

Sibs - for brothers and sisters

Charity number 1145200

A company limited by guarantee number 7834303

Annual Report and Financial Statements

for the year ended 31 March 2018

Sibs - for brothers and sisters

Annual Report and Financial Statements  
for the year ended 31 March 2018

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# Sibs - for brothers and sisters

Trustees' report for the year ended 31 March 2018

## Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Simon Everest	Chair	01/04/2012
Sara Wheeler		01/04/2012
Roger Fielding		01/04/2012
Charlie Simpson	Acting treasurer	12/10/2013
Saba Salman		07/07/2015
Carol McBride		05/03/2016
Harinder Natt		18/06/2016 to 17/06/17
Jackie Howes		18/06/2016
Georgia Pavlopoulou		17/06/2017

**Company secretary** Monica McCaffrey

**Charity number** 1145200 Registered in England and Wales

**Company number** 7834303 Registered in England and Wales

### Registered and principal address

Meadowfield  
Goose Green  
Oxenhope  
West Yorkshire  
BD22 9JD

### Bankers

The Co-Operative Bank  
PO Box 101  
1 Balloon Street  
Manchester  
M60 4EP

### Independent examiner

Dave Collins

### West Yorkshire Community Accounting Service

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

## Structure, governance and management

The charity is a company limited by guarantee and was formed on 03/11/2012. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

## Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

# Sibs - for brothers and sisters

Trustees' report (continued) for the year ended 31 March 2018

## **Objectives and activities**

### **The charity's objects**

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 the education of professional workers, policy makers, service providers and the general public into the needs of siblings; the promotion of research and models of good practice in sibling support and to disseminate the useful results thereof.

### **The charity's main activities**

Sibs provides information and support by phone, email, online resources, written resources, workshops and conferences for young siblings, adult siblings and parents and carers of young siblings. Sibs works with any professionals and service providers to influence them to provide services to siblings, and to enhance their skills in supporting siblings. We provide them with training, consultancy, phone, email and online information on developing and delivering sibling support. We raise awareness of sibling issues through presentations and the media. Sibs works with researchers, practitioners and siblings to find out about the needs of siblings and collect evidence of best practice in sibling support.

### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit. The issues affecting siblings and their families are found throughout the population. Sibs' services and resources are available to any member of the public who needs information and support with a sibling issue. Through our education and policy work we attempt to raise the awareness of sibling issues amongst the general public. Through our development of best practice we aim to enhance our resources and services. All our findings are available to members of the public, service providers, siblings and their families.

## **Achievements and performance**

### **Direct support to young siblings**

#### **Siblings in Schools Project**

We worked in partnership with 35 primary schools to deliver the Sibs Talk pilot project. At the end of the pilot we developed the next version of the intervention for schools to purchase at a subsidised rate. Five schools bought this in for their pupils who are siblings of children with SEND. We worked on the development of another Sibs Talk resource for siblings in secondary school.

*'Sibs Talk is an incredibly powerful tool, giving a voice to a group of vulnerable children; I would recommend it to every school!'* Andrew Symonds, Head Teacher, Richard Taylor Primary School, Harrogate

*'Sibs Talk is put together with great understanding and thought for the experiences and feelings of these siblings. It is very easy to deliver with excellent training and preparatory resources.'* Charlotte Partridge, Assistant SENCO, St Andrew's C of E Primary School, Hove

#### **YoungSibs service**

We have supported young siblings again this year through our YoungSibs online support service, with 453 young siblings aged 6-17 registered to use the chat area.

*'Hi im 13 and I have an older brother who has autism (15). Lately I have been worrying about his future, I worry that he will struggle and end up relying on me.'*

*'Dear Young Sibs, you have helped so much, thanks from E.'* Young siblings using the online service

We developed a new guide for young siblings with information and tips on living with a brother or sister who has challenging behaviour.

We responded to parents' requests by phone and email on how they can support young siblings.

# Sibs - for brothers and sisters

Trustees' report (continued) for the year ended 31 March 2018

## **Achievements and performance (continued)**

### **Direct support to adult siblings**

#### SibsNetworkUK

We received funding for a further two years to continue developing the Adult Sibling Network for siblings of people with a lifelong learning disability or autism, and recruited a Development Officer for Adult Siblings to deliver the project. We ran our third adult sibling group facilitator training day, training seven new facilitators to run new groups and to take over from previous facilitators. Four new support groups are setting up in Bristol, London, Oxford and Rotherham and we have supported existing groups with advice and publicity.

#### Adult sibling guides and workshops

We developed five new information guides for adult siblings on mental capacity, wills and trusts, managing finances, making complaints and challenging behaviour. We ran five workshops for adult siblings on these topics and future planning issues.

*Thank you so much – it is fantastic to have the opportunity to discuss things in such a supportive environment – and with legal advice too!* Participant at Manchester workshop

*Fab workshop! Great to meet other siblings facing similar challenges. Very interested in attending sibs meetings and accessing Sibs support in the future. Thank you!* Participant at London workshop

We continued to support adult siblings through support phone calls.

### **Training and awareness raising with parents and professionals**

We ran six workshops for parents on supporting siblings.

*'I would encourage other parents to attend. I found it informative and it made me consider things I hadn't thought of before. The strategies suggested were simple to introduce in any family.'* Parent at Liverpool workshop

We ran three training days for professionals on how to run a sibling group for young siblings and updated our group activity resources.

*'It's a great session for sharing ideas and picking up new ones from others. Also great for feeling fired up and motivated about sib support.'* Natasha Williamson, Claire House Children's Hospice

### **Influencing policy and wider awareness raising**

Through our Sibs Talk work in schools we have been influencing the way school staff support pupils who are siblings.

We have worked with the University of Warwick on the evaluation of Sibs Talk and on developing a research evidence review of the needs of adult siblings.

We have supported a theatre company with the development of their show for young children, *Perfect*, that explores sibling issues.

### **Charity development**

Our new Development Officer for Adult Siblings, Frances Danylec, started work in July 2017.

We held a training day for staff about GDPR and updated our policies and procedures in line with this.

Georgia Pavlopoulou joined us a new trustee. She is a researcher and autism consultant with a special interest in siblings of children with autism.

We have continued to work on the development of the new mobile responsive YoungSibs website.

### **Funding and support**

We are grateful to all the donors who have funded Sibs work this year. We want to publicly thank the following:

Berkshire Carers Service  
Esmée Fairbairn Foundation  
Pears Foundation  
The Autistic Support Trust  
The Odin Charitable Trust  
The True Colours Trust.

We are also very grateful to Sibs' supporters and volunteers who have given their time pro-bono to Sibs this year.

## Sibs - for brothers and sisters

Trustees' report (continued) for the year ended 31 March 2018

### **Achievements and performance (continued)**

#### **Future plans**

In the coming year we will continue to support the development of more adult sibling support groups and produce more information guides for adult siblings. We will seek further funding to enable us to deliver Sibs Talk in more schools. We will launch the new YoungSibs website in the summer.

#### **Financial review**

The net income for the year was £30,747, including net expenditure of £3,875 on unrestricted funds and net income of £34,622 on restricted funds.

#### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £6,400

The trustees recognise that the level of reserves at the 31st March 2018 is less than required to support current levels of expenditure. During 2018-2019 our plans are to secure unrestricted reserves of at least £20,000 for core expenditure.

## Sibs - for brothers and sisters

Trustees' report (continued) for the year ended 31 March 2018

### Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods and principles in the Charities SORP;

make judgements and estimates that are reasonable and prudent;

state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed..... (Trustee)

Name.....

Date.....

## Sibs - for brothers and sisters

### Independent examiner's report to the trustees of Sibbs - for brothers and sisters

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2018, which are set out on pages 8 to 13.

#### **Responsibilities and basis of report**

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: .....

Name: Dave Collins

Date: .....

#### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW



Sibs - for brothers and sisters  
Statement of Financial Activities  
(including summary income and expenditure account)  
for the year ended 31 March 2018

	Notes	2018 Unrestricted funds £	2018 Restricted funds £	2018 Total funds £	2017 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	3,871	152,645	156,516	54,402
External Training		4,117	-	4,117	4,441
Sibs open Workshop		5,707	-	5,707	5,300
Bank interest		7	-	7	94
<b>Total income</b>		<b>13,702</b>	<b>152,645</b>	<b>166,347</b>	<b>64,237</b>
<b>Expenditure on:</b>					
Salaries, pensions and NIC	(3)	9,665	90,343	100,008	86,532
Freelance fees		1,112	-	1,112	4,822
Staff training		-	370	370	486
Staff travel		679	2,266	2,945	2,373
Volunteer travel and expenses		-	118	118	531
Volunteer training		-	980	980	897
Accommodation/subsistence		284	763	1,047	1,722
Events for users		1,929	2,456	4,385	3,640
Books/resources		635	1,012	1,647	2,689
Office Costs and equipment		1,052	1,180	2,232	814
Postage		147	767	914	419
Copying/Stationery		341	445	786	939
Telecommunications		672	2,650	3,322	3,103
Computer Costs		-	-	-	969
Websites		-	9,594	9,594	4,730
Insurance		-	648	648	539
Trustee meetings		-	303	303	95
Payroll		-	492	492	486
Fundraising		328	80	408	378
Independant examination		655	-	655	613
Evaluation and research		-	2,500	2,500	2,500
Recruitment		-	1,056	1,056	619
AGM		60	-	60	161
Sundry expenses		6	-	6	-
DBS Checks		12	-	12	-
<b>Total expenditure</b>		<b>17,577</b>	<b>118,023</b>	<b>135,600</b>	<b>120,057</b>
<b>Net income / (expenditure)</b>		<b>(3,875)</b>	<b>34,622</b>	<b>30,747</b>	<b>(55,820)</b>
<b>Fund balances brought forward</b>		<b>10,275</b>	<b>29,636</b>	<b>39,911</b>	<b>95,731</b>
<b>Fund balances carried forward</b>	(4)	<b>6,400</b>	<b>64,258</b>	<b>70,658</b>	<b>39,911</b>

All incoming resources and resources expended derive from continuing activities.

# Sibs - for brothers and sisters

## Balance sheet

as at 31 March 2018

	2018	2018	2018	2017
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Debtors and prepayments	(5) 1,126	-	1,126	172
Cash at bank and in hand	(6) 5,916	66,136	72,052	44,181
<b>Total current assets</b>	<b>7,042</b>	<b>66,136</b>	<b>73,178</b>	<b>44,353</b>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(7) 642	1,878	2,520	4,442
<b>Total current liabilities</b>	<b>642</b>	<b>1,878</b>	<b>2,520</b>	<b>4,442</b>
<b>Net current assets / (liabilities)</b>	<b>6,400</b>	<b>64,258</b>	<b>70,658</b>	<b>39,911</b>
<b>Total assets less current liabilities</b>	<b>6,400</b>	<b>64,258</b>	<b>70,658</b>	<b>39,911</b>
<b>Net assets</b>	<b>6,400</b>	<b>64,258</b>	<b>70,658</b>	<b>39,911</b>
<b>Funds</b>				
Unrestricted funds	6,400	-	6,400	10,275
Restricted funds	-	64,258	64,258	29,636
<b>Total funds</b>	<b>6,400</b>	<b>64,258</b>	<b>70,658</b>	<b>39,911</b>

For the year ending 31 March 2018 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2015).

The financial statements were approved by the board of trustees on

Date: .....

Signed: .....

(Trustee)

Name .....

# Sibs - for brothers and sisters

## Notes to the accounts

### for the year ended 31 March 2018

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015). The charity constitutes a public benefit entity as defined by FRS 102.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

# Sibs - for brothers and sisters

Notes to the accounts continued

for the year ended 31 March 2018

## 2 Grants and donations

	2018 Unrestricted funds £	2018 Restricted funds £	2018 Total funds £	2017 Total funds £
The True Colours Trust 1339	-	49,000	49,000	52,000
The Odin Charitable Trust	3,000	-	3,000	2,000
Anonymous donor	-	45,000	45,000	-
Esmée Fairbairn Foundation	-	39,540	39,540	-
Berkshire Carers Service	-	4,323	4,323	-
The Autistic Support Trust	-	9,782	9,782	-
Pears Foundation	-	5,000	5,000	-
Other Donations	871	-	871	402
	<u>3,871</u>	<u>152,645</u>	<u>156,516</u>	<u>54,402</u>

## 3 Staff costs and numbers

	2018 £	2017 £
Gross salaries	92,506	80,057
Social security costs	7,395	7,029
Employment allowance	(3,000)	(3,000)
Pensions	<u>3,107</u>	<u>2,446</u>
	<u>100,008</u>	<u>86,532</u>

The average number employees during the year was 5, being an average of 3 full time equivalent (2017: 4, 3 FTE).

There were no employees with emoluments above £60,000.

### Defined contribution pension scheme

	2018 £	2017 £
Costs of the scheme to the charity for the year	3,107	2,446
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

## 4 Restricted funds

	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Esmée Fairbairn Foundation	9,942	39,540	35,584	-	13,898
The True Colours Trust 1339	19,694	49,000	49,129	-	19,565
Berkshire Carers Service	-	4,323	-	-	4,323
The Autistic Support Trust	-	9,782	-	-	9,782
Pears Foundation	-	5,000	3,372	-	1,628
Anonymous donor	-	45,000	29,938	-	15,062
	<u>29,636</u>	<u>152,645</u>	<u>118,023</u>	<u>-</u>	<u>64,258</u>

### Fund name

### Purpose of restriction

Esmée Fairbairn Foundation	Development Officer salary and admin costs
The True Colours Trust 1339	Salary CEO, websites and office costs
Berkshire Carers Service	Workshops for adult siblings in Berkshire
The Autistic Support Trust	Training for counsellors/Siblings of children and young people with ASD pilot Suffolk
Pears Foundation	YoungSibs work
Anonymous donor	Adult Sibling Network

Sibs - for brothers and sisters  
Notes to the accounts continued  
for the year ended 31 March 2018

<b>5 Debtors and prepayments</b>	2018	2017
	£	£
Debtors	1,126	172
Prepayments	-	-
	<u>1,126</u>	<u>172</u>
<b>6 Cash at bank and in hand</b>	2018	2017
	£	£
Savings Account	70,294	39,686
Current Account	1,759	4,495
	<u>72,053</u>	<u>44,181</u>
<b>7 Creditors and accruals</b>	2018	2017
	£	£
Creditors	2,520	3,842
Accruals	-	600
	<u>2,520</u>	<u>4,442</u>

**8 Trustee expenses**

No trustee received any expenses during this year or the previous year.

**9 Related party transactions**

Key management personnel

The key management personnel of the charity comprises the Chief Officer only. The total employee benefits of the key management personnel of the charity were £34,868.

There were no other related party transactions during this year or the previous year.

## Sibs - for brothers and sisters

Statement of Financial Activities including comparatives for all funds  
(including summary income and expenditure account)  
for the year ended 31 March 2018

	2018 Unrestricted funds £	2017 Unrestricted funds £	2018 Restricted funds £	2017 Restricted funds £	2018 Total funds £	2017 Total funds £
<b>Income</b>						
Grants and donations	3,871	2,402	152,645	52,000	156,516	54,402
External Training	4,117	4,441	-	-	4,117	4,441
Sibs open Workshop	5,707	5,300	-	-	5,707	5,300
Bank interest	7	94	-	-	7	94
<b>Total income</b>	<b>13,702</b>	<b>12,237</b>	<b>152,645</b>	<b>52,000</b>	<b>166,347</b>	<b>64,237</b>
<b>Expenditure</b>						
Salaries, pensions and NIC	9,665	5,239	90,343	81,293	100,008	86,532
Freelance fees	1,112	2,772	-	2,050	1,112	4,822
Staff training	-	56	370	430	370	486
Staff travel	679	592	2,266	1,781	2,945	2,373
Volunteer travel and expenses	-	-	118	531	118	531
Volunteer training	-	-	980	897	980	897
Accommodation/subsistence	284	623	763	1,099	1,047	1,722
Events for users	1,929	1,933	2,456	1,707	4,385	3,640
Books/resources	635	-	1,012	2,689	1,647	2,689
Office Costs and equipment	1,052	-	1,180	814	2,232	814
Postage	147	-	767	419	914	419
Copying/Stationery	341	-	445	939	786	939
Telecommunications	672	24	2,650	3,079	3,322	3,103
Computer Costs	-	919	-	50	-	969
Websites	-	-	9,594	4,730	9,594	4,730
Insurance	-	1	648	538	648	539
Trustee meetings	-	95	303	-	303	95
Payroll	-	486	492	-	492	486
Fundraising	328	299	80	79	408	378
Independant examination	655	600	-	13	655	613
Evaluation and research	-	2,500	2,500	-	2,500	2,500
Recruitment	-	619	1,056	-	1,056	619
AGM	60	146	-	15	60	161
Sundry expenses	6	-	-	-	6	-
DBS Checks	12	-	-	-	12	-
<b>Total expenditure</b>	<b>17,577</b>	<b>16,904</b>	<b>118,023</b>	<b>103,153</b>	<b>135,600</b>	<b>120,057</b>
<b>Net income / (expenditure)</b>	<b>(3,875)</b>	<b>(4,667)</b>	<b>34,622</b>	<b>(51,153)</b>	<b>30,747</b>	<b>(55,820)</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(3,875)</b>	<b>(4,667)</b>	<b>34,622</b>	<b>(51,153)</b>	<b>30,747</b>	<b>(55,820)</b>
<b>Fund balances brought forward</b>	<b>10,275</b>	<b>14,942</b>	<b>29,636</b>	<b>80,789</b>	<b>39,911</b>	<b>95,731</b>
<b>Fund balances carried forward</b>	<b>6,400</b>	<b>10,275</b>	<b>64,258</b>	<b>29,636</b>	<b>70,658</b>	<b>39,911</b>