



EMILY HARRIS FOUNDATION

ANNUAL REPORT

2019 TO 2020

Emily Harris Foundation
Registered Charity Number 1127191
Annual Report and Financial Statement
For the Year Ended 30th June 2020

Legal and Administrative Information

Charity Number:	1127191
Legal Status:	Registered Charity in England and Wales – Standard Registration
Aims and Objectives:	<p>A) To advance education and training in relation to healthcare by such means as the trustees consider appropriate.</p> <p>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.</p>
Activities:	<p>The charity raises funds for use in two areas.</p> <p>A) To provide grants to nursing staff at the King’s Mill Hospital Neonatal Unit to attend training and conferences.</p> <p>B) To provide a hardship fund for families with a baby on the unit.</p>
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 th March 2008
Date of Registration:	15 th 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

I never imagined that I would be writing this statement in the midst of the Coronavirus pandemic that we are currently in. Although the work of the Foundation has had some limitations in what it has been able to achieve recently, the Trustees and I are extremely proud of the support that the Foundation has been able to provide to the families and the staff during this time. Special thanks must go to the Foundation Manager, Clare, who has ensured that communication has continued throughout this period and resources have continued to be provided where possible.

Much of the discussion at Trustee meetings has been with a view to re-structure of the Board of Trustees. As the Foundation continues to grow and develop, it is essential that we continue to review the structure to ensure its integrity and transparency is not compromised. At the AGM, there will be some changes to the Board of Trustees. Michael Harris and June Brown will be stepping down due to family ties with our Foundation Manager and John Yarrien will be stepping down due to his relocation from Mansfield to Dorset. Both Michael and June have been founder trustees of the Foundation and the Foundation would not be as successful as it is now without the dedication, hard-work and commitment from them. John has been a member of the Trustees for the last 3 years. In this time, he has brought local expertise and specialist charity knowledge to support the work of the Foundation. All three have kindly offered to continue supporting the Foundation in whichever way they can. I sincerely thank them for all they have done during this time. I was also due to step down at the AGM. However, due to the departures of our long-standing trustees, the introduction of new ones at the same time, and the current situation with Coronavirus, I will stay on until a new Chair of Trustees can be found and there is more stability in the Country.

In contrast to the sadness of saying goodbye to some Trustees, I am delighted to welcome Martin Dillon, Clare Lund and Daniella Coles to the Board of Trustees. They have already attended some of our meetings and I am confident that they will bring their own style of leadership and expertise to the table leading to further growth of the charity. Thank you to Martin, Clare and Daniella for agreeing to be part of our work.

The world has had to change to meet a new “normal” way of living and this is no different for what we need to do as well. The Emily Harris Foundation has a proud history of listening to people and adapting to changing needs of families and staff on the Neonatal Unit. This gives us a strong base to meet the new needs going forward and to continue to provide the most appropriate and necessary support that it can.

Thank you to all who continue to support our work in any way and to help us keep Emily’s name alive in such a positive way. I hope that you all continue to be safe and healthy.



A handwritten signature in black ink, appearing to read 'N A Harris'.

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 12 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 2019/20 activities

It has been another good year for the Emily Harris Foundation in terms of fundraising and the support we have been able to give to the families and staff on the neonatal unit. It must be said at the outset that, like everyone else, we have of course been affected over the past few months as a result of the Covid-19 pandemic. Our thoughts are with all those who have been affected by this and particularly those who have lost loved ones. As a result of the restrictions on hospital visiting, Clare has been unable to visit the neonatal unit or hold her Cake & Chat sessions since March 2019. Whilst this is totally understandable, it has been disappointing as Clare's weekly attendance had enabled us to build close relationships with a number of members of staff and also gave the opportunity to meet parents and offer our support. Clare has continued to maintain telephone contact with staff and we have kept our social media channels updated in an attempt to let families know we are still available for remote support. We have continued to provide Welcome Packs (delivered in a socially distanced way outside the main entrance to the hospital!) but have had to suspend the provision of meal vouchers temporarily. As I write this, public houses are beginning to reopen and as such, we are hopeful the staff may be able to start giving out the vouchers again in the next few weeks. One of the major ways our support has been affected has been in relation to staff training. A number of staff had booked onto courses which had to be cancelled and at this time there are no indications as to when conferences and face-to-face training will be able to resume.

We are incredibly grateful to Paula, the counsellor we pay to provide psychological support to parents on the unit, who has continued to offer her services in a virtual manner whilst visiting to the hospital has been suspended. She is doing this at no cost to the Charity which is very generous of her and is reassuring to the parents and staff who are aware she is on the end of a telephone for any support required.



Paula - Counsellor

We are very fortunate that, despite the restrictions imposed by Covid-19, our fundraising and income has not been significantly adversely affected. We had already held a number of fundraising events prior to the pandemic and since March 2019 have considered alternative and creative ways of raising funds, including getting involved in the 2.6 Challenge! This was initiated by the organisers of the London Marathon and other mass participation events that have had to be cancelled and encouraged people to undertake a challenge involving the numbers 2 and 6. We had families who ran the length of their house 26 times, cycled 26 miles in 26 hours, walked 2.6 miles for 26 days, a supporter who tossed a 26 pancakes and Emily's daddy undertook a variety of fitness exercises over a period of 26 days. Paralympian Charlotte Henshaw even gave us a mention in her 26 shoulder taps challenge! It was great to see photos and videos of people getting involved and you can see a snapshot [here](#)!

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Pin Badges

Another positive for us that had come out of the Covid-19 situation is that sales of our pin badges depicting our rainbow logo have rocketed! During the months of April to June, we sold over 300 on our eBay page!

This year also saw us embark on two new fundraising activities – the Great North Run and a Skydive! Six runners took on the challenge to run 13.1 miles in the North East in September, all completing the course in various times whilst four brave individuals agreed to jump from 14,000 feet in a tandem skydive. Due to the weather, the original date was unfortunately cancelled but two of our jumpers managed to complete the experience a few days later. Our remaining two will be able to have their experience once bookings re-open.



Finisher's T-shirt & Medal



Our Four Skydivers



Lauren & Zak after the jump

We were delighted to be successful in being chosen as one of the Charities being supported by the Co-op Community Fund which runs from November to October each year. We are currently being featured in two stores and a Funeralcare in Sutton-in-Ashfield, but anyone who shops in the Co-op and uses a Membership Card can have 1% of all they spend on Co-op branded products given to us.



Following on from decisions taken last year, we have been looking at restructuring the Charity, recruiting some new trustees and exploring the possibility of becoming a Charitable Incorporated Organisation (CIO). This has been a longer process than we anticipated but it is important to us, to our supporters and to our beneficiaries that we get this right. Following our AGM we are confident we will be able to announce some new trustees and from there we will continue to seek advice and guidance on how to change the charity structure.

Clare has continued to work as our Foundation Manager, maintaining contacts at the hospital, researching sources of fundraising and raising the profile of the Charity. In the latter part of

2019, she took part in a Clinical Services Strategy Workshop during which professionals and interested parties across maternity and neonatal services in the Nottinghamshire area met together to look at ways to improve current provisions. This was a great opportunity to share the experiences of families at King's Mill as well as to make connections with staff at other hospitals.

Plans for the future

In 2020-2021 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 seek to develop our fundraising from a number of sources. Given that our usual forms of fundraising are likely to be impacted for some time due to Covid-19, our focus in 2020-2021 will be on: forging excellent partnerships with companies to generate income and brand exposure; testing new ways to acquire individual donors in a challenging environment; researching virtual and on-line sources of fundraising 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:

Integrated Food Projects
Available Car
Blidworth Carpets, Vinyls & Blinds
Superstar Speakers
Nouvelle Belle Clinical Beauticians
Notts Fathom CIC
Titchfield Garage
YOPA East Nottinghamshire
Kings Mill Farm
Mansfield Chad
Mansfield Town Football Club
Robin Hood Lottery
Spice of Life Restaurant
vCreate
Trident
VF International
Kent PHK Ltd
The Mangrove Indian Bistro & Grill
Puddleducks
Terracycle
Co-Operative Community Fund
St Peter's Masonic Lodge
Sutton-in-Ashfield Rotary Club
Asda

Financial Review 2019/2020

This year has seen another high level of both income and expenditure for the charity, with the income level again requiring us to submit this report and annual accounts to the Charity Commission for the second year running. Income for the year was £30,341.50 with expenditure reaching £26,534.73

Income

The major income sources this year were:

Great North Run 2019 – For the first time, we applied for 5 Great North Run places which we were successful in being given so, along with Neil who gained a place through the ballot, we had a total of 6 runners in the race in September. The team raised just over £3000 between them!

Skydive – As mentioned above, four daring souls agreed to take part in a Skydive in September which unfortunately had to be cancelled due to the weather. Funds had already been committed so although two of our fundraisers are still to jump, the total raised by the fantastic four was in excess of £4000.

Curry Night – In November, we returned to The Mangrove Indian Bistro & Grill in Mansfield for a fundraising dinner. A great night was had by over 50 people whose generosity enabled us to make a profit of almost £600.

Race Night – We ran a second fundraising event in February this year, returning to Mansfield Town Football Club for our ever popular Race Night! Again, another fantastic night was enjoyed by all who attended. There were the usual winners and losers, but overall we won to the amount of almost £750.

VF Northern Europe – We were delighted to be the Charity of the Year for this international company based in Calverton who raised over £654 for us through various events.

2.6 Challenge – As mentioned in the report, a number of people got involved in the 2.6 Challenge to raise money when mass participation events were cancelled. In total, our Challengers raised over £1150.

Co-op Community Fund – We continue to be supported by the Co-op Community Fund which runs from November to October and received our mid-way payment of just under £900 in April.

Standing Orders – We now have 12 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!

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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.



MTFC Bucket Collection



Puddleducks Cheque Presentation



Asda Cheque Presentation

Use of Funds

Foundation Manager – Approximately 46% of the expenditure this year has been to fund the work of the Foundation Manager, Clare.

vCreate – This has continued 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 third 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.

Counsellor – As mentioned above, Paula has now been in post for over 18 months and is a valuable resource offering psychological support to parents on the unit. We have paid £1125 towards her hours on the unit during this financial year.

Staff Training – This year we have funded 2 members of staff to attend a Baby Friendly Conference and 2 further staff to travel to a free conference specific to Neonatal Units achieving Baby Friendly status. Unfortunately, all training due to take place since March 2020 has been cancelled.

In addition, we have continued to provide the essential items that are the core everyday services, providing 181 Welcome Bags, 44 Bus Vouchers and 50 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: 7th July 2020

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.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Emily Harris Foundation

1127191

Receipts and payments accounts

CC16a

For the period
from

01/07/2019

To

30/06/2020

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	7,144	-	-	7,144	10,100
Fundraising Events	2,303	-	-	2,303	4,235
Fundraising by Others	18,103	-	-	18,103	14,116
Gift Aid Claim	1,527	-	-	1,527	758
Other Income	1,265	-	-	1,265	1,555
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	30,342	-	-	30,342	30,764
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	30,342	-	-	30,342	30,764
A3 Payments					
Neonatal Staff Training	347	-	-	347	2,536
Counsellor	-	1,125	-	1,125	1,555
Charitable Activities	9,316	-	-	9,316	9,774
Fundraising Expenses	2,448	-	-	2,448	2,262
Salaries	12,360	-	-	12,360	12,000
Merchandise	583	-	-	583	228
Other Expenses	356	-	-	356	1,127
	-	-	-	-	-
	-	-	-	-	-
Sub total	25,410	1,125	-	26,535	29,482
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	25,410	1,125	-	26,535	29,482
Net of receipts/(payments)	4,932	- 1,125	-	3,807	1,282
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	35,550	7,295	-	42,845	42,845
Cash funds this year end	40,482	6,170	-	46,652	44,127

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	40,482	6,170	-
		-	-	-
		-	-	-
	Total cash funds	40,482	6,170	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Merchandise	Unrestricted	-	1,354
	Stock for Charitable Purposes	Unrestricted	-	1,534
	Equipment	Unrestricted	-	474
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Neil Harris	11/07/2020	
		Danniella Coles	11/07/2020	

Independent Examiner's Report to the Trustees of
Emily Harris Foundation
For year ending 30 June 2020

I report to the Trustees on my examination of the accounts of Emily Harris Foundation (the charity) for the year ending 30 June 2020.

Responsibilities and Basis of Report

As the Trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under Section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent Examiner's Statement

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 that in any material respect:

1. Accounting records were not kept in respect of the charity as required by Section 130 of the Act; or
2. The accounts do not accord with those records.

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.

Signed _____ **Date** 03/08/2020 _____

Revd. Robert Howard Jones F.C.M.A., C.G.M.A.

Auditor/Examiner