



**Financial Statements  
for year ended March 31<sup>st</sup> 2010**

**Registered Charity No. 1089657  
Company Registration Number. 4230409**

**President: Dame Vera Lynn, DBE LLD M.Mus**

**Address:** Trust Office, Ingfield Manor School, Five  
Oaks, Billingshurst, West Sussex, RH14 9AX

**Website:** [www.dvltrust.org.uk](http://www.dvltrust.org.uk)

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## Company Information

**President:** Dame Vera Lynn DBE LLD M.Mus

**Trustees:** Tom Jones, Chairman  
Don Newport, Treasurer  
Tim Wright, Secretary  
George Cracknell (until 10/09/2009)  
Peter Gray  
Andy Heath  
Alastair Hitchman  
Virginia Lewis-Jones  
Bob Mayston (from 15/12/2009)  
David Quirk  
Peter Sutton (from 08/09/2009)

**Executive Manager:**  
Steven Lane

**Solicitors and Registered Office:**

Penningtons  
da Vinci House, Basing View, Basingstoke  
Hants, RG21 4EQ

**Auditors:**

Holding & Company  
Birchwood House, Shaws Lane  
Southwater  
Horsham  
West Sussex, RH13 9BX

**Bankers:**

National Westminster Bank Plc  
57 High Street, Billingshurst  
West Sussex, RH14 9FJ

## Foreword by the Chairman

Firstly I am saddened to report that one of our founder Trustees of the Dame Vera Lynn Trust passed away this year. George Cracknell was a great friend of the Dame Vera Lynn Trust School for Parents (SfP) and his wise counsel and knowledge were invaluable qualities which will be missed.

The year commenced against the background of an overall short fall of £117,000 during the previous year. Therefore at a time when the country and the world were witnessing huge economic challenges the task for the Trust office team to attract sufficient funding to meet the year's budget programme appeared daunting. However, under the leadership of our Executive Manager, Steven Lane, the team not only achieved their funding target for the year but made significant inroads into the previous year's deficit.

It is anticipated that attracting funding for next year and beyond will continue to be a challenge and the need to seek new revenue streams whilst consolidating our existing sources of income will be of paramount importance. A task I believe the Trust is capable of achieving.

Last year I mentioned that the Trust had undergone a major restructuring of its office staff. This task has now been completed with the appointment of a Regional Fundraiser, a Corporate and Trust Officer and a Trust Administrator in addition to an Executive Manager. The impetus that the new team has given the Trust has been reflected in the number of new and varied fund raising events which have taken place this year from fire walking, marathons and culminating in a very special evening event at the Imperial War Museum. However, I would warn against complacency, in planning one fundraising event we must always be looking to the next event.

We have also formed an Ambassadors group consisting of trustees, patrons and individuals from the world of entertainment. This think tank meets on a regular basis to discuss and formulate plans for fund raising events in addition to actually participating in the events themselves. I would like to take this opportunity to welcome and thank the Swingtime Sweethearts (Annie Riley and Le'arna Castle), Richard Leon and Avril Gaynor for their enormous support to this venture.

The Trust can only function with dedicated trustees who have shown, with the skills they bring, how important their role is in ensuring the security and continuing success of the SfP and in taking forward the aims of the Trust. Their time is the most essential ingredient to the well being of the service we provide and I would like to thank all our trustees for their support and extend a warm welcome to our latest Trustees, Bob Mayston and Peter Sutton. Bob is a Creative Director who has been involved in many very large scale corporate and public events and Peter is an experienced PR and Media Executive.

Without doubt the Dame Vera Lynn Trust School for Parents has the justifiable reputation as the best facility of its kind in the UK, and I believe beyond. This is due to the team who provide the service led by Sarah Ffoulkes-Roberts and the support we receive from Ingfield Manor School. As the number of families coming to the SfP continues to increase the Trust will respond to ensure that it can meet the demand. The Trust aims to capitalise on the service we currently provide to ensure that new initiatives can enhance and extend the opportunities that our families enjoy to the wider community.

Finally, I would like to thank the ever young Dame Vera, who as our President, always finds time to put in personal appearances in support of the SfP. I would also like to extend a very warm welcome to Dame Vera's friend, Hayley Westenra, who has agreed to become our Vice President.

**Tom Jones**  
Chairman

# Trustees Annual Report

## Structure, Governance and Management, Constitution, Objectives and Policies

The Trust is a Registered Charity, number 1089657. It is a Company, number 4230409, limited by guarantee. The Trust is governed by its memorandum and articles of association.

The Trustees who served during the period were as listed on the information page. The principal activity of the company, as formally recorded by the Charity Commission, is to provide education and other relevant related services to children with cerebral palsy and associated disabilities, and their parents and carers.

### Organisational Structure

The directors of the company, who are also charity trustees for the purposes of charity law, form the Board of Trustees and administer the Trust. Two of the Trustees serve as treasurer and company secretary respectively. The Board meets approximately 8 times during each period of 12 months (more frequently if the need arises) and appoints one of the Trustees as Chairman. The day to day activities of the Trust's small team at Ingfield are overseen by the Executive Manager who, in turn, reports to the Trustees.

### Appointment of Trustees

The minimum number of Trustees is three; there is no maximum. The Trustees have diverse professional backgrounds and some are also past or present parents of children at Ingfield Manor. Five of those currently serving were appointed in 2001, when the Trust was founded. Trustees are appointed to serve for a term of three years, Andy Heath is due to retire at the 2010 AGM and is eligible for reappointment if willing to serve for a further term.

No person is appointed to serve the Trust unless recommended by the existing Trustees.

### Trustee Induction and Training

New Trustees are introduced to the Board and briefed as necessary in all aspects of the Trust'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.

### Risk Management

The Trustees have identified the major risks to which the Trust is exposed and which might impact on the Trust's ability to achieve its objectives. To mitigate those risks, policies and procedures have been established and they are designed to provide reasonable, but not absolute, assurance against material

mis-statement or loss. The Trustees have established an ongoing process for identifying, evaluating and managing the Trust's key risks. In particular there are procedures for:

- Providing the capacity to meet the demand for services.
- Ensuring that the School for Parents service meets required standards.
- Avoiding actions that could damage the organisation's reputation.
- Recruiting and retaining sufficient levels of skilled staff.
- Providing adequate IT 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 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.
- Obtaining sufficient funding to provide for the needs of the School for Parents service.

The Trustees will continue on a regular basis to monitor the risks and the effectiveness of the system of control that has been put in place by the Trust.

### **Aims, Objectives and Activities**

Since its creation in 2001, the Trust's main objective has been to preserve the stability and fund the development of the Dame Vera Lynn Trust School for Parents at Ingfield. To that end a rolling 5 year agreement has been made with Scope for the provision of essential services to the SFP. The Trustees are determined to create a foundation that will cover the costs of that commitment, also to reach a level of financial capacity that will enable them to consider the needs of other children with cerebral palsy and their parents, additional to those at Ingfield.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Trust should undertake.

### **Achievements and Performance**

The School for Parents ended the financial year with 55 families registered and started a new beginners group in September 2009. To manage this increase in the service a new part time position of Professional Team Member was created and successfully recruited.

The Trust Office produced a new logo, rebranded all literature and created a new website.

### **Financial Review**

To provide for the main objectives of the Trust, annual income of at least £500,000 must be produced and in the year 2009/2010 that target was exceeded by £53,000. The appointment of two experienced fundraising staff was a contributing factor to this achievement. Two significant donations were received during the year which enabled the Trust to recover from the previous year's deficit.

### **Reserves Policy**

The Trust is a self-funding organisation which relies on the income generated by its own fundraising activities and the interest arising from the deposited funds that are set aside to meet the financial commitments explained in this report. The Trustees' policy is to ensure that sufficient funds to meet the Trust's full financial commitments over a period of at least one full year are held in reserve. Despite recording a surplus in 2009/2010 It was not possible to record sufficient funds to achieve a full years reserve and every effort will be made to replenish the reserves in 2010/2011. All such 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.

### **Related Parties**

Under the provisions of its 5 year agreement with Scope, the Trust works closely with the staff at Ingfield Main School and the SfP. The Trustees are consulted in all matters that may affect the day to day administration of the SfP and, particularly, the Trustees examine and approve the annual SFP budget prepared by Scope.

### **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.

