

**SIBS**  
**REPORT AND FINANCIAL STATEMENTS**  
**PERIOD ENDED 31 MARCH 2007**

**SIBS**  
**Report and Financial Statements**  
**For the year ended 31 March 2007**

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**SIBS**

**Report and Financial Statements**

**For the year ended 31 March 2007**

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 2007**

### **REPORT OF THE TRUSTEES**

The Trustees present their report, together with the financial statements for the year ended 31 March 2007. 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

Nicola Dean – trustee until January 2007

All trustees were elected at the AGM on 24 June 2006

Alison Tarrant was chair from April to June 2006

##### **Name of chief executive and Staff members**

Monica McCaffrey, Director

Miranda Parrott, Information worker until December 2006

#### **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

# **SIBS**

## **Report and Financial Statements**

**For the year ended 31 March 2007**

### **REPORT OF THE TRUSTEES**

#### **Achievements and Performance**

##### **Summary of the main achievements of the charity during the year**

##### **Information service**

We ran 11 workshops on supporting siblings for parents across the UK; 4 of these were specifically about siblings of children with autism. Since last year, enquiries to the Sibs information line have increased by 18% and subscriptions to Sibs mailings have more than doubled.

##### **Sibling Group Development**

A total of 72 professionals attended our 4 sibling group leader training days. Professionals already running a group developed increased confidence in facilitating discussion activities with siblings. The majority of participants who were not running a group at the time of the training, have either ran a successful pilot group, are about to set up a group, or have raised funds to run a group.

##### **Influencing service providers**

We have been working with other national organisations to develop guidelines for supporting siblings. We completed our survey of services for siblings across the UK and identified major gaps in service provision.

##### **Charity Development**

We developed a 3 year business plan which was supported by the True Colours Trust. Two Sibling Group Development Officers were recruited to develop sibling services across the UK.

##### **Funding**

Sibs has secured 3 year funding from the True Colours Trust and the Charles Dunstone Charitable Trust for 3 staff, office costs, website development and training materials.

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 David Solomons Charitable Trust

The Madeline Mabey Trust

The Odin Charitable Trust

The True Colours Trust

We would also like to thank:

Joan Watts for accounts and payroll

Larry Reynolds for support with recruitment

New Philanthropy Capital for promoting Sibs with funders

**SIBS**

**Report and Financial Statements**

**For the year ended 31 March 2007**

**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 2007 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 £28,592. Unrestricted reserves have increased by £11,404 to £13,036 in line with the reserves policy of the organisation. Restricted reserves, representing amounts yet to be spent on specific projects at 31 March 2007, increased by £17,188 to £42,532.

**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**

The main focus of our work for 2007-2008 will be on influencing the development of new local services for siblings. We will develop a new website, with more in depth resources for sibling group leaders, parents, and siblings, and will fundraise to employ an administrative officer and an information officer.

**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**.....

## SIBS

### Independent Examiner's Report to the Trustees of SIBS

We report on the financial statements of the Trust for the year ended 31 March 2007, 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 Act) and that an independent examination is needed.

It is my responsibility to:

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

#### Basis of independent examiner's report

Our 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 we do not express an audit opinion on the view given by the financial statements.

#### Independent examiner's statement

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

- (1) which gives us 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 our opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Burton & Co  
Chartered Accountants  
Sovereign House  
Bradford Road  
Riddlesden  
Keighley  
West Yorkshire  
BD20 5EW  
1 September 2007

# SIBS

## Statement of Financial Activities

For the year ended 31 March 2007

	Notes	Restricted Funds £	Unrestricted Funds £	Total 2007 £	Total 2006 £
<b>Incoming Resources</b>					
<b>Incoming resources from generated funds:</b>					
Voluntary income:					
Donations		-	1,961	1,961	130
Covenants		-	30	30	60
Sponsorship		-	-	-	1,028
Activities for generating funds					
Sales of books and leaflets		-	23	23	344
Investment income					
Bank interest		-	217	217	153
<b>Incoming resources from the charitable Activities</b>					
Grants	2	60,000	14,821	74,821	49,000
Conference fees		-	641	641	3230
External fees		-	1,838	1,838	3,694
Workshops		-	2,821	2,821	350
<b>Total incoming resources</b>		<u>60,000</u>	<u>22,352</u>	<u>82,352</u>	<u>57,989</u>
<b>Resources expended</b>					
<b>Costs of generating voluntary income</b>					
Fundraising	3	-	2,227	2,227	2,681
<b>Charitable activities</b>	3	42,812	7,079	49,891	41,245
<b>Governance costs</b>	3	-	1,642	1,642	1,661
<b>Total resources expended</b>		<u>42,812</u>	<u>10,948</u>	<u>53,760</u>	<u>45,587</u>
<b>Net incoming resources/net movement in Funds</b>					
		17,188	11,404	28,592	12,402
<b>Reconciliation of funds</b>					
<b>Fund balance at 31 March 2006</b>		<u>25,344</u>	<u>1,632</u>	<u>26,976</u>	<u>14,574</u>
<b>Fund balances at 31 March 2007</b>		<u>42,532</u>	<u>13,036</u>	<u>55,568</u>	<u>26,976</u>

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

**SIBS**

**Balance Sheet**

**As at 31 March 2007**

		2007		2006	
	Notes	£	£	£	£
<b>Current assets</b>					
Cash at bank and in hand		55,895		26,976	
<b>Creditors – Accounts falling due within one year</b>	6	<u>327</u>		<u>-</u>	
<b>Net current assets</b>			<u>55,568</u>		<u>26,976</u>
<b>Total Net assets</b>			<u>55,568</u>		<u>26,976</u>
<b>Funds</b>					
Restricted Funds			42,532		25,344
Unrestricted Funds			<u>13,036</u>		<u>1,632</u>
			<u>55,568</u>		<u>26,976</u>

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

These financial statements were approved by the Trustees on 1 September 2007 and signed on their behalf by:-

..... Trustee

## SIBS

### Notes forming part of the financial statements

For the year ended 31 March 2007

#### 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 2005 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.

## SIBS

### Notes forming part of the financial statements

For the year ended 31 March 2007

#### 2. Grants

	2007 £	2006 £
Restricted funds		
True Colours Trust	30,000	10,000
Charles Dunstone Charitable Trust	30,000	-
The Rank Foundation	-	20,000
Lloyds TSB Foundation	-	15,000
	<u>60,000</u>	<u>45,000</u>
Unrestricted funds		
NPC Donor	12,821	-
Odin Charitable Trust	1,000	2,000
David Solomons Charitable Trust	1,000	1,000
Constance Green Foundation	-	1,000
	<u>14,821</u>	<u>4,000</u>
<b>Total</b>	<u><b>74,821</b></u>	<u><b>49,000</b></u>

**SIBS**

**Notes forming part of the financial statements**

**For the year ended 31 March 2007**

3.

**Total resources expended**

**Costs directly attributable to activities**

	<b>Fundraising Costs</b>	<b>Charitable Costs</b>	<b>Total Governance Costs</b>	<b>Total 2007</b>	<b>Total 2006</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Director's fees	1,311	11,567	262	<b>13,140</b>	26,810
Director's salary	916	7,666	183	<b>8,765</b>	-
Information Officer fees	-	9,010	-	<b>9,010</b>	5,990
Pension contributions	<u>-</u>	<u>396</u>	<u>-</u>	<u><b>396</b></u>	<u>-</u>
Total staff costs	<u>2,227</u>	<u>28,639</u>	<u>445</u>	<u><b>31,311</b></u>	<u>32,800</u>
Staff Training	-	-	70	<b>70</b>	25
Travelling	-	1,830	-	<b>1,830</b>	2,280
Accommodation/subsistence	-	373	-	<b>373</b>	363
Events for users	-	2,085	-	<b>2,085</b>	849
Adult sibling workshops	-	220	-	<b>220</b>	-
Discretionary grant	-	100	-	<b>100</b>	-
Business Plan	-	10,000	-	<b>10,000</b>	-
Publications	-	75	-	<b>75</b>	1526
Volunteer expenses	-	45	-	<b>45</b>	14
Conference expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,296</u>
	<u>2,227</u>	<u>43,367</u>	<u>515</u>	<u><b>46,109</b></u>	<u>41,153</u>

**Support costs allocated to activities**

Staff recruitment	-	1,217	-	<b>1,217</b>	-
Postage	-	211	-	<b>211</b>	869
Stationery	-	637	-	<b>637</b>	952
Telephone	-	576	-	<b>576</b>	521
Computer expenses	-	730	-	<b>730</b>	382
Equipment purchase	-	2070	-	<b>2070</b>	-
Website	-	789	-	<b>789</b>	610
AGM	-	151	-	<b>151</b>	-
Sundry expenses	-	143	-	<b>143</b>	-
Insurance	-	-	336	<b>336</b>	330
Legal expenses	-	-	100	<b>100</b>	45
Trustee meetings	-	-	479	<b>479</b>	513
Independent examination	<u>-</u>	<u>-</u>	<u>212</u>	<u><b>212</b></u>	<u>212</u>
	<u>-</u>	<u>6,524</u>	<u>1,127</u>	<u><b>7,651</b></u>	<u>4,434</u>
<b>Total resources expended</b>	<u>2,227</u>	<u>49,891</u>	<u>1,642</u>	<u><b>53,760</b></u>	<u>45,587</u>

## SIBS

### Notes forming part of the financial statements

For the year ended 31 March 2007

#### 4. Emoluments of the Trustees

None of the Trustees received any emoluments during the year (2006 – none)

#### 5. Staff Costs

	<b>2007</b>	2006
	<b>£</b>	£
Gross Pay	<b>7,913</b>	-
National insurance contribution	<b>852</b>	-
Pension contributions	<b><u>396</u></b>	<u>      </u>
	<b>9,161</b>	-
Freelance fees	<b>22,150</b>	32,800
Total	<b><u>31,311</u></b>	<u>32,800</u>

The average number of persons employed during the year was 1. (2006-None)  
In addition the average numbers of full time equivalent staff represented by freelance personnel engaged during the year was 1 (2006-2).

#### 6. Creditors : amounts falling due within the year.

	<b>2007</b>	2006
	<b>£</b>	£
Accrued charges	<b><u>327</u></b>	<u>      </u>

#### 7. Capital Commitments and Contingent Liabilities.

There were no capital commitments or contingent liabilities at 31 March 2007.

# SIBS

## Notes forming part of the Financial Statements

For the year ended 31 March 2007

### 8. Movement in restricted funds.

	Funds at 31 March 2006 £	Incoming Resources £	Resources Expended £	Resources Transferred £	Funds at 31 March 2007 £
Director Salary	155	-	155	-	-
Information Worker	9,010	-	9,010	-	-
Adult Siblings workshop	2,209	-			2,209
Parents and Professionals Workshop	3,970	-	3,298	-	672
SIBS Business Plan	10,000	-	10,000	-	-
Director salary, office and website expenses	-	30,000	19,132	-	10,868
Development worker	-	30,000	1,217	-	28,783
	<u>25,344</u>	<u>60,000</u>	<u>42,812</u>	<u>-</u>	<u>42,532</u>

### 9. Analysis of net assets between funds

	Restricted Funds £	Unrestricted Funds £	Total Funds £
Cash and bank balances	42,175	13,720	55,895
Creditors	-	(327)	(327)
	<u>42,175</u>	<u>13,393</u>	<u>55,568</u>