



DAME VERA LYNN
Children's Charity
Discover together

Registered Charity No. 1089657

Charity Registration No. 1089657
Company Registration No. 04230409
(England and Wales)



DAME VERA LYNN CHILDREN'S CHARITY

(LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

Our aim is that all children under the age of 5 with Cerebral Palsy and other motor learning impairments receive the help and support they need to lead as independent a life as possible.

All services are provided free of charge for families

Services we provide;
Conductive Education
Music Therapy
Outreach Support
Swimming
Speech and Language



"Everyone is amazing! My son has progressed so much since starting. The charity has been so supportive of my family. My son has grown and changed so much due to the Conductive Education sessions and we are thrilled with his progress. Thank you" Jenny

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Report from Chair of Trustees

I write this report at the end of a difficult few weeks. Currently we find ourselves in the midst of a global pandemic that has had an unprecedented effect, not only on us as a charity but also the country as a whole. Over the coming weeks and months we will keep developing new ways of working to ensure that our families, who continue to need our support, can receive the very highest level of service.

During the last 12 months we have shared some incredible successes with our families. We have grown to supporting 60 families to through a range of services each week.

We started the financial year, our reserves stood at over 12 months running costs. The Board of Trustees took the decision to invest some of those in increasing our service provision this increased the number of sessions of both Conductive Education and Swimming that we are able to provide each week. We also invested in a car to support the work of the outreach worker, enabling more home visits to families that are unable to come to the centre.

As a charity we have also invested in a bespoke specialist outcome measurement tool. Working with the developers, the staff team have created a unique tool provide valuable feedback in seven different areas of a child's development called "Little Star". The Charity is now able to record the progress that each child is making with their fine motor skills, gross motor skills, communication, cognitive skills, their emotional wellbeing, social skills and self-care. Every child has a learning target for each area regardless of their level of disability, and every child has the potential to progress on their journey during their time with the Charity. All of these areas support the child to become as independent as possible. We can also use this tool to demonstrate the impact that the Charity has on each cohort of children, broken down by each demographic.

This level of investment has led to a deficit budget however this was anticipated and has enable the Charity to ensure that it is able to provide the wide range of services that families need.

I would like to thank not only the staff team and volunteers for all their hard work during this year, but also the trustees particularly Doug Hill, Paula Barns, Colin Darnell and Tracey Trotter who have all joined us this year.



Deborah Hay

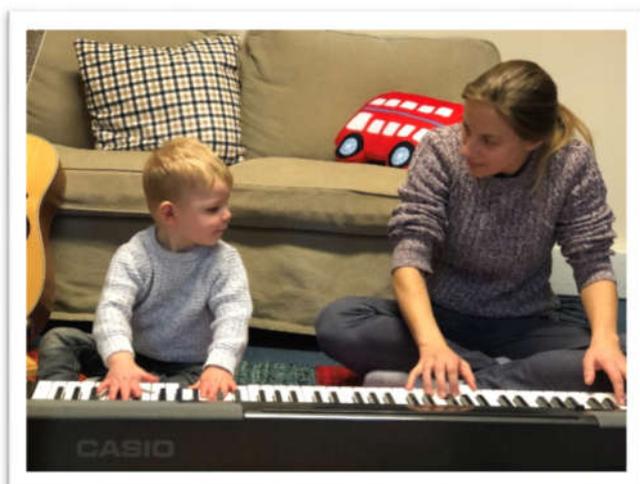
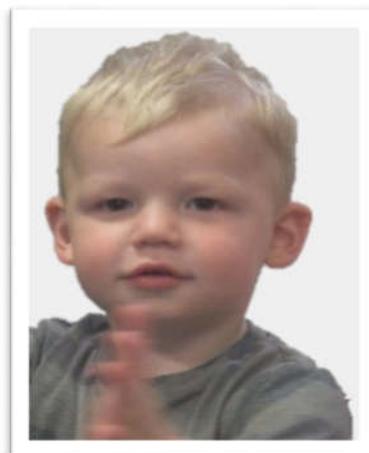
Chair of the Board of Trustees

September 2020

Cameron's Story

When Cameron came to the Charity for his assessment he was 19 months old. He was able to sit up, and pull himself up on furniture but wasn't walking, he had no words and was getting frustrated with the world around him when he wasn't able to explain what he was feeling.

Life for Cameron was very confusing and upsetting at times, he wanted to run round with his older brother but couldn't, although, when he got excited he would bounce about on his bottom. Cameron's Mum and Dad wanted him to be able to move about better and develop some good communication skills.



Cameron

didn't have a diagnosis and this is one of the reasons that his mum and dad struggled to find services that would help him, when the local Child Development Centre said they should contact the Charity they were "flabbergasted and so happy to find somewhere with the facilities to help".

Over the last year Cameron has attended all the services that the Charity provide: weekly Conductive Education sessions to help with his mobility and social skills; swimming, speech and language therapy, music therapy and his favourite - having home play sessions

with the Outreach Worker. At times Cameron and his family have found some of the sessions hard work, but his Mum said *"You have to stick with it, every session may have a positive effect, it can be so hard and you feel like you're getting nowhere and then, every so often you realise they're progressing in leaps and bounds!"*

The team have been able to support Cameron and work towards learning goals that they set for him, and sharing this progress with his family. Following each session careful notes are made and used to plan the next session.

Cameron attends a local nursery and the team have been to visit him there, they were able to give the nursery team some ideas about how they could continue to support Cameron when he is with them.

The Charity are now supporting Cameron and his family to apply for an Education Health Care Plan so that he can get all the support he needs when he starts school.

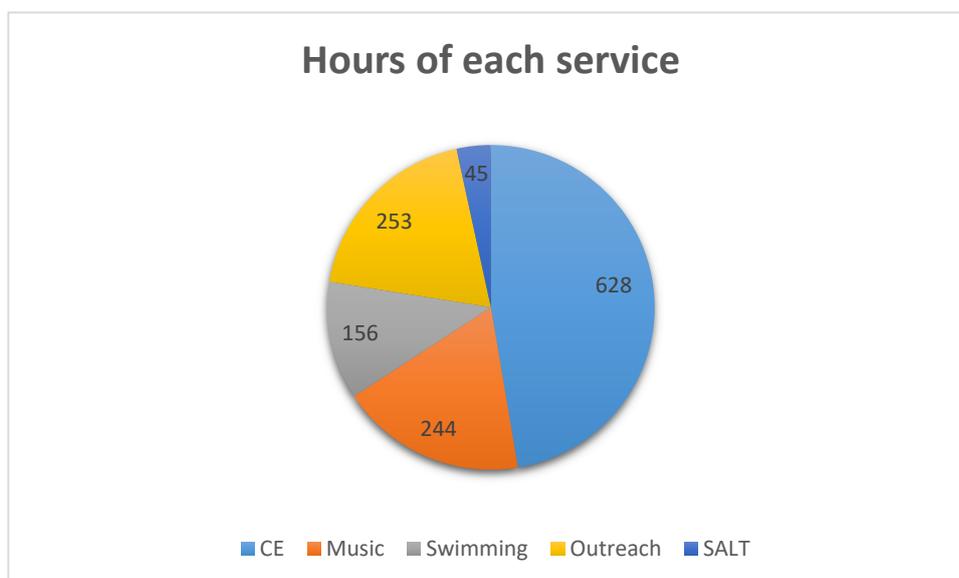


Trustees' Report

Services

During this year the Charity has continued to work with all families to ensure that the services meet their needs. One of the exciting new developments has been the addition of Speech and Language information and advice sessions for both parents and staff. Families told the Charity that they were really struggling to obtain the support they needed through the NHS, so working in partnership with the local NHS Speech and Language Manager, the Charity has secured funding to provide these sessions for families.

The Charity has continued to develop the way it works with new families. Often they may be struggling to come to terms with the diagnosis or knowledge that their child is not meeting their milestones as expected. We are really proud of the high quality range of services it has provided for families and we will continue to strive to be a centre of excellence for these children.



Families travel long distances to come to the centre each week, some families make the journey two or three times to attend the different services. 5 families travel more than 70 miles each week, in order to attend sessions. In total families travel over 1,899 miles every week to come to sessions.

One family drive 134 miles every week to bring their twins to Conductive Education sessions. Although this is a long drive for the family, the services that are provided are so specialist that Dame Vera Lynn Children's Charity is the nearest specialist centre to their home.



Conductive Education

Conductive Education is a holistic learning programme, supporting children to learn in all areas, focusing on a child's ability rather than disability. Through our weekly hour long sessions we support children to learn new skills such as rolling, sitting, crawling and walking alongside communication skills, working with peers and social interactions. We teach parents different stretches that help their child's mobility, as well as ensuring that children are engaged in the sessions, using lots of songs and themes to keep them motivated. Over the last 19 years we have supported over 600 children, with a wide range of conditions. Some have gone on to mainstream education, others have become Paralympians. We support parents to see the potential that their child has, and support the child to achieve it.

When each family joins the Charity they receive an assessment. Following that assessment they are offered a range of services. Each family can choose as much or as little from that package to suit their needs. All families are offered

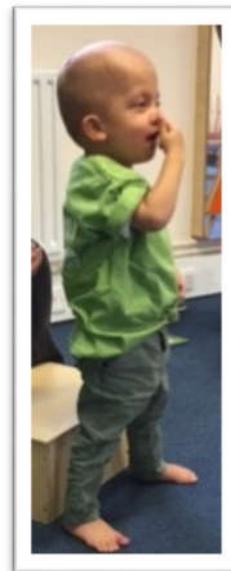
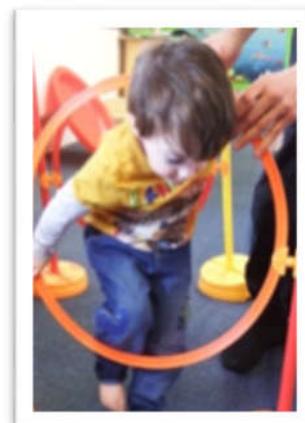
Conductive Education sessions, this is the corner stone of all services that are provided.



Within six weeks, each child is given a set of learning goals. These are set by the team but agreed with the parents. They will be working towards the goals that the parent expressed that they wanted for their child, in the assessment but may be broken down into many smaller steps. These goals are reviewed every six months. Alongside the learning goals children are also given a score using the Outcome Measurement tool called "Little Star"; each score looks at a different area of learning and ranges from 0-5, marking the journey that the child is on. Although the scoring has set parameters. For each child it may look different depending on their disability. Every child has the ability to reach a 5, but for some children it may take a number of years.

Using this measure we have seen a good increase in children's skills in all areas, the biggest movement has been with their gross motor skills, this is children's ability to do big movements with their arms and legs. For some that's crawling, walking and climbing and for others it's rolling and sitting up. 64% of children have moved at least 1 point on their score this year.

The Charity is very thankful to;
BBC Children in Need
Burgess Hill Town Council
Co-op Community Foundation
Haywards Heath Town Council
Leeds Building Society
Mid Sussex District Council
Wellesley Charitable Foundation and many others who have all supported this service in this financial year.

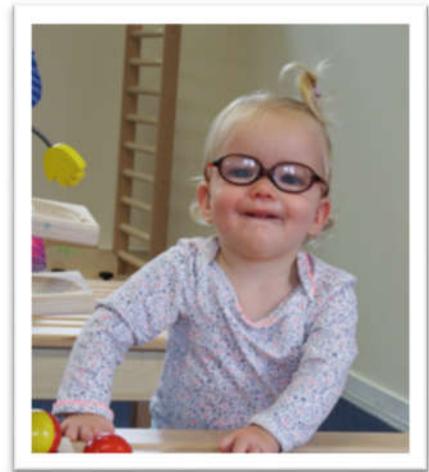


Millie's Story

Millie was born at 26 weeks and three days, she suffered Intraventricular haemorrhage at 3 days. She lost part of each finger on her right hand due to a failed arterial line. Millie spent the first 94 days of her life in hospital. She was allowed home the day she should have been born!

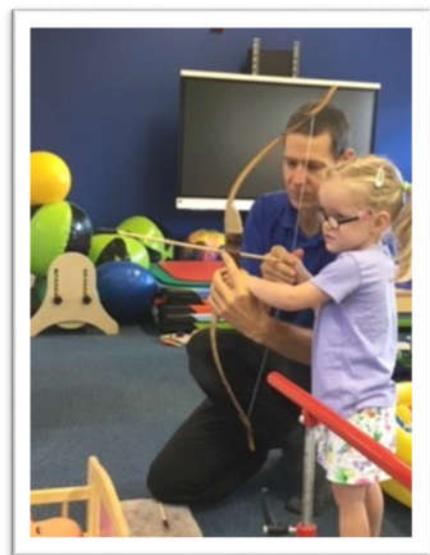
When Millie came with her Mum and Dad for assessment she was 19 months old. She was able to roll, she could sit and pull herself up to stand. She had started to walk sideways holding onto the furniture but not on her own. Millie had started to use a few words like "baby" and "Daddy".

Over the last three years Millie has been coming to the centre every week, to start with her Mum and Dad thought they might only be able to come once a month or every two weeks because they live so far away, but seeing the difference the sessions were making to Millie, they decided to make the long journey every week.



Millie's Mums says *"I had felt very lost, so to find people who understood the condition and could provide tailored sessions to help her development, was a big comfort."* She goes on to say *"The Charity welcomed us with open arms into its extended family. Millie has benefited hugely from weekly Conductive Education sessions. She has gained confidence and independence, particularly with her gross motor skills. She loves bouncing on the trampoline and climbing the ladder in her sessions"* For Millie's Mum and Dad it was important for them to meet other families that were going through the same issues as them, they found meeting other parents and having a chance to have chat with them really supportive and helpful.

Earlier this year Millie has some reconstructive hand surgery, and although she has stiches and a big bandage for a number of weeks, this didn't hold her back. Every week she ran in to the centre, had her snack of yoghurt and fruit and was bursting to get into her session with her friends chatting with them about the things she had done during the week. Millie now attends a mainstream nursery school and in September will start at the mainstream school attached to it. Millie's Mum has taken part in a half marathon as a thank you to the Charity for the support the family have received. She says *"The Charity's support, and overall positivity and belief in Millie, has exceeded what we have experienced anywhere else, and has undoubtedly helped her make progress that we couldn't have imagined 3 years ago."*



Swimming

We provide four 30 minute swimming sessions each week of the school term. These sessions are led by two swimming instructors. Both are not only qualified to teach young children and babies to swim, but also children with disabilities.



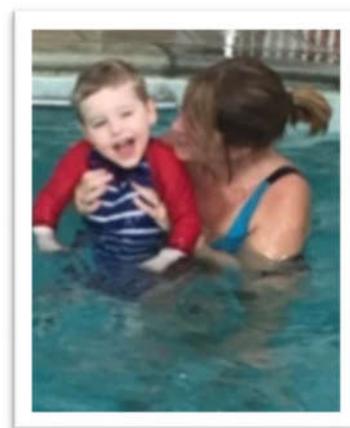
The sessions take place in a heated pool which enables the child's muscles to relax. While they feel supported by the water, children are able to move more freely whilst building up their strength and stamina.

During the sessions the instructors use many ways to ensure the sessions are fun and engaging; they use lots of songs that the children and parents know and different water toys to motivate the children. The activities are adapted to meet the individual needs; children's mobility is encouraged and parents are supported to learn how to hold their child in the water to encourage movement but at the same time keep the child safe.

One of the main aims, alongside supporting the child's physical development, is to help the child to become safe in the water. Children are supported to always hold on at the side of the pool and learn a safe way to enter and leave the water. Holding the side of the pool can be a big challenge for some children, particularly those that find fine motor skills really challenging. Swimming and the motivation of achieving something new in the pool can mean so much not only to the children but to the parents too.

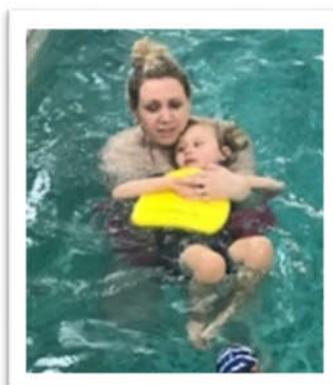
The instructors follow the interests of the child. If the child wants to go under the water then they provide support to do that, but no child is forced to do anything they don't want to do. The instructors work with the parents to understand the needs of each child, if a child for example has an unsafe swallow then the instructors will advise the parent to not allow the child to put their face fully in the water.

During this year 20 families have attended swimming sessions, although some children (and their parents) were a little unsure to start with, within a few weeks everyone was having a fantastic time and were enjoying their sessions.



Being able to provide weekly swimming sessions to families free of charge means that many more families are able to access the service and see the benefits for their child.

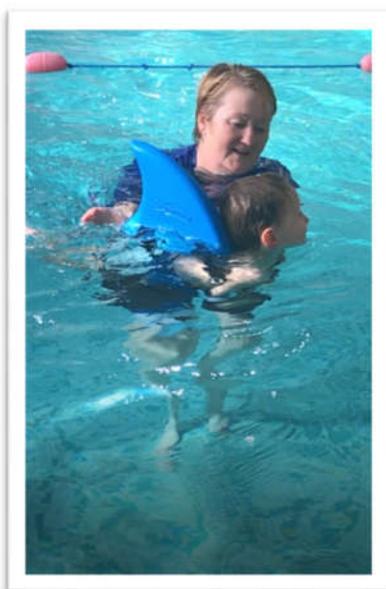
We are really thankful to:
Dark Star Foundation
Les Mills Fund for Children
Thomas Cook Children's Charity
Unum Foundation
Wisley Foundation and many others who have supported this service during this financial year.



Rowan's Story

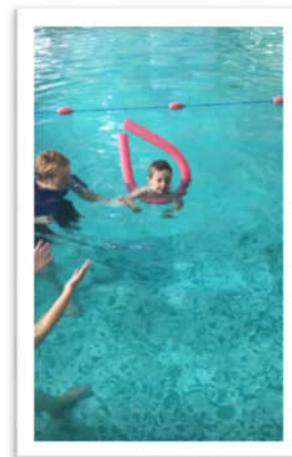
Rowan's parents first noticed that he wasn't developing like his older sister had when he was 9 months old. Following many appointments and lots of tests his parents were told that Rowan had Cerebral Palsy.

His parents had just started to understand what life was likely to be like for little Rowan, when they received a phone call three months after the original diagnosis, when they were told that Rowan did not have Cerebral Palsy but a very rare genetic imbalance.



During his assessment when Rowan was just 1 year old, his parents told the team at Dame Vera Lynn Children's Charity how they felt numb and lost during those months. They were given no support or information. All the information they were able to find was from spending time looking on the internet. It was during one of those searches that they found the Charity, and that's when things changed for them as a family.

Rowan's parents said that they will never be able to fully convey in words what it meant, especially during that time, to know that they were supported by a wonderful team at the Charity, offering Rowan all the therapies that he needed to build his strength and help him on his journey.



For the last two years Rowan has changed dramatically, from a little boy who was only able to roll around and not yet crawl to a little boy that is running around, climbing the stairs. Sometimes Rowan still falls over, mainly when he forgets to look where he is going, but he is now far more mobile and able to enjoy so many more activities. He has been attending weekly Conductive Education sessions, and also attended music and the family Big Jams, but his favourite sessions are always the swimming sessions. Rowan loves to disappear under the water and always has a huge smile on his face. Just a couple of weeks ago he was able to move himself across the pool with just a swimming noodle for support.



For Rowan and his family this is a huge milestone that they never thought they would be able to reach. Rowan's Mum used to swim for the County and water sports always plays a huge part in their holidays so for Rowan to be able to join in means a massive amount to the whole family.

Music Therapy

This year the Charity has continued to provide weekly music sessions in partnership with Nordoff-Robins Music Therapy. Each week the Charity provides six sessions, a mixture of small groups and one-to-one sessions. Each session is 30mins long. During these sessions the Music Therapist uses a mixture of well-known nursery rhymes and songs, alongside exploring different sounds and noises that the child is able to make. She uses the child's natural creativity and an opportunity for spontaneous play. The sessions are not about learning how to sign or how to play a specific instrument they are more about exploring the reaction to sounds. The premise of music therapy is that everybody has music within them, everyone has a heartbeat which is their rhythm, and therefore everyone has the ability to respond to music no matter what the level of their disability.



The music therapist is able to use the motivation of the music to support the child's physical development. For example one child is now able to hold and pass a beater from one hand to the other because she enjoyed hitting the cymbal so much. Each session is carefully planned using the learning goals that have been set for each child to promote as much independence as possible. Helping the child to develop good communication skills and learn in a small group setting about taking turns, are all areas that music therapy supports.



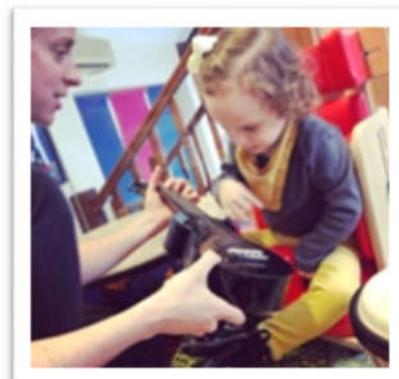
During a recent survey parents were asked which areas they felt music therapy had impacted them and their child. Feedback was really positive with 84% of parents reporting that it had a very positive impact on their interaction, communication and relationships with their friends and relations, developing positive bonds and giving an opportunity for reacting interactions and to celebrate achievements.

86% of parents said that they felt that improved their quality of life and well-being, providing a distraction or everyday life experience.

One parent said *"Music Therapy has been a great support as a parent and something that I would not have had the opportunity or thought to have been involved in before"*

During the year the Charity hosted two Big Jam sessions, which took place in the school holidays to enable older siblings who are not normally able to attend to experience the session. These sessions proved really successful with over 10 families attending each session. One family who had not been to a music therapy session before saw how much their son enjoyed the session and are now attending music therapy sessions regularly.

The Charity is very thankful to Youth Music and many others for their financial support this year, providing over 240 music therapy sessions throughout the year.



Outreach and Family Support



Some families need a little more support. For those families the Charity is able to offer Outreach Support. For some families this might be support with completing forms or understanding a document from nursery. For others it can be a home play session, for families stretched to breaking point this can be a chance for the parent to go and have a cup of tea knowing that their child is being looked after by a qualified Outreach Worker. The children enjoy engaging activities whilst their development is supported. Some families want just a few visits whilst others want them every week. For one family the Charity have provided over 200 home play sessions, each lasting an hour and a half.

This year the Charity were the first Early Years Setting in West Sussex to be awarded the Portage Stamp of Approval. This is a national accreditation that recognises that the work of the service is meeting all of the objectives and having a positive impact in all 12 of the Portage areas.

During the year the Outreach Service has provided over 353 home play sessions, supporting many children with Education Health Care Plan statements and others to receive their Disabled Living Allowance.

Speech and Language

In October of this year following a survey from parents where they stated that they were really struggling to get the support they needed from the NHS regarding their child's Speech and Language, the Charity started working with the local Speech and Language Therapist Manager for the NHS. The Charity is now able to provide one-to-one advice sessions for parents as well as a training package of three sessions for both staff and parents. These sessions cover "What is communication and how is it built?" "Augmentative and alternative communication" and "Eating and Drinking". All of these sessions give parents a better understanding of how they can support their child. One parent said *"I no longer feel in the dark, I know how to help my child, this will make such a difference to us all!"*

Parents have also been able to access one-to-one advice sessions, enabling parents to access a style of communication that will specifically help their child. For some families that is 'now and next' boards, for others it is using MAKATON or using words, in very simple, easy to understand sentences that enable the child to process what is being asked of them.



The Charity is incredibly grateful to Awards for All, Prince of Wales's Charitable Foundation, Sussex Community Foundation, Zochonis Charitable Trust and Barbara Ward Children's Foundation and the many other people who have supported these services financially this year.

Fundraising and Events

Trust and Foundations

Around 50% of our income this year came through trusts and foundations. We were successful in receiving funds from 50 different applications, including 9 trusts who we have not received funding from before. We continue to look for new trusts and foundations to apply to and are extremely grateful to those who have funded us this year. Without these funds it would not be possible to provide the services that we do for these families.

Community

Our thanks to everyone who has supported us this year, for those that have made financial donations, both regular and one off, for those who have supported the Charity though attending our events and for the many community groups who have given us their support. We would also like to thank all those individuals who have taken on epic challenges to support the Charity. We know as we head into our next financial year, that this area of funding has been divested by the impact of Covid-19 and will take a long time to recover, with large scale challenge events cancelled or moved and therefore we will rely even more on our generous supporters.



Events

This year we were able to put on two of our own events. The Walk Together used a new 35km circular route starting in Eastbourne and passing through some well-known East Sussex landmarks replacing the A-B walk that we have done for many years. This event raised just over £19,000 with 45 walkers taking part in either the short or long walk, and we would like to thank all of those who made this day such a success and a day we will all remember!



We also returned to Arundel Castle with an abseil which raised just over £15,000. Again our thanks to all those brave individuals for their support.

Our thanks must go to Rapid Relief for their support at both of these events, providing such much needed food and drinks!

Corporate

Many small and local businesses have supported us throughout this year, helping with prizes for raffles, selling our Christmas cards, holding their own events and coming to our networking events. This year we held another successful Aero Golf Day which raised nearly £25,000. We would like to thank everyone who attended this event and for all those who kindly sponsored. We were also selected to be Charity of the Year for Robert Walters, a Global Specialist Recruitment Company. During the year they raised an impressive £25,000 for the Charity, thank you to all the staff that took part to raise such an amazing amount of money.



Public Benefit

In establishing the annual objectives and activities which fulfil the Charity's overall aims, the Trustees have regard to the principles of public benefit at all times. The Trustees are aware of and have received copies of the Charity Commission's guidance regarding Public Benefit and have taken it into account, where relevant, in their planning and decision making.

As the main provider of Conductive Education for the under 5's in Southeast England, and the only early intervention service that is open year round and that has such a broad service offering, many of our families have travelled long distances to attend our service. Children with cerebral palsy struggle to learn fundamental skills, they do not have the typical early experiences of their peers because of their disabilities, often excluded from everyday activities in their communities and with limited opportunities for socialisation and integration. These children are at risk of isolation. Although many of the children have access to NHS services, these are often limited and sporadic. Too many children with cerebral palsy are being failed by provision that is fragmented and under-funded. Too few children receive the early and intensive intervention that can enable their full life potential. The early intervention provided by Dame Vera Lynn Children's Charity is a high yielding social investment, delivering positive outcomes for those children and their families: physical and emotional health and wellbeing, lower levels of stress, improved social development and a reduced need for more complex and costly interventions in later life. Early support and motivation in developing their independence skills are crucial in aiding more children with cerebral palsy to be able to attend mainstream schools.

Future Years

The global pandemic has hit charities hard. The Trustees have made significant changes to the structure of the staff team to ensure a robust and sustainable future for the Charity in these uncertain economic times. The staff team will reduce to six members of staff by the end of August 2020. Of the remaining staff some are taking a pay cut, others reducing the number of days a week. Our budget for salaries alone has reduced by 34.89%.

In December 2020 we will begin our 20th Birthday year. We are planning some exciting events working together with many different partners that will support our fundraising. We are always looking for new and different ways of engaging supporters and we are providing a range of platforms to raise funds.

The full impact of Covid-19 is not yet known however the Charity does know it may continue to have an impact on what it is able to do both in terms of services for families and in the community. The Charity continues to look at review our income and looking for other means to enable us continue to provide a high level of specialist services to children aged under 5 with Cerebral Palsy and other motor learning impairments. We know that the need for services will not decrease, families will still need the help, support and guidance that it offers. Some families however, may feel that they are not able to physically return to the Centre for many months. For these families the team need to create new ways of support, building new ways of working, for example, supporting families via online platforms. This will continue to be part of the way that the service is delivered for many months and potentially be a way of working that will enable more families that live further away from the centre a method of engaging with the services.

Structure, Governance & Management

Structure & Governance

Dame Vera Lynn Children's Charity is a Registered Charity, number 1089657. It is a Company, number 4230409, limited by guarantee. The Charity is governed by its Articles of Association which were updated in March 2019 from the original document with hand-written notes. The Trustees who served during the period were:

Deborah Hay (Chairperson)
Philip Ward (Treasurer)
Tim Wright (Secretary)
Paula Barnes (appointed 07/10/20)
Linzi Blockley
Kim Bryant (resigned 21/05/20)
Colin Darnell (appointed 07/10/20)
John Michael Nicholas Dutt (resigned 07/10/20)
Douglas Hill (appointed 02/03/20)
Tom Jones
Carol King (resigned 02/03/20)
Tracey Trotter (appointed 02/03/20)

The directors of the company, who are also charity Trustees for the purposes of charity law, form the Board of Trustees. Two of the Trustees serve voluntarily as Treasurer and Company Secretary respectively.

A full Board meeting is held six times during each period of 12 months (more frequently if the need arises). One Trustee is appointed as Chair and staff are invited to report on the service and fundraising activities. The budget is approved annually by the full Board of Trustees and is reviewed monthly.

The minimum number of Trustees is three; there is no maximum and Trustees are appointed to serve for a term of three years. Prospective Trustees are required to complete an application form and declare any conflicts of interest. No person is appointed to serve as a Trustee unless approved by the existing Trustees. New Trustees are introduced to the Board and briefed as necessary in all aspects of the Charity's objectives and policies. Trustees are encouraged to seek training, as appropriate, also to observe and follow the requirements and guidelines set down by the Charity Commission. Trustees are DBS checked on their appointment and then every two years. The Trustees have diverse professional backgrounds and some are also parents of children who have used the service.

Risk Management

Risks have been identified to which the Charity is exposed and which might impact on the Charity's ability to achieve its objectives. To mitigate those risks, policies and procedures have been established and that are designed to provide reasonable, but not absolute, assurance against material misstatement or loss and ensure a consistent, high quality of service and care for the children and appropriate working conditions for the staff. The safeguarding of our children is paramount to everything that this Charity does. The Trustees have established an ongoing process for identifying, evaluating and managing the Charity's key risks and reviewed regularly. In particular there are procedures for:

- Ethical Fundraising
- Providing the capacity to safely deliver the service with fully qualified staff
- Ensuring that the Charity's services meet required standards, including for safeguarding, child protection, health and safety and well-being
- Avoiding actions that could damage the Charity's reputation
- Ensuring that the Fundraising staff and all Charity fundraising activities are fully compliant with all Fundraising Regulator and Charity Commission requirements, including those for general data protection.
- Ensuring proper complaints procedures for service users, staff and donors
- Ensuring equal opportunities and safely recruiting and retaining sufficient levels of skilled staff
- Providing adequate ICT systems and ensuring the protection and security of confidential information
- The overall management and development of systems and personnel
- Ensuring the provision of adequate levels of governance, financial and operational control through its Trustees and Senior Management
- Financial reporting within a comprehensive planning and accounting framework, and monitoring of other risks which are identified and reported to the Trustees

The Trustees continue to monitor the risks and the effectiveness of the system of control that has been put in place by the Charity.

Management

In this financial year, the Executive Manager was responsible for ensuring the delivery and standards of the service meet the objectives set out by the Trustees. She had full responsibility for the staffing and delivery of its service provision and fundraising.

Financial Review

The charity's Statement of Financial Activities is shown on page 22. Total income for the year was £334,096 (2019 : £300,461) and total expenditure was £460,144 (2019 : £394,338)

Performance and impact of subsidiary undertakings

The subsidiary company, DVL Trading Limited, was created when we opened our charity shop in Southwater, West Sussex, in December 2012. As part of our overall financial review, the Board of Trustees voted to close the charity shop, which was completed in November 2015. The Trading company is now dormant.

Reserves policy

The Charity is reliant on receiving funds from individuals, community groups, businesses, and trusts and foundations. In order to protect against an unexpected drop in income, the Charity ensures that it has deposited funds that are set aside to meet the financial commitments explained in this report for at least a period of six months. The main objective of the Trustees is to ensure the Charity has adequate funding to safeguard its daily activities, meet its financial obligations and

commitments to the children, parents and staff. At 31 March 2020, in addition to the restricted funds it carries over into the new financial year, the Charity held free reserves of £117,011. Subsequent to the end of the financial period, the Charity has undertaken a number of cost saving activities to ensure that it is able to meet its reserves threshold of six months of operating costs held in reserve.

All funds are held in approved current and deposit accounts, including those managed by the Charities Aid Foundation, and positions are monitored closely to ensure that there is no unduly high exposure to any one financial institution. The Trustees continually monitor the cash position and review this reserves policy each year in order to ensure that the Charity always has sufficient funds to meet its obligations and continue to provide its charitable service.

Preparation of the financial statements

The financial statements have been prepared in accordance with the Statement of Recommended Practice 2015, Companies Act 2006 and Charities Act 2011.

Trustees' responsibilities in relation to the financial statements

The Trustees (who are also directors of Dame Vera Lynn Children's Charity) are responsible for preparing the Trustees' report and 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 the group at the year end and of the incoming resources and application of resources, including the income and expenditure, of the Charity and the group for the 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 judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; 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 which disclose with reasonable accuracy at any time the financial position of the Charity and the group and to enable them to ensure that the financial statements comply with the Companies Act 2006.

They are also responsible for safeguarding the assets of the Charity and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 1 October 2020 and signed on their behalf by:



Deborah Hay
Chairperson

2019/2020
Financial
Statements

Legal & Administrative Information

Founder

Dame Vera Lynn CH DBE LLD M. Mus

Vice Presidents

Virginia Lewis-Jones

Sir Tim Rice

Sir Cliff Richard OBE

Hayley Westenra

Patrons

Kirstie Betts

Richard Betts

Christopher Biggins

John Bowis OBE

Richard Leon

Barrie Roberts

Sophia Warner

Ambassadors

Chris Andre

Gary and Lorrie Birtles

Olivia Breen

Adrian Brown

D-Day Darlings

Mickie Driver

Avril Gaynor

Abbie Hunnisett

James Lynes

Christian Mitchell

Stephanie Prior

Katherine Samuelson

Colin Thackery

Trustees

Deborah Hay (Chair)

Philip Ward (Treasurer)

Tim Wright (Secretary)

Paula Barnes

Linzi Blockley

Colin Darnell

Douglas Hill

Tom Jones

Tracey Trotter

Executive Manager

Pilar Cloud

Head of Service

Glenys Creese

Principal Advisers

Registered office and solicitors

Penningtons Manches LLP

da Vinci House

Basing View

Basingstoke

RG21 4EQ

Bank

CAF Bank

25 Kings Hill Avenue

Kings Hill

West Malling

Kent

ME19 4JQ

Accountants and Independent examiners

TC Group

The Courtyard

Shoreham Road

Upper Beeding

West Sussex BN44 3TN

Charity address

Unit 1, The Courtyard

Holmsted Farm

Staplefield Road

Cuckfield, West Sussex

RH17 5JF

Registered Charity No. 1089657

Company Registration No.
04230409

Website www.dvlcc.org.uk

Tel: 01444-473-274

Subsidiary Company

DVLT Trading Ltd

Company Registration No.
08198212

**DAME VERA LYNN CHILDREN'S CHARITY
(LIMITED BY GUARANTEE)
REPORT OF THE INDEPENDENT EXAMINER**

FOR THE YEAR ENDED 31 MARCH 2020

I report to the charity trustees on my examination of the accounts of the Charitable Company for the year ended 31 March 2020.

Responsibilities and basis of report

As the Trustees of the Charitable Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ACCA and the ICAEW, both of which are listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

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

Mr Jonathan Aikens ACCA, ACA, DChA



Independent Examiner
for and on behalf of TC Group
The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Dated: 2 October 2020

DAME VERA LYNN CHILDREN'S CHARITY
(LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING THE INCOME & EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2020

		Unrestricted funds	Restricted funds	Total 2020	Total 2019
	Notes	£	£	£	£
Income from:					
Donations and legacies	3	141,482	-	141,482	113,043
Charitable activities	4	53,479	103,754	157,233	168,336
Other trading activities	5	35,377	-	35,377	15,780
Investments	6	4	-	4	7
Other		-	-	-	3,295
Total income		230,342	103,754	334,096	300,461
Expenditure on:	7				
Raising funds		138,142	-	138,142	95,523
Charitable activities		239,331	82,671	322,002	298,815
Total expenditure		377,473	82,671	460,144	394,338
Net income/(expenditure)		(147,131)	21,083	(126,048)	(93,877)
Transfers between funds	18	3,189	(3,189)	-	-
Net movement in funds		(143,942)	17,894	(126,048)	(93,877)
Fund balances at 1 April 2019		260,953	23,957	284,910	378,787
Fund balances at 31 March 2020	19	117,011	41,851	158,862	284,910

All activities are classed as continuing. There are no recognised gains or losses other than those reported on the Statement of Financial Activities.

DAME VERA LYNN CHILDREN'S CHARITY
(LIMITED BY GUARANTEE)
BALANCE SHEET
AS AT 31 MARCH 2020

		2020	2019
	Notes	£	£
Fixed assets			
Tangible assets	13	31,976	37,129
Intangible assets	14	20,645	11,443
Investments	15	1	1
		<u>52,622</u>	<u>48,573</u>
Current Assets			
Stock		938	1,764
Debtors	16	17,091	16,517
Cash at bank and in hand		130,942	242,948
		<u>148,971</u>	<u>261,229</u>
Creditors: amounts falling due within one year	17	(42,731)	(24,892)
		<u>106,240</u>	<u>236,337</u>
Net current assets		106,240	236,337
Net assets		158,862	284,910
Funds			
Unrestricted funds	19	117,011	260,953
Restricted funds	18	41,851	23,957
TOTAL FUNDS		158,862	284,910

The trustees are satisfied that the company is entitled to audit exemption under section 477 of the Companies Act 2006 and that no member or members have requested an audit pursuant to section 476 of the Act.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The accounts were approved by the Board of Trustees on 1 October 2020



D Hay (Chair)

Company Registration No. 04230409

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2020

1 COMPANY INFORMATION

Dame Vera Lynn Children's Charity is a charitable company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found on the legal and administrative information page.

2 ACCOUNTING POLICIES

The principal accounting policies adopted are as follows:

2.1 Basis of accounting

The financial statements have been prepared in accordance with 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) (effective 1 January 2015)

– Charities SORP (FRS 102), and the Companies Act 2006.

The Charity constitutes a public benefit entity as defined by FRS102.

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 pound.

Having considered future budgets and cash flows, the trustees confirm that they have no material uncertainties about the entity's ability to continue as a going concern for the foreseeable future.

2.2 Consolidation

The Charity and its subsidiary comprise a small group. The company has therefore taken advantage of the exemption provided by section 399 of the Companies Act 2006 and the charities SORP (FRS 102) not to prepare group accounts.

2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income can be measured reliably.

Both grants and donations income are recognised when the Charity has entitlement to the funds, any performance conditions attached to the income stream have been met, it is probable that the income will be received and the amount can be measured reliably. In the event that such income is subject to conditions that require a level of performance before the Charity is entitled to the funds, the income is deferred and not recognised until those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the Charity and it is probable that those conditions will be fulfilled in the reporting period.

Income from other trading activities includes ticket sales and other income from events organised directly by the Charity together with other income from the sale of Christmas cards and is recognised when the entitlement has occurred.

Investment income is credited to income when it is receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the bank.

ACCOUNTING POLICIES (CONTINUED)

2.4 Expenditure

Expenditure is recognised on an accruals basis inclusive of any VAT which cannot be recovered.

Support costs are those which assist the use of the Charity but do not directly represent charitable activities. They are incurred directly in support of expenditure on the objects of the Charity. Support costs are allocated on a basis consistent with use of resources.

Governance costs include those incurred in the governance of the Charity and its assets and are primarily associated with constitutional and statutory requirements. These are included within support costs.

2.5 Tangible fixed assets

Purchases of over £500 are considered for capitalisation.

Depreciation is provided as the following annual rates in order to write off each asset over its estimated useful life:

Fixtures and fittings	20% and 25% straight line
-----------------------	---------------------------

2.6 Intangible fixed assets

Purchases of over £500 are considered for capitalisation.

Amortisation is provided at 20% on a straight line basis in order to write off each asset over its estimated useful life:

2.7 Stock

Stocks are valued at the lower of cost and net realisable value. Cost includes direct purchases priced on an average cost basis and attributable overheads incurred in bringing the stock to its present location and condition.

2.8 Lease commitments

Operating leases and the payments made under them are charged to the Statement of Financial Activities on a straight line basis over the lease term.

2.9 Investments

Investments are stated at fair value. Any gains and losses arising on investments are included within the Statement of Financial Activity.

2.10 Taxation

The charitable company is registered as a charity and all of its income falls within the exemptions under Part 11 of the Corporation Tax Act 2010.

2.11 Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

2.12 Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2.13 Debtors

Trade and other debtors are recognised at the settlement amount due.

2.14 Cash at bank and in hand

Cash at bank and in hand includes bank accounts, cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposits or similar account.

2.15 Creditors and provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

2.16 Critical estimates and accounting judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised.

The trustees do not consider that there are any critical estimates or areas of judgement that need to be brought to the attention of the readers of the financial statements.

**DAME VERA LYNN CHILDREN'S CHARITY
(LIMITED BY GUARANTEE)**

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 31 MARCH 2020

3. INCOME FROM DONATIONS AND LEGACIES

	2020	2020	2020	2019
	Restricted	Unrestricted	Total	Total
	£	£	£	£
Individual donations	-	78,209	78,209	78,655
Corporate donations	-	55,588	55,588	27,178
Legacies/in memory donations	-	7,685	7,685	7,210
	<u>-</u>	<u>141,482</u>	<u>141,482</u>	<u>113,043</u>

All 2019 donations and legacies income were unrestricted.

4. INCOME FROM CHARITABLE ACTIVITIES

	2020	2020	2020	2019
	Restricted	Unrestricted	Total	Total
	£	£	£	£
Trusts and Foundations	103,754	53,479	157,233	168,336
	<u>103,754</u>	<u>53,479</u>	<u>157,233</u>	<u>168,336</u>

£78,238 of the 2019 income from charitable activities was restricted.

5. OTHER TRADING ACTIVITIES

	2020	2019
	£	£
Events	32,169	12,367
Other	3,208	3,413
	<u>35,377</u>	<u>15,780</u>

All other trading activities income is unrestricted.

6. INVESTMENT INCOME

	2020	2019
	£	£
Interest receivable	<u>4</u>	<u>7</u>

All interest receivable is unrestricted.

**DAME VERA LYNN CHILDREN'S CHARITY
(LIMITED BY GUARANTEE)**

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 31 MARCH 2020

7. EXPENDITURE

	Depreciation/ amortisation	Staff costs	Other costs	Total 2020	Total 2019
	£	£	£	£	£
Raising funds					
Activities undertaken directly	-	98,552	23,376	121,928	82,061
Support costs	-	15,090	1,124	16,214	13,462
Total	-	113,642	24,500	138,142	95,523
Charitable activities					
<u>DVLCC Services</u>					
Activities undertaken directly	14,731	182,122	78,434	275,287	265,909
Support costs	-	32,650	14,065	46,715	32,906
Total	14,731	214,772	92,499	322,002	298,815
Total	14,731	328,414	116,999	460,144	394,338

8. SUPPORT COSTS

	2020	2019
	£	£
Travel and training	896	5,044
Postage and stationery	310	160
IT costs	1,485	1,231
Insurance	246	167
Staff costs	32,650	26,728
Telephone	267	290
Premises costs	5,674	6,004
HR & Payroll costs	1,000	791
Other	231	1,192
Governance costs (note 9)	3,956	4,761
	46,715	46,368

9. GOVERNANCE COSTS

	2020	2019
	£	£
Professional fees	511	600
Independent examination fee	1,680	2,520
Legal fees	1,152	1,200
Other governance costs	613	441
	3,956	4,761

**DAME VERA LYNN CHILDREN'S CHARITY
(LIMITED BY GUARANTEE)**

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 31 MARCH 2020

10. STATEMENT OF FINANCIAL ACTIVITIES - COMPARATIVE FUNDS (YEAR ENDED 31 MARCH 2019)

		Unrestricted funds	Restricted funds	Total 2019
	Notes	£	£	£
<u>Income from:</u>				
Donations and legacies	3	113,043	-	113,043
Charitable activities	4	90,098	78,238	168,336
Other trading activities	5	15,780	-	15,780
Investments	6	7	-	7
Other		3,295	-	3,295
Total income		222,223	78,238	300,461
<u>Expenditure on:</u>	7			
Raising funds		95,523	-	95,523
Charitable activities		200,085	98,730	298,915
Total expenditure		295,608	98,730	394,338
Net income		(73,385)	(20,492)	(93,877)
Transfers between funds	18	17,895	(17,895)	-
Net movement in funds		(55,490)	(38,387)	(98,377)
Fund balances at 1 April 2018		316,443	62,344	378,787
Fund balances at 31 March 2019	19	260,953	23,957	284,910

11. TRUSTEES' REMUNERATION AND BENEFITS

There was no trustee remuneration or reimbursement of expenses for the year ended 31 March 2020 nor for the year ended 31 March 2019.

12. STAFF COSTS

	2020 £	2019 £
Wages and salaries	274,713	219,802
Agency staff costs	24,614	18,608
Social security costs	21,876	15,350
Other pension costs	7,211	4,224
	328,414	257,984

Employee information:

	2020 Number	2019 Number
Average number of employees during the year	11	9

No employees' annual emoluments totalled over £60,000 in either 2019 or 2020.

During the year the key management personnel of the charitable company comprised of the Executive Manager, the Head of Service and the Business Development Manager. The total employee benefits of the key management personnel (including Employer's National Insurance Contributions) were £124,516 (2019: £117,937).

**DAME VERA LYNN CHILDREN'S CHARITY
(LIMITED BY GUARANTEE)**

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 31 MARCH 2020

13. TANGIBLE FIXED ASSETS

Cost	Fixtures & fittings £	Total £
At 1 April 2019	55,479	55,479
Additions	6,780	6,780
At 31 March 2020	<u>62,259</u>	<u>62,259</u>
At 1 April 2019	18,350	18,350
Charge for the year	11,933	11,933
At 31 March 2020	<u>30,283</u>	<u>30,283</u>
At 31 March 2020	<u>31,976</u>	<u>31,976</u>
At 31 March 2019	<u>37,129</u>	<u>37,129</u>

14. INTANGIBLE FIXED ASSETS

Cost	Software £	Total £
At 1 April 2019	13,992	13,992
Additions	12,000	12,000
At 31 March 2020	<u>25,992</u>	<u>25,992</u>
At 1 April 2019	2,549	2,549
Charge for the year	2,798	2,798
At 31 March 2020	<u>5,347</u>	<u>5,347</u>
At 31 March 2020	<u>20,645</u>	<u>20,645</u>
At 31 March 2019	<u>11,443</u>	<u>11,443</u>

**DAME VERA LYNN CHILDREN'S CHARITY
(LIMITED BY GUARANTEE)**

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 31 MARCH 2020

15. FIXED ASSET INVESTMENT

Cost/Fair value	Subsidiary investments
	£
At 1 April 2019 and 31 March 2020	1

Subsidiary Company

The Charity has a fully owned subsidiary (DVL Trading Limited, incorporated in England and Wales, company number 08198212).

2020 financial information of DVL Trading Limited was as follows:

Company	Shares held class	Capital and reserves		Profit for the period
		%	£	£
DVL Trading Limited	ordinary	100	1	-

The company remained dormant throughout 2019 and 2020.

16. DEBTORS – amounts falling due within one year

	2020	2019
	£	£
Other debtors	11,700	11,700
Prepayments and accrued income	5,391	4,817
	17,091	16,517

17. CREDITORS – amounts falling due within one year

	2020	2019
	£	£
Trade creditors	7,303	8,712
Social security and other taxes	5,861	4,855
Accruals and deferred income	22,009	10,271
Other creditors	7,558	1,054
	42,731	24,892

DAME VERA LYNN CHILDREN'S CHARITY
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31 MARCH 2020

18. RESTRICTED FUNDS

The income funds of the Charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

Movement in funds

	Balance at 1 April 2019	Income	Expenditure	Transfers between funds	Balance at 31 March 2020
	£	£	£	£	£
Salaries	17,000	100,514	(77,454)	-	40,060
Equipment	-	1,949	(949)	-	1,000
Services	3,768	1,291	(4,268)	-	791
Outcome Star	3,189	-	-	(3,189)	-
	<u>23,957</u>	<u>103,754</u>	<u>(82,671)</u>	<u>(3,189)</u>	<u>41,851</u>

Salaries

The salaries restricted fund comprises funds received to contribute towards specific roles within the service team (e.g. within the Charitable Service).

Equipment

The equipment restricted fund comprises of income received that is specifically to be used to fund the purchase of equipment. The transfer out of the fund represents capital expenditure incurred in the year.

Services

The services restricted fund comprises restricted income received to enable the Charity to deliver specific aspects of its early intervention service, including music therapy and swimming.

Outcome Star

The Outcome Star restricted fund comprises restricted income received to enable the Charity to develop a bespoke version of Outcome Star which will provide the Charity with a mechanism to gather evidence and measure change, and therefore to analyse and improve upon the impact of its Charitable service offering.

Transfers between funds represent capital expenditure restrictions satisfied.

DAME VERA LYNN CHILDREN'S CHARITY
(LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31 MARCH 2020

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted Funds £	2019 Total £
Fund balances at 31 March 2020 are represented by:			
Fixed assets	52,622	-	52,622
Current assets	107,120	41,851	148,971
Creditors: amounts falling due within one year	(42,731)	-	(42,731)
	<u>117,011</u>	<u>41,851</u>	<u>158,862</u>

	Unrestricted funds £	Restricted Funds £	2019 Total £
Fund balances at 31 March 2020 are represented by:			
Fixed assets	48,573	-	48,573
Current assets	237,272	23,957	261,229
Creditors: amounts falling due within one year	(24,892)	-	(24,892)
	<u>260,953</u>	<u>23,957</u>	<u>284,910</u>

19. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2020 the company had total commitments under non-cancellable operating leases as follows:

	2020 £	Land & Buildings 2019 £
Within one year	46,800	46,800
Between two and five years	33,150	79,950
	<u>79,950</u>	<u>126,750</u>

During 2016 the Charity took out a 5 year lease on a premises at Holmsted Farm Cuckfield.

Total lease payments recognised as an expense in the year amounted to £46,800 (2019: £46,800).

20. RELATED PARTY TRANSACTIONS

During the year a company controlled by Phil Ward (a trustee) purchased Christmas cards totaling £96 from the charity (2019: £80). There were no other related party transaction in 2019 or 2020.

21. CONTROL

Dame Vera Lynn Children's Charity is a company limited by guarantee and has no share capital. The Charity is controlled by the trustees