family.

Over the year the charity received several enquiries from the media seeking advice regarding the dangers of fireworks.

### **COBIS – Care of Burns in Scotland** [<http://www.cobis.scot.nhs.uk/>]

Care of Burns in Scotland – COBIS: NHS Scotland Management of Clinical Network working group. Mark Stevenson, Alan Masterton and Amy McCabe have the opportunity to attend the steering group meetings and be the ‘voice’ for the children and the parents from the SBCC.

Amy represented the charity and was a key note speaker at a Burns Awareness Conference held in Glasgow in November.

### ***British Burns Association [BBA] Conference April 2018***

The SBCC were represented at this year’s British Burn Association Conference hosted by the Welsh Centre for Burns. The theme for this year’s meeting was ‘Preparing for Disaster’. Following on from last year’s Manchester Arena bombing, the SBCC were interested to hear how the hospitals around Manchester dealt with the high number of pediatric patients. There was also the annual meeting of the Special Interest Group – Burn Camps & Clubs, to which the SBCC contributes as well as other Camps & Clubs form around the United Kingdom. This meeting allows participants to exchange what works well and not so well on days out and the day to day management of their Clubs & Camps.

The Chair, Mark Stevenson represented the SBCC at both the conference and special interest meeting. By attending the chair was able to convey to the members the knowledge gained, especially from the presentations on pediatric and child service experiences, thus enhancing the SBCC to understand the wider scientific arena around burn treatments from around the world. One presentation in particular was given about ‘Parents psychological adjustment following pediatric burn injury: The role of guilt, shame and self-compassion’. Another pertinent presentation was around ‘Developing support for parents of burn-injured children:

The aim of the charity is to take forward and develop a ‘parent-focused website’.

### ***Key note speaker***

The chair, Mark Stevenson, throughout the year was guest speaker for organisations. This is an ideal opportunity he 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 is maintained by one of the charity trustees – Agnes Stevenson.

## **Fundraising/ Donations**

<http://theburnsclub.org.uk/about-us/fundraising-standards/>

Fundraising is the life blood of many Scottish charities and we need to raise funds from voluntary sources. We could not fulfil our charitable mission without the support of generous, thoughtful and committed donors. We value the support of donors and understand the need to balance our duties to beneficiaries, with our duties to donors.

### **That's why we make this commitment to you.**

We will comply with the law as it applies to charities and fundraising and we commit that we will guarantee to adhere to best practice. We will monitor fundraisers, volunteers and third parties working with us to raise funds, ensuring that they also comply with this Code of Practice. We guarantee to operate in line with the values of the Code; to be Legal, Open, Honest and Respectful in all our fundraising.

To promote and underpin these values, we commit to the following standards:

- We will be clear about who we are and what we do
- We will give a clear explanation of how you can make a gift and change or stop a regular donation
- If you do not want to give or wish to cease giving, we will respect your decision
- We will respect your rights and privacy
- We have a procedure for dealing with people in vulnerable circumstances and it will be published on our website or will otherwise be available on request
- We will hold your data securely
- We will communicate with you in accordance with your selected preferences.

During 2017/ 2018 the charity received/ raised a total of £28,473.75 in unrestricted income. [For further information please refer to Appendix 2 of this report].



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

**Arnold Clark & GTG, Ratho Edinburgh**

We would like to thank the staff for all their continual support in 2018. Through their fundraising efforts the charity received £2,356.17 in this reporting period. So far the staff have raised a fantastic total of £5,194.43. Additionally, the charity wishes to thank Arnold Clark for providing the transport to take the children and volunteers to and from the 2018 summer camp.

**Grace Lindsay**

A massive thank you for taking on your sponsored swim, taking into account the £1,347.55 received in 2016/ 2017 and a further £53.75 in Gift Aid during this reporting period, the overall funds received is £1,401.30, which is fantastic.

**Scottish Fire & Rescue trainee firefighters**

The charity wishes to thank SCFC for their continual support and for choosing once again to raise funds for the SBCC, the £1,048, was gratefully received.

**Criterion, St Andrews**

Once again thank you to the staff supporting and the customers for buying the raffle tickets for the Christmas Hamper.

**Dr Sarah Laftavi Charitable Trust**

A special thank you to the charitable trust for the very kind donation of £1,000.

**Parachute Fundraising Team**

A special thank you to Cheryl & Charlotte Findlay, Kirsty Skilling, Claire Gardiner and Alan McCabe for taking part in the sponsored parachute jump in aid of the SBCC. Taking into account the admin/ entry costs [£820] the amount raised was a fantastic £4,332.81.

**'Kelpies to Cardiff' Cycle challenge**

Thank you to everyone who took part and supported this challenge, the total so far received is £1,836.73.

**'Kilt Walk', Dundee 2018**

Thank you to Hayley and Sandra Masterton for taking part in the Dundee Kilt Walk and raising a fantastic £1,400.

**2018 Marathon Challenge**

The charity wishes to thank everyone who participated in a marathon run in 2018, to date £1,470.98 was received.

**Mr P McElinney**

A special thank you for the kind donation of £724.12.

**We would also like to thank the following for their support and donations:**

The Historic Vehicle Club, Dunfermline Fire Station, Legal Eagles, Tangent Club, Lloyds Bank Centre [Sighthill], Balgonie Lodge, Whelan & Co Solicitors, the 'Give A Car' initiative, Bake Sales & 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 £308.55, the SBCC thank the employers who kindly 'Match Funded' in recognition of their employees volunteering commitment.

**Gift Aid**

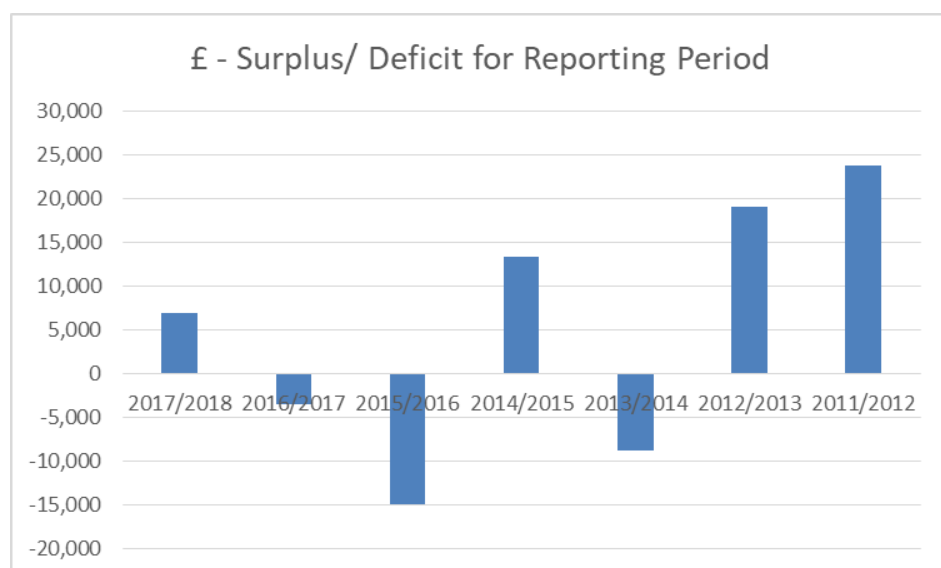
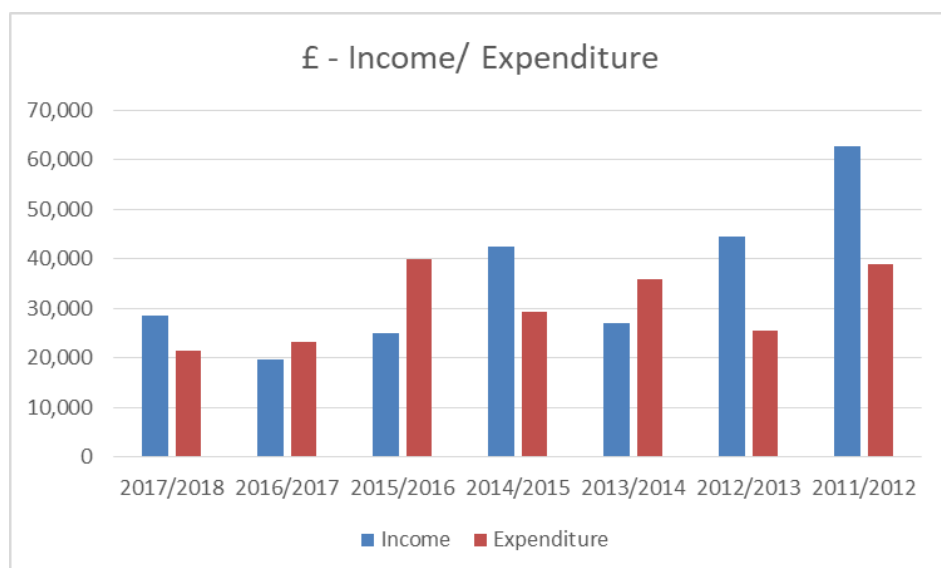
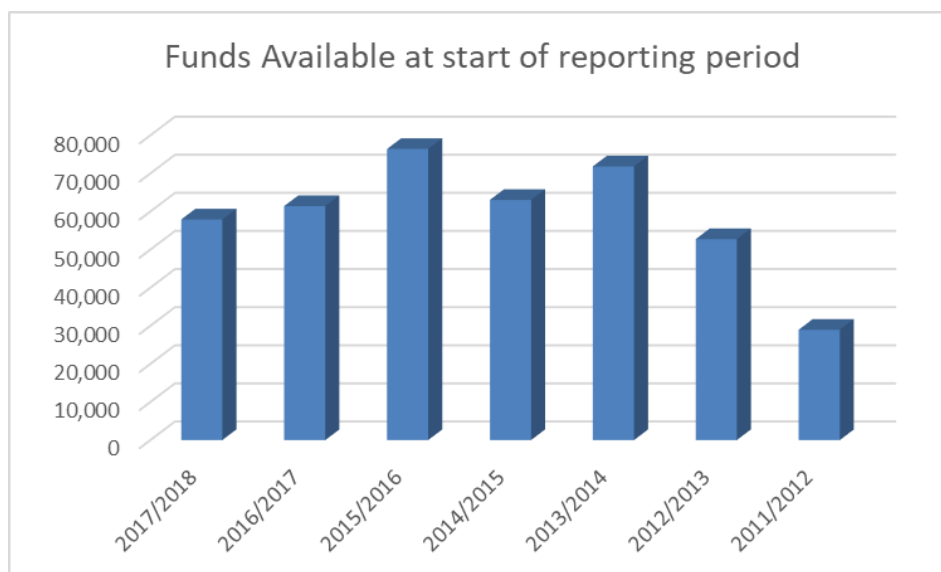
During this reporting period the SBCC received £1,054.88 in Gift Aid contributions. The SBCC wish to thank everyone who took the time to complete the Gift Aid declaration.

**Restricted Funds**

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



## Financial overview



## Statement of the charity's policy on reserves

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund for the day-to-day running of the club. Restricted funds may only be raised/ used for specific purposes.

### Reserves [to the nearest £]

#### Unrestricted fund

01 December 2017: Opening Balance of £57,896

30 November 2018: Closing balance of £64,806

Unrestricted fund surplus/ [deficit] of £6,910

#### Restricted funds

In this reporting period there were no restricted funds.

01 December 2017: Opening Balance of £0

30 November 2018: Closing balance of £0

#### Unrestricted funds:

In 2014/ 2015 the funds surplus was £1,389, 2015/ 2016 there was a deficit of [£15,007], 2016/ 2017 there was a deficit of [£3,529], in this reporting period the surplus was £6,910. As a 'small' charity the funds available to support the charities annual objectives does remain positive. The Summer Camp is of major importance and where ever possible the charity will support a Family weekend and additional family events, which provide a support mechanism for all the family members.

The Trustees, Executive Committee and Members consider that the year-end unrestricted funds of £64,806 will enable the organisation in 2018/2019 to continue to:

- Hold the annual 'Summer Camp'
- Organise a minimum of one Family Day out for all ages
- Taking into account the 'Reserves' Policy', if funds remain available and will have no impact on the charities main objective, the Summer Camp, hold a Family Weekend in December 2018.

The charity will 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 & Members are kept informed of the financial situation throughout the year.

## Reserves Policy

The Trustees and members agree that each year the SBCC will support the provision of the summer camp, a minimum of one family event and if possible 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. The primary object being the Summer Camp. The trustees' reserve policy is to retain 1 year worth of normal running costs [£30,000] in order to meet the minimum commitments and to cover unexpected expenditure.

## Donated facilities and services

### Edinburgh Airport Limited

Thank you for providing the secure storage of the charities trailer at Edinburgh Airport until May 2018.

### Arnold Clark, Ratho, Edinburgh.

Thank you for providing the transport to take the volunteers and children to the 2018 summer camp.

## Declaration

Signed on behalf of the charity trustees:



Print name

Mark A Stevenson

Designation

Chair

Date

01 July 2019



## **Appendix 2**

**Section A: Statement of receipts and payments**

**Section B: Statement of balance**

**Section C: Notes to the Accounts**

**Additional analysis of receipts and payments**

**Accountants report**

Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	December	2017		30	November	2018

## 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	7,547				7,547	5,419
Legacies					-	-
Grants					-	-
Receipts from fundraising activities	19,840				19,840	13,455
Gross trading receipts					-	-
Income from investments other than land and buildings	28				28	29
Rents from land & buildings					-	-
Gross receipts from other charitable activities	59				59	726
					-	-
<b>A1 Sub total</b>	<b>27,474</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>27,474</b>	<b>19,629</b>
<b>A2 Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets	1,000				1,000	-
Proceeds from sale of investments	-				-	-
<b>A2 Sub total</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>-</b>
<b>Total receipts</b>	<b>28,474</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>28,474</b>	<b>19,629</b>
<b>A3 Payments</b>						
Expenses for fundraising activities	1,112				1,112	298
Gross trading payments	-				-	-
Investment management costs	-				-	-
Payments relating directly to charitable activities	20,452				20,452	22,860
Grants and donations	-				-	-
Governance costs:	-				-	-
Audit / independent examination	-				-	-
Preparation of annual accounts	-				-	-
Legal costs	-				-	-
Other	-				-	-
	-				-	-
<b>A3 Sub total</b>	<b>21,564</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,564</b>	<b>23,158</b>
<b>A4 Payments relating to asset and investment movements</b>						
Purchases of fixed assets	-				-	-
Purchase of investments	-				-	-
<b>A4 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>21,564</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,564</b>	<b>23,158</b>
<b>Net receipts / (payments)</b>	<b>6,910</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,910</b>	<b>(3,529)</b>
<b>A5 Transfers to / (from) funds</b>						
					-	
<b>Surplus / (deficit) for year</b>	<b>6,910</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,910</b>	<b>(3,529)</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	57,896				57,896	61,425
	Surplus / (deficit) shown on receipts and payments account	6,910	-			6,910	(3,529)
						-	-
						-	-
	<b>Cash and bank balances at end of year</b>	<b>64,806</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>64,806</b>	<b>57,896</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	01 July 2019

## 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**

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund for the day-to-day running of the club. Restricted funds may only be raised/ used for specific purposes.

**Unrestricted funds:** In 2014/ 5 the funds surplus was £1389, 2015/ 6 there was a deficit of [£15007], 2016/7 there was a deficit of (£3,529) , in this reporting period the surplus was £6,910. As a 'small' charity the funds available to support the charities annual objectives does remain positive. The Summer Camp is of major importance and where ever possible the charity will support a Family weekend and additional family events which provide a support mechanism for all the family members. The Trustees, Executive Committee and Members consider that the year end **unrestricted funds of £64,806** will enable the organisation in 2018/2019 to continue to:

- ☐ Hold the annual 'Summer Camp'
- ☐ Organise a minimum of one Family Day out
- ☐ Taking into account the 'Reserves' Policy', if funds remain available and will have no impact on the charities main objective, the Summer Camp, look to organise a Family Weekend in December 2018.

**The Charity will 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 surplus of £6498, 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 2018/ 2019, 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.

**Reserves Policy:** The trustees' policy is to retain 1 year worth of normal running costs [£30,000] in order to meet the minimum commitments and to cover unexpected expenditure.

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

<b>C3a Trustee remuneration</b>		<b>X</b>
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	Authority under which paid	£
<b>C3b Trustee remuneration - details</b>		<b>X</b>

<b>C4a Trustee expenses</b>	If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	<b>X</b>
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	Number of trustees	£
<b>C4b Trustee expenses - details</b>		
	1	220

	Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)
<b>C5 Transactions with trustees and connected persons</b>				<b>X</b>
				<b>X</b>

<b>C6 Other information</b>	Sale of Charity Asset - Trailer, to Trustee is detailed in Appendix 2 - Additional Analysis of this report [Page 2]
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## Additional analysis of receipts and payments

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

	£
Legal Eagles Client Donation	220.00
Tangent Club Milngavie	200.00
Hardie Family	600.00
Edinburgh Airport – I-Volunteer Award	100.00
Balgonie Lodge	100.00
Fife Historic Vehicle Society	300.00
Dr Sarah Laftavi Charitable Trust	1000.00
WL Gore	875.00
Charitable Giving	309.26
Funeral Collection	1010.00
Raymond Rollstop	287.80
Lloyds Bank, Sighthill	308.55
Mr P McElhinney	724.12
Donations received, under £100	487.84
Donations received from EasyFundraising online shopping website	21.75
Direct online donations via Virgin Money Giving	554.51
Direct online donations via MyDonate	39.59
<b>Other:</b>	
Gift Aid received from online donations	100.00
Matched Funding Scheme	308.55
Bank account interest	27.80
Misc	59.10
Sale of Charity Asset – Refer to details on page 2	1000.00

#### Donations: To the nearest £

**Total for current period 2017/ 2018: £8,634**

Total 2016/ 2017: £ 6,174

Total 2015/ 2016: £13,409

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



### **Sale of Charity Asset**

Following an in depth discussion and deliberation the charity asset - trailer was sold to the Vice-Chair [Trustee/ Executive Committee member] Mr Alan Masterton for £1,000, transfer of ownership was made on 4<sup>th</sup> July 2018.

The following points were taken into consideration:

1. The reason the trailer was originally purchased was to transport equipment to the annual summer camp and events. However, since 2016 there has been no requirement.
2. Until May 2018 the trailer was securely parked at Edinburgh Airport, but this option was been withdrawn when the Chair, Mr M Stevenson, retired and is no longer an airport employee. The only option would have been to find alternative secure parking, which would mean an expenditure for something that was not being used.
3. Having taken into account the age of the trailer and current value, Mr Masterton agreed on and paid £1,000 to the charity.

Mr Masterton has offered to loan the trailer to the charity in the future if the need arose.

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

*[The list is not prioritised in any way]*

	£
Parachute Jump	5,152.81
Bake Sale	392.06
Marathon	1,470.98
'Growing a beard to Glitter'	14.48
Kelpies to Cardiff – Cycle Challenge	1,836.73
Grace Lindsay – Sponsored swim [Gift Aid – event in 2016/2017]	53.75
Mark Cole – Marathon [Gift Aid received – event held in 2017]	2.50
EE staff – Chosen Charity 2017 [final fundraising]	3,397.40
Arnold Clarke/ GTC, Ratho, Edinburgh – chosen charity for 2018	2,356.17
Criterion Bar, St Andrews – Christmas Raffle	208.00
Bowling Club Fundraising night	720.00
Dunfermline Station Open Day	1,320.00
SFRS – Trainee Firefighter charity fundraiser	1,048.00
Kiltwalk Dundee	1,400.00
Craft Sale	467.00
Gift Aid <i>[amount already included against listed fundraising totals above]</i>	982.38

### **Fundraising Activities: To the nearest £**

**Total for current period 2017/ 2018: £ 19,840**

Total 2016/ 2017: £13,455  
Total 2015/ 2016: £11,582  
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

### 3. Unrestricted funds this reporting period 01 Dec 2017 – 30 Nov 2018

**Overall Unrestricted funds: To the nearest £**

**Overall 'Unrestricted' funds received for current period: £28,474**

Overall funds received 2016/ 2017: £19,629

Overall funds received 2015/ 2016: £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

### 4. Grants

#### **Restricted Funds:**

- There was no restricted funds for this reporting period.

**To the nearest £**

**Overall total expenditure for the current period 2017/ 2018: £0**

Total 2016/ 2017: £ 0

Total 2015/ 2016: £ 0

Total 2014/ 2015: £ 2,216 – Child Educational projects – 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

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

	Current Period 2017/ 2018	2016/ 2017 £	2015/ 2016 £	2014/ 2015 £	2013/ 2014 £
Event: Annual Summer Camp [includes deposit paid in 2016/ 2017]	10,425.15	9,141.79	10,126.62	10,737.71	11,591.23 [Refer to note 2]
Event: Annual Summer Camp 2018 – Deposit		4,000.00			
Event: Summer Party	1,278.50	778.64	150.00 [see note 7]		1,172.24
Event: AGM followed by Family Party – Jan 2017		1,318.36			
Event: AGM followed by Family Party – Jan 2018	694.17	100.00			
Event: AGM followed by Family Party – Jan 2019	100.00				
Event: Family Day Out – September 2018	848.00				
Event: Family Activity Weekend May 2016			11,514.35 [see note 9]		
Event: Family Day[s] Out – Pantomime Jan 2018		608.00	1,409.40	1,292.00	1,782.60
Event: Inverness Family – Pantomime tickets	92.50 [Refer to note 10]				
Event: National Jamboree Camp					880.72
Event: Family 'Therapeutic' Weekend 2013 [December]					2,310.13 [refer to note 3]
Event: Family 'Therapeutic' Weekend 2014 [December]				2369.06 [refer to note 4]	1878.22
Event: Family 'Therapeutic' Weekend 2015 [December]			3,130.41 [see note 8]	1,949.91	
Event: Family 'Therapeutic' Weekend 2018 [December]	3,200.00				
Fundraising Costs	1,112.09 [refer to note 11]	298.13	549.72	2,393.14 [refer to note 5]	£1,301.26 [refer to note 1]
Subscriptions/ membership fees	90.00	195.00	141.00	179.00	410.00
Promotional/ Education/ Advertising	433.00	455.40	322.40	539.56	349.00
Postage/ Stationery/ consumables	713.44	593.74	646.54	507.57	539.61
BT + Mobile telephone	777.45	610.42	774.74	671.91	483.16
Conference/ travel costs	1102.23 [refer to note 12]	192.00	237.60	213.40	672.40

**Payments relating to charitable activities – Unrestricted Funds..... continued**

	<b>Current Period 2017/ 2018</b>	<b>2016/ 2017 £</b>	<b>2015/ 2016 £</b>	<b>2014/ 2015 £</b>	<b>2013/ 2014 £</b>
Equipment	47.99	0.00	0.00	0.00	667.32
Storage costs	2,745.50	2,745.50	2,896.35	2760.68	2,753.15
Charity insurance policy	906.25	899.57	877.48	848.38	865.18
PO Box costs	330.00	318.00	312.00	312.00	313.01
Website costs	131.99	131.99	131.99	131.99	3,573.50
Lease of IT Equipment	505.80	561.00	2,948.88	2,047.83	1,903.72
Charity vehicle & trailer – Associated Equipment	0.00	0.00	15.99	431.97	12.66
Charity vehicle & trailer - tax/ Insurance/ service/repairs	0.00	210.00	585.00	774.24	1,785.43
Young Adult Burn Survivor Weekend				1005.15 [refer to note 6]	
Misc	0.00	0.00	1,227.99	16.98	650.00

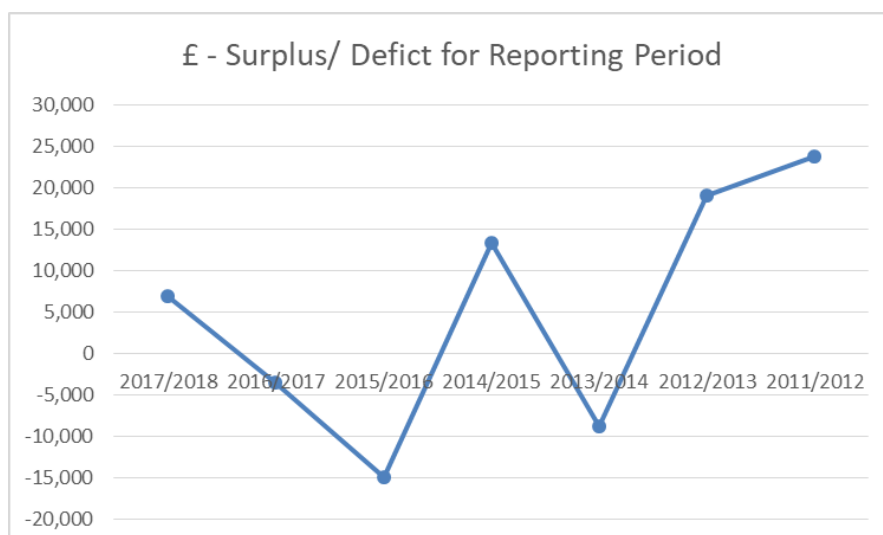
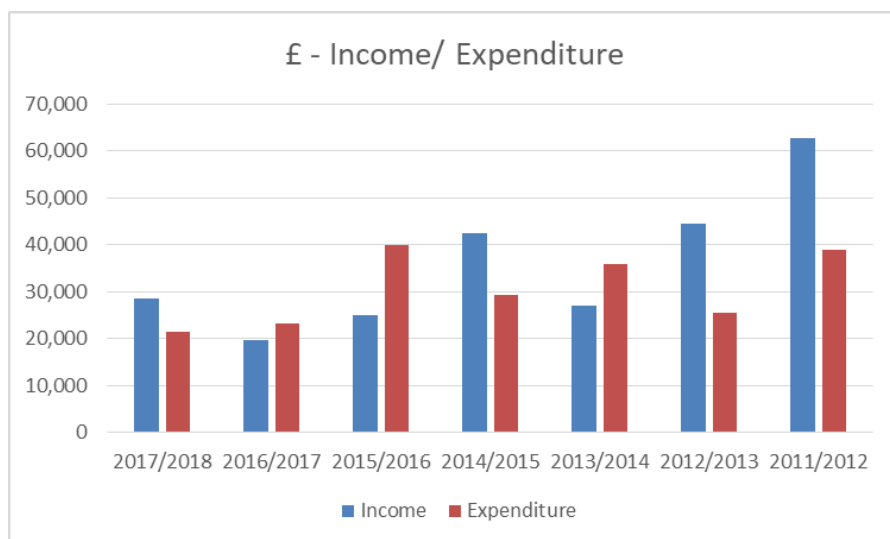
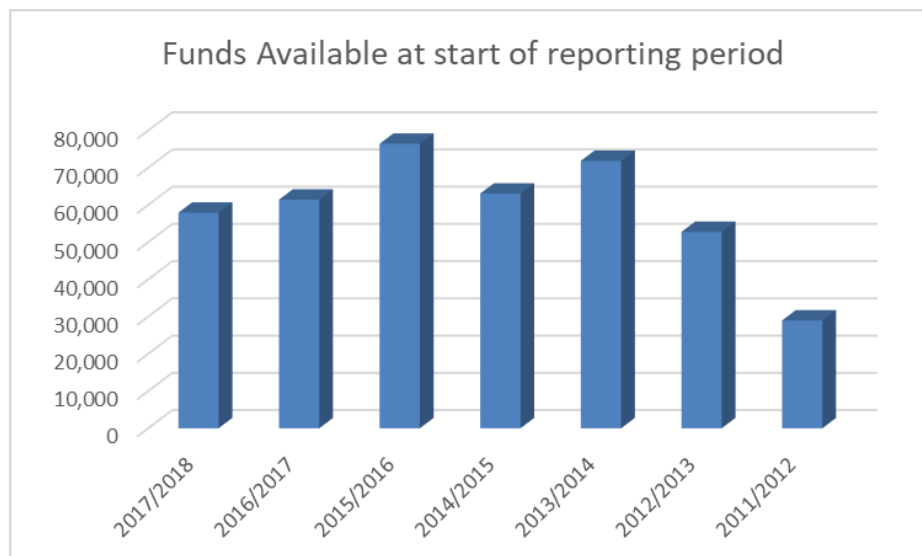
**To the nearest £: Unrestricted – Expenditure:**  
**Total current period 2017/ 2018: £ 21,564**

Total 2016/ 2017: £23,158  
Total 2015/ 2016: £39,998  
Total 2014/ 2015: £29,182  
Total 2013/ 2014: £35,895  
Total 2012/ 2013: £25,490

**Notes:**

1. For 2013/ 2014 – In comparison to previous years the expenditure for 'Fundraising' did increase, primarily the cost to enter the Spartan Race - £1,075
2. 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
3. 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.
4. For 2014/ 2015 – Increase due to having arranged a visit to Edinburgh and a pantomime and subsequent transport costs
5. For 2014/ 2015 - £1500 of the amount was reimbursed – deposit for venue – Fundraising ball cancelled
6. For 2014/ 2015 – The cost for the Young Adult Volunteers to attend the weekend in England, was reimbursed by DANS fund.
7. For 2015/ 2016 – Unfortunately the Summer Party had to be cancelled due to too few numbers wishing to attend, the deposit for the venue hire and magician were refundable.
8. For 2015/ 2016 – The volunteers decided once again to cover the catering, which does keep the cost to attend down. Increased costs to cover increased numbers attending, additional activities and increased travel costs.
9. In 2016, the decision was made to arrange a Families Activity weekend at the Centre in Ardentinnny. This would allow more families to attend. The weekend did prove a massive success but in comparison to the cost of the Family weekend at Blythe Bridge the cost dramatically increased. Future events will be dependent on the funds available.
10. For 2017/2018 – A family reside in Inverness and on occasions found it difficult to travel to organised family event[s], a decision was made that the cost to attend a pantomime in Inverness should be covered.
11. For 2017/ 2018 – In comparison to the previous two years the cost for fundraising activities did increase, the figure included the charity registration and admin cost [£820] for the individuals taking part in the Parachute Jump fundraising event.
12. For 2017/ 2018 – The increased expenditure was for the Chair to attend the British Burns Association [BBA] Conference in April and Special Interest Group meeting in June.

## Overview:



### **Supplementary Information**

**2017/ 2018** – Through the generosity of businesses, individuals, family and friends the funds, in comparison with 2016/ 2017, the income did increase, the expenditure was monitored, the charity was therefore able to meet its primary objects. As a 'small' charity, we are unable to predict or guarantee the same level of income year to year and therefore all the Trustees are kept informed of the financial situation throughout the year. It was agreed that the aim is to look to have a minimum reserves of £30,000 at the end of the reporting period to allow the charity to achieve our objects in the coming year.

Overall, the expenditure was average in comparison to other years. Throughout the term the Trustees review the financial situation. The Trustees are aware that the aim of the charity is to support the provision of the Summer Camp, a minimum of one family event and where possible a Families Weekend.

- Having discussed and reviewed the financial situation at the AGM in January 2018, a decision was made to go ahead and arrange a Families weekend to be held in December 2018 [information will be included in the next annual report, the deposit of £3,200 was made in this reporting period].
- A Summer Party was held in July at the RaddisonBlu in Glasgow. The decision was made to hold the party in Glasgow rather than in Livingston as the majority of families wishing to attend were from the Glasgow region, this saved on transport costs.
- A Family Day out was also held in September to the East Links Activity Centre. Unfortunately the intended outing to a Pantomime was cancelled due to limited ticket availability. The charity did cover the cost for a family in Inverness to go along to a local pantomime as the family sometimes find it difficult to attend some of the organised family events due to the distance they have to travel.
- The Summer Camp was once again held at the Bendrigg Trust Centre in Kenmore .The facilities are exceptional and thoroughly enjoyed by the children. The primary reason for the move was to support one of the children who is wheelchair bound, which was vitally important in ensuring that the child could take part in the activities with the other children. Arnold Clark once again provided the transport and a driver to and from the venue, this saved on average £2,000, the overall cost did increase slightly, but this was due to increased numbers attending.
- The increase expenditure in support of fundraising did increase, this was due to the charity registration and admin costs [£820] for the individuals taking part in the Parachute Jump fundraising event.
- As mentioned in 2014/ 2015, the development of the charity website has now been completed. The site continues to be maintained by one of the volunteers, to save on costs. This is recognised as a necessary 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.



**2016/ 2017** – In comparison with the 2016/ 2017 period the income once again decreased by £5,362 and the charity experienced a deficit for this period of [£3,529]. Due to the uncertainty of income the expenditure was monitored and in comparison to 2015/ 2016 the expenditure did decrease by £16,841.

As a small charity, we are unable to predict or guarantee the same level of income year to year and therefore all the Trustees are kept informed of the financial situation throughout the year. It was agreed that the aim is to look to have a minimum reserves of £35,000 at the end of the reporting period to allow the charity to achieve our objectives in the coming year.

Even though the income for 2016/ 2017 was once again down compared to previous years the amount this small charity has received is thanks to the dedication of the SBCC volunteers, a fantastic group of supporters/ fundraisers, the work with the local authority Fire & Rescue Services & the generosity of businesses and the public.

All Trustees and volunteers know the importance and are dedicated to promoting the work of the charity and supporting fundraising events and are aware that the object of the charity is to support the provision of the Summer Camp, a minimum of one family event and where possible a Families Weekend.

- Overall, the expenditure was average in comparison to other years. Throughout the term the Trustees review the financial situation, in 2016/ 2017 a Families weekend was discussed but due to the uncertainty of the income to be received and to ensure reserves for the coming year it was discussed and agreed that unfortunately the potential cost in excess of £10,000 would not be available to support a Families weekend in 2016/ 2017. The Families weekend was discussed at the AGM in January 2018, the aim is to arrange and hold an event in December 2018.
- A Summer Party was held in July and a trip to East Links Activity Centre was planned but a decision was made to cancel, as there was insufficient level of interest for the overall expenditure per head to be cost effective. The aim was to arrange a trip to a Pantomime in December 2017, but due to availability the earliest availability was January 2018.
- The Summer Camp in 2017 moved from Ardentinn, Dunoon to the Bendrigg Trust Centre in Kenmore. The facilities proved exceptional and thoroughly enjoyed by the children. Plus all the facilities supported one of the children who is wheelchair bound, which was vitally important in ensuring that the child could take part in the activities with the other children. The overall cost did decrease slightly, but this was due to the support from Arnold Clark who kindly provided the transport and a driver to and from the venue, this saved on average £2,000. The expenditure for this period does include the deposit of £4,000 for the Summer Camp in 2018.

**2015/ 2016** – As a 'relatively small' charity, the SBCC 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/ 2016 unfortunately did decrease by £17,580, taking in to account the unrestricted income of £24,991 for this period this did mean an overall deficit of [£15,134]. However, with a few exceptions the majority of the expenditure did remain average in comparison to previous years, the following factors should be taken in to account:

- The mobile phone expenditure did increase, but this continues to be an important resource. As a mother of a young burn survivor child, 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.
- Unfortunately two arranged family events was cancelled due to too few numbers wishing to attend. 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, on average the cost of the transport is £700 for each event.
- The decision was made to cancel the Family weekend in December and hold our first Family Activity weekend in May. However, the cost of the weekend was £11,514 this did increase the expenditure for 2015/ 2016. But by holding the weekend at Ardentinn, 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 for camp yet. The deposit for the December Families weekend 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 necessary 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 repair, 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 £1,000 per year.

**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.

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

	2017/ 2018 Current Period	2016/ 2017 £	2015/ 2016 £	2014/ 2015 £	2013/ 2014 £
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 2017/ 2018: £0.00**

Total 2016/ 2017: £ 0.00

Total 2015/ 2016: £ 0.00

Total 2014/ 2015: £ 2,216.00 – Child Educational Project- Child Safety Media

Total 2013/ 2014: £10,413.00 – Young Adult Burn Survivor Weekend/ Point of sale units

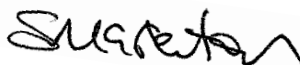
## Accountants Report

Having 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 2018.

### Scottish Burned Children's Club Statement of Balances as at 30 November 2018

	Year to 30/11/2018 £	Year to 30/11/2017 £
<b>General Fund/ Unrestricted Funds</b>		
<b>To the nearest £</b>		
Opening Position	57,896	61,425
Surplus/ [Deficit] for period	6,910	[3,529]
Closing Position	<u>64,806</u>	<u>57,896</u>
<b>Restricted Funds</b>		
<b>To the nearest £</b>		
Opening Position	0,000	0,000
Received	0,000	0,000
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: 04.08.2019



#### 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: 04.08.2019



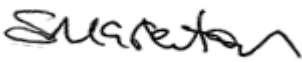


## Appendix 3

### Independent examiner's report on the accounts



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>	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
	01	December	2017	to	30	November	2018
<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  [17 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) Act 2005 ["the 2005 Act "] and the Charities Accounts (Scotland) Regulations 2006 [as amended] ["the 2006 Regulations"]. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the 2005 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 2006 Regulation. 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>	04/8/2019	
<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, Monifieth						