

The Dame Vera Lynn Trust for Children with Cerebral Palsy

Registered Charity No: 1089657

President: Dame Vera Lynn DBE, LLD M Mus.

ANNUAL REPORT and ACCOUNTS

for year ended March 31, 2008

**The Dame Vera Lynn Trust
for Children with Cerebral Palsy
Trust Office
Ingfield Manor
Five Oaks
Billingshurst
West Sussex
RH14 9AX**

**A company limited by guarantee
Company Registration No: 4230409**

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COMPANY INFORMATION – YEAR ENDED MARCH 31, 2008

President	Dame Vera Lynn DBE, LLD, M.Mus.
Trustees	Tom Jones (Chairman) Don Newport (Treasurer) Tim Wright (Secretary) George Cracknell Peter Gray Andy Heath Alastair Hitchman Virginia Lewis-Jones David Quirk
Executive Officer Office Manager Fundraising Manager	Peter Evans Jan Chasmar Shirley Illsley
Correspondence Address	The Dame Vera Lynn Trust for Children with Cerebral Palsy Ingfield Manor, Five Oaks Billingshurst, West Sussex RH14 9AX
Trust website	www.dvltrust.org.uk
Registered Office	da Vinci House Basing View Basingstoke, Hants RG21 4EQ
Solicitors	Penningtons da Vinci House Basing View Basingstoke, Hants RG21 4EQ
Bankers	National Westminster Bank Plc 57 High Street Billingshurst West Sussex RH14 9FJ
Auditors	Holding and Company 49 London Road Horsham West Sussex RH12 1AN

Foreword by the Chairman

I am pleased to present this latest Report and Accounts for the Trust. The year-end brought a much improved net figure, and that result is a great credit to the Trust's small but dedicated team. However, the figures must nevertheless be seen as a disappointment as even the small deficit of £4,336 is a reminder of the size of the task still before us. These are challenging times.

As is so often the case in this work-dominated era, two of my fellow trustees found it impossible to continue to commit sufficient time to their Trust duties and felt they should resign. To Steve Tyler and Tim (Gary) Austin we record thanks for their efforts on the Trust's behalf and our best wishes for the future.

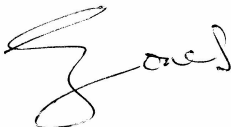
Close to the end of 2007, we were delighted to welcome Alastair Hitchman and Peter Gray as new trustees. Alastair – a teacher and SfP parent – brings to the post youthful enthusiasm and close knowledge of the Trust's excellent services. Peter Gray has a wealth of administrative experience in the charity field plus background knowledge that is already proving valuable in his work as one of our trustees.

From the Dame Vera Lynn School for Parents, Sarah Ffoulkes Roberts continues to deliver encouraging reports on the work of her hard-working team, together with statistics showing that increasing numbers of parents continue to appreciate the value and quality of the services available to their special needs children and themselves.

It is now seven years since a small but determined group formed The Dame Vera Lynn Trust saved the School for Parents from closure and put in place a programme of fundraising and financial planning that enabled parents and staff to look to the future with confidence. We have witnessed a great deal of hard work and some inevitable changes since 2001 but our enthusiasm for the task is high as ever.

As chairman, I take this opportunity to thank my fellow trustees, the team at the Dame Vera Lynn School for Parents and the small, but dedicated, staff in the Trust office next door. A magnificent contribution from everyone has made our success to date possible.

Lastly and most importantly, we record our gratitude to the Trust's many friends and benefactors large and small, and offer them this assurance that our need for their support is probably greater now than at any time in the past.



Tom Jones
Chairman of the Trustees

Vice-Presidents of the Trust

David Jacobs CBE, DL
Sir Tim Rice
Sir Cliff Richard OBE
Sir Jonathan Sacks, the Chief Rabbi
Cardinal Cormac Murphy-O'Connor, Archbishop of Westminster

Trustees' Annual Report

Objects and Activities

The Trust's main objective since its creation in 2001 has been to preserve the stability and fund the development of the *Dame Vera Lynn School for Parents* at Ingfield – the SfP. A 5-year 'rolling' agreement was made with Scope for the provision of essential services to the SfP, and the Trustees remain 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, in addition to those at Ingfield.

Achievements and Performance

The principal objectives of the Trust require minimum annual funding of £300,000, (not including its own administration costs) and in the year that ended 31.3.2008 that target was not quite achieved, although the figures shown in the Financial Review below were an improvement over the previous year. The Trust has in reserve sufficient to meet its normal annual commitment.

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 concerning the administration of SfP and, in particular, they examine and approve the annual SfP budgets submitted by Scope.

Structure, Governance and Management

Constitution, Objects and Policies

The Trust is incorporated as a company limited by guarantee (Co. Registration No. 4230409) and it is a registered charity (No. 1089657). The charity is governed by its Memorandum and Articles of Association. The trustees serving at the end of the period are 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.

Organisation 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 Charity. 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 Charity's small team at Ingfield are overseen by the Executive Officer 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. Six of those currently serving were appointed in 2001, when the Trust was founded. At each Annual General Meeting one-third of trustees retires by rotation and, if willing, offers themselves for re-election. At the 2008 AGM, Tom Jones, Don Newport and Virginia Lewis Jones will be due to retire; they are all eligible and offer themselves for re-election. A vacancy created by the retirement of a trustee is filled by a voluntary applicant for the post or by invitation by the trustees to appropriate people. No person is appointed to serve the Trust unless so approved and 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 Charity's objects 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.

Financial Review

During the year that ended March 31, 2008, incoming resources were £384,947 and resources expended £389,283. There was a significant increase in the total voluntary income generated by the Trust, reflecting the efforts of the fundraising team. Higher contributions received from friends, parents, supporters and other sources were also welcomed as vital to the task.

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 commitments explained in this report. The Trustees regard it as essential that sufficient funds to meet the Trust's full, financial commitments over a period of at least one full year are held in reserve. All such funds are held in approved current and deposit accounts, including those managed by the Charities Aid Foundation.

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 misstatement 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:

- financial reporting within a comprehensive planning and accounting framework, and
- monitoring of other risks which are identified and reported to the Trustees

Key risks include the maintenance of adequate funding, to provide for the school's needs on a rolling 5-year basis and the continuation of the essential contracted services provided by Scope.

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.

Trustees' responsibilities

The purpose of this statement is to distinguish the trustees' responsibilities for the financial statements from those of the auditors as stated in their report.

The trustees are responsible for preparing the accounts in accordance with applicable law and 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 company and its net income or expenditure for the year.

In preparing these financial statements the trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the company's corporate assets and ensuring their proper application in accordance with charity law and hence for taking reasonable steps for the prevention and detection of error, fraud or other irregularities.

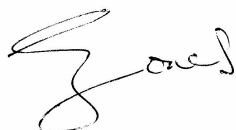
Disclosure of information to Auditors

Each of the trustees has confirmed that there is no information of which they are aware that 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

In accordance with section 385n of the Companies Act 1985, a resolution proposing that Holding & Company be reappointed as auditors of the company will be put to the Annual General Meeting

Signed on behalf of the Trustees



Tom Jones
Chairman

Independent auditors' report to the members of The Dame Vera Lynn Trust for Children with Cerebral Palsy

We have audited the financial statements of The Dame Vera Lynn Trust for Children with Cerebral Palsy for the year ended 31 March 2008 which comprise the Statement of Financial Activities, the balance sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2007).

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

In this report and the accompanying financial statements any references to Trustee or Trustees may be taken as being synonymous with Director or Directors and vice versa.

Respective responsibilities of directors and the auditors

The directors' responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the statement of directors' responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the directors' report is consistent with the financial statements.

In addition we report to you if, in our opinion, the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and other transactions is not disclosed.

We read the directors' report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

Independent auditors' report to the members of the Dame Vera Lynn Trust for Children with Cerebral Palsy continued

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable for Smaller Entities, of the state of the company's affairs as at 31 March 2008 and of its loss for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Directors' Report is consistent with the financial statements.



**Holding & Company
Chartered Accountants and
Registered auditors**

**49 London Road
Horsham
West Sussex
RH12 1AN**

3rd October, 2008

**Statement of Financial Activities
(including Income & Expenditure Account)
For the year ended 31 March 2008**

	2008	2007
	Total	Total
	Funds	Funds
	(Unrestricted)	(Unrestricted)
	£	£
Incoming resources		
Fundraising	339,590	192,386
Income from events	25,020	31,890
Bank deposit Interest	20,337	19,424
Total incoming resources	<u>384,947</u>	<u>243,700</u>
 Resources Expended		
Payments to Service provider - SfP	267,554	249,971
Staff costs	63,434	40,497
Fund Raising Events	24,567	16,724
Office expenses	12,900	16,611
Depreciation	11,143	11,987
Computer support & web design	2,090	9,240
Appeals office expenses	-	7,109
Repairs & maintenance	1,003	3,586
Accountancy & audit fees	3,125	3,309
Telephone	985	1,278
Advertising	1,146	1,221
Professional fees	-	1,134
Insurance	722	754
Travel	584	716
Bank charges	30	25
Total resources expended	<u>389,283</u>	<u>364,162</u>
Net (outgoing) incoming resources, before transfers	(4,336)	(120,462)
Transfers between funds	-	-
Net (outgoing) incoming resources	<u>(4,336)</u>	<u>(120,462)</u>
 Total Funds brought forward at at 31 March 2007.	<u>409,102</u>	<u>529,564</u>
Total Funds carried forward at 31 March 2008	<u><u>404,766</u></u>	<u><u>409,102</u></u>

All activities are classified as ongoing

**Balance sheet
as at 31 March 2008**

		2008		2007	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	5		94		11,237
Current assets					
Cash at bank and in hand		480,373		475,264	
		<u>480,373</u>		<u>475,264</u>	
Creditors: amounts falling due within one year	6	<u>(75,701)</u>		<u>(77,399)</u>	
Net current assets			404,672		397,865
Net assets			<u>404,766</u>		<u>409,102</u>
Reserves					
Unrestricted funds	7		<u>404,766</u>		<u>409,102</u>

These accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 and the Financial Reporting Standard for Smaller Entities (effective January 2007) relating to small companies.

The financial statements were approved by the Board on 3rd October 2008, and signed on its behalf by



Don Newport
Director

1. Accounting policies

1.1. Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007) and comply with the Statement of Recommended Practice on Accounting by Charities (SORP 2005).

1.2. Donations and Gift Aid

Donations are accounted for when received. Similarly, income tax recoverable on gift aid donations is accounted for when received.

1.3. Tangible fixed assets and depreciation

The trust has adopted the policy of capitalising all purchases of fixed assets after 31st March 2006 which cost in excess of £5,000. Acquisitions costing less than £5,001 after 31st March 2006 are written off in the Statement of Financial Activities in the year of purchase.

The trust has also adopted the policy of writing off in the Statement of Financial Activities in the year of purchase all expenditure on software and software support incurred after 31st March 2006.

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Plant and machinery - 20% straight line Fixtures, fittings and equipment - 25% straight line

2. Statement of Financial Activities

	2008	2007
	£	£
Net outgoing resources are stated after charging:		
Depreciation and other amounts written off tangible assets	11,143	11,987
Auditors' remuneration	2,350	1,275
	<u> </u>	<u> </u>

The auditors received non-audit fees of £806 (2007 £1,850) in respect of payroll processing (2007 payroll processing and accounts production).

Other costs of governance and of generating voluntary income are shown in detail in the Statement of Financial Activities

3. Employees

Number of employees

The average monthly numbers of employees (including the directors) during the year were:

	2008	2007
	Number	Number
Directors	9	9
Other employees	3	3
	<u> </u>	<u> </u>
	<u> </u>	<u> </u>

No employees earned over £60,000 during the year (2007 no employees)

Employment costs

	2008	2007
	£	£
Wages and salaries	58,407	37,310
Social security costs	5,025	3,186
	<u> </u>	<u> </u>
	<u> </u>	<u> </u>

3.1. Trustees' emoluments

None of the directors (or any persons connected with them) received any remuneration or other emoluments during the year (2007 nil).

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4. Taxation The company is a registered charity and exempt from most forms of taxation.

5. Tangible fixed assets	Plant and Machinery	Fixtures, fittings and equipment	Total
	£	£	£
Cost			
At 1 April 2007	49,776	8,129	57,905
At 31 March 2008	49,776	8,129	57,905
Depreciation			
At 1 April 2007	39,727	6,941	46,668
Charge for the year	9,955	1,188	11,143
At 31 March 2008	49,682	8,129	57,811
Net book values			
At 31 March 2008	94	-	94
At 31 March 2007	10,049	1,188	11,237

6. Creditors: amounts falling due within one year	2008	2007
	£	£
Trade creditors	72,752	74,238
Other creditors	-	886
Accruals and deferred income	2,949	2,275
	75,701	77,399

7. Reserves	Income and expenditure account	Total
	£	£
At 1 April 2007	409,102	409,102
Loss for the year	(4,336)	(4,336)
At 31 March 2008	404,766	404,766

8. Corporate status
The Dame Vera Lynn Trust for Children with Cerebral Palsy is a company limited by guarantee.

9. Controlling interest
Each member of the company has one vote so control is vested in the members as a collective body