



**EMILY HARRIS FOUNDATION**

**ANNUAL REPORT**

**2018 TO 2019**

**Emily Harris Foundation**  
**Registered Charity Number 1127191**  
**Annual Report and Financial Statement**  
**For the Year Ended 30<sup>th</sup> June 2019**

## 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 Emerson Drive, Clipstone Village, Mansfield, Nottinghamshire, NG21 9AX
Auditor	Revd. Robert Howard Jones F.C.M.A., C.G.M.A.

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Chair of Trustees Statement

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The work of the Foundation over the last year has continued the major progress made since June 2017 when our first Project Manager was appointed to drive the Foundation forward and continue to meet and fulfil its aims in a much more proactive way than had been done so previously.

Clare, Emily's Mother, has fulfilled the project Manager role during this time and the relationship that she has built up week after week with families on the unit has been second to none due to her own experiences and empathy with these families. Her personal drive to ensure that Emily's name will live on and many others will be helped, ensures that nothing will stop her from achieving her targets. The fruition of the appointment and funding of a counsellor on the unit to work with the families after many months of hard work of fighting hospital administration has been a major success story recently. This is another example of the Foundation being able to meet the professional needs of the staff on the Unit

Although there has been quite a lot of staff movement on the Neonatal Unit, the relationship between Clare and the Senior Staff has never been stronger and the support that we have been able to offer has been continuous and so no negative impact has been felt by the families.

As always, we are eternally grateful to, not only the companies that support us through opportunities such as nominating us as their charity of the year but also to the hundreds of individuals who support us in so many different ways. Although the charity has progressed beyond any of the trustees' wildest dreams, we try and remain true to the personable approach and family values that were established at the beginning of the charity. It is therefore so wonderful when we receive messages of thanks through social media or through the post from families who say what a difference the Foundation has made to them whilst having a baby on the unit or when staff share their gratitude for being able to access training that they wouldn't normally have been able to attend.

Our strategy for the future is to continue supporting the Neonatal Unit at Kings Mill as much as we can. However, we are also looking outward to see how we can develop the Foundation to support even more families and Neonatal staff wherever we can. The Emily Harris Foundation does some incredible work and it has been a privilege to see it grow so much over the years and to have celebrated the 10<sup>th</sup> anniversary this year. Thank you to all who work so hard for it.



A handwritten signature in black ink, appearing to read 'N A Harris'. The signature is written in a cursive, flowing style.

N A Harris  
Chair of Trustees

### **About Emily Harris Foundation**

The Emily Harris Foundation was founded in 2008 by 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 they 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.

The 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.

2) To provide financial relief, in cases of hardship, for families with babies receiving care on the King's Mill Hospital Neonatal unit.

By providing practical support to parents, the stress caused by their situation can be eased in some small way.

### **Our strategy**

Over the last 11 years, our aims have been to provide further education and support to the Neonatal staff in addition to that provided by the NHS; 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.

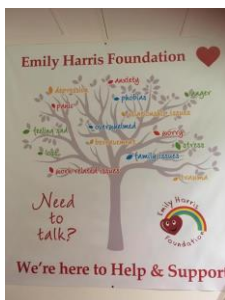
**Review of 2018/19 activities**

In her role as Foundation Manager, Clare has continued to undertake the work of the Charity alongside building relationships with new members of staff on the neonatal unit and forging links with local businesses to secure their support. In November, the unit said a very fond farewell to Sue Selby who retired after over 30 years of service. We would like to express our sincere thanks to Sue for all the support she has given us as a Charity over the past 11 years and wish her the very happiest of retirements.



Clare with Sue

The new ward leader, Andrew McLeod is now well established on the unit and is hugely appreciative of all we do. He regularly tells Clare how amazed he is by the support we give the unit and how he has not seen anything like it before! We look forward to working with Andrew over the coming year as we seek to develop new ways of supporting his staff and the families on the unit.



Advertising Banner

One of our main achievements this year was to finally secure the services of a counsellor on the unit. Paula began in November and attends the unit on a weekly basis to offer a drop-in service for parents. She is also happy to make herself available at other times if parents wish to see her and is building a great rapport with staff and families.

Our biggest event of the year was the celebration of our 10<sup>th</sup> Anniversary in September which we marked with a Family Fun Day. Unfortunately, the weather was not kind to us, but it did not stop over 300 people coming along to enjoy inflatables, donkey rides, animal handling, segways, tombola's and entertainment by the very talented members of the Star & Stage musical theatre school. Thank you to all those who were able to join us and those who contributed in any way – we could not have organised such a successful event without the help of many volunteers and supporters!



Donkey Rides



Animal Handling



Segways



Star & Stage Musical Theatre School

We are delighted to have been approached by two businesses this year who have chosen us to be one of their charities of the year. Trident, based in Kirkby-in-Ashfield, and VF International, based in Calverton are both fundraising for us and allowing staff time out of work to volunteer with fundraising activities that we organise. It has been great to have the opportunity to share the work we do with these staff and for them to be involved in bucket collections, cake stalls and donating practical goods that we can use.

Another link we have made this year has been with the recycling company, Terracycle. We are collecting empty crisp packets and sending them to Terracycle to be recycled. In return, Terracycle allocate points per kg of crisp packets sent which can be converted into money for the charity. In the first four months, we have sent 25 boxes full of empty packets and raised over £150. Not only is this helping the environment and earning us money, but we have several companies, schools and businesses all taking part and advertising our charity in the process!

### **Plans for the future**

In 2019-2020 we will continue to focus on our 2 key aims whilst continuing to have discussions with staff as to any other opportunities there may be for us to support the unit.

We will continue to review 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.

To help fund our continued support, we will continue to develop our fundraising from a number of sources. Our focus in 2019-2020 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.



### **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 to 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:

Sf4Kids  
Real Donkeys  
White Post Farm  
Imagination Gaming  
Infinity Face Paint  
Sweet Sensations  
Gothic Bites  
Integrated Food Projects  
Kings Mill Farm  
Mansfield Chad  
Mansfield Town Football Club  
Robin Hood Lottery  
Spice of Life Restaurant  
Tesco PLC  
vCreate  
Trident  
VF International  
Smarties & Cedar House Day Nurseries  
Galaxy  
Fidler & Pepper  
Southwell Rotary Club  
Launay's Restaurant & Bar  
Superstar Speakers

## **Financial Review 2018/2019**

This year has seen a record level of both income and expenditure for the charity, with the income finishing above the required level to submit this report and annual accounts to the Charity Commission. Income for the year was £32,874.29 with expenditure reaching £29,482.08

### **Income**

The major income sources this year were:

Smarties & Cedar House Day Nurseries – We were absolutely delighted to again be chosen as Charity of the Year for these two Mansfield based Day Nurseries in 2018. They raised an incredible £6000 throughout the year which is restricted for the use of the refurbishment of the playroom on the unit.

Robin Hood Lottery Grant – We were successful in our application for a grant from the Robin Hood Lottery Community Fund, receiving £2000 towards the counselling provision on the unit.

10<sup>th</sup> Anniversary Family Fun Day – Although this was not primarily a fundraising event, it did make a profit of almost £1200.

Launay's Dinner – We enjoyed a new venue for a Charity Dinner this year, attending Launay's Restaurant and Bar in Edwinstowe. They made us very welcome and in partnership with Superstar Speakers, the event raised over £1250.

Fidler & Pepper – A local firm of lawyers who have a number of staff with connections to the neonatal unit raised over £1300 for us through various events.

Nottingham Half Marathon – Emily's daddy took a break from running for money this year but a family friend, Matthew Cullen, took on the challenge of the Nottingham Half Marathon and raised over £1200.

Yorkshire 3 Peaks – Emily's Aunty Lyndsay and 3 of her friends took on the challenge of the Yorkshire 3 Peaks in June, walking in horrendous weather! They deservedly raised over £1000 and have just about dried out now!

Other Fundraising Events – We have conducted 3 bucket collections in various Tesco stores in the area and also held a collection at a Mansfield Town Football Match, all of which have been made possible because of some great volunteers. These collections have raised over £1250.

## EMILY HARRIS FOUNDATION

### Annual Report for the Year Ended 30<sup>th</sup> June 2019

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**Standing Orders** – We now have 10 regular donors who contribute to the charity through standing orders on either a monthly or weekly basis. If this is something you feel you could consider, we would love to hear from you!

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.



Cedar House Presentation



Robin Hood Lottery Community Grant presented by the Executive Mayor



Fidler & Pepper Presentation



MTFC Collection

## **Use of Funds**

**Foundation Manager** – Approximately 40% of the expenditure this year has been to fund the work of the Foundation Manager, Clare.

**vCreate** – This has proved to be a very popular provision in the unit with families sharing how receiving video updates of their babies when they cannot be with them has helped immensely. We have funded this for a second year at a cost of £4320. If there are any businesses out there who would be interested in sponsoring this app, please do contact us for more information.

**Staff Training** – This year we have funded 2 members of staff to undertake a baby massage course, 2 to attend the annual Reason Conference and have provided a further 6 pocket neonatology books for new starters. We also funded a bespoke training event held at Kings Mill facilitated by Child Bereavement UK which was attended by 20 members of staff.

In addition, we have continued to provide the essential items that are the core everyday services, providing 178 Welcome Bags, 114 Bus Vouchers and 90 Meal Vouchers for the local pub during this financial year.

### **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 is continued to be reviewed annually.

### *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.

Clare Harris  
Foundation Manager  
Date: 19<sup>th</sup> July 2019

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.