CHILD BRAIN INJURY TRUST
(A COMPANY LIMITED BY GUARANTEE)
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019
PAGES FOR FILING WITH REGISTRAR

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Robert Thomas (Chair) - Terry Burt (Treasurer) - Andrew Caudell Inez Brown - Solicitor Sarah Louise Mackie Stephen Frank O'Neill Christopher Owen Dr Katie Byard (resigned November 2018)
Secretary	Stephanie Bremner
Chief Executive Officer	Lisa Turan
Charity number (England & Wales)	1113326
Charity number (Scotland)	SC 039703
Company number	05738517
Registered office	Unit 1 Great Barn Baynards Green Farm Nr Bicester Oxfordshire OX27 7SG
Auditor	DSA Prospect Audit Limited The Old Chapel Union Way Witney Oxfordshire OX28 6HD
Bankers	The Co-operative Bank 13 New Road Oxford OX1 1LG CCLA Investment Management Ltd 80 Cheapside London EC2V 6DZ

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TRUSTEES' REPORT (INCLUDING DIRECTORS REPORT) FOR YEAR ENDING 31ST MARCH 2019

OBJECTIVES AND ACTIVITIES

As a registered charity the Child Brain Injury Trust is regulated by the Charity Commission (England and wales) and OSCR in Scotland.

The charity is also a Company Limited by Guarantee and reports to Companies House in this respect separately.

Charities exist to provide 'explicit public benefit' for society as a whole and as such the objects of the charity should reflect this and state:

'THE RELIEF OF BRAIN INJURED CHILDREN AND THEIR FAMILIES BY PROVIDING TREATMENT, SUPPORT AND REHABILITATION, PROMOTING RESEARCH INTO THE CAUSES AND TREATMENT OF BRAIN INJURIES, ADVANCING PUBLIC KNOWLEDGE AND UNDERSTANDING OF BRAIN INJURIES TO CHILDREN AND IN SUCH OTHER WAYS AS THE TRUSTEES THINK FIT'

How our activities deliver public benefit

All our charitable activities focus on supporting those who are or have been affected by childhood acquired brain injury, including families, professionals and the wider community. Our activities are undertaken to further our charitable purposes for public benefit.

Who used and benefited from our services?

Our main beneficiaries are families of children and young people affected by childhood acquired brain injury. This includes the wider family, and anyone connected with them such as friends and professionals supporting the family. This includes health, social care professionals, educators, youth workers, police, psychologists, lawyers, barristers etc.

The main areas of charitable activity are the provision of support and information through outreach work; and learning activities. Anyone can access our services and are provided free of charge for families directly affected by acquired brain injury.

We work with families until they feel confident enough to manage on their own. Usually this is when the child reaches 18, however, we can work with families until a child reaches 24.

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CHARITY OBJECTIVES

Our Vision

A future where all children and young people with an acquired brain injury are diagnosed promptly and receive the support they and their families need to reach their full potential and to have the best quality of life possible.

Our Mission

- To reach a wider audience so that families know we are here for them
- To provide individualised support to enable children and their families to move forward following acquired brain injury
- To improve the quality of life of those affected by raising awareness of the impact of a brain injury on the whole family and empower those who can help through provision of education and information.
- To provide a powerful, united voice for individuals, families, communities, experts and professionals who know just how devastating childhood acquired brain injury can be
- To influence policy in health, social care, education and youth justice to improve access to support and the quality of support provided
- To raise the funds, we need to deliver our vision, inspired by the individuals and families at the heart of the organisation.

Our Values

At the heart of our organisation are the people we exist for. Our values reflect the way we work to achieve our vision. We are:

- Brave and bold
- Influential and determined
- Professional
- We have integrity
- Caring and family-centred
- Innovative and responsive

TRUSTEES' REPORT (INCLUDING DIRECTORS REPORT) FOR YEAR ENDING 31ST MARCH 2019

STRATEGIC DIRECTION

The charity has continued to perform well against its strategic objectives, indeed in some areas it has outperformed expectations and in doing so has made a significant difference to the lives of families affected by childhood acquired brain injury. At the beginning of 2017 we produced a new 5-year strategic plan which focuses on 3 goals:

- Securing recognition of childhood acquired brain injury in its own right
- Improving the quality of life of more children and their families affected by ABI
- To ensure early intervention in order that the issues resulting from an ABI are addressed.

Our strategic direction is firmly placed in improving the lives and having the greatest social impact for families affected by childhood acquired brain injury.

The charity provides vital practical, social and emotional support following brain injury of a child or young person (up to the age of 24) in hospital, home and at school. This is mainly achieved through the Integrated Model of Support based at many of the Major Trauma Centres (MTC's) across the UK.

We continue to be the only organisation in the UK for families and professionals providing unique and specialist support in the field of childhood acquired brain injury.

Over the next 3 years our strategic aim is to reach a greater number of families who are affected by brain injury. To achieve this, we will continue to raise awareness of brain injury as well as promoting our services through social media, website and through the work we do in the regions. We are continuously developing our network and working with strategic partners to improve outcomes for families.

We have ambitions to increase income to £2m per annum, but recognise the challenges this will bring, so to ensure we grow and stay true to our vision, we will continuously review our structure and outcomes to ensure we remain focused.

Sustainability is key for our charity and as such we are looking at ways in which we can increase our income to ensure we have a financially secure future and that our staff team are recruited effectively to maintain and develop our standards.

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DIRECT SUPPORT

Our Model of Integrated Support (MIS) continues to go from strength to strength supporting families across the UK who are affected by childhood acquired brain injury. This is part of our core work and one that has the greatest impact on the families we support. Our service is predominantly based in and around Major Trauma Centres across the UK and adopts an early intervention in the acute setting. However, we also work in the community, in schools, provide some home visits, supervise Facebook support groups and facilitate social opportunities which give families an opportunity to speak to each other whilst enjoying activities such as a picnic, Christmas party or a visit to the zoo.

We were delighted to appoint Gerard Anderson as Head of Brain Injury Services in September 2018. Gerard's appointment has enabled the charity to provide further strategic direction for our services which will oversee our aim to improve our presence at Major Trauma Centres, to develop our remote support and to ensure we create opportunities to reach a greater number of families.

Our 'early intervention' approach continues to be the most effective intervention for families.

Family Engagement

Our family social events are for the whole family. Our aim is to help reduce isolation, to develop self-confidence and self-management skills. Our hope is families feel more able to participate in life in general. These events are provided free of charge to all and this means we are able to promote inclusion and provide genuine access for all.

We seek separate evaluation following each event to help us develop and improve our offer to families. The families we work with continue to be the reason for our existence and drive our work forward.

Family Events

Across 2018 – 2019, the Child Brain Injury Trust has held a successful 12-month calendar of events across the UK. These have ranged from outdoor activity days for families in Northern Ireland where families from across the region were able to take part in inclusive pursuit activities, to days out at football stadiums in Liverpool and parent and adolescent psychoeducation events in East London in partnership with the Royal London Hospital, Whitechapel. These are just a sample of the types and breadth of social and emotional enrichment events that are held to support families with rural isolation, social engagement and education awareness raising amongst families.

Each event that is held is co-produced from the families supported by the charity and future events planned based on co-production events and feedback obtained from children affected by ABI, parents and carers and siblings to ensure social events remain child and family focussed. Each event is also oversubscribed, further evidencing the need for events being held by the Child Brain Injury Trust and the need for the continuation of services.

TRUSTEES' REPORT (INCLUDING DIRECTORS REPORT) FOR YEAR ENDING 31ST MARCH 2019

MARKETING & CAMPAIGNS

Each year the charity coordinates two national campaigns which not only raise awareness of acquired brain injury, but also give us an opportunity to engage with the wider general public, supporters and families.

GloWeek & AGloHa!

Glow Week is held at the end of October when the clocks go back. Our aim is to raise awareness of being 'seen not hurt' to help prevent brain injury and to encourage young people to wear bright clothes. Participants got into the spirit of the day and dressed in their brightest coloured clothes. Each year our coordinators visit schools to give presentations about the campaign and to bring some colour into the week.

We launched 'AGloHa!' in November 2018 to support our GloWeek campaign. The evening was a huge success raising thousands of pounds for the charity. The 2019 AGloHa! promises to be even bigger than 2018 and grow year on year in its success.

ABI Week

Action for Brain Injury Week 2018 focussed on the launch of our Brain Injury Identity Card. The aim of the card is to support young people in their daily lives and present it in situations where they need a little help and understanding.

Since the launch in May 2018 a total of 112 cards have been issued to young people, and we have received excellent feedback for the resource.

REACHING A WIDER AUDIENCE

Online

During the year we redeveloped our website to ensure that our online presence was accessible, clear and attractive for the user. The charity invested time and money and the result has been very successful. Our website now shows who we are and what we do. It also acts as a fantastic resource to the families we support, and all the professionals who surround the families who wish to develop their knowledge of childhood acquired brain injury.

Social Media

Our social media presence increased significantly over the year and hugely complements our online presence. Social media provides us with the platforms we need to gain exposure and extend our reach. We fully utilise Facebook, Instagram, LinkedIn and Twitter, and manage our content for each audience accordingly.

We use social media to promote fundraising events, campaigns, our corporate partners events, our information and learning products, in addition to the support we offered to families and children.

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INFORMATION & LEARNING

Throughout the year we have continued to grow , develop and improve our resources for professionals and families, with the introduction of new All About my Brain resources for children affected by ABI, and a MINI Guide for teachers to help them understand the educational impact of ABI and what can be done to support children and young people in school.

With children under 5 years accounting for almost 50% of all head injuries in the 0-15 years age group, it was imperative that we raise awareness through our new Early Years course. This is being offered without charge to all state nurseries, and at a minimal charge for childminders and private nurseries.

Legal Seminar

This was a great success, attended by 40 delegates. The highlight of the event was listening to retired High Court Judge, Sir William Charles who spoke about the decision-making process for those lacking mental capacity and the application of the "best interests test" generally, and in respect of an award of damages.

New Products/Resources

During the year we produced two new resources, 'All About My Brain', one for under ten years and one for ten years and over. They were developed specifically with those children and young people who have an ABI in mind. We had no resources that explained at a level that children could understand, what the brain does and what they can do to overcome the challenges faced after ABI. Two versions were developed to ensure that the correct level of language for each age group was met. The books have been very well received by families and professionals working in the area of ABI.

Understanding Childhood Acquired Brain Injury Workshops

Our Information & Learning team delivered 15 of our ever-popular Understanding Childhood Acquired Brain Injury workshops across England and Wales. These Workshops were again kindly sponsored by the Eden Dora Trust for Children with Encephalitis.

Early Years Work

The generous funding we received from Northern Ireland HSCB and Simpson Millar, enabled us to develop and launch our ABI Aware Nurseries Project. The course has been CPD certified and is a mix of online and self-directed learning for Early Years practitioners. Once the course is successfully completed the nursery will receive a set of resources aimed at increasing awareness of ABI and offering advice about head injury in the Under 5's for parents and professionals alike. Since its launch over 30 delegates have completed the training and are now ABI Aware.

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FUNDRAISING

Our fundraising efforts focussed on three main areas; Trusts, corporate support and events. We rely solely on our supporters not only for their fundraising efforts, but also for their commitment and loyalty to the charity. Without their support we would not have the reach and resources to meet the demand on our service to deliver the vital support for families and professionals that they need. We are indebted to each and every one of them and are most grateful for the ongoing and heartfelt support.

Regional Fundraising Groups

The charity facilitates four Regional Corporate Fundraising Groups in London, Birmingham, Manchester and Southampton. Each group has a unique and creative way of working and collaboratively they are all effective and highly regarded.

Events for the year included a football tournament, quizzes, gin tasting, Tough Mudder, the Peak District Challenge, golf days, black tie events and office fundraising. In addition, many of the group members also bought tickets and attended the charity' own events.

The value of these groups extends beyond the wonderful fundraising they achieve, to the informal networks they have created, furthering the work we all do supporting families affected by acquired brain injury.

Major Donors

The charity was fortunate to have benefitted from several major donors this year. Their support was not only in the form on donations, but also from gifts in kind which helped us with our IT requirements and team training and development.

MASS
Arbuthnot Latham
Carson McDowell Clients
Bell Integration
Strasse Porsche
JMW

TRUSTEES' REPORT (INCLUDING DIRECTORS REPORT) FOR YEAR ENDING 31ST MARCH 2019

Trusts & Foundations

During the financial year the charity secured significant grants from:

- 29th May 1961 Charitable Trust
- Addenbrooke's Charitable Trust
- BBC Children in Need
- Childwick Trust
- Eden Dora Trust for Children with Encephalitis
- Eveson Trust
- Henry Smith Charity
- James Tudor Foundation
- Leathersellers' Company Charitable Fund
- Liz and Terry Bramall Foundation
- Mahoro Charitable Trust
- P F Charitable Trust
- Pilkington Charities Trust
- Sobell Foundation
- St James's Place Charitable Foundation
- Sterling Charity
- Sydney and Phyllis Goldberg Memorial Charitable Trust
- UKH Foundation
- Weinstock Foundation

We are grateful for the ongoing support from this source of funding as it enables us to make a considerable difference to families affected by brain injury.

Legal Support Service

As part of our offer to families we work in partnership with a number of highly regarded law firms to provide much needed legal support and advice to families when there may be a claim for compensation. The revenue secured through these partnerships provides support for all families and enables the charity to reach a greater number of families in need.

Child Brain Injury Rehabilitation Service (CBIRS)

In partnership with Bush & Co, the charity delivers a Joint Venture which provides case management services to children who have a potential claim for compensation. The charity receives a small revenue share from each case. This revenue is used to support families who do not have a case manager through our direct support model.

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COLLABORATIVE WORK

Time for Change report

Following our involvement in the All-Party Parliamentary Group (APPG) for Acquired Brain Injury. The charity collaborated on the Time for Change report produced by UKABIF. Specifically, we worked with UKABIF on the 'children and young people' element of the report. The report was sent to all government departments and the first debate at the House of Commons on acquired brain injury was led by Chris Bryant MP and supported by Liz Twist MP on behalf of children and young people. The debate and reception were attended by MP's, families, charities, clinicians and the media and helped further the debate about the needs of people affected by the condition. As a result of the debate, work is continuing, and we expect further collaboration in 2019. It was a pleasure to work in this way, making a small voice a lot louder.

National ABI in Education and Learning Syndicate (N-ABLES)

As part of the collaboration with UKABIF, and as a result of the recommendations set out in the time for Change report, we have set up a new collaborative group, N-ABLES with a number of highly regarded organisations.

A key section of the report highlighted the gaps in knowledge and understanding about ABI within the education system. One such recommendation is the need for clearer pathways to support children and young people to return to education after an ABI. We have started work to develop best practice guidance for supporting this process.

Recognise and Remove

As part of the national campaign to increase awareness of the reality of concussion in sport (which is also covered in the Time *for Change* report) we are continuing to support the "if in doubt, sit 'em out" and "Recognise and Remove" campaigns through our social media engagement.

CJABIIG (Criminal Justice and Acquired Brain Injury Interest Group)

This group was co-founded in 2010 by the charity and continues to be involved and has made great strides in ensuring greater awareness of the vulnerability of those affected by ABI. Many future projects have been influenced because of our involvement in this key area. Again, the issue of crime and ABI is also covered in the *Time for Change* report.

We are also looking to improve our campaigning position by partnering with some of the UK's leading allied charities working with people with acquired brain injury. Our plan is to for a stronger alliance to make a louder voice and campaign for improved provision for families.

We are focusing on improving outcomes for families and ensuring that our early intervention model is adopted as best practice by Commissioners. We are therefore looking at commissioning a social Return on Investment report which will demonstrate the social savings our work has and the impact on welfare and support services.

TRUSTEES' REPORT (INCLUDING DIRECTORS REPORT) FOR YEAR ENDING 31ST MARCH 2019

FUTURE WORK

We remain committed to our values and strategic aims to increase awareness of ABI, to provide support and to ensure families have improved outcome.

We have been awarded a grant by the West Midlands police to deliver a multi-disciplinary workshop and focus sessions to all professionals across the Constabulary, with a view to highlighting the vulnerability of those young people affected by ABI. Areas such as gangs, knife crime and county lines are to be addressed and delegates will be helped to understand how our vulnerable young people can easily be caught up in the criminal justice system. The final outcome of the project is to produce a pathway that professionals can use to divert young people affected by ABI away from a life of crime.

ABI Aware School Award. We are now in year two of this three-year ground-breaking project aimed at raising the profile and awareness of ABI across schools. Through a carefully designed set of Criterion schools will be assessed across seven key areas of practice to confirm that they are ABI aware, and most importantly, able to meet the needs of pupils affected by ABI.

Our commitment to ensure we have an effective GDPR processes in place are a priority and we are working hard to become compliant with the regulations.

We are continuously looking at ways to develop our income streams and to develop a sustainable future for our charity. We are committed to building on our successful partnership with law firms and allied businesses and welcome opportunities to develop new ways of increasing our reach and profile. During the next 2 years we are looking to expand our legal service and case management service in order to create a centre of excellence for families accesses legal service. In addition, we are working hard to secure the support of major donors and higher value grants.

We are working towards a new transitions service which we hope will meet the needs of teenagers and parents who find themselves moving into the world of work and training. We want to ensure that our resources are of a high stand, are current and are appealing to all age ranges and we will continue to regularly review our mission and strategy to ensure we remain the leading organisation supporting families who face a future affected by acquired brain injury.

Transitions

As part of the development of future services to meet the needs of families affected by childhood acquired brain injury, the Child Brain Injury Trust has partnered with the Cedar Foundation, Brain Injury Matters and Headway to develop an innovative transition pathway and plan to support the transition from children's services into appropriate adult services that focus on social engagement, education and access to work. This will use a variety of innovative and forward-thinking platforms to engage those young people going through transition and support the target audience.

As part of the transition pathway, a joint UK wide eLearning platform will be developed in partnership with partner organisations to enable young people with brain injuries to access support at the touch of a button with information on support strategies to assist young people during the transition stage, hints and tips to be aware of, and services available to access UK wide. The transition eLearning will

also support professionals who are supporting young people with brain injuries to assist the wider network around the child or young person.

A number of transition events have already been held and will continue across the UK, providing advice, information and support to professionals and families affected by acquired brain injury during the transition stage or those families approaching transition.

Remote Support and Packages

To future develop the services to support families affected by acquired brain injury and ensure we continue to meet the needs of the families we support, we will be developing packages of support across the service model that will enable families to access packages of care that meet the current and future needs of families. This will also support professionals around the family, enabling professionals to identify unmet needs and refer families based on the most appropriate availability of service packages and record the non-clinical and non-medical interventions that are being provided.

Packages of support will range from acute care where families will be supported with an early intervention package based on needs in hospital and transition into the community, along with packages of support around education and continuing care, transitioning into adult services. To meet the needs of isolated and hard to reach communities, virtual support packages will be made available to address the needs of those families who ordinarily would not be able to access face to face support. This will be delivered through an innovative and co-produced national service to parents, children and siblings and to those professionals around the child to address those unmet needs of isolated and disengaged communities.

TRUSTEES' REPORT (INCLUDING DIRECTORS REPORT) FOR YEAR ENDING 31ST MARCH 2019

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity Employs 35 staff working across the UK. The charity is led by our CEO and managed by the senior management team who look after different areas of work; finance, administration, HR, fundraising, service deliver, information, learning and marketing.

The team are highly experienced and dedicated to their work; they receive a full induction (when joining), support, supervision and an annual appraisal to ensure we have the skills and experience to meet the needs of our work. Staff are encouraged to provide feedback and to undertake continuous development. Our workforce is our main collateral and we invest in them because we want them to be the best.

Our values and culture are extremely important and we reguarly review our plans to fit the needs of our work.

Trustee Appointment

The Trustees have been appointed with a view to them providing the Child Brain Injury Trust with the range of skills required to provide effective governance. Trustees form a vital part of the charity and it is important to ensure we are represented appropriately. Thus, we are extremely grateful to have input from professionals from the NHS, people involved in the care of children with head injuries, psychology, solicitors specialising in brain injury, business people and individuals whose expertise lies in finance, marketing and accountancy.

Trustees are elected for a term of office of three years, after which they may stand for election again for a further term. Trustees may resign at any time.

We do not have a formal scheme for training new Trustees, however all new appointees take part in an induction programme to ensure they are fully aware of both their governance responsibilities and possessing a strong knowledge of the organisation. They familiarise themselves with the strategic plan and the operational objectives.

Further support is offered in the form of a mentoring system for new trustees.

The Trustees meet once a quarter to discuss the work of the charity and to ensure that it is developing in-line with the business strategy. The meetings are a formal way of reviewing our work, managing risks and looking at how we might develop new areas of work. It is also an opportunity to share success and to identify lessons learnt.

TRUSTEES' REPORT (INCLUDING DIRECTORS REPORT) FOR YEAR ENDING 31ST MARCH 2019

There is one Trustee subgroup:

Finance Group

The responsibility of the Finance Group is to review and monitor the financial position of the organisation, and more specifically comparing the income and expenditure against the agreed budget. They also oversee financial procedures, including agreeing the salary structure for all staff.

- To write information to be distributed to families and professionals
- To approve information written by third parties of partnerships with the Child Brain Injury Trust, to be distributed as above.
- To oversee compliance with the Information Standard.

Reserves Policy

The reserves policy of the Trustees is to aim at a situation where the Child Brain Injury Trust has reserves that will allow it to meet its core costs for three months.

Risk Management

A risk register is maintained to monitor actions required to mitigate potential adverse events. These include the risks regarding income targets, expenditure budgets, insufficient internal collaboration and our relationship with key opinion formers. Risks are evaluated by the management team and scored for likelihood and impact, and mitigating control are put in place.

Investments

The only investments consist of bank deposits and no special social, environmental or ethical considerations arise.

Pension

In line with our auto-enrolment obligations, the charity offers a defined contribution pension scheme to all employees from the start of their employment. Staff must choose to opt out of the scheme. In the financial year, the charity agreed to share the mandatory financial commitment of the increase in the minimum total contribution, and match the percentage contributed by the employee. The defined benefit pension scheme was closed to future accruals in March 2010. We have 1 employee who is a member of the scheme. For detailed notes on both schemes please refer to the notes to the accounts.

Managing Workforce

The Chief Executive Officer has delegated powers from the Board to manage the organisation's Workforce. The Child Brain Injury Trust supports equal opportunities and has a policy of recruitment and promotion on the basis of aptitude and ability without discrimination. The staff are supported through a monthly support and supervision meeting, in addition to an Annual Personal Progress Plan. We ensure that appropriate support mechanisms are in place in terms of counselling, coaching and mentoring – especially important for our front-line operational staff.

TRUSTEES' REPORT (INCLUDING DIRECTORS REPORT) FOR YEAR ENDING 31ST MARCH 2019

INTEGRITY

We are aware that the charity sector has been under a great deal of scrutiny over the past few years due to media coverage and Charity Commission reporting which has led to a general distrust from the public towards our sector. There has also been a spotlight on charity finances and the management of them.

At the child Brain Injury Trust, we work hard to ensure that our systems and processes are as transparent and clear as they can possibly be. We believe integrity and respect is at the core of everything we do, and we are passionate about our work, our supporters, our team and our funders.

Protecting Vulnerable People

As a charity working with families affected by childhood acquired brain injury, there are times when work with and within vulnerable settings. Our team receive training, support and guidance to enable them to effectively work with a diverse group of professionals and families. This, along with our long-standing expertise and experience, places us in an excellent position to ensure that the public can trust us in any setting associated with our work.

We believe that safeguarding our communities is of the utmost importance and we take this issue seriously. We ensure our policies and processes are constantly reviewed to ensure we offer the very best support we can.

Fundraising Standards & GDPR

The Child Brain Injury Trust subscribes to the Fundraising Regulator and its Code of Practice. The charity is committed to working with the Fundraising Regulator to improve fundraising standards across the sector. The Charity adheres to GDPR to ensure confidentiality and the security of all our supporters, contacts and funders personal details.

Complaints

Our Complaints Process is robust and ensures that any issues that arise are dealt with consistently following a set procedure.

Feedback is important to us and welcome feedback at every opportunity to enable us to improve, learn and develop.

We are pleased to report that we had no complaints about our services, however we do have a clear and easy to use complaints procedure as we recognise that people may be dissatisfied at some point. Complaints and supporter feedback are important, and we welcome them as a source of information on how our work impacts on others.

During the financial year we received 2 complaints with were resolved internally. We also reported one Serious Incident to the Charity Commission as a result of false media story incorrectly naming the Child Brain Injury Trust.

TRUSTEES' REPORT (INCLUDING DIRECTORS REPORT) FOR YEAR ENDING 31ST MARCH 2019

TREASURERS REPORT

2018/19 was another very successful year for the charity with incoming resources rising to a record £1,191,105. Trading activities rose 7%, whilst expenditure fell by 7%. Net Funds on hand at year-end increased by £55,792 to finish at £201,715. This has helped the charity's sustainability by enabling a carefully planned program of investment in operational delivery and building fundraising capacity.

The increase in our unrestricted income more than covered the fall in restricted income (which was mainly due to project funding ending for some of our work). The charity's Legal Support Service, our major initiative to establish preferred legal partners in each region, is proving popular and successful. New partners have recently been found to address the significant geographical step of London coverage and we look forward to further success as we develop the partnerships in 2020.

With income generation remaining the major determinant of how far and fast our services will develop, we continue to examine innovative means to advance the strategic plan of the charity. Our new joint venture case management initiative (the Child Brain Rehabilitation Service, CBIRS) is starting to make a positive contribution to the charity's unrestricted fund and is planned to be an area of growth in the coming years.

Our fall in expenditure was largely due to maintaining general controls, savings on salaries, being efficient on event costs, and a rent reduction through the introduction of a virtual Scottish office.

The Trustees are aware that the charitable sector remains challenging and that there is a need to remain vigilant in the years to come. But this is countered through the continued improvements to the standards of financial management and comprehensive reporting. The Trustees are confident of maintaining fiscal responsibility - achieved through controlled delivery against budget, continued vigilance, prompt action and team spirit that allow the charity to produce positive results.

In preparing our future strategic and operational plans, we are mindful that maintaining and growing viable and sustainable income and expenditure base is paramount. The coming year will see further growth in our range and geography of services in the coming year whilst consolidating and preserving expected gains in income.

We will continue to plan prudently for our income and will only commit to operational work where we have secured funding. Our fundraisers work in partnership with our operational staff, recognising the need for a varied income base - combining charitable foundations, statutory partnerships, industry partnerships and fundraising activities. We appreciate the continued support of our regular donors and look forward to establishing new important relationships.

We are delighted by the overall results for the year, which has clearly enabled the charitable to deliver against its stated objectives. We are confident of our future and believe our approach will enable us to have sufficient funds to continue our important work. However, we also recognise the need to further increase our unrestricted reserves to maintain the resilience and strength of the charity.

TRUSTEES' REPORT (INCLUDING DIRECTORS REPORT) FOR YEAR ENDING 31ST MARCH 2019

STATEMENT OF TRUSTEES RESPONSIBILITIES

The charity trustees (who are also directors for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Company law and the law applicable to charities in England and Wales requires charity trustees to prepare financial statements for each financial year. Under that law, the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law, the trustees must not approve the financial statements unless they are satisfied that they give and true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources of the charitable company for that period. In preparing the financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to assume that the charitable company will continue in business.

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 statements comply with the Companies Act 2006, the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

Statement as to disclosure of information to auditors so far as the trustees are aware, there is no relevant audit information of which the charitable company's auditors are unaware, and each trustee has taken all the steps that he or she ought to have taken as a trustee/director in order to make himself or herself aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

This report was approved by the board on

And signed on its behalf by,

R Thomas
Chairman

INDEPENDENT AUDITORS REPORT

Opinion

We have audited the financial statements of Child Brain Injury Trust (the 'charity') for the year ended 31 March 2019 which comprise the statement of financial activities, the balance sheet and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2019 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you were:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report

thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 and the Charities Accounts (Scotland) Regulations 2006 (as amended) require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient and proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with the Acts and relevant regulations made or having effect thereunder.

Independent Auditors Report Continued

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: http://www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

22-11-2019

Gary McHale FCCA (Senior Statutory Auditor)
for and behalf of

Chartered Accountants
Statutory Auditor

DSA Prospect Audit Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006

Statement of Financial Activities
For the year end 31 March 2019

	Notes	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Income from:					
Donations and legacies	2	495,223	272,566	767,789	779,611
Charitable activities	3	71	-	71	197
Other trading activities	4	422,911	-	422,911	394,621
Investments	5	334	-	334	399
Total income		918,539	272,566	1,191,105	1,174,828
Expenditure on:					
Resources expended	6	219,265	14,743	234,008	282,291
Costs in furtherance of charities objectives		641,751	259,554	901,305	935,934
Total resources expended		861,016	274,297	1,135,313	1,218,225
Net income/(expenditure) for the year/ Net movement in funds		57,523	(1,731)	55,792	(43,397)
Fund balances at 1 April 2018		135,392	10,531	145,923	189,320
Fund balances at 31 March 2019		192,915	8,800	201,715	145,923

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

Statement of Restricted Funds – Support Groups
For the Year end 31 March 2019

	Leeds £	South West £	Glasgow £	Cardiff £	Leicester £	Total 2019 £	Total 2018 £
Income							
Collections and donations	-	-	-	-	-	-	-
Total income	-	-	-	-	-	-	-
Expenditure							
Costs in furtherance of the charity's objects	-	-	-	-	-	-	-
Total expenditure	-	-	-	-	-	-	-
Net movement in funds	-	-	-	-	-	-	-
Transfer to unrestricted	-	-	-	-	-	-	-
Total funds at 1 April 2018	4,624	228	409	342	1,705	**7,308**	**7,308**
Total funds at 31 March 2019	4,624	228	409	342	1,705	**7,308**	**7,308**

Statement of Restricted Funds – Other
For Year Ending 31 March 2019

	Northern Ireland £	Children in need NW £	Scotland Restricted £	GGHB £	GFFFEO £	2019 Total £	2018 Total £
Income							
Grants received	133,143	24,600	84,740	27,700	2,384	**272,566**	**321,119**
Total income	133,143	24,600	84,740	27,700	2,384	**272,566**	**321,119**
Expenditure							
Costs in furtherance of the charity's objects	133,589	25,664	84,686	27,571	2,994	**274,503**	**350,821**
Total expenditure	133,589	25,664	84,686	27,571	2,994	**274,503**	**350,821**
Net movement in funds	(446)	(1,064)	54	129	(610)	**(1,937)**	**(29,702)**
Transfer to unrestricted	-	-	-	-	-		
Total funds at 1 April 2018	529	1,429	-	(129)	1,600	**3,429**	**33,131**
Total funds at 31 March 2019	83	365	54	-	990	**1,492**	**3,429**

Balance Sheet
As At 31 March 2019

	Notes	2019 £	2019 £	2018 £	2018 £
Fixed assets					
Tangible assets	9		3,592		4,349
Current assets					
Stocks	11	4,335		4,335	
Debtors	12	52,397		51,639	
Cash at bank and in hand		233,582		204,206	
		290,314		260,180	
Creditors: amounts falling due within one year	13	(92,191)		(118,606)	
Net current assets			198,123		141,574
Total assets less current liabilities			201,715		145,923
Income funds					
Restricted funds			8,800		10,531
Unrestricted funds			192,915		135,392
			201,715		145,923

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2019, although an audit has been carried out under section 144 of the Charities Act 2011. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 6th November 2019

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Robert Thomas (Chair) - Solicitor
Trustee

Company Registration No. 05738517

1 Accounting policies

Charity information

Child Brain Injury Trust is a private company limited by guarantee incorporated in England and Wales. The registered office is Unit 1 Great Barn, Baynards Green Farm, Nr Bicester, Oxfordshire, OX27 7SG.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and articles, the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1 Accounting policies continued

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Expenditure comprises those costs incurred by the company in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the company and include the audit fees and costs linked to the strategic management of the company.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	0%
Plant and equipment	33% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Intangible assets with indefinite useful lives and intangible assets not yet available for use are tested for impairment annually, and whenever there is an indication that the asset may be impaired.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

1 Accounting policies continued

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Leases

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessees. All other leases are classified as operating leases.

Assets held under finance leases are recognised as assets at the lower of the assets fair value at the date of inception and the present value of the minimum lease payments. The related liability is included in the balance sheet as a finance lease obligation. Lease payments are treated as consisting of capital and interest elements. The interest is charged to net income/(expenditure) for the year so as to produce a constant periodic rate of interest on the remaining balance of the liability.

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight-line basis over the term of the relevant lease.

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Total
	2019 £	2019 £	2019 £	2018 £
Donations and gifts	495,223	272,566	767,789	779,611
For the year ended 31 March 2018	458,492	321,119		779,611

3 Charitable activities

	Total 2019 £	Total 2018 £
Sales within charitable activities	71	197

4 Other trading activities

	Total 2019 £	Total 2018 £
Other trading activities	422,911	394,621

5 Investments

	Total 2019 £	Total 2018 £
Investment income	334	399

6 Resources expended

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Resources expended				
Raising funds	219,265	14,743	234,008	282,291
Costs in furtherance of charities objectives	641,751	259,554	901,305	935,933
Total resources expended	861,016	274,297	1,135,313	1,218,224

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

8 Employees

Number of employees
The average monthly number of employees during the year was:

	2019 Number	2018 Number
	34	36

The number of employees whose annual remuneration was £60,000 or more were:

	2019 Number	2018 Number
£60,000 - £65,000	1	-

9 Tangible fixed assets

	Total £
Cost	
At 1 April 2018	33,780
Additions	2,834
At 31 March 2019	36,614
Depreciation and impairment	
At 1 April 2018	29,431
Depreciation charged in the year	3,591
At 31 March 2019	33,022
Carrying amount	
At 31 March 2019	3,592
At 31 March 2018	4,349

10 Financial instruments

	2019 £	2018 £
Carrying amount of financial assets		
Debt instruments measured at amortised cost	11,818	1,694
Carrying amount of financial liabilities		
Measured at amortised cost	59,433	79,199

11 Stocks

	2019	2018
	£	£
Finished goods and goods for resale	4,335	4,335

12 Debtors

	2019	2018
Amounts falling due within one year:	£	£
Trade debtors	11,460	1,694
Amounts owed by subsidiary undertakings	358	-
Prepayments and accrued income	40,579	49,945
	52,397	51,639

13 Creditors: amounts falling due within one year

	2019	2018
	£	£
Other taxation and social security	32,758	39,407
Trade creditors	16,931	7,039
Other creditors	192	463
Accruals and deferred income	42,310	71,697
	92,191	118,606

14 Retirement benefit schemes

Defined Contribution Scheme

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

Defined Benefit Scheme

CBIT participates in the Scottish Voluntary Sector Pension Scheme. The Scheme is a multi-employer defined benefit scheme. The Scheme is funded and is contracted out of the state scheme until 31 March 2010, when the Scheme was closed to future accrual.

The Scheme operated a single benefit structure, final salary with a 1/60th accrual rate until 30 September 2007. From October 2007 there are two benefit structures available. These are final salary with a 1/60th accrual rate and final salary with an 1/80th accrual rate, until the date of the Scheme closure on 31 March 2010.

The scheme closed to future accrual on 31 March 2010. There is currently no intention to wind up the Scottish Sector Pension Scheme and it continues in paid-up form.

The Trustee commissions an actuarial valuation of the Scheme every three years. The main purpose of the valuation is to determine the financial position of the Scheme in order to determine the level of future contributions required so that the Scheme can meet its pension obligations as they fall due.

The actuarial valuation assesses whether the Scheme's assets at the valuation date are likely to be sufficient to pay the pension benefits accrued by members as at the valuation date. Asset values are calculated by reference to market levels. Accrued pension benefits are valued by discounting expected future benefit payments using a discount rate calculated by reference to the expected future investment returns.

It is not possible in the normal course of events to identify on a consistent and reasonable basis the share of underlying assets and liabilities belonging to individual participating employers. This is because the scheme is a multi-employer scheme where the scheme assets are co-mingled for investment purposes and benefits are paid from total scheme assets. Accordingly, the present value of contributions payable that result from the terms of the agreement with the multi-employer plan have been provided for.

At 1 April 2018	61,996
Unwinding of discount factor	1,195
Deficit contributions	(5,128)
Remeasurement	(18,703)
At 31 March 2019	39,360

15 Analysis of net assets between funds

	Total 2019 £	Total 2018 £
Fund balances at 31 March 2019 are represented by:		
Tangible assets	3,592	4,349
Current assets/(liabilities)	198,123	141,574
	201,715	145,923

16 Related party transactions

There were no disclosable related party transactions during the year (2018 - none).