



**EMILY HARRIS FOUNDATION**

**ANNUAL REPORT**

**2017 TO 2018**

**Emily Harris Foundation**  
**Registered Charity Number 1127191**  
**Trustee's Report and Financial Statement**  
**For the Year Ended 30<sup>th</sup> June 2018**

## EMILY HARRIS FOUNDATION

### Legal and Administrative Information

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Charity Number:	1127191
Legal Status:	Registered Charity in England and Wales – Standard Registration
Aims and Objectives:	A) To advance education and Training in relation to healthcare by such means as the trustees consider appropriate.  B) To relieve persons who are in conditions of need or hardship and to relieve the distress caused thereby on such occasions as the trustees think fit.
Activities:	The charity raises funds for use in two areas.  A) To provide grants to nursing staff at the King's Mill Hospital Neonatal Unit to attend training and conferences.  B) To provide a hardship fund for families with a baby on the unit.
Board of Trustees:	Neil Harris (Chair of Trustees) June Brown (Secretary) Michael Harris (Treasurer) Peter Simcock John Yarrien
Foundation Manager:	Clare Harris
Date of Formation:	16 <sup>th</sup> March 2008
Date of Registration:	15 <sup>th</sup> December 2008
Registered Address:	64 Emmerson Drive, Clipstone Village, Mansfield, Nottinghamshire, NG21 9AX
Auditor	Revd. Robert Howard Jones F.C.M.A., C.G.M.A.

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### **About Emily Harris Foundation**

Emily Harris Foundation was founded in 2008 by a Neil and Clare Harris in memory of their daughter Emily Harris who died at the age of 5 months in 2007. They believed that they were very blessed to spend the short time with Emily that they did. Many people during her life and after she had died said what an inspiration she had been with her determination and her spirit.

Neil and Clare knew then that we had the opportunity to keep her memory and name living on; to inspire others and to repay some of the wonderful care that they as a family received from the King's Mill Neonatal Unit. Family and friends joined Neil and Clare as trustees to form the board of trustees.

These aims of the charity arose from conversations with senior staff members within the unit and personal experiences of having a baby receiving care on a Neonatal unit and within other hospital settings. The aims are:

1) To provide financial support for King's Mill Hospital Neonatal unit staff members, who wish to undertake further training and where the funding is not able to be supported by the NHS.

By supporting the professional development and training of staff, a long term benefit will be received by all babies who are, and will be, cared for on the unit. E.g. Funding modules as part of a specific Neonatal intensive care training qualification.

2) To provide financial relief, in cases of hardship, for families with babies receiving care on the King's Mill Hospital Neonatal unit. E.g. Funding transport costs for parents who are unable to meet the costs of daily visits to be with their baby.

### **Our strategy**

Over the last 10 years, our aims have been; to provide further education and support to the Neonatal staff in addition to what the NHS will provide; and to make life as comfortable as possible for the families who have a baby on the Neonatal Unit. We have tried to achieve this through constant communication with members of staff on the Neonatal unit and with families who are on the unit or have had children on the unit.

### **Review of 2017/18 activities**

In a major change for the Foundation, it was agreed to fund a project manager to advance the work of the charity to meet its aims. After careful consideration, Clare Harris was chosen to fulfil this role. Clare subsequently stepped down from her role as a trustee. The Foundation was delighted to welcome Reverend John Yarren to the board of trustees. John is a Methodist Minister and is a prominent figure within the Maun Valley citizens amongst other community projects.

In her role as Foundation Manager, Clare has significantly raised the profile of the Foundation in the local community through working with the Hospital Voluntary Service Manager and the Media team. This has resulted in publicity in the local press as well as on local radio. Clare has also had the opportunity to develop fundraising initiatives such as working with businesses such as Tesco for their blue token charities and also for bucket collections. A weekly cake and chat session has been established on the unit for the parents. Not only is this a positive time for the families on the unit but gives Clare a chance to meet those families, to answer questions that they may have about having a baby on the unit, but also ascertain families' views on how to improve the service that we provide.

In August last year, the charity reached the sum of £100,000 raised. This was celebrated at King's Mill Hospital with a certificate presentation from John McDonald, the Chair of the Sherwood Forest Hospital's Foundation Trust.



From L to R: Sue Croydon, John McDonald (Chair of the Hospital Trust) Clare Harris, Neil Harris, Sue Selby

In January this year, Clare was invited to speak at the 11<sup>th</sup> Annual Midlands and East Perinatal Conference. This was following a visit to the Neonatal Unit by NHS England who were impressed by what the staff on the Neonatal Unit told them about the service that the Foundation provided.

In May this year, the Foundation was approached by a company called vCreate who have created an NHS approved secure video messaging service to minimise separation anxiety in parents of sick and premature babies in Neonatal Units. They approached us to fund the project for King's Mill which we agreed to do. King's Mill Hospital is now the first hospital in the East Midlands to provide this service. The launch of this service was covered by East Midlands Today (the local BBC news coverage) and Clare was interviewed as part of this

section to talk about the work of the Foundation. The video clip is on our website or can be watched by clicking [here](#).

During small charities week in June, it was announced that the Emily Harris Foundation has received its first National recognition as it was announced that it was the Runner-Up in the FSI Small Charity Big Impact Awards (Small charities with a turnover of less than £50,000 category)



### **Plans for the future**

In 2018-2019 we will continue to focus on our 2 key aims. One of the main priorities for the families will be to secure the services of a counsellor to provide support for families. This has been ongoing for a period of time now but is being held up by administrative red tape.

There will be a review of the structure and registration of the charity to ensure that it is in the correct form to develop as a charity and to meet the Foundation's aims. This may involve the employment of staff.

As the Foundation continues to develop, there has to be discussion about how it continues to grow. Does it continue to stay within Kings' Mill and look at other ways to support or does it look at other hospitals within the Hospital Trust and begin to support those?

To help fund our continued support, we will continue to develop our fundraising from a number of sources. Our focus in 2018-2019 will be on: improving our approaches to charitable trusts where appropriate; forging excellent partnerships with companies to generate income and brand exposure; testing new ways to acquire individual donors in a challenging environment; and capitalising on the energy and enthusiasm of our many community and event fundraisers.

Alongside work on our strategic priorities, we have also embarked on a programme of work to improve our internal systems and practices regarding data management and supporter engagement. This is in line the new General Data Protection Regulations. Next year we will look to launch the Emily Harris Foundation Supporter Promise, which will outline our commitment to transparent use of data and will give greater control to our supporters regarding the communications they receive from us.

To celebrate our 10<sup>th</sup> anniversary as a charity, we are holding our biggest event yet in September on the closest weekend to what would have been Emily's 12<sup>th</sup> Birthday. We are having a family fun day at St. Philip Neri School in Mansfield. We are hoping to bring lots of people together to have fun and celebrate the work of the charity.

### **Thanks and Acknowledgements**

We would like to extend a huge thanks to the many people who choose to support our work each year; their continued dedication and generosity enables us to fund the services that make such a difference to the staff of the Neonatal Unit and their families with babies on the unit. We are confident that with the ongoing support of all of the fantastic fundraisers, donors and organisers, we can provide a wider range of support. We are also incredibly grateful for the ongoing support of our Board of Trustees, who have given so much of their time this year as well as their considerable knowledge and skills.

We would like to offer our sincere thanks to the following organisations that have supported our work over the past year, as well as the many hundreds of families, doctors, nurses and other individuals who have made such a difference to our work:

Bethel Methodist Church  
Curvylicious Brides  
Dukeries Homes  
Farnsfield Acoustic  
FSI  
Humm – Hucknall Makes Music  
I-sourcer  
Integrated Food Projects  
Kings Mill Farm  
Mansfield Chad  
Mangrove Indian Restaurant  
Mansfield Home Improvements  
Mansfield Town Football Club  
National Transport Tokens  
Radio Nottingham  
Robin Hood Lottery  
Spice of Life Restaurant  
Tesco PLC  
Those Finishing Touches  
Titchfield Garage  
vCreate

### **Financial Review 2017/2018**

For the first time in 10 years, this year the amount spent was greater than the amount raised. This was mainly due to funding the Foundation Manager to help the Foundation to meet its aims and objectives. Income for the year was at its second highest level of £20,578.57. Expenditure was at its highest level of £27,194

#### **Income**

The major income sources this year were:

**London Marathon** – In April this year, Neil, the chair of trustees, ran the London Marathon in aid of the Foundation. This raised in excess of £4,000 including gift aid. He was joined by Jason Hastings whose partner works on the Neonatal unit and he raised just under £1,000 including gift aid.



Neil and Clare's daughter Katie, cheering on her Daddy in the London Marathon

**Tesco** – The Foundation was successful in being chosen to be one of Tesco's Bags of Help projects. This involved us being part of the selection process in 8 stores across the Mansfield area. Although we didn't win first prize, we were second and received the sum of £2,000. This was to go towards our counsellor project. Tesco have also invited us in to two of their stores to hold a bucket collection. Again, not only have these helped to raise funds but also to raise awareness of the work that we carry out.

**Our Fundraising Events** – This year we have held our ever popular curry night at the Mangrove Indian Restaurant and a Race Night at Mansfield town. Both these events were very well supported and it was pleasing to see lots of new people and companies coming along to support us. These events together raised in excess of £1,700.

**Other fundraising events** - We were privileged to be selected as the nominated charity for the Bethel Methodist Church Christmas Tree festival in December. We also created a wall of hearts which people paid for to show their support.

**Standing Orders** – We are slowly increasing the number of regular donors through standing orders and now have 7 people who generously give on a monthly basis.

There have also been many individuals and groups who have donated or done other fundraising for us but are too many to list here. We sincerely thank all of these people for all of their efforts.

### **Use of Funds**

Foundation Manager - Just under half of the expenditure this year has been to fund the work of the Foundation Manager, Clare.

Breastfeeding Chairs – Another 8 feeding chairs have been purchased this year, some to ensure that every mum has access to one and others to replace some of the original chairs.

Refurbishment of the Flat – We were asked to refurbish and replenish a lot of the equipment that was available in the Parents' Flat. This included a new microwave, TV, crockery and cutlery amongst other things.

VCreate – The funding to launch this service was £4,500.

Staff Training – This year we have funded 2 members of staff to attend European Conference in Italy and another member of staff to attend the Reason Conference.

In addition we continue to provide the essential items that are the core everyday services such as the welcome packs to the families, transport tokens, meal vouchers.

### **Remuneration**

The Foundation's Trustees comprise the key management personnel of the charity. They are charged with directing, controlling, running and operating the charity on a day to day basis. The Trustees are not remunerated. The pay of the project manager was benchmarked where possible against similar positions in charities of a similar size, is reviewed annually, and normally increases with reference to a combination of the rise in average earnings, the rate of inflation and affordability.

### *Disclosure of information to auditors*

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

### *Auditors*

Revd. Robert Howard Jones F.C.M.A., C.G.M.A. was appointed as auditor of the accounts.

On behalf of the Board of Trustees.

Neil Harris  
Chair of Trustees  
Date: 3<sup>rd</sup> July 2018

The Trustees are responsible for preparing the Trustees' Report and the accounts. In preparing these accounts, 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;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company 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. 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.

In so far as the Trustees are aware:

- There is no relevant audit information of which the charitable company's auditor is unaware
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website.