

Charity Registration No. 1108160

Company Registration No. 05206298 (England and Wales)

Office of the Scottish Charity Regulator (OSCR) Registration No. SC041034

CLEFT LIP AND PALATE ASSOCIATION
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

CLEFT LIP AND PALATE ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	R Slator (Chairman) N Astor J Gay (Treasurer) P Hodgkinson C Footman Y Jones J Krieg J Morgan M Pinkstone	(Appointed 2 July 2015) (Appointed 2 July 2015)
Secretary	D Stokes	
Charity number	1108160	
Company number	05206298	
Registered office	c/o CLAPA 332b Goswell Road London EC1V 7LQ	
Auditor	H W Fisher & Company Acre House 11-15 William Road London NW1 3ER United Kingdom	
Bankers	Barclays Bank plc Hatton Garden Business Centre 99 Hatton Garden London EC1N 8DN	

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CLEFT LIP AND PALATE ASSOCIATION

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2016

The Trustees present their report and accounts for the year ended 31 March 2016 which also contains the directors' report as required by company law.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charitable company's constitution, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1st January 2015).

Public Benefit

The Trustees have complied with their duty in Section 17 of the Charities Act 2011 to have due regard to the guidance published by the Charity Commission. The benefit to the public is manifestly demonstrated by the activities and achievements contained in this report. CLAPA have taken the Charity Commission's public benefit guidance into account when making any decision it is relevant to.

Structure, Governance and Management

The charity became a company limited by guarantee in 2005 and its governing documents are the Memorandum and Articles of Association. In 2009 the Trustees passed a resolution agreeing to change the Memorandum and Articles of Association so that CLAPA could be registered as a charity in Scotland (Reg no. SC041034).

The Trustees, who are also the directors for the purpose of company law, and who served during the year were:

M Russell – Chairman	Resigned 6 September 2016
J Gay – Treasurer	
P Hodgkinson	
R Slator	
N Astor	
C Footman	
Y Jones	
J Krieg	
J Morgan	
M Pinkstone	
E Southby	Resigned 2 July 2015

Please note that M Russell also stood down as Chair on September 6th 2016, and was replaced as Chair by R Slator.

The Trustees hold full responsibility for the activities of the charity and the power to appoint new Trustees lies with the Trustees in office at the time. The Trustee Board regularly reviews its membership to ensure that it has a balance of health professionals and people affected by cleft and that it has the necessary skills to fulfil its duties. In March 2014 the Board agreed to introduce a maximum term of office of two terms of three years. If during their second term a Trustee is appointed as Chair or Treasurer of CLAPA then they can remain a Trustee until they have served a maximum of three years in that office.

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up. The Trustees meet a minimum of four times a year and at each meeting there are standing agenda items on the activity and financial status of the charity. The Board considers and approves the operational plan and budget before the start of each financial year.

Each year the Trustees hold an 'Away Day' which includes the AGM. This is an opportunity for the Trustees and staff team to review the strategy and the activities of the last year and start to plan for the next year. In September 2015 the Board heard presentations from the staff team on their activities and reviewed the strategy. Most recently, an Away Day was held in September 2016, where Mark Russell stood down as Chairman, and Rona Slator replaced her.

Members of CLAPA are invited to contribute to CLAPA's strategy through online surveys, direct communication and the CLAPA Adult Voices Council and Children and Young People's Council (which both meet four times a year).

CLAPA (April 2016) has 15 salaried staff members of whom 9 (2 part-time) are employed at our office in London and 6 are home based. By September 2016 CLAPA had appointed another 4 staff members (2 part-time and 2 full-time office based). Overall it is CLAPA's intention to increase local support by securing funding for a team of 9 Regional

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Coordinators across the UK by 2020 (funding for 4 plus a part-time Scotland Support Officer). In the interim CLAPA has appointed a full-time National Volunteer Officer to coordinate activities in regions that do not have a Regional Coordinator.

To date the number of volunteer run Branches has increased from 12 to 13 and there are 19 Happy Faces groups. All CLAPA volunteers attend induction training before they start volunteering and additional training for roles such as Parent Contacts; in 2015 -16 59 new volunteers were trained.

The Trustees have approved a Risk Assessment for the Charity, assessing the major risks to which the Charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks. At each Board meeting they review a sample of the risk management policies and procedures produced by the Charity.

There are no related party transactions to report.

OBJECTIVES AND ACTIVITIES

Achievements and performance

The Charity's objects are set out in its governing documents, the Memorandum and Articles of Association (July 2004): "the relief of and support for all those with cleft lip, cleft palate or both or associated cranio-facial birth anomalies; the promotion of research into the causes of and the relief, treatment or care of those with cleft lip, cleft palate or associated cranio-facial birth anomalies and conditions or any of them and to publish the useful results of such research".

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake and these activities are documented in our Strategic Plan 2009-14 which was updated for 2013-17 at the Trustee Away Day in October 2012. This plan is available on the CLAPA website www.clapa.com.

The strategic plan is divided into three stages: Involve, Support and Improve with the intention that by involving more members we create more opportunities to provide support and we use the information we learn from involving and supporting our members to improve their care and outcomes.

"Involve" all our membership and health service providers. Actively increasing our membership and engaging with and making use of our supporter base to achieve our objectives through surveys, communications and informative events; gathering feedback and data (through focus groups and other mechanisms) to inform and drive our strategy and activities.

"Support" all those affected by cleft in a timely, relevant and meaningful way via CLAPA's information and feeding equipment provision, and through our regional and social media network.

"Improve" the support, services and long term outcomes for people with cleft through longer-term strategic initiatives.

The Trustees have chosen to focus on developing a network of local support for people affected by cleft lip and/or palate by employing Regional Coordinators working in different regions of the UK and by delivering local activities such as residential weekends. During the year 2015/16 the Charity received just under £255k in restricted donations including donations from Children in Need, Smile Train, Big Lottery Fund, Section 16b (Scotland). All these donations were to support CLAPA's work in developing local support for people (see note 14).

The Trustees and staff reviewed the strategy at the Away Day in September 2015 and agreed to continue to develop local resources and support and in particular they discussed the use of an effective communications strategy to underpin this strategy.

Operational plans and budget were agreed for 2015-16 and are listed below. There was a surplus in 2014-15 of £38,799 due to a delay in developing the website and therefore the Trustees approved a budgeted deficit of £29,248 for 2015-16.

Operational Plan April 2015 – March 2016: the achievements against our planned operational activity are listed below.

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FOR THE YEAR ENDED 31 MARCH 2016

INVOLVE all our membership and health service providers: engaging with and making use of our supporter base to achieve our objectives through surveys, communications and informative events; gathering feedback and data (through focus groups and other mechanisms) to inform and drive our strategy and activities.

In 2015-16 we engaged the CLAPA Community in the following ways:

1. CLAPA events

- a. Awareness week 9-16th May 2015: "Speech and Language Therapy"
- b. Annual Conference 21st November 2015, London,
- c. National Branch meeting 22nd November 2015, bringing together Branches for training, networking and input into plans for 2015-16.

2. CLAPA Communications

- a. Regular online and postal communication with our stakeholders:
 - i. Monthly e-newsletters, blog and website polls.
 - ii. Twice yearly surveys to inform CLAPA activities and campaigns.
 - iii. Annual magazine: CLAPA News
 - iv. Annual impact report.
- b. Redesign of the website: including more content on policy and campaigns and demonstrating how we have responded to issues raised by our stakeholders.
- c. Provided on-going social media training for volunteers.

3. Attendance at other events

- a. CLAPA staff at Cranio Facial Conference:
 - i. Attend Special Interest Group meetings, to raise awareness of patient issues.
 - ii. CLAPA Branch reps to meet cleft team members at drinks reception.
 - iii. Invited presentation to Conference on CLAPA activities and plans.
 - iv. Paper on Patient Voice project accepted, to be delivered by Tansy Miller.
- b. CEO attended 10th European Craniofacial Congress Sweden 24-27th June, to present paper on Patient Voice project.

4. Partnerships

- a. Worked with Royal College of Speech and Language Therapists (RCSLT), Council for Disabled Children (CDC) and Communications Trust on "Access to Speech and Language Therapy" campaign.
- b. Took an active role in the new Collective for Appearance and Disfigurement (facilitated by Healing Foundation).

SUPPORT all those affected by cleft in a timely, relevant and meaningful way via CLAPA's information and feeding equipment provision, and through our regional and social media network.

The support we provide is informed by the needs of the CLAPA Community. The following activities are designed to provide support and information at the right time and the right place.

1. Regional Strategy

- a. Appointed a replacement South East Regional Coordinator (started June 2015).
- b. Appointed a Scotland Regional Coordinator and Scotland Support Officer (started September 2015).
- c. Appointed a Volunteering Officer to provide support across regions without a Regional Coordinator (started June 2015).
- d. Secured funding for the continuation of children and young people's services (current funding ended March 2016).
- e. Regional Coordinators to trained and supported volunteers across a range of volunteer roles.
- f. Regional Coordinators actively promoted fundraising in their regions.
- g. Raised awareness of CLAPA's support services e.g. Parent and Peer Contacts and Happy Faces groups with Cleft Teams and people affected by cleft.
- h. Happy Faces groups established and supported across the UK.
- i. Branches supported to be an effective local presence through governance training and National Branch Day (22nd November 2015).
- j. Provided communications support to Branches and Volunteers.

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TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2016

- k. Worked with the Centre for Appearance Research to ensure that the Regional Coordinator Project is continually evaluated and that lessons are learnt.
- 2. Feeding equipment**
- a. Provided free starter packs of bottles and teats (including non-MAM bottles).
 - b. Received and processed orders for bottles and teats with 24hr turn around.
 - c. Introduced "Information-only" starter packs.
- 3. Information**
- a. Reviewed and updated all Information Products (in line with Information Standard), targeting key stages of treatment and need.
 - b. Produced information products on Speech and Language Therapy for Awareness Week.
 - c. Identified requirement for new information products from surveys, online feedback and enquiries and produce in a range of accessible formats.
 - d. CLAPA Welcome packs sent to all new families at birth to introduce CLAPA (with or without feeding equipment).
 - e. Investigated packs at other key life stages e.g. dental awareness, speech, school attendance/transition.
 - f. Updated website to improve navigation and accessibility (taking the feedback from survey into account).
- 4. Adults**
- a. Supported Adult Voices Council in identifying support needs for adults with clefts.
 - b. Publicised newly trained Peer Contacts.
- 5. Volunteer**
- a. Volunteer Strategy finalised and implemented to ensure that volunteers are adequately supported and that clear systems and processes are in place.
 - b. Review Peer Contacts role by November 2015.
 - c. Delivered Volunteer Induction Days, Parent Contact and Peer Contact training and Development Days.
 - d. Continued to review and revise, as necessary, Volunteer Role Profiles.
 - e. Ensured that Parent Contacts, Peer Contacts, Branches and Happy Faces groups listed on the website were up-to-date and accurate.
- 6. Children and Young People services**
- a. Children and Young People's Council (CYPC) continued to develop and to act as the representative group for children and young people from across the UK.
 - b. CYPC to take part in Increasing Self Worth and Confidence training.
 - c. Established a Scotland CYPC.
 - d. Established the first older children's regional social group in Scotland with local volunteer.
 - e. Delivered a minimum of 2 Residential Weekends per year for children and young people aged 9-15.
 - f. Delivered a minimum of 2 Family Days per year to enable families affected by cleft to come together for a social event to meet other families from their local area.
- 7. Feedback**
- a. Collected, and acted, on feedback on our support services from our survey and informal sources such as Facebook.
 - b. Designed feedback opportunities into new website and information materials.

IMPROVE the support, services and long term outcomes for people with cleft through longer-term strategic initiatives.

1. Patient Voice project to support cleft teams to meet requirement of National Service Specification (NSS):
 - a. Regional Coordinators work with each cleft team to support them in setting up patient representation including:
 - i. Recruited and trained Patient Representatives.
 - ii. Presented a paper at Cranio Facial Conference 17th April 2015 London.
 - iii. All teams to have patient representation by March 2017.
2. Completed recruitment of CLAPA Trustees and provide induction and on-going training.

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3. Represented CLAPA at national and international meetings on cleft care e.g. Cleft Development Group (CDG), Clinical Reference Group (CRG), Clinical Studies Group (CSG), European Cleft Care Guidelines project (CEN).
4. Conducted reactive and proactive campaigns based on issues raised by the CLAPA community through surveys, polls, Facebook, direct contact:
 - a. Access to speech and language therapy.
 - b. Regular monitoring of social media for issues important to stakeholders.
 - c. Producing policy statements and campaigning on issues raised by our stakeholders.
5. Increased media engagement during Awareness week (target of 40 articles or mentions in local & national press, radio and TV).

Fundraising activities

CLAPA aims to become a £1m organisation to fund the development of the Regional Coordinator project and to do this it needs to implement a fundraising strategy.

1. Agree and implement fundraising strategy targeting the key areas that are appropriate for CLAPA.
2. Build full cost recovery into applications to grants and trusts to cover a greater portion of central costs.
3. Increase donations from individual giving through additional administrative support.
4. Investigate the viability of running a major donor/corporate scheme.

Financial review

The Statement of Financial Activities shows total reserves amounting to £315,432 (2015: £342,101) with a net decrease of £26,669 (2015: net increase of £38,799).

Voluntary income continues to increase with Donations and Legacies of £518,191 in 2015-16 the Trustees invested further in fundraising as part of the strategy to raise £1m annually by 2020.

During the year CLAPA continued to use Restricted Funds from Smiletrain, Children in Need and the Big Lottery Fund and other funders to provide regional services.

Reserves Policy

It is the policy of the charity that unrestricted funds that have not been designated for a specific use should be maintained at a level equivalent to between four and six month's expenditure. In the event of a significant drop in funding, the Trustees consider that reserves at this level will ensure they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. The level of reserves is monitored at each board meeting. At the time of filing (Dec 2016, CLAPA's reserves stand at 3.3 months, which is lower than our preferred reserves policy. The reasons for this lower reserve level are: a number of unexpected costs, a significant change in staffing, and lower than expected income from some areas. The Trustees are closely monitoring the situation and the management team are looking closely at cost savings and budgeting. We have also made changes to our shop, including adding a postage charge and re-evaluating prices. We expect to see an improvement over the next period.

PLANS FOR THE FUTURE

Key Strategic Aims: Jan 2013 – March 2017

1. CLAPA has an active, engaged, diverse and representative membership that gives CLAPA credibility as a membership organisation.
2. CLAPA's membership is representative of the UK cleft population (cleft type, ethnicity, geographical spread, age range).
3. CLAPA will use its membership to continue to drive CLAPA's strategy and to inform CLAPA about the issues that are important to people affected by cleft lip and palate.
4. CLAPA works in strategic partnerships with other charities when appropriate to broaden its range of stakeholders and increase its impact.

The operational plan for 2016-17 was approved at the CLAPA Board meeting in March 2016. Under the Involve, Support, Improve model, we will:

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FOR THE YEAR ENDED 31 MARCH 2016

INVOLVE: In 2016-17 we will aim to grow and engage the CLAPA Community in the following ways:

1. CLAPA events

- a. Awareness week 7-15th May 2016: awareness and fundraising drive around mobilising our community to tell their stories and engage their networks in CLAPA's network.
- b. National Branch meeting November 2016.

2. CLAPA Communications

- a. Consult with members on their experiences of diagnosis for planned campaign.
- b. Regular online and postal communication with our stakeholders:
 - i. Monthly e-newsletters, blog and website polls using segmented mailings.
 - ii. Text alerts and reminders for small local events.
 - iii. Quarterly 'updates' newsletter listing areas of the CLAPA site that have been added to as well as updates on our general projects.
 - iv. Twice yearly surveys to inform CLAPA activities and campaigns.
 - v. Annual magazine: CLAPA News
 - vi. Annual impact report
 - vii. Publicise more of the behind the scenes work we do (especially within NHS and other groups) through blogs and news posts, get entire staff involved in creating content and chasing up stories.
 - viii. Fine-tune social media policies and training materials.
 - ix. Improve mailing lists and processes including subscribing/unsubscribing and clearer user journeys.
- c. Review social media and reputation governance.
- d. Update branding policy.
- e. Create merchandise policy.
- f. Define CLAPA's position on various cleft-related issues and prepare responses to complaints and problems that may arise.
- g. Produce CLAPA promotional video.

3. Attendance at other events

- a. CLAPA staff at CFSGBI Conference:
 - i. Attend Special Interest Group meetings, to raise awareness of patient issues.
 - ii. CLAPA Branch reps to meet cleft team members at drinks reception.
 - iii. Invited presentation to Conference on Patient Representation and CLAPA activities and plans.
- b. CLAPA at Centre for Appearance Research (CAR) Appearance Matters 7 Conference:
 - i. CLAPA staff attending conference as delegates.
 - ii. Photography and film exhibition highlighting the work of the Children and Young People's Council.

4. Partnerships

- a. Work with the Society and College of Radiographers, British Medical Ultrasound Society, Antenatal Results and Choices (ARC) on reviewing diagnosis experience.
- b. Take an active role in the new Collective for Appearance and Disfigurement (facilitated by the Scar Free Foundation).

SUPPORT:

The support we provide is informed by the needs of the CLAPA Community. The following activities are designed to provide support and information at the right time and the right place.

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FOR THE YEAR ENDED 31 MARCH 2016

1. Regional Strategy

- a. Appoint replacement East of England Coordinator (started May 2016).
- b. Secure continuation funding for East of England, Central England and South East England (current funding ends November 2016).
- c. Identify funding streams for Wales or Northern Ireland Regional Coordinator in 2017.
- d. Continue to build relationships with Cleft Teams and cleft community in Wales and Northern Ireland to gather data and enthusiasm for an RC.
- e. Regional Coordinators train and support volunteers across a range of volunteer roles.
- f. Regional Coordinators actively promote fundraising in their regions.
- g. Raise awareness of CLAPA's support services e.g. Parent and Peer Contacts, Clinic Volunteers and Happy Faces groups with Cleft Teams and people affected by cleft.
- h. Happy Faces groups established and supported across the UK.
- i. Branches supported to be an effective local presence through governance training and National Branch Day (19th November 2016).
- j. Provide communications support to Branches and Volunteers.
- k. Implement agreed changes to volunteering recruitment, training and support and communicate changes to cleft community.
- l. Work with the Centre for Appearance Research to ensure that the Regional Coordinator Project is continually evaluated and that lessons are learnt.

2. Feeding equipment

- a. Free starter pack of bottles and teats (including non MAM bottles).
- b. Receive and process orders for bottles and teats with 24hr turn around.

3. Information

- a. Review and update all Information Products (in line with Information Standard), targeting key stages of treatment and need and producing consistent design.
- b. Identify requirement for new information products from surveys, online feedback and enquiries and produce in a range of accessible formats.
- c. Investigate packs at other key life stages e.g. dental awareness, speech, school attendance/transition.
- d. Advertise our services through scheduled posts.
- e. Fine-tune the content on the website and encouraging individuals and departments to take control of these areas to maximise their impact.
- f. Continue to add functions and content to website:
 - i. Create videos of multi-disciplinary team members describing their roles for the website
 - ii. Detail pages for Parent/Peer Contacts
 - iii. Detail pages for Cleft Teams
 - iv. Extra content-editable bits on Region pages, Shop, In Your Area pages
 - v. Further changes based on feedback

4. Adults

- a. Support Adult Voices Council in identifying support needs for adults with clefts.
- b. Publicise newly trained Peer Contacts and provide training for new volunteers.

5. Volunteers

- a. Recommendations from Volunteering Review finalised and implemented to ensure that volunteers are adequately supported and that clear systems and processes are in place.
- b. Application Form to be amended and online-accessible version to be added to the website.
- c. Volunteer recruitment to be targeted around specific roles and gaps.
- d. Minimum age for volunteering to be amended from 18 to 16.
- e. Volunteer Agreement to be finalised and all volunteers (including existing) to sign.
- f. Deliver volunteer training and provide regular supervision in RC regions, providing volunteers with opportunities for development and additional training.
- g. Introduce and implement compulsory annual Parent and Peer Contact Refresher training.
- h. Ensure that Parent Contacts, Peer Contacts, Branches and Happy Faces groups listed on the website are up-to-date and accurate.
- i. Volunteer Awards and Volunteer Certificates to be organised on an annual basis.

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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2016

- j. RCs to ensure that more volunteer stories are included on the website to celebrate successes and achievements.
 - k. Volunteer Handbook reviewed and revised as appropriate.
- 6. Branches**
- a. Introduce and implement Branch Toolkit and Branch Agreement at AGMs in April and May.
 - b. Provide Officer role training for all Branches.
 - c. Review and update Branch Manual in line with proposed changes.
- 7. Children and Young People services**
- a. Children and Young People's Council (CYPC) to continue to develop and to act as the representative group for children and young people from across the UK.
 - b. Deliver a minimum of 2 Residential Weekends per year for children and young people aged 9-15.
 - c. Deliver a minimum of 2 Family Days per year to enable families affected by cleft to come together for a social event to meet other families from their local area.
 - d. Develop a mentoring scheme for children and young people, with the CYPC.
- 8. Feedback**
- a. Collect and act on feedback on our support services from our survey and informal sources such as Facebook.
 - b. Design feedback opportunities into new website and information material.

IMPROVE:

We will support, services and long term outcomes for people with cleft through longer-term strategic initiatives. The following activities set out how we will achieve this.

1. Plan, devise and deliver a survey on diagnosis using high quality research to produce a report and recommendations based on member's experience of diagnosis.
2. Patient Voice project to support cleft teams to meet requirement of National Service Specification (NSS):
 - a. Regional Coordinators to work with each Cleft Team to support them in setting up patient representation including establishing Patient Voice Groups. All teams to have patient representation by June 2020 (funding dependent).
3. Appoint new Chair of CLAPA Trustee Board (appointed September 2016).
4. Complete Governance Review and Trustee training.
5. Represent CLAPA at national and international meetings on cleft care e.g. Cleft Development Group (CDG), Clinical Reference Group (CRG), Clinical Studies Group (CSG), European Cleft Care Guidelines project (CEN).
6. Work in partnership with cleft teams to effectively disseminate information on cleft team outputs.
7. Work in partnership with researchers to introduce practical applications of research.

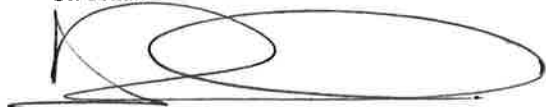
Disclosure of information to auditors

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.

Funds Held as Custodian Trustees on behalf of others

There are no funds held by Custodian Trustees on behalf of others.

On behalf of the Board



M Pinkstone
Trustee

Dated: 17.12.16

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STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2016

The Trustees, who are also the directors of Cleft Lip And Palate Association for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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 charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 . 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.

CLEFT LIP AND PALATE ASSOCIATION

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF CLEFT LIP AND PALATE ASSOCIATION

We have audited the financial statements of Cleft Lip And Palate Association for the year ended 31 March 2016 set out on pages 12 to 28. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102.

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees 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 charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement on page 14, the who are also the directors of the charitable company for the purposes of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

The Trustees have elected for the accounts to be audited in accordance with the Charities Act 1993 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act.

We have been appointed as auditor under Chapter 2 of Part 16 of the Companies Act 2006 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with regulations made under these Acts. Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the accounts

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited accounts and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on accounts.

In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulations 6 and 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

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INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF CLEFT LIP AND PALATE ASSOCIATION

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Report is inconsistent in any material respect with the accounts; or
- the accounts are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

H W Fisher & Company

Andrew Rich (Senior Statutory Auditor)
for and on behalf of H W Fisher & Company

Chartered Accountants

Statutory Auditor

Acre House

11-15 William Road

London

NW1 3ER

United Kingdom

20/12/16

H W Fisher & Company is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

CLEFT LIP AND PALATE ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2016

	Notes	Unrestricted funds general £	Unrestricted funds Designated £	Restricted funds £	Total 2016 £	Total 2015 £
<u>Income from:</u>						
Donations and legacies	3	260,475	3,053	254,663	518,191	422,464
Charitable activities	4	53,606	5,325	-	58,931	61,673
Other trading activities	5	133,675	23,860	-	157,535	153,255
Investments	6	1,930	-	-	1,930	1,248
Total income		449,686	32,238	254,663	736,587	638,640
<u>Expenditure on:</u>						
Raising funds	7	102,368	7,718	22,014	132,100	109,028
Charitable activities	8	424,358	30,952	175,846	631,156	490,813
Total resources expended		526,726	38,670	197,860	763,256	599,841
Net (expenditure)/income for the year/ Net movement in funds		(77,040)	(6,432)	56,803	(26,669)	38,799
Fund balances at 1 April 2015		225,310	107,086	9,705	342,101	303,302
Fund balances at 31 March 2016		148,270	100,654	66,508	315,432	342,101

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

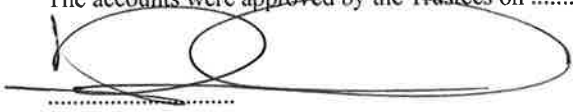
CLEFT LIP AND PALATE ASSOCIATION

BALANCE SHEET

AS AT 31 MARCH 2016

	Notes	2016		2015	
		£	£	£	£
Fixed assets					
Tangible assets	12		19,863		6,472
Current assets					
Stocks	14	8,408		11,999	
Debtors	15	24,427		17,063	
Cash at bank and in hand		319,472		353,717	
		<u>352,307</u>		<u>382,779</u>	
Creditors: amounts falling due within one year	16	<u>(56,738)</u>		<u>(47,150)</u>	
Net current assets			295,569		335,629
Total assets less current liabilities			<u>315,432</u>		<u>342,101</u>
Income funds					
Restricted funds	18		66,508		9,705
<u>Unrestricted funds</u>					
Designated funds	19	100,654		107,086	
General unrestricted funds		148,270		225,310	
			<u>248,924</u>		<u>332,396</u>
			<u>315,432</u>		<u>342,101</u>

The accounts were approved by the Trustees on 19.12.16.



Trustee M. P. Kelsoe.

Company Registration No. 05206298

CLEFT LIP AND PALATE ASSOCIATION

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2016

	Notes	2016 £	£	2015 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	23		(13,661)		33,797
Investing activities					
Purchase of tangible fixed assets		(22,514)		(1,800)	
Interest received		1,930		1,248	
Net cash used in investing activities			(20,584)		(552)
Net (decrease)/increase in cash and cash equivalents			(34,245)		33,245
Cash and cash equivalents at beginning of year			353,717		320,472
Cash and cash equivalents at end of year			319,472		353,717

CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2016

1 Accounting policies

Charity information

Cleft Lip And Palate Association is a charitable company limited by guarantee, incorporated in England and Wales. The registered office is c/o CLAPA, 332b Goswell Road, London, EC1V 7LQ.

1.1 Accounting convention

These accounts have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, regulation 8 of the Charities Accounts (Scotland) Regulations 2006, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

These accounts for the year ended 31 March 2016 are the first accounts of Cleft Lip And Palate Association prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 April 2014. The reported financial position and financial performance for the previous period are not affected by the transition to FRS 102.

1.2 Going concern

At the time of approving the accounts, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees' continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds represent income which has been set aside out of restricted funds by the trustees for specific purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

1.4 Incoming resources

All incoming resources are included in the statement of financial activities when the charity becomes entitled to the income and the amounts can be measured reliably.

Donations are recognised upon receipt and income tax recoverable in relation to donations received under Gift Aid is recognised at the time of the donation.

Grant income is recognised upon receipt or, if earlier, at the time the charity becomes entitled to it.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

1 Accounting policies

(Continued)

1.5 Resources expended

Resources expended are recognised in the period to which they relate.

Direct charitable expenditure comprises all the expenditure relating to the activities carried out to achieve the charitable objectives.

Support costs are allocated in full to the single charitable activity of involving and supporting people affected by clefts and improving services.

Governance includes the costs of compliance with constitutional and statutory requirements. These costs have also been allocated in full to the single charitable activity.

Staff costs have been allocated on the basis of time spent.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Tangible fixed assets are stated at cost less depreciation. Items costing less than £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Website development costs	33.33% straight line
Fixtures, fittings & equipment	25% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured at cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

1 Accounting policies

(Continued)

1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

The charity operates a defined contribution pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

1.13 Prepayments

Prepayments are valued at the amount paid net of VAT and any trade discount.

CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds general £	Unrestricted funds Designated £	Restricted funds £	Total 2016 £	Total 2015 £
Donations and gifts	221,796	3,053	101,065	325,914	284,251
Grants receivable	38,679	-	153,598	192,277	138,213
	<u>260,475</u>	<u>3,053</u>	<u>254,663</u>	<u>518,191</u>	<u>422,464</u>
For the year ended 31 March 2015	<u>253,820</u>	<u>28,831</u>	<u>139,813</u>		<u>422,464</u>

4 Charitable activities

	2016 £	2015 £
Income from charitable activities	<u>58,931</u>	<u>61,673</u>
Analysis by fund		
Unrestricted funds - general	53,606	
Unrestricted funds - Designated	5,325	
	<u>58,931</u>	
For the year ended 31 March 2015		
Unrestricted funds - general		57,127
Unrestricted funds - Designated		4,546
		<u>61,673</u>

CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

5 Other trading activities

	Unrestricted funds general £	Unrestricted funds Designated £	Restricted funds £	Total 2016 £	Total 2015 £
Income from events	133,675	23,860	-	157,535	153,255
For the year ended 31 March 2015	130,481	18,533	4,241		153,255

6 Investments

	2016 £	2015 £
Interest receivable	1,930	1,248

7 Raising funds

	Unrestricted funds general £	Unrestricted funds Designated £	Restricted funds £	Total 2016 £	Total 2015 £
<u>Costs of generating donations, legacies and fundraising activities</u>					
Fundraising costs	7,510	7,718	-	15,228	19,911
Staff costs	94,858	-	22,014	116,872	89,117
Costs of generating donations, legacies and fundraising activities	102,368	7,718	22,014	132,100	109,028
	102,368	7,718	22,014	132,100	109,028
For the year ended 31 March 2015					
Costs of generating donations, legacies and fundraising activities	95,279	2,089	11,660		109,028

Costs of generating donations, legacies and fundraising activities includes expenses incurred in the pursuit of generating the income included under both the donations and legacies and the other trading activities income headings.

CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

8 Charitable activities

	2016	2015
	£	£
Staff costs	221,925	179,288
Depreciation and impairment	9,123	1,708
Feeding equipment	27,205	19,513
Outreach services	25,163	19,682
Meeting and conference costs	22,597	18,424
Information services	15,485	12,898
Other services	25,691	47,375
	<u>347,189</u>	<u>298,888</u>
Share of support costs (see note 9)	272,854	181,316
Share of governance costs (see note 9)	11,113	10,609
	<u>631,156</u>	<u>490,813</u>
Analysis by fund		
Unrestricted funds - general	424,358	
Unrestricted funds - Designated	30,952	
Restricted funds	175,846	
	<u>631,156</u>	
For the year ended 31 March 2015		
Unrestricted funds - general		327,769
Unrestricted funds - Designated		30,747
Restricted funds		132,297
		<u>490,813</u>

CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

9 Support costs	Support costs	Governance costs	2016	2015	Basis of allocation
	£	£	£	£	
Staff costs	79,309	5,113	84,422	64,972	
Office costs	193,545	-	193,545	121,553	
Audit fees	-	6,000	6,000	5,400	Governance
	<u>272,854</u>	<u>11,113</u>	<u>283,967</u>	<u>191,925</u>	
Analysed between Charitable activities	<u>272,854</u>	<u>11,113</u>	<u>283,967</u>	<u>191,925</u>	

10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year. 5 trustees (2015: 3 trustees) were reimbursed travel expenses of £1,197 in total (2015: £479).

CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

11 Employees

Number of employees

The average monthly number employees during the year was:

	2016	2015
	Number	Number
Fundraising	4	3
Sale of feeding equipment	1	1
Support and information	6	5
Administrative	2	2
	<u>13</u>	<u>11</u>

Employment costs

	£	£
Wages and salaries	376,254	297,657
Social security costs	35,337	27,387
Other pension costs	11,628	8,333
	<u>423,219</u>	<u>333,377</u>

There were no employees whose annual remuneration was £60,000 or more.

Key management personnel remuneration

The charity's key management personnel comprises of the Board of Trustees and the Senior Management Team.

Included within the Senior Management Team are the following: Chief Executive, Communications and Information Manager and Finance and Administration Manager.

Total remuneration paid to the Senior Management Team in the year amounted to £114,436 (2015: £114,436).

None of the Trustees received any remuneration in the year.

CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

12 Tangible fixed assets

	Website development costs	Fixtures, fittings & equipment	Total
	£	£	£
Cost			
At 1 April 2015	-	13,032	13,032
Additions	22,514	-	22,514
At 31 March 2016	22,514	13,032	35,546
Depreciation and impairment			
At 1 April 2015	-	6,560	6,560
Depreciation charged in the year	7,505	1,618	9,123
At 31 March 2016	7,505	8,178	15,683
Carrying amount			
At 31 March 2016	15,009	4,854	19,863
At 31 March 2015	-	6,472	6,472

13 Financial instruments

	2016	2015
	£	£
Carrying amount of financial assets		
Debt instruments measured at amortised cost	17,930	15,338
Carrying amount of financial liabilities		
Measured at amortised cost	3,661	5,659

14 Stocks

	2016	2015
	£	£
Finished goods and goods for resale	8,408	11,999

15 Debtors

	2016	2015
	£	£
Amounts falling due within one year:		
Trade debtors	4,846	2,419
Other debtors	18,722	12,919
Prepayments and accrued income	859	1,725
	24,427	17,063

CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

16 Creditors: amounts falling due within one year

	2016	2015
	£	£
Other taxation and social security	11,862	9,596
Deferred income	28,245	26,495
Trade creditors	1,331	2,416
Other creditors	2,330	3,243
Accruals	12,970	5,400
	<u>56,738</u>	<u>47,150</u>

Deferred income relates to grant funding received in the year, which is to be spent in 2017.

17 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £11,628 (2015: £8,333).

CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

18 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Balance at 31 March 2016 £
	Balance at 1 April 2015 £	Incoming resources £	Resources expended £	
The James McGowan Scholarship Fund	7,034	-	(211)	6,823
Tanya Clark Fundraising	2,671	-	(2,671)	-
Scottish Government Health & Social Care Directorate (Section 16B)	-	4,516	(4,516)	-
Scottish Government Health & Social Care Directorate (Section 16B)	-	7,500	(2,678)	4,822
The Hugh Fraser Foundation	-	4,000	(2,666)	1,334
Glasgow Children's Hospital Charity (prev. Yorkhill Children's Charity)	-	24,458	(14,267)	10,191
The Robertson Trust	-	1,455	(1,455)	-
The Sick Kids Friends Foundation	-	24,458	(16,305)	8,153
The Big Lottery Fund's Investing in Communities Scotland Programme	-	57,754	(24,704)	33,050
The Big Lottery Fund's Reaching Communities England Programme	-	73,295	(73,295)	-
BBC Children in Need	-	14,009	(14,009)	-
Smile Train	-	17,207	(17,207)	-
The Schuh Trust	-	9,935	(9,935)	-
St James's Place Foundation	-	2,500	(2,500)	-
Bedfordshire & Luton Community Foundation	-	2,750	(2,750)	-
HealthEast Healthy Communities Fund	-	3,500	(3,500)	-
Norfolk Community Foundation	-	2,193	(2,193)	-
The Childwick Trust	-	833	(833)	-
Other Restricted Funds	-	4,300	(2,165)	2,135
	<u>9,705</u>	<u>254,663</u>	<u>(197,860)</u>	<u>66,508</u>

CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

18 Restricted funds

(Continued)

The James McGowan Scholarship Fund - was established by CLAPA at the wish of the family and friends of James, who died suddenly in 2007. CLAPA administers the fund on behalf of the scholarship committee, which gives awards for the purpose of striving for excellence in the care of patients born with cleft lip and palate in Northern Ireland.

Tanya Clark Fundraising - an individual donation towards the development of CLAPA's new website.

Scottish Government Health & Social Care Directorate (Section 16b) - gave a 3-year grant towards our activities in Scotland and a 1-year grant for services for children and young people in Scotland.

The Hugh Fraser Foundation - gave a grant towards our activities in Scotland.

Glasgow Children Hospital Charities previously Yorkhill Children's Charity) - gave a 3-year grant towards our activities in West Scotland as part of our Scotland Regional Coordinators Project.

The Robertson - gave a 3-year grant towards our activities in West Scotland as part of our Scotland Regional Coordinators Project.

The Sick Kids Friends Foundation - gave a 3-year grants towards our activities in East Scotland as part of our Scotland Regional Coordinators Project.

The Big Lottery Fund - gave two grants: a 4-year grant under their Reaching Communities programme for our Regional Coordinators Project in the East, South East, and Central regions of England, and a 3-year grant under their Investing in Communities programme for our Scotland Regional Coordinators Project.

BBC Children In Need - gave a 2-year towards our Children and Young People's Services.

Smile Train - gave a grant to support our Regional Coordinators Project.

The Schuh Trust - gave a grant towards our services in our Central region.

St James's Place Foundation - gave a grant towards the costs of employing a North West Regional Coordinator. CLAPA is retaining these funds until we are in a position to secure funding for remaining project costs.

Bedfordshire and Luton Community Foundation - gave a grant towards our services in Bedford, Luton and Dunstable.

HealthEast Healthy Communities Fund - gave a grant towards our services in the Waveney area.

Norfolk Community Foundation - gave a grant towards our services in Norfolk.

The Childwick Trust - gave a grant towards our Regional Coordinators Project in our South East region.

Other restricted funds - includes the Tay Charitable Trust, Sir John Middlemore Charitable Trust and Douglas Turner Trust.

CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

19 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2015	Movement in funds		Balance at 31 March 2016
		Incoming resources	Resources expended	
	£	£	£	£
Regional Fund	75,963	32,238	(33,026)	75,175
Regional Coordinator Fund	31,123	-	(5,644)	25,479
	<u>107,086</u>	<u>32,238</u>	<u>(38,670)</u>	<u>100,654</u>

Regional Fund: An amount has been designated to fund regional activities in the future. This money was previously held in individual Branch accounts

Regional Coordinator Fund: An amount has been designated to support the development of the Regional Coordinator project and in particular to support funding applications for the Regional Coordinator posts.

20 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 31 March 2016 are represented by:				
Tangible assets	19,863	-	-	19,863
Current assets/(liabilities)	128,407	100,654	66,508	295,569
	<u>148,270</u>	<u>100,654</u>	<u>66,508</u>	<u>315,432</u>

21 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2016	2015
	£	£
Within one year	33,075	33,075
Between two and five years	77,175	110,250
	<u>110,250</u>	<u>143,325</u>

CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

22 Related party transactions

There were no disclosable related party transactions during the year (2015: none).

23 Cash generated from operations	2016	2015
	£	£
(Deficit)/surplus for the year	(26,669)	38,799
Adjustments for:		
Investment income recognised in profit or loss	(1,930)	(1,248)
(Gain)/loss on disposal of tangible fixed assets	-	151
Depreciation and impairment of tangible fixed assets	9,123	1,708
Movements in working capital:		
Decrease/(increase) in stocks	3,591	(2,045)
(Increase) in debtors	(7,364)	(6,388)
Increase/(decrease) in creditors	7,838	(23,675)
Increase in deferred income	1,750	26,495
Cash (absorbed by)/generated from operations	(13,661)	33,797