

Charity Registration No. 1113326 (England and Wales)

Charity Registration No. SC 039703 (Scotland)

Company Registration No. 05738517 (England and Wales)

**CHILD BRAIN INJURY TRUST**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**



**CHILD BRAIN INJURY TRUST**  
**LEGAL AND ADMINISTRATIVE INFORMATION**



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<b>Trustees</b>	Terry Burt (Chair) - Accountant Andrew Caudell Inez Brown - Solicitor Sarah Louise Mackie Stephen Frank O'Neill (Treasurer) Christopher Owen
<b>Secretary</b>	Stephanie Bremner
<b>Chief Executive Officer</b>	Lisa Turan
<b>Charity number (England and Wales)</b>	1113326
<b>Charity number (Scotland)</b>	SC 039703
<b>Company number</b>	05738517
<b>Registered office</b>	3 Field View Baynards Green Farm Trading Estate Baynards Green Nr Bicester Oxfordshire OX27 7SR
<b>Auditor</b>	DSA Prospect Audit Limited The Old Chapel Union Way Witney Oxfordshire OX28 6HD
<b>Bankers</b>	The Co-operative Bank 13 New Road Oxford OX1 1LG  CCLA Investment Management Ltd 80 Cheapside London EC2V 6DZ

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# CHILD BRAIN INJURY TRUST

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## **CHARITY OBJECTIVES**

### **Our Vision**

Our vision is to live in a society where the impact of childhood ABI is recognised and resourced appropriately for families to have the opportunity to reach their full potential.

### **Our purpose**

We are committed to, and passionate about ensuring all children and young people with an ABI, their families and professionals have access to appropriate and timely support services.

We are determined to ensure our purpose has a strong voice throughout society and that our work is focussed on real demonstratable change.

From humble beginnings to where we are now, we have made considerable and positive changes to the way families affected by ABI are supported across the UK. Our purpose is to drive forward family centred support through the provision of emotional and practical support, information resources, and by raising awareness about the impact ABI has on families.

### **Our values**

We are driven by our guiding values to ensure we work inclusively with all our stakeholders, including beneficiaries, supporters, and organisations from the public, private, and voluntary sectors. Our ability to achieve this is formed on the following:

- **Integrity**  
We believe in honesty, professionalism, equality, and transparency.
- **Compassionate**  
We place the needs of families at the centre of our work.
- **Innovative**  
We seek to adapt and create new ways of working to engage families.
- **Reflective**  
We seek feedback and strive to keep learning to ensure we are continually able to respond and improve our work.

## **Strategic direction**

### **Transformation**

For 30 years the Child Brain Injury Trust has been the leading voluntary organisation providing family specific support to parents, carers and professionals affected by childhood ABI. We have done this through the development of our 'early intervention' model, working across major trauma centres around the UK and our focus on the continuation of holistic support through to adult services within the community.

To achieve our vision, we are going to transform our service by introducing new and innovative ways of connecting with stakeholders, by redesigning and repositioning our support model and by creating new channels of support. This will take the Child Brain Injury Trust to a new level and enable us to meet demand and create brain injury aware communities.

Our transformation will take time and we want our legacy to be one where families affected by ABI are able to access services no matter where they are in their journey and to receive specific appropriate services that enable them to reach their potential.

Over the next 3 years we aim to increase access points and improve the impact the Child Brain Injury Trust has across communities by introducing new service touch points, improved service provision and rolling out a national family counselling programme.

### **Access**

Our ambition is to create wider access for any family whose child is affected by concussion (mild ABI) and ABI.

We will do this by increasing our service offer and giving families and professionals control of when and how they connect with us. We will create 4 new areas of expertise which will allow us to define more specific focused support.

Virtual support – through a dedicated mobile app supported by a Virtual Support Team

Early intervention – through more intense work within the hospital setting.

Education and learning – through a dedicated support team

Community inclusion – by creating enhanced social opportunities, family counselling programmes, and online communities.

We will utilise and reposition existing resources as well as building our team to ensure we are able to meet demand and adapt our provision. We will use new technology and develop a new 'in hand' mobile app supported by a new Virtual Support Team to ensure we reach our goal.

Our Early Intervention Team will increase their presence across clinical settings and work collaboratively with organisations and professionals to ensure we are able to respond to immediate needs at the initial stages of injury and illness.

In creating an Education and Learning Team we will be able to provide educational support specific to a child's needs and to ensure that professionals from education and allied health professions have the appropriate skills, strategies, and tools to support children and young people. The team will focus on



developing evidence-based learning tools and support professionals in person, through e-learning and with online learning resources.

A new Community Inclusion Team will be developed to respond to the growing need of community support. Working with professionals and families to ensure there are opportunities, counselling services and resources available for families to develop and participate fully in life.

### **Impact**

It is our belief that if we provide appropriate and innovative opportunities and support structures, we will achieve greater social impact for the families we support. This will empower families to make informed decisions, improve their confidence, reduce isolation, and create communities that are more accepting and knowledgeable about ABI. This will genuinely change lives for the better and provide families with the hope they deserve for a more stable future.

We will not settle for average, we aspire to create real positive change by developing our service to achieve the impact and goals we know are attainable and that will enhance families lives, to create communities that reduce the fear of life after ABI.

### **Strategic goals – Access and Impact**

1. To create active ABI aware communities across the UK.
2. To ensure families affected by childhood ABI have access to brain injury support services and information.
3. To create a positive impact for all families affected by childhood ABI.
4. To ensure family voices are heard and issues raised are advocated for across the UK.
5. To work at a national, regional, and local level with all sectors to create seamless support for families and professionals.
6. To ensure the Child Brain Injury Trust works effectively, with shared values and has sufficient resources to futureproof its work.

## **TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT)**

### ***FOR THE YEAR ENDED 31 MARCH 2021***

2020 was an unprecedented year for the world and our charity was no different. From the end of March 2020, the charity was in lockdown and all support was diverted to a remote and virtual service. The charity adapted swiftly to ensure our beneficiaries remained in contact with us. All hospital, school and home visits stopped as we were under instruction to withdraw from all settings. To ensure communication was not adversely affected, the charity ensured all IT systems were functioning and that we were able to provide communication through Zoom, Teams and through any device.

As in-person fundraising ceased the charity had to make difficult decisions about the safety of the team and how we could protect the finances of the charity. The charity immediately furloughed 50% of the team, froze all recruitment and restructured the leadership team to ensure oversight was in place at all critical levels.

The income forecast was downgraded considerably, and the charity prioritised virtual communication plans to ensure supporters and funders were informed about our plan on an ongoing basis.

Board and finance meetings were held weekly. Trustees required the charity to focus on protecting the team, the families we support and the finances of the charity. As well as furloughing staff we also made 3 members of the team redundant as the workload decreased as the ongoing situation continued.

Although it was an extremely challenging year, the charity pushed forward with focus but took time to reflect on how we would approach work both throughout the pandemic and into the future. A new strategy was agreed and implemented in January 2021 with a focus on Access and Impact.

We secured two COVID emergency grants from the national lottery and BBC Children in Need. These funds helped us develop a new virtual support mobile app (CBIT in Hand) and helped us roll out a new family counselling service which was identified through an emergency survey as a need for families.

We diverted funds previously allocated for family social events and provided emergency grants for families who were in financial hardship.

We restructured the charity to ensure our resources were appropriate for the current and emerging situation. This ultimately meant downsizing our Marketing and fundraising team and then merging them. We embedded our Information and Learning resource into the Brain Injury Team to ensure consistency and alignment and we downsized our administration, finance, and support team to reflect the activity across the charity.

Our main sources of income came from Trusts, Foundations, our legal Support Service, who remained loyal and supportive, our joint venture with Bush & Co and from online fundraising events.

These measures kept our charity solvent and able to navigate through an unprecedented year, whilst maintaining our integrity and values.

### **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**

Each year approximately 40,000 children and young people are affected by acquired brain injury. Our charitable activities focus on supporting these children and young people, 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 including 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. Professionals includes health, social care, educators, youth workers, police and associated professions, psychologists, lawyers, barristers etc.

The main areas of charitable activity is our brain injury service and the provision of support and information through outreach work; and learning activities. Anyone can access our services, and services 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 25.

#### **DIRECT SUPPORT**

Our Brain Injury Service is our core work, providing the greatest impact for the families we support. Our service is predominantly based in and around Major Trauma Centres across the UK and adopts an early intervention approach in the acute setting. Throughout 2020/21 we were not able to provide in-person support within any external setting, so we created pathways for both hospital and community settings by setting up a virtual support service. Using zoom/Teams/Face Time we were able to connect with families and professionals to ensure pathways and communication were open and we were able to respond to situations easily.

Many community services were paused, so the team needed to find virtual alternatives and connect with people quickly to provide the support they would normally do in person. Families support needs were magnified during the first 'lock down'. We carried out a survey to help us prioritise and to ensure we provided the support and information they needed at the time they needed it.

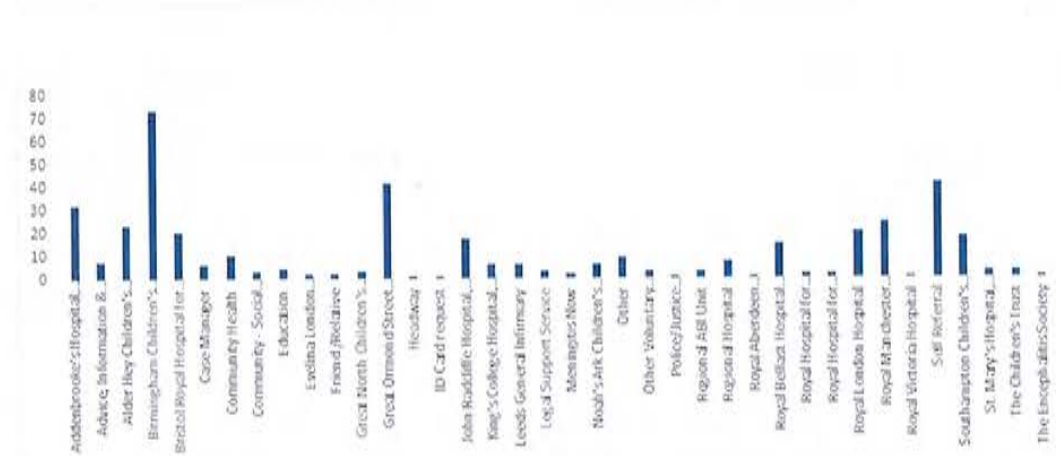
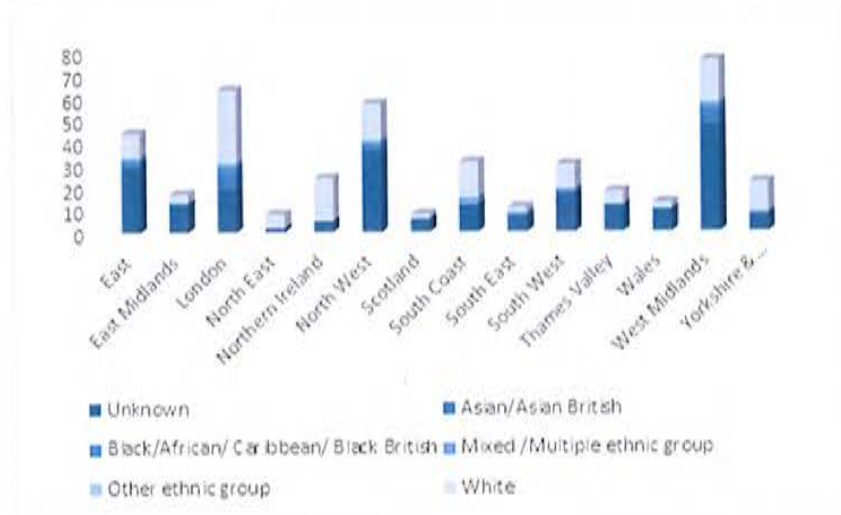
We provided 126 Emergency Grants totally £23,567 throughout 2020/21. Ranging from helping families with rent, food, and garden items. The grants provided a lifeline when many other opportunities were not there.

Referral numbers to 31<sup>st</sup> March 2021

= 422 new referrals



## Source of referrals



## Family Engagement

As part of our focus on impact and access and to meet the future needs of families affected by ABI, we have been listening to what families need through service user engagement feedback. Families have identified a need for early intervention and being able to speak to other families going through a similar journey. Each year we have a calendar of events, both virtual and in-person that bring families together and enable families to access information, advice, and support when they need it, and to speak to other families. This year and to comply with Covid restrictions, we have held a number of virtual family events that have enabled families to receive support from other families, as well as engage in peer learning and take up development opportunities.

Our aim is to help reduce isolation, to develop self-confidence and self-management skills. Our hope is families will feel more able to participate in life in general following the trauma of brain injury. These

events are provided free of charge to all and mean we are able to be inclusive and provide genuine access for all.

Throughout the year we held a series of interactive and pre-recorded, family focussed Facebook Live events, supporting families affected by ABI. The Facebook Live sessions were well attended and viewed a total of 7,039 times and shared across 109 Facebook posts. These included, but were not limited to:

- 5 ways to well-being
- Employment Law
- Education Rights
- Housing Rights & Financial Support
- Mental Capacity & Court of Protection
- Disability Living Allowance
- Rehabilitation Services
- Early Intervention
- Children in the Criminal Justice System

Several in-person and virtual family events were also held and attended by 33 families. Highlights include, but were not limited to:

- Easter event at Mountain View Ranch, Wales (Activities include a Gruffalo trail walk, stories by Little Red Riding Hood, toasting marshmallows and feeding goats)
- NI Christmas Event hosted by Glenarm Castle, Northern Ireland

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

## **SAFEGUARDING**

Under Section 17 Children Act 1989, a child will be considered in need if:

- They are unlikely to achieve or maintain or to have the opportunity to achieve or maintain a reasonable standard of health or development without provision of services from the Local Authority
- Their health or development is likely to be significantly impaired, or further impaired, without the provision of services from the Local Authority
- They have a disability

Children in need may be:

- children with SEND
- young carers
- children who have committed a crime
- children whose parents are in prison
- asylum seeking children



The Child Brain Injury Trust takes seriously all concerns raised about the care, support, and advocacy of children with brain injuries and disability, and as such, adopts the Paramountcy Principle in which the child's best interest and welfare is the first and paramount consideration.

All safeguarding concerns are reviewed by the Safeguarding Lead in line with the Child Brain Injury Trust Child Protection and Safeguarding Vulnerable Adults policy, procedure and guidance and takes into consideration children under the care of the NHS and children within a community setting.

## **CAMPAIGNS**

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

### **GLOW Week**

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 get into the spirit of the week and dress in their brightest coloured clothes. Each year we provide schools (without charge) with a road safety presentation which promotes safety as well as focusing on the remarkable development of our 'amazing brains'.

Our amazing corporate supporters took glow week on a different journey in 2020. Anthony Collins Solicitors spent the week delivering 'glow care packages' to vulnerable people at home – all socially distanced and raised over £2,400 and we created a virtual Glow wall to highlight the importance of being bright when outside in the dark.

We launched 'AGloHa!' – a fundraising extravaganza in November 2018 to support GloWeek. The event raises thousands of pounds for the charity and provides an opportunity to increase engagement and to create a wonderful networking opportunity for our supporters. Due to COVID-19, our 2020 event has been postponed until 2022.

### **ABI Week**

Action for Brain Injury Week 2020 focussed on 'isolation', where we spent the week engaging with families and raising awareness of the importance of connecting with family, friends, and support organisation. The pandemic meant all activities were virtual, but engagement was high across all platforms. We used Facebook Live sessions to raise awareness and Twitter to promote the events.

### **Reaching a wider Audience**

#### **Online**

Virtual support through online platforms was our main focus during 2020 due to the pandemic. We increased our presence across Facebook to ensure we could connect with families and repositioned content in our website to ensure all information resources were available to download. With an ever-changing virtual world and the move to more remote friendly access, we made sure that our content was current, appealing, and visible. We worked hard on improving our ratings within Google and worked hard on further improvements to our website. With COVID-19 hitting in March 2020, our service adapted quickly to online positioning, and we were able to nimbly switch to remote working and service provision.





### **CBIT in Hand**

A major development for 2020 was the launch of our virtual health intervention CBIT in Hand. The app was funded through corporate support, the national lottery emergency Fund and BBC Children in Need's Big Night In.

Over 500,000 C&YP attend A&E every year with a head injury (Nice Guidelines, 2017). Approximately half have a concussion and 45,000 have significant issues with a brain injury whether it be mild, moderate, or severe. Many families have never accessed support because they do not know it exists. CBIT in Hand is a ground breaking mobile app that provides families of children with head injuries and brain injuries with immediate access to critical information and support in hand through their mobile devices. The App will interface with clinicians within the hospital A&E setting and across communities making access to information and ongoing support immediate. It provides virtual support families desperately need from the moment a head injury happens, provides specific support for concussion related concerns, or, if they learn that their child will be living with a brain injury, it will provide tailored support at all stages of their child's ABI journey, in hospital/at home/returning to school/ in the wider community.

### **Counselling Service**

In 2018 research was conducted around the emotional and psychological support needs of families affected by childhood ABI. It was identified that there was a gap in mental health provision for families, especially young people and specifically around appropriate support relating to ABI. As a result, in 2019 a pilot was launched in Northern Ireland at the Regional Acquired Brain Injury Unit, Musgrave Park Hospital, Belfast, to provide counselling support services for young people with ABI, their siblings as well as parents and carers. To date, 72 referrals have been made to the service that include young people with ABI, their siblings as well as mothers and fathers, with over 277 counselling sessions delivered to date.

Due to the success of the project and the national identified need, the service is due to have national coverage by October 2021. The counselling service will offer counselling support to families affected by childhood ABI across the whole of the UK by independent, qualified specialist counsellors experienced in brain injury.

During counselling sessions, counsellors provide trauma informed counselling support and assist clients with a number of support needs, including coming to terms with a new diagnosis of ABI, managing stress and anxiety and developing coping skills.

### **Social Media**

Our social media presence increased significantly over the year, and it plays a huge part in our online presence. Social media provides us with the platforms we need to gain exposure and extend our reach. Facebook, Instagram, LinkedIn, and Twitter, have a slightly different following and we manage our content for each audience accordingly. Engagement rates are high across all platforms, and we continue to work hard to ensure we have planned campaigns throughout the year. Of particular note this year was 'Albie's Advent calendar' which was popular with our supporters and beneficiaries.



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

#### **INFORMATION & LEARNING**

Throughout the year we moved all our information resources online, to ensure we could provide our services. We developed new resources relating to COVID and brain injury and created Facebook Live sessions to provide live learning opportunities.

Children under 5 years account for almost 50% of all head injuries in the 0-15 years age group and so it was imperative that we continued to raise awareness through our new Early Years course. We continued to deliver our CPD certified course with a mix of online and self-directed learning. This continues to be offered without charge to all state nurseries, and at a minimal charge for childminders and private nurseries.

We reviewed our library of factsheets, information books and story books with a view to bringing more of them online and are working on a number of new resources.

E-learning proved popular with an ever-growing library of sessions. These are available via our website and are free to access.

#### **Understanding Childhood Acquired Brain Injury workshops**

Our Information & Learning team created accessible e-learning sessions that educators were able to view at any time. This included live sessions through Zoom for educators in the latter part of the year. These Workshops were again kindly sponsored by the Eden Dora Trust for Children with Encephalitis and supported awareness raising in schools across the UK. We were also able to deliver workshops to professionals who work with children and young people with ABI across health, social services, and community services across the UK, targeting the regional differences in education across Northern Ireland, Scotland, and England/Wales.

#### **Conference**

Our 2020 conference was postponed due to COVID-19. We planned a virtual conference for April 2021 which we hope will be more accessible to professionals across health as well as education, social services and allow families affected by ABI to attend. Previously it may have been more difficult for families and health staff to take time away from work and personal commitments.

#### **ABI Aware School Award**

As part of a three-year ground-breaking project, we are aiming to raise 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. The initiative is planned for launch in April 2021 and will enhance the awareness and understanding of childhood acquired brain injury across primary and secondary school environments.

## **FUNDRAISING**

Our fundraising efforts focussed on three main areas: Trusts, corporate support, and virtual 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.

This year we were the sole beneficiary for the President's Birmingham Law Society charity of the year. Inez brown (president) created a number of creative virtual fundraising initiatives that included online quizzes and 'an evening with' which raised a substantial amount of funds for the charity.

A number of corporate supporters hosted virtual events including a whiskey tasting, quizzes, escape rooms and a live music event. We are indebted to them for their support to our charity throughout 2020 which was an extremely challenging year.

In addition, the charity launched a 'Bike Bonanza' raffle raising £5,000 and a Christmas campaign with Albie.

## **REGIONAL FUNDRAISING GROUPS**

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

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

Meetings were held virtually and members from all the groups supported the charity with virtual events and continued commitment.

Key supporters were:

- 3PB Chambers
- Chase De Vere
- JMW
- Kings Chambers
- Leigh Day
- PIC Costs
- Premex
- Rathbones
- Serious Law
- All sponsors of Albie's Advent Adventure

## TRUSTS AND FOUNDATIONS

During the financial year the charity secured significant grants from:

- 29th May 1961 Charity
- Addenbrooke's Charitable Trust
- Adobe Foundation
- Bank of Scotland Foundation
- BBC Children in Need
- BBC Children in Need – Next Steps COVID-19
- Ernest Kleinwort Charitable Trust
- DLM Charitable Trust
- Garfield Weston Foundation
- Global Make Some Noise
- Hugh Fraser Foundation
- James Weir Foundation
- Masonic Charitable Foundation
- Merchant Taylors' Consolidated Charities for the Infirm
- Pilkington Charities Fund
- Zurich Community Trust via the Openworks Foundation
- Simon Gibson Charitable Trust
- Sir James Knott Trust
- The David and Ruth Lewis Family Charitable Trust
- The Evelyn Trust
- The D'Oyly Carte Charitable Trust
- The Gisela Graham Foundation
- The Hospital Saturday Fund
- The National Lottery Community Fund including Awards for All Scotland and Awards for All Wales
- The R S Macdonald Charitable Trust
- The Sobell Foundation
- The Sterling Charity
- The Waterloo 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.

## MAJOR SUPPORTERS

The charity was fortunate to work with a number of major supporters this year. Their support was not only in the form of donations, but also from gifts in kind which helped us with our IT requirements and team training and development.

- Anthony Collins Solicitors
- Bell Integration
- Birmingham Law Society
- Frenkel Topping



- Hamilton Rentals
- Moore Barlow
- No5 Chambers
- Premier Medical
- Simpson Millar
- Shoosmiths
- Strasse Porsche
- Serious Law
- The Royal Masonic School
- Geldards
- CMS LLP
- Centurion

#### INDIVIDUAL SUPPORTERS

We were indebted to the many individual supporters who volunteered their time, energy, and commitment to raise funds for our charity. Many participated in cycling, running, or walking events and other virtual events.

Some of the highlights were:

- Chay's "Buzz that hair"!
- Hairity Challenge
- Heather's Local Landmarks Challenge
- Jane's December walking challenge
- Laughing Hippos TV 24 hour stream
- Lucas and Iris' Easter challenge for Child Brain Injury Trust
- Run 5k for CBIT
- Team Westie June 300,000
- Zoe's 62 mile charity ride for CBIT
- 30 mins a day lockdown fitness challenge!
- 2.6 challenge

#### 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. The revenue secured through these partnerships provides support for all families and enables the charity to reach a greater number of families in need. Our partners are;

- Anthony Collins Solicitors
- Bolt Burdon Kemp
- CL Medilaw
- Enable Law
- FBC Manby Bowdler Solicitors
- Hodge Jones & Allen Solicitors
- JMW Solicitors



- Moore Barlow Lawyers
- Serious Law
- Shoosmiths
- Simpson Millar Solicitors
- Sintons
- Slater & Gordon Lawyers

#### **Child Brain 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 Brain Injury Service.

#### **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 debates at the House of Commons on acquired brain injury, which was led by Chris Bryant MP and supported by Liz Twist MP on behalf of children and young people. We expect further collaboration in 2021/22.

##### **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 has made great strides in promoting 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 develop a stronger alliance to enable us to create 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 had and the impact on welfare and support services.

#### **Northern Rehab Board**

As part of the Northern Rehabilitation Board of hospitals from across the Midlands, Northwest England and Northeast of England, the charity is a member of the board representing families affected by ABI. A key role is to promote the support needs of families and act as an advocate, so the voices of families is heard in key discussions and where decisions are being made that impact patient care.

#### **National Children's Major Trauma Rehabilitation Group**

The National Children's Major Trauma Rehabilitation group was set up as part of the national children's major trauma network to feed into clinical reference groups, NHS England and support the coordination and implementation of work across the national network of major trauma centres across the UK.

As a key non-clinical service representing children affected by trauma and ABI across the UK, the Child Brain Injury Trust advocates on behalf of children and families, ensuring that when decisions are made about service developments or the voices of families should be heard, family are able to input into decision making processes.

#### **Wales Neurological Alliance**

The Wales Neurological Alliance was launched in 2002 to ensure that neurological services are given priority at all levels of health and social care planning, enabling neurological organisations/groups to campaign together and speak with an influential voice across Wales.

The Wales Neurological Alliance is a forum of not-for-profit organisations and groups representing many thousands of people affected by neurological conditions in Wales with a mission to support people with neurological conditions to live the best life possible through influencing policy, raising awareness, and developing services.

As part of the Wales Neurological Alliance, the Child Brain Injury Trust has been working to raise awareness of neurological conditions and their impact on individuals and their communities across Wales, to inform and influence policy makers about the needs of people with neurological conditions and to support and promote appropriate research.





### **Neurological Alliance of Scotland**

The Neurological Alliance of Scotland is an umbrella body of organisations that represent people with a neurological condition and those who support them across Scotland. Alongside the Neurological Alliance of Scotland, the Child Brain Injury Trust works to improve the care and support that people receive. In partnership with other members, we inform policy, raise awareness and support improvements in services. We aim to make sure that the experiences of people with neurological conditions - and those around them - are recognised.

By working with the Neurological Alliance of Scotland, we are able to raise issues directly with the Scottish Government, NHS bodies and other groups; and by contributing to publications and consultations, sharing information between members, and working with other bodies on common issues.

### **Northern Ireland Neurological Charities Alliance**

The Northern Ireland Neurological Charities Alliance (niNCA) was established in 2006 to represent and provide a voice on behalf of people living with a neurological condition in Northern Ireland. niNCA comprises of eleven member groups which represent Charities and Support Groups for neurological conditions which range from the commonly recognised to rare disorders.

Working with niNCA, the Child Brain Injury Trust is able to ensure that neurological services are given priority at all levels of health and social care planning by working together and speaking as one influential voice.

To ensure the needs of everyone with a neurological condition is understood, niNCA have representatives on the Neurological Conditions Network which was established by the Department of Health, Social Services and Public Safety [DHSSPSNI] to ensure the best possible outcomes for those living with long-term neurological conditions. The purpose of the network is to promote joined up services that make the best use of resources to deliver appropriate treatment and support.

### **FUTURE WORK**

We remain committed to our values and strategic aims to increase awareness of ABI, to provide support and to ensure our work has impact and families gain improved outcomes. Our new strategy 'Access and Impact' will provide the foundation for achieving our goals and enable us to achieve the growth and capacity needs we have identified.

It's will come as no surprise that we need to remain cautious with our growth plans as we emerge out of restrictions and hopefully a freer society. We will continue to protect our team, our finances and of course the families and professionals we exist to support. It will be important to remain vigilant throughout 2021/22 to ensure we have the capacity and resources needed in order to meet the demand on our services. However, we do see the future as an opportunity for smarter, more agile working and a step up in our approach in aligning our work more strategically so that we further develop our expertise and knowledge.

We plan to reposition our service to enable us to reach a greater number of families through a dedicated 'early intervention' model which will see us increase our presence in hospitals. We will develop our 'virtual support' service to provide immediate access to support and develop and new



'community and education service' to provide focussed support once families leave the hospital setting. The development of this work will rely on securing funding from local commissioners, supporters and through funding and trading activities, so will take time to fully implement.

Our commitment to ensure we have an effective GDPR processes in place continues to be a priority as we need to ensure our families and supporters retain control over their personal data.

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 successful partnerships with law firms and aligned businesses and welcome opportunities to develop new ways of increasing our reach and profile.

During the next three years we are looking to develop our legal service and case management service in order to create a centre of excellence for families accessing them. In addition, we are working hard to secure the support of major donors and higher value grants.

We plan to launch a new transitions service, that we hope will meet the needs of young people and parents. We want to ensure our resources continue to provide relevant and appropriate information that are appealing to all age ranges.

The main areas for development in 2021 will be to reposition our support service, to market CBIT in Hand and to embed our information and learning activities across our brain Injury Service in order to ensure it is aligned to our strategic goals and the needs of our beneficiaries.

Working towards a more agile future, the charity is confident it will be able to offer increased support to create greater impact and access.





## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The charity employs 30 staff working across the UK. The charity is led by our CEO and leadership team and the management team take responsibility for implementing our business plan through the different areas of work; finance, administration, HR, fundraising, service delivery, information, learning, commercial partnerships and marketing.

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

Our values and culture is extremely important and the charity is led through a values led leadership model.

## **TRUSTEE APPOINTMENT**

The Trustees have been appointed with a view to providing the Child Brain Injury Trust with a range of skills required to provide effective governance and oversight. Trustees form a vital part of the charity, and it is important to ensure we are represented inclusively and appropriately. We are extremely grateful to have input from professionals from the NHS, people involved in the care of children with head injuries, psychologists, solicitors specialising in brain injury, businesspeople and individuals whose expertise lies in finance, HR, 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 which includes shadowing opportunities to ensure they are fully aware of both their governance responsibilities and knowledge of the organisation.

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

Trustees meet once a quarter to discuss the work of the charity to ensure we are meeting our strategic goals and compliant with all aspects of charity law. The meetings are a formal way of reviewing our work, managing risks, and achieving our mission. It is also an opportunity to share success and to identify areas for improvement.

### **Subgroups**

#### **Finance Group**

The responsibility of the Finance Group is to review and monitor the financial position of the organisation, to approve the annual budget, to review management accounts, to sign off accounts and make any material financial decision. They oversee financial procedures, including agreeing the salary structure for all staff.

#### **Trading Group**

This is a new subgroup and was created as a result of our expanding legal support service and case management partnership. Trustees meet with key staff to discuss progress, resolve issues, discuss new opportunities and to provide guidance and support to the operational team.

### **Fundraising and marketing**

This is a new subgroup created to support the merging of the two departments, to provide support and guidance and to give support to the reduced number in the team. The key objective is to ensure we remain on target and identify any future resourcing needs.

### **Reserves Policy**

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

The impact of the 20/21 results on the balance sheet is to increase reserves from £237,204 on the 19/20 balance sheet to £845,731. The Trustees and Management are conscious that this may create a misleading impression that the charity has excessive funds at its disposal as at the end of the financial year.

A detailed analysis of our reserves shows the following:

- £151,559 (17.90% of reserve funds) is held as restricted funds and therefore cannot be used for purposes other than those for which the funds were donated.
- A further £135,000 of reserves (15.96% of reserve funds) is held in designated funds and has been specifically ring-fenced for the development of virtual services as outlined in the charity's strategic plan.
- The balance, as unrestricted funds totalling £559,172 (66.11% of reserve funds) can be used for general charitable purposes. This is the equivalent to 6.8 months of costs based on our reduced 20/21 expenditure and is in line with our stated objectives.

Other factors that have to be taken into consideration include the cyclical nature of 'cash flow' - placing higher demands on reserves during the first half of the year, the impact of the Covid-19 pandemic on regular income streams and the scaled return of our charitable service to full capacity.

Taking into account all requirements for holding and designating funds, the amount of unrestricted reserves is considered to be both reasonable and prudent by the Trustees.

### **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 leadership team and scored for likelihood, impact, and to make sure mitigating controls are put in place.

### **Investments**

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

### **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 values, aptitude, and ability without discrimination. The staff are



supported through weekly, fortnightly, and monthly support and supervision meeting, in addition to a six-month Personal Progress review and annual Personal Progress review. We ensure that appropriate support mechanisms are in place in terms of counselling, coaching, and mentoring – especially important for our front-line operational staff.

#### **Complaints**

The charity has a formal complaints policy which can be requested at any time.

We have not received any complaints during the year about our work or our fundraising approach.



## TREASURERS REPORT

In the report for 2019/20, the Treasurer, Terry Burt wrote '...none of us could have anticipated that the 2019/20 financial year would end with the country in lockdown because of the Covid-19 crisis. We are currently in uncharted waters....'. This report respects and highlights how the charity has continued to financially manage successfully through 2020/21, a period where the pandemic has persisted and has led to a shift in strategic direction for the charity allied with innovative approaches to fund-raising and continuing close expenditure management.

We remain confident of our ability to continue to develop and sustain support services to children and families affected by acquired brain injuries in future years, well beyond our 30<sup>th</sup> Anniversary in 2021. Our CEO's strategic plans on repositioning the Brain Injury Service and developing virtual support capabilities whilst driving early intervention, are being well received by our supporters and funders and we remain extremely grateful for their ongoing engagement and contributions. These plans have the full support of the Trustees in terms of direction, planned execution and budget assumptions.

As the business model evolves, the Trustees are fully engaged and supportive. Two additional trustee sub-committees have been established - Trading and Fundraising & Marketing - to provide additional inputs, guidance, support and governance through this phase of evolution.

I am pleased to report that 2020/21, whilst another challenging year, has seen a continued strengthening of our financial position, building funds to support the strategic development plans. Total income increased to a record £1.588m, a growth of 25% over 2019/20 figures. This was due to tireless and innovative work across the team from embedding our Legal Support Service relationships and revenues, securing grants and awards to growing our other Trading Income by 10% to over £543k.

The joint venture with Bush & Co, the Child Brain Injury Rehabilitation Service has continued to grow as a revenue stream, contributing over £20k pa at annual growth rates of 15-25% of long-term sustainable income.

Specific endowments of £135k and £15k have been allocated as designated funds to support the development of 'CBIT in Hand' as a mobile application at the core of virtual support and supporting Emergency Grant's to those most in need.

Throughout 20/21 expenditure has been closely managed in line with our ability to raise funds and the required shift to more virtual working. Overall resources expended reduced by 20% to £979k. This included continued reduced travel and subsistence costs and excellent work to utilise the full range of available COVID grants and job retention scheme support. Future requirements have also been a factor in operational decision making. The move to a smaller unit within our current location, thereby reducing future costs but also planning for changing working practices is a good example.

The Debtor position has also been closely managed and shows a 33% reduction in outstanding balances YOY to just over £64k. Overall, this has created a very strong closing cash position (£798K, up from £268k) and total Net Funds of £845k.



This growth in Net Funds meets our objective in last year's report of increasing free cash reserves to maintain the strength and resilience of the organisation. This also provides a solid base to continue to invest in additional resources to support the planned growth and re-modelling of services.

We remain confident in the management approach, believe that the current funds are sufficient for the planned expenditure and the Trustees fully endorse the management teams' prudent approach to future investment and maximising grant and fund-raising opportunities. An example of this is the development of 'CBIT in Hand', which will be self-funding from either specific grants or income generated by the app. With a continuing challenging environment in terms of fund-raising and service delivery, allied to a shift in strategic direction for the Charity, the Finance sub-committee of Trustees will closely monitor budget plans and expenditure throughout 2021/22 with a full half-year budget review in November 2021.

2021/22 will continue to provide major challenges in terms of service delivery, operating practice, fund-raising, and trading opportunities. Whilst there was no face-to-face fund-raising activity in 20/21, when it is again an opportunity, competition for engagement and share of funds will be strong. The team recognises this and has clear plans with skilled and professional resources to meet these challenges within a new strategic direction. This includes focus on solidifying the Legal Support Service, expanding trading income opportunities, a major donor strategy and maximising fund-raising. Together these provide for a solid and successful future. As trustees, we will continue to ensure that the planned approach is monitored and executed prudently – with expenditure only committed against committed funding.

In conclusion, the Trustees would like to record their support and congratulations to the management team on the successful delivery against budget, prudent approach, swift decision-making, and actions in a changing world. Throughout, the team has worked closely together in a supportive environment. We are confident in the current financial planning within the strategy and that financial management will continue to be vigilant and open. As Trustees, we will continue to advise and monitor throughout its execution.

# CHILD BRAIN INJURY TRUST

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2021



The trustees, who are also the directors of Child Brain Injury Trust for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

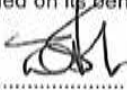
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). 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.

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,

  
.....  
T Burt  
Chairman

# CHILD BRAIN INJURY TRUST

## INDEPENDENT AUDITOR'S REPORT

### TO THE TRUSTEES OF CHILD BRAIN INJURY TRUST

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#### Opinion

We have audited the financial statements of Child Brain Injury Trust (the 'charity') for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 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 2021 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 financial statements 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

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.



# CHILD BRAIN INJURY TRUST

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF CHILD BRAIN INJURY TRUST



#### **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.

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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

**CHILD BRAIN INJURY TRUST**

**INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

**TO THE TRUSTEES OF CHILD BRAIN INJURY TRUST**



A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

**Mr Gary John McHale FCCA (Senior Statutory Auditor)  
for and on behalf of DSA Prospect Audit Limited**

**Chartered Accountants  
Statutory Auditor**

26/11/2021

The Old Chapel  
Union Way  
Witney  
Oxfordshire  
OX28 6HD

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.

# CHILD BRAIN INJURY TRUST

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021



		Unrestricted funds	Designated funds	Restricted funds	Total 2021	Total 2020
	Notes	£	£	£	£	£
<b><u>Income from:</u></b>						
Donations and legacies	2	348,097	-	537,370	885,467	766,078
Charitable activities	3	159,360	-	-	159,360	226
Other trading activities	4	543,090	-	-	543,090	497,988
Investments	5	398	-	-	398	681
<b>Total income</b>		<b>1,050,945</b>	<b>-</b>	<b>537,370</b>	<b>1,588,315</b>	<b>1,264,973</b>
<b><u>Expenditure on:</u></b>						
Resources expended	6	104,578	-	-	104,578	220,505
Costs in furtherance of charities objectives		481,058	-	394,152	875,210	1,008,979
<b>Total resources expended</b>		<b>585,636</b>	<b>-</b>	<b>394,152</b>	<b>979,788</b>	<b>1,229,484</b>
<b>Net incoming resources before transfers</b>		<b>465,309</b>	<b>-</b>	<b>143,218</b>	<b>608,527</b>	<b>35,489</b>
Gross transfers between funds		(135,000)	135,000	-	-	-
<b>Net income for the year/ Net movement in funds</b>		<b>330,309</b>	<b>135,000</b>	<b>143,218</b>	<b>608,527</b>	<b>35,489</b>
Fund balances at 1 April 2020		228,863	-	8,341	237,204	201,715
<b>Fund balances at 31 March 2021</b>		<b>559,172</b>	<b>135,000</b>	<b>151,559</b>	<b>845,731</b>	<b>237,204</b>

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.



# CHILD BRAIN INJURY TRUST

## Statement of Restricted Funds - Support Groups

FOR THE YEAR ENDED 31 MARCH 2021

	Leeds £	South West £	Glasgow £	Cardiff £	Leicester £	Total 2021 £	Total 2020 £
<b>Income</b>							
Collections and donations	-	-	-	-	-	-	-
Total income	-	-	-	-	-	-	-
<b>Expenditure</b>							
Costs in furtherance of the charity's objects	-	-	-	-	-	-	-
Total expenditure	-	-	-	-	-	-	-
<b>Net movement in funds</b>	-	-	-	-	-	-	-
Transfer to unrestricted	-	-	-	-	-	-	-
<b>Total funds at 1 April 2020</b>	4,624	228	409	342	1,705	7,308	7,308
<b>Total funds at 31 March 2021</b>	4,624	228	409	342	1,705	7,308	7,308

# CHILD BRAIN INJURY TRUST

## Statement of Restricted Funds - Other

FOR THE YEAR ENDED 31 MARCH 2021

	Northern Ireland £	Children in need NW £	Scotland Restricted £	GGHB £	GFFFO £	Other £	2021 Total £	2020 Total £
<b>Income</b>								
Grants received	124,891	24,600	41,290	27,700	701	318,189	537,370	319,144
Total income	<u>124,891</u>	<u>24,600</u>	<u>41,290</u>	<u>27,700</u>	<u>701</u>	<u>318,189</u>	<u>537,370</u>	<u>319,144</u>
<b>Expenditure</b>								
Costs in furtherance of the charity's objects	119,049	24,965	13,664	26,338	701	209,435	394,152	319,606
Total expenditure	<u>119,049</u>	<u>24,965</u>	<u>13,664</u>	<u>26,338</u>	<u>701</u>	<u>209,435</u>	<u>394,152</u>	<u>319,606</u>
<b>Net movement in funds</b>	5,842	(365)	27,625	1,362	-	108,754	143,219	(462)
Transfer to unrestricted	-	-	-	-	-	-	-	-
<b>Total funds at 1 April 2020</b>	(4)	-	20	-	990	25	1,031	1,492
<b>Total funds at 31 March 2021</b>	<u>5,838</u>	<u>(365)</u>	<u>27,645</u>	<u>1,362</u>	<u>990</u>	<u>108,779</u>	<u>144,250</u>	<u>1,030</u>

# CHILD BRAIN INJURY TRUST

## BALANCE SHEET

AS AT 31 MARCH 2021




	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Intangible assets	10		97,168		-
Tangible assets	13		620		1,391
			<u>97,788</u>		<u>1,391</u>
<b>Current assets</b>					
Stocks	11	4,335		4,335	
Debtors	12	64,679		95,183	
Cash at bank and in hand		798,459		268,042	
		<u>867,473</u>		<u>367,560</u>	
<b>Creditors: amounts falling due within one year</b>	14	<u>(119,530)</u>		<u>(131,747)</u>	
<b>Net current assets</b>			<u>747,943</u>		<u>235,813</u>
<b>Total assets less current liabilities</b>			<u>845,731</u>		<u>237,204</u>
<b>Income funds</b>					
Restricted funds		151,559		8,341	
Endowment funds - designated		135,000		-	
Unrestricted funds		559,172		228,863	
		<u>845,731</u>		<u>237,204</u>	

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 2021, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors 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 6/11/2021

  
 Terry Burt (Chair) - Accountant  
 Trustee

Company Registration No. 05738517



**CHILD BRAIN INJURY TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**



**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 3 Field View, Baynards Green Farm Trading Estate, Baynards Green, Nr Bicester, Oxfordshire, OX27 7SR.

**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.

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.

# CHILD BRAIN INJURY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)



FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

#### 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 Intangible fixed assets other than goodwill

Intangible assets acquired separately from a business are recognised at cost and are subsequently measured at cost less accumulated amortisation and accumulated impairment losses.

Intangible assets acquired on business combinations are recognised separately from goodwill at the acquisition date where it is probable that the expected future economic benefits that are attributable to the asset will flow to the entity and the fair value of the asset can be measured reliably; the intangible asset arises from contractual or other legal rights; and the intangible asset is separable from the entity.

Amortisation 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:

Software

#### 1.7 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.

#### 1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible and intangible 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).

#### 1.9 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.



# CHILD BRAIN INJURY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)



FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

#### 1.10 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.

##### **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.

#### 1.11 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 as an expense on a straight line basis over the term of the relevant lease.



# CHILD BRAIN INJURY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)



FOR THE YEAR ENDED 31 MARCH 2021

### 2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Total
	2021 £	2021 £	2021 £	2020 £
Donations and gifts	348,097	537,370	885,467	766,078
For the year ended 31 March 2020	431,934	334,144		766,078

### 3 Charitable activities

	Total	Total
	2021 £	2020 £
Sales within charitable activities	520	226
Other income	158,840	-
	159,360	226

### 4 Other trading activities

	Total	Total
	2021 £	2020 £
Other trading activities	543,090	497,988

### 5 Investments

	Total	Total
	2021 £	2020 £
Investment income	398	681

# CHILD BRAIN INJURY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)



FOR THE YEAR ENDED 31 MARCH 2021

### 6 Resources expended

	2021	2020
	£	£
<u>Resources expended</u>		
Raising funds	104,578	220,505
Costs in furtherance of charities objectives	875,210	1,008,979
Total resources expended	979,788	1,229,484

In the financial year 20/21 total resources expended were £979,788, compared to £1,229,484 total resources expended in the financial year 19/20 (representing a cost-reduction of 20% in 20/21). This was a direct result of the Covid-19 pandemic which effectively led to our community fundraising activities grinding to a halt in 2020. In response, the Trustees took the decision to undertake a significant cost-cutting exercise, place a temporary freeze on recruitment and optimise the temporary COVID assistance initiatives introduced by the government. The charity is now returning to full-capacity and investing in new services and will set a balanced budget, more in line with pre pandemic expenditure for the financial year 21/22.

### 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

The average monthly number of employees during the year was:

2021 Number	2020 Number
35	35

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

	2021 Number	2020 Number
£65,000 - £70,000	1	1

### 9 Designated Funds

'In the year a decision was made to designate £135,000 from unrestricted reserves. The designation is for the purposes of 'Future development of virtual support services'.

# CHILD BRAIN INJURY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)



FOR THE YEAR ENDED 31 MARCH 2021

<b>10</b>	<b>Intangible fixed assets</b>		<b>Software</b>
			<b>£</b>
	<b>Cost</b>		
	At 1 April 2020		-
	Additions - separately acquired		97,168
			<u>97,168</u>
	At 31 March 2021		<u>97,168</u>
	<b>Amortisation and impairment</b>		
	At 1 April 2020 and 31 March 2021		-
	<b>Carrying amount</b>		
	At 31 March 2021		<u>97,168</u>
	At 31 March 2020		<u>-</u>
<b>11</b>	<b>Stocks</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	Finished goods and goods for resale	<u>4,335</u>	<u>4,335</u>
<b>12</b>	<b>Debtors</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	<b>Amounts falling due within one year:</b>		
	Trade debtors	38,811	57,397
	Amounts owed by subsidiary undertakings	2,118	12,909
	Prepayments and accrued income	23,750	24,877
		<u>64,679</u>	<u>95,183</u>



# CHILD BRAIN INJURY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)



FOR THE YEAR ENDED 31 MARCH 2021

### 13 Tangible fixed assets

	Total £
<b>Cost</b>	
At 1 April 2020	36,613
At 31 March 2021	36,613
<b>Depreciation and impairment</b>	
At 1 April 2020	35,222
Depreciation charged in the year	771
At 31 March 2021	35,993
<b>Carrying amount</b>	
At 31 March 2021	620
At 31 March 2020	1,391

### 14 Creditors: amounts falling due within one year

	2021 £	2020 £
Other taxation and social security	30,939	41,542
Trade creditors	28,825	15,924
Accruals and deferred income	59,766	74,281
	119,530	131,747

# CHILD BRAIN INJURY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)



### FOR THE YEAR ENDED 31 MARCH 2021

#### 15 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 2020	33,661
Unwinding of discount factor	793
Deficit contributions	(5,176)
Remeasurement	1,380
At 31 March 2021	30,658

# CHILD BRAIN INJURY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021



### 16 Analysis of net assets between funds

	Total 2021 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:		
Intangible fixed assets	97,168	-
Tangible assets	620	1,391
Current assets/(liabilities)	747,943	235,813
	<u>845,731</u>	<u>237,204</u>

### 17 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).