

SIBS
REPORT AND FINANCIAL STATEMENTS
PERIOD ENDED 31 MARCH 2009

SIBS
Report and Financial Statements
For the year ended 31 March 2009

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SIBS

Report and Financial Statements

For the year ended 31 March 2009

LEGAL INFORMATION

Registered Charity Number	1094282
Office Address	Meadowfield Goose Green Oxenhope Keighley West Yorkshire BD22 9JD
Correspondent	Monica McCaffrey
Bankers	The Cooperative Bank P.O. Box 101 1 Balloon Street Manchester M60 4EP

SIBS

Report and Financial Statements

For the year ended 31 March 2009

REPORT OF THE TRUSTEES

The Trustees present their report, together with the financial statements for the year ended 31 March 2009. The financial statements have been prepared in accordance with the accounting policies set out on page 9 and comply with the Charity's trust deed and applicable law.

Administration Details

Charity Name

Sibs

Names of the Trustees who manage the charity

Adrienne Cronin – Chair

Joan Watts – Treasurer

Kate Evans

Linzi Carlin

Rowena Tozer – elected AGM 26 July 2008

Other trustees were elected at the AGM on 1 September 2007

Name of chief executive and Staff members

Monica McCaffrey, Director

Chris Turk, Sibling group development officer

Nicola Dean, Sibling group development officer

Paula Dawson, Parenting siblings adviser

Louise Scott, Administrator

Linda Owen, Information Officer for young siblings

Structure, Governance and Management

Description of the charity's trusts

Type of governing document: Constitution adopted 5 March 2002

How is the charity constituted: The charity is constituted under a trust deed.

Trustee selection methods: Trustees are appointed or reappointed at the AGM.

Summary of the objects of the charity as set out in its governing document

The objects of the charity are to relieve the distress experienced by people who grow up with a brother or sister with special needs or disability (hereinafter referred to as siblings) with the object of improving their quality of life; the advancement of education of professional workers, policy makers, service providers and the general public into the needs of siblings, and the promotion of research and models of good practice in sibling support and to disseminate the useful results thereof.

Summary of the main activities in relation to these objects

Sibs' long term vision is that every local authority in the UK will have a dedicated sibling service.

We will achieve this through:

- Being the UK resource for information, training and research on sibling issues
- Influencing the policies of government and other service providers
- Increasing public awareness of siblings

Our charitable activities for the year are in accordance with the Charity Commission's guidance on public benefit. Our services are available to any member of the public who needs information or support with a sibling issue. SibS has an equal opportunities policy for users, staff and volunteers.

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Report and Financial Statements

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REPORT OF THE TRUSTEES

Achievements and Performance

Summary of the main achievements of the charity during the year

Information service

We ran 13 workshops on supporting siblings for parents. The Sibs website receives 10,000 visits each month. 2,100 users currently receive our mailings. We ran our first conference for adult siblings.

Sibling Group Development

We ran 16 training days for professionals on running sibling groups, 14 awareness events for professionals across the UK, and our annual conference for sibling group leaders. A total of 895 professionals attended Sibs events on supporting siblings. As a result of our training, 566 new young siblings have been able to attend discussion based sibling groups this year – through 19 new sibling groups and 11 existing groups that have improved their group work.

Influencing service providers

Sibs worked with 3 local authorities on the development of 3 larger sibling services which have secured funding.

Charity Development

We recruited an administrator, an information officer for young siblings, and two new trustees for Sibs board.

Funding

Sibs has guaranteed funding for another year for its current staff and to maintain its current level of activities.

We are very grateful to all the donors who have funded Sibs this year and wish to publicly thank the following:

The Charles Dunstone Charitable Trust
The True Colours Trust

We would also like to thank:

Joan Watts for accounts and payroll
Larry Reynolds for recruitment and business planning
New Philanthropy Capital for promoting Sibs with funders.

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Report and Financial Statements

For the year ended 31 March 2009

REPORT OF THE TRUSTEES

Reserves Policy

The Trustees have considered the reserves required to operate the charity and have concluded that it would be prudent to maintain unrestricted funds at a level sufficient to fund six months normal expenditure on staff salaries and basic services. The level of unrestricted funds at 31 March 2009 is less than that required to support current levels of expenditure. This shortfall continues to be addressed by the Trustees with proposals to secure additional funding for core expenditure.

Financial Results

The Statement of Financial Activities shows net incoming funds for the year of £12,176 (2008 – outgoing £16,050). Unrestricted reserves have increased by £24,373 to £33,858 and restricted reserves, representing amounts yet to be spent on specific projects at 31 March 2009, decreased by £12,197 to £17,836.

Risk Assessment

The Trustees have assessed the risks to which the charity is exposed and have put in place measures and controls to mitigate the effects of such risks on the finances and general operation of Sibs.

Future Plans

In addition to our current activities, in 2009 – 2010 our two key areas of work will be in getting siblings' voices heard within current campaigns for carers and families of disabled children, and raising funds for the next 3 year phase of our work starting in April 2010. We will also launch a new website for children and young people who are siblings.

Declaration

The Trustees declare that they have approved the Trustees report above

Signed on behalf of the Trustees:

Signature(s).....

Full Name(s).....

Position.....

Date 27 June 2009

SIBS

Independent Examiner's Report to the Trustees of SIBS

I report on the financial statements of the Trust for the year ended 31 March 2009, which are set out on pages 7 to 13.

Respective responsibilities of trustees and examiners

The Charity's trustees are responsible for the preparation of the financial statements. The Charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the financial statements (under section 43 of the 1993 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements.
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 1993 Act.have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Howard Pugh F.C.A.
Burton & Co
Chartered Accountants
Sovereign House
Bradford Road
Riddlesden
Keighley
West Yorkshire BD20 5EW
27 June 2009

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**Statement of Financial Activities
For the year ended 31 March 2009**

	Notes	Restricted Funds £	Unrestricted Funds £	Total 2009 £	Total 2008 £
Incoming Resources					
Incoming resources from generated funds:					
Voluntary income:					
Donations		-	534	534	832
Activities for generating funds					
Sales of books and leaflets		-	-	-	20
Investment income					
Bank interest		-	669	669	502
Incoming resources from the charitable Activities					
Grants	2	90,000	43,636	133,636	90,000
Conference fees		-	8,128	8,128	2,344
External fees		-	9,120	9,120	4,776
Workshops		-	7,948	7,948	6,435
Total incoming resources		<u>90,000</u>	<u>70,035</u>	<u>160,035</u>	<u>104,909</u>
Resources expended					
Costs of generating voluntary income					
Fundraising	3	4,886	-	4,886	3,616
Charitable activities	3	96,219	42,826	139,045	115,000
Governance costs	3	<u>1,092</u>	<u>2,836</u>	<u>3,928</u>	<u>2,343</u>
Total resources expended		<u>102,197</u>	<u>45,662</u>	<u>147,859</u>	<u>120,959</u>
Net incoming (outgoing) resources		(12,197)	24,373	12,176	(16,050)
Transfers					
Gross transfers between funds		-	-	-	-
Net movement in funds		(12,197)	24,373	12,176	(16,050)
Reconciliation of funds					
Fund balance at 1 April 2008		<u>30,033</u>	<u>9,485</u>	<u>39,518</u>	<u>55,568</u>
Fund balances at 31 March 2009		<u>17,836</u>	<u>33,858</u>	<u>51,694</u>	<u>39,518</u>

The notes referred to above form part of these financial statements.

SIBS
Balance Sheet
As at 31 March 2009

		2009		2008	
Notes	£	£	£	£	£
Current assets					
Cash at bank and in hand		57,987		43,859	
Creditors – Accounts falling due within one year	6	<u>(6,293)</u>		<u>(4,341)</u>	
Net current assets			<u>51,694</u>		<u>39,518</u>
Total Net assets			<u>51,694</u>		<u>39,518</u>
 Funds					
Restricted Funds			17,836		30,033
Unrestricted Funds			<u>33,858</u>		<u>9,485</u>
			<u>51,694</u>		<u>39,518</u>

The notes referred to above form part of these financial statements.

These financial statements were approved by the Trustees on 27 June 2009 and signed on their behalf by:-

..... Trustee

SIBS

Notes forming part of the financial statements

For the year ended 31 March 2009

1. Accounting Policies

The principle accounting policies which are adopted in the preparation of the financial statements are set out below:-

(a) **Basis of preparation**

The financial statements have been prepared on the accruals basis under the historical cost convention and are in accordance with the Charities (Accounts and Reports) Regulations 2008 and the Statement of Recommended practice 'Accounting and Reporting by Charities' issued in March 2005 ('SORP'), and with applicable accounting standards.

(b) **Funds**

Unrestricted funds comprise those funds which the trustees are free to use in accordance with the charities objectives of the charity.

Restricted funds are those funds which arise from grants and donations which have been given for a particular purpose.

(c) **Resources expended**

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

(d) **Tangible Fixed Assets**

The charity holds no tangible fixed assets. The cost of equipment and other items purchased for use by the charity is charged to the revenue account in the period in which it is purchased.

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Notes forming part of the financial statements

For the year ended 31 March 2009

2. Grants

	2009	2008
	£	£
Restricted funds		
True Colours Trust	60,000	30,000
Charles Dunstone Charitable Trust	30,000	60,000
	<u>90,000</u>	<u>90,000</u>
Unrestricted funds		
NPC Donor 1	17,980	-
NPC Donor 2	25,656	-
Total	<u>133,636</u>	<u>90,000</u>

SIBS
Notes forming part of the financial statements
For the year ended 31 March 2009

3.

Total resources expended
Costs directly attributable to activities

	Fundraising Costs	Charitable Costs	Total Governance Costs	Total 2009	Total 2008
				£	£
Director's salary	4,886	27,039	652	32,577	36,162
Other salaries	-	73,447	-	73,447	57,544
Training officer fees	-	2,450	-	2,450	3,140
Pension contributions	-	<u>4,049</u>	-	4,049	<u>3,079</u>
Total staff costs	<u>4,886</u>	106,985	<u>652</u>	112,523	99,925
Staff Training	-	-	357	357	20
Travelling	-	6,660	-	6,660	5075
Accommodation/subsistence	-	2,307	-	2,307	1391
Events for users	-	14,810	-	14,810	6415
Books/resources	-	1,034	-	1,034	561
Volunteer expenses	-	46	-	46	-
Office rental	-	<u>180</u>	-	180	<u>989</u>
	<u>4,886</u>	<u>132,022</u>	<u>1,009</u>	137,917	<u>114,376</u>
 Support costs allocated to activities					
Staff recruitment	-	-	234	234	-
Postage	-	422	-	422	303
Stationery	-	1,306	-	1,306	483
Telephone	-	930	-	930	1,144
Computer expenses	-	2,952	-	2,952	1,606
Equipment purchase	-	1,023	-	1,023	497
Website	-	23	-	23	945
AGM	-	-	179	179	71
Sundry expenses	-	45	120	165	-
Insurance	-	-	441	441	455
Legal expenses	-	-	-	-	120
Trustee meetings	-	-	741	741	249
Accountancy and Independent examination	-	<u>322</u>	<u>1,204</u>	1,526	<u>705</u>
	<u>-</u>	<u>7,023</u>	<u>2,919</u>	9,942	<u>6,583</u>
 Total resources expended	 <u>4,886</u>	 <u>139,045</u>	 <u>3,928</u>	 147,859	 <u>120,959</u>

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Notes forming part of the financial statements

For the year ended 31 March 2009

4. Emoluments of the Trustees

None of the Trustees received any emoluments during the year (2008 – none)

5. Staff Costs

	2009	2008
	£	£
Gross Pay	96,661	84,858
National insurance contribution	9,363	8,848
Pension contributions	<u>4,049</u>	<u>3,079</u>
	110,073	96,785
Freelance fees	2,450	3,140
Total	<u>112,523</u>	<u>99,925</u>

The average number of persons employed during the year was 5. (2008-3)

In addition the average numbers of full time equivalent staff represented by freelance personnel engaged during the year was 1 (2008-1).

6. Creditors : amounts falling due within the year.

	2009	2008
	£	£
Accrued charges	<u>6,293</u>	<u>4,341</u>

7. Capital Commitments and Contingent Liabilities.

There were no capital commitments or contingent liabilities at 31 March 2009.

SIBS**Notes forming part of the Financial Statements****For the year ended 31 March 2009****8. Movement in restricted funds.**

	Funds at 1 April 2008	Incoming Resources	Resources Expended	Resources Transferred	Funds at 31 March 2009
	£	£	£	£	£
Adult Siblings workshop	209	-	209	-	-
Director salary, office and website expenses	-	60,000	42,164	-	17,836
Development worker	29,824	30,000	59,824	-	-
	30,033	90,000	102,197	-	17,836

9. Analysis of net assets between funds

	Restricted Funds	Unrestricted Funds	Total Funds
	£	£	£
Cash and bank balances	21,382	36,605	57,987
Creditors	(3,546)	(2,747)	(6,293)
	17,836	33,858	51,694

