

Charity Registration No. 1108160

Company Registration No. 05206298 (England and Wales)

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

THE CLEFT LIP AND PALATE ASSOCIATION
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

THE 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 Morgan
	M Pinkstone
Secretary	D Stokes
Charity number	1108160
Company number	05206298
Registered office	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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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2017

The Trustees present their report and accounts for the year ended 31 March 2017 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.

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 (SC041034).

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

R Slator – Chairman
J Gay – Treasurer
P Hodgkinson
Nick Astor
Cassie Footman
Yin Jones
Judy Krieg (resigned 6th June 2017)
Jemma Morgan
Marie Pinkstone

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 Sept 2016 the Board heard presentations from the staff team on their activities and reviewed the strategy.

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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 currently (April 2017) has 20 salaried staff members of whom 12 (3 part-time, 1 on maternity leave) are employed at our office in London and 8 are home based (2 part-time, 1 on maternity leave). Overall it is CLAPA's intention to increase local support by securing funding for a team of 9 Regional Coordinators across the UK by 2020 (funding for 4 plus a part-time Scotland Support Officer secured to date). In the interim CLAPA has appointed a full-time National Volunteer Officer to coordinate activities in regions that do not have a Regional Coordinator.

The number of volunteers who run the branches has increased from 13 to 16 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.

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

The Charity's objectives 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 that we use the information we gather 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 the Charity received a total of £168,443 restricted donations including donations

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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 18).

Operational plans and budget for 2016/17 were agreed and approved at the CLAPA Board meeting in March 2016.

Achievements and performance

After a period of rapid growth and development, 2016/17 saw major changes in CLAPA staffing, including a new CEO, Finance Manager, Fundraising team, as well as changes to service delivery staff. As a result, CLAPA took the opportunity to focus inwards to evaluate and improve existing projects in consultation with our community and medical specialists. As a result, our work should become more efficient, sustainable, and, crucially, more widely accessible than ever before.

Highlights for 2016/17 include:

UK-wide Services

This year has seen a full revamp of all our volunteering policies and processes, including regular one-to-one support sessions with CLAPA staff, making it easier and more enjoyable to volunteer for CLAPA.

After months of consultation with cleft specialists, volunteers and our community, 2016 saw the re-launch of our new Parent and Peer Supporter Service (previously 'Parent and Peer Contacts'), which connects people in need with trained volunteers who provide one-on-one support with cleft related-challenges. This new service makes use of CLAPA's digital advances and is now easier to use for everyone involved, as well as providing a higher quality of support to those in need.

From November 2016 to March 2017, people using this service were referred to a supporter within an average of 24 hours.

England

2016/17 saw the second phase of our England-based Regional Coordinators Project, funded by the Big Lottery Fund's Reaching Communities Programme, come to an end after four years. This project aimed to make a real, positive impact to the lives of people born with a cleft. It did this by employing Regional Coordinators in England to support people affected by cleft in organising their own local events and activity days. These brought together people and families in their region to share experiences and build easily-accessible support networks.

This independently evaluated project clearly demonstrated the benefits of locally-led, regional services, as well as the advantages of collaborative working with researchers and NHS health professionals. Findings from the evaluation show that of the individuals who were engaged in the programme :

- 93% of children born with a cleft made friends they could talk to about cleft. 82% felt more confident about themselves.
- 98% of adults born with a cleft felt more able to cope with cleft-related challenges.
- 91% of adults and parents of children with a cleft felt they now had access to a local support network, and 77% of parents felt more confident in supporting others affected by cleft, including their own child.

In Central England, CLAPA has been rolling out a new model of our Happy Faces Support Groups for new and expectant parents which benefits from collaboration with the local Cleft Teams. This is a direct result of our Regional Coordinators building and strengthening local relationships with the NHS and CLAPA volunteers. Cleft Nurse Specialists now attend

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meet-ups where possible, promote groups to families, and sometimes even hold appointments during meet-ups to make the most of the friendly, informal environment. Although CLAPA operates entirely independently from the NHS and does not provide statutory services, these groups have become an integral part of the local support available for families beyond the hospital walls, and demonstrate the clear benefits of closer partnerships. In 16-17 in Central England, three of these groups launched in Barnsley, Leicester and Derby, with around four families attending each meet-up.

During 2016/17 in our 3 England Regions Supported by a Regional Coordinator:

- 72 volunteers demonstrated enhanced skills/knowledge through volunteering with CLAPA
- 1,251 people attended a local group run by volunteers. These included Happy Faces Support Groups and Branch events like Christmas Parties.
- 36 people received one-to-one support from a trained Parent or Peer Supporter

Scotland

CLAPA's two-person team in Scotland have been busy in 2016/17 setting up dedicated groups and activities for young people and adults born with a cleft. This includes an Adult Patient Representative Group of 8 volunteers born with a cleft. Together with Cleft Care Scotland, this group have been instrumental in putting together a set of guidelines for a new service which will look after the treatment needs of adults born with a cleft in Scotland.

The team's project to educate local schools and community groups with volunteer and student-led talks has taken off! In 16/17, we gave 21 talks in Scotland (14 of which were in schools) to over 1,413 people

During 2016/17 in Scotland:

- 95 under 18s and 288 parents attended at least one event as part of the Regional Coordinators Project in Scotland.
- 90% of under 18s attending said they felt more confident, and 80% said they'd made new friends who they could talk to about having a cleft.
- 87% of parents said these events made them feel more able to support others affected by cleft, including their own children.

Communications

Social media is one of our greatest tools as a charity. In January 2017, CLAPA hit a landmark 10,000 Likes on Facebook! As well as running our many vital support groups on Facebook, through our Page we regularly share stories and photos from our community to inspire, encourage and educate. Instead of looking for pity, we focus on positive, uplifting posts which celebrate the diversity and resilience of the people in our community. By the end of 2016/17 we had almost 10,500 likes, and our posts reached a record average of 32,000 people each week on Facebook alone.

It's vital for people to be able to see themselves and their experiences reflected like this, and every 'share' helps CLAPA raise awareness of cleft lip and palate amongst an entirely new network of people. We invested in improving our public messages and brand identity with a focus on bright, inspiring images of our community and engaging personal stories to help everyone forge a stronger connection with what we do. This year, for example, our annual CLAPA news print magazine, moved to a new A5 format, with the intention of both saving money, and bringing it into line with our other publications. We also developed CLAPA's first ever Impact Report, a handy document which shows, in one place, the vital work that CLAPA is doing across the UK.

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On Twitter we grew to almost 3,000 followers, an increase of 300%. In addition our engagement rate – the measure of engagement with a Tweet (likes, re-tweets, clicks), increased by 36%.

In 2016 CLAPA's Instagram account was also launched to broaden our social media reach, particularly amongst younger users. By the end of the year we had acquired 341 followers, with a steady pace of monthly growth.

In addition to social media, this year we had an average of 7,330 unique visitors to our website each month, with 60% of these from the UK. Our monthly E-newsletters went out to over 10,000 people and had an open rate of around 20%.

This year, we undertook a detailed survey of parent experiences at diagnosis. This survey received a massive response, with over 1,200 people completing it, providing experiential data for the past 30 years. CLAPA are currently in the process of analysing this data, in association with researchers from the Centre for Appearance Research at UWE, with the intention of reporting our findings and developing educational and campaign materials.

Finally, we engaged with a number of partners, including MAM, Handicraft, and Central medical, with the option to piggy-back content on their own media, greatly increasing our reach and raising vital awareness about cleft in the UK.

Feeding service

A cleft palate can often mean that babies are unable to breastfeed or use regular feeding equipment. For 30 years, CLAPA's feeding service has provided special bottles and teats to new parents so they can feed their baby. There have been many advances in this area during this year.

2016/17 saw the end of a CLAPA tradition – sending out our free Welcome Packs in recycled cereal packets. Working with partners at MAM, CLAPA have developed a new, CLAPA-branded box for these essential starters for new parents. Alongside our newly branded literature, the aim is to present CLAPA in a more professional light, as befits the UK's largest cleft charity.

In November 2016, in consultation with our community and cleft health professionals, CLAPA added a new set of products to our range of feeding equipment to ensure we can provide for everyone in our community. These Dr Brown speciality bottles were highly desired by many cleft nurses, and offer a choice of feeding system to parents. Handicraft – the makers of Dr Browns - also donated 1,000 bottles towards our free Welcome packs, allowing parents, and cleft nurses the choice from the beginning.

The Welcome Packs were also boosted by the inclusion of the picture-book, Callie and Her Cleft, sent free to families with an older sibling. Written by doctors at Nottingham Children's Hospital, this book explores what a cleft is, and what it means to be an older sibling. In addition to providing this book for free in the Welcome Packs, it is also available via the CLAPA shop.

From November up until March 2017, we sent out 246 free Welcome Packs of bottles, teats and information to new parents, nearly half of whom asked for the new bottles. In total 458 free Welcome Packs of special bottles and teats were sent to new families in 2016/17 – a 20% increase on last year. 13,041 special bottles and teats were sent to people affected by cleft around the United Kingdom.

During 2016/17 we also made a number of changes to the shop, to ensure that we could continue to provide low-cost feeding materials to parents when needed. These changes included a small increase to the prices of products – the first significant increase since about 2009, and also the addition of a £3 postage charge for orders under £15. The latter was

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necessary as increased postal costs meant that CLAPA was making a significant loss on the sales of small items. Other changes include the return of a CLAPA charity Christmas Shop – via a fulfilment provider – and the addition and refresh of merchandise. We will continue to develop the shop, seeking new and innovative ways to support the needs of affected families.

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 a fundraising strategy targeting the key areas that are appropriate for CLAPA
2. Build full cost recovery into applications for 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

In 2016/17 the fundraising team saw major changes, following the departure of many former members. Two new staff were added over the course of the year, a part-time trusts fundraiser, and a challenges and events fundraiser.

The year saw a number of fundraising highlights including:

- Our most successful awareness week to date, raising over £26,000 through awareness week sponsored walks and other activities.
- Becoming Charity of the Year for the UK division of Crown Worldwide.
- Signing up over 150 people to undertake challenge events ahead of 2017/18
- 2016/17 also saw the development of a range of new fundraising resources, from thank you cards, to certificates and posters, to collection tins. We have produced a new line of cycling and running vests, and rolled out a “shop in a box” offering for those holding smaller events. Taken together, we expect to see the impact of these resources in 2017/18.

Financial review

The Statement of Financial Activities shows total reserves amounting to £164,849 (2016: £315,432) with a net decrease of £150,583 (2016: £26,669).

The charity recognised voluntary income of £387,781 this year (2016: £518,191). In 2016/17 the Trustees invested further in fundraising as part of the strategy to raise £1m annually by 2017/18 and £1.2m by 2019/20.

During the year CLAPA continued to use Restricted Funds from Smile train, 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 reserves should be maintained at a level equivalent to between three and six month's expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level is monitored at each board meeting. 2016/17 was an unusually challenging year for the charity, with substantial changes in the management, finance and fundraising teams, in addition to significant requirements to both

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invest in systems, and to provide bridging funding for staff between funding decisions. It was therefore not unexpected that the year-end reserves were 2.44 months. The Trustees agreed that whilst below our lower limit, given the particular circumstances and the clear plans for recovery, they would accept this figure. The Trustees are closely monitoring the situation to ensure that the situation is reversed in the coming months.

Plans for the future

In terms of our current state, CLAPA has a community of over 21,000 people, including more than 10,000 users of our Facebook page and over 200 active volunteers. There are Regional Coordinators in 4 regions and an Engagement Officer to support the other regions, 16 Branches with more planned and nearly 20 Happy faces groups with more being established

At present CLAPA does an excellent job of supporting families and children in the first years of life with a cleft, but beyond these early years the level of support that we provide declines. However we are increasingly recognising that the need for this support continues beyond these early years.

Putting into practice our new three-year strategy (2017-2020), we will focus our work on four key stakeholder groups – families and young children (pre-birth to age 10), young people and transition ages (ages 11-18), adults (18+), and the research and medical community. Underpinning this work our interventions will fall into four key areas of development:

Care: Providing direct tangible support in areas of defined need; for example, developing the welcome packs as a key area of support.

Guidance: Providing the most up to date information, statistics, entitlements, and health guidance.

Connecting: Facilitating connections between individuals and groups, and ensuring that no-one affected by cleft (directly or indirectly) is ever left feeling isolated or alone.

Advocacy: Raising the profile of cleft as a condition and its impacts using the most appropriate channels, and ensuring that we remain the trusted champion fighting for the cleft community in the UK.

These four key areas of development replace the previous “Involve, Support and Improve” approach, and were the basis of the following plan agreed at the March 2017 Trustee meeting.

1. Key Strategic Aims: 2017-2018

Care:

- CLAPA runs a feeding service that provides affordable and appropriate equipment.
- CLAPA provides access to properly trained Parent and Peer Supporters when users need someone to talk to, wherever they are in their cleft journey.
- CLAPA works to help people take control of their or their child's cleft care and make well-informed decisions by promoting knowledge, understanding and better communication.

Guidance:

- Users have access to an information service that delivers understandable, timely and accurate information.
- CLAPA will use its membership to continue to drive CLAPA's strategy, and to inform CLAPA about

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the issues that are important to people affected by cleft lip and palate.

- CLAPA will maintain the Information Standard kite-mark as a trusted health information provider.
- CLAPA's members and volunteers will be confident that we store all data securely and use it appropriately.

Connecting:

- There will be a national network of local support for everyone affected by cleft lip and/or palate covering all eight regions in place by September 2021.
- CLAPA will ensure that effective online support is provided through social media platforms and other online resources.
- CLAPA has an active, engaged, diverse and representative membership that gives CLAPA credibility as a membership organisation.
- CLAPA has an active, engaged and supported network of volunteers across the UK.
- CLAPA's membership is representative of the UK cleft population (cleft type, ethnicity, geographical spread, age range).

Advocacy: CLAPA works in strategic partnerships with other charities and organisations, when appropriate, to broaden its range of stakeholders and increase its impact.

- CLAPA membership is represented at the right places to influence decision making about cleft care in the UK.
- CLAPA plays an active role in raising awareness of and promoting best practice in cleft care and research worldwide.
- CLAPA proactively works with media channels to raise awareness of cleft in the UK.
- 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 September 2021.

2. Operational Activities 2017/18

In 2017-18 we will aim to grow and engage the CLAPA Community in the following ways:

CLAPA events

- Awareness week 6-14th May 2017: awareness and fundraising drive around mobilising our community to tell their stories and engage their networks in CLAPA's network. The theme is "Raise a Smile" with a focus on activities based around "1,200" referring to the more than 1,200 children born with a Cleft in the UK each year.
- 20th May CLAPathon. A family fun-day and fundraising event at the Queen Elizabeth Olympic Park. Activities will include abseiling from the ArcelorMittal Orbit, and an Olympic-themed family sports day.
- Cleft Care UK Dissemination Event 9th June, London
- Adults Mini Conference 8th July, London
- National Branch meeting 18th November, London

CLAPA Communications

- Publication of new information leaflets to replace existing old literature. This follows our re-certification with the Information Standard in Feb 2017.
- Implement brand refresh and design standardisation, including new resources for public and staff, and

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stronger guidelines and policies.

- Data protection review to get ready for EU law changes in May 2018.
- Continuing to work with regional, volunteering staff to improve data collection and analysis through Salesforce database. Work with fundraising team to make necessary improvements to data collection processes.
- Begin Phase 2 of CLAPA website build. This will focus on improving layout and usability, and on embedding fundraising throughout.
- Focus on the development of social media to promote our services. Start using advertising to boost popular story posts and reach a wider audience.
- Raise our profile with the media by making use of press requests and our access to platforms with a different/larger readership (e.g. MAM blog, Huffington Post.)
- Re-writing the Communication Strategy for 2017-20 in line with CLAPA's organisational strategy and our brand refresh.

Attendance at other events

- CLAPA staff at CFSGBI Conference:
- Attend Clinical Excellence Network (CEN) meetings, to raise awareness of patient issues.
- Invited presentation to the international Society of Ultrasound in Obstetrics and Gynaecology conference 2017 on CLAPA activities and plans.
- Paper presentation "The contribution of a charitable organisation to regional cleft lip and palate services in England."

Regional Strategy

- Secure matched funding for East of England, Central England and South East England.
- Identify funding streams for Wales/South West and or Northern Ireland Regional.
- Begin the process of securing funding to continue the Scotland service.
- Continue to build relationships with Cleft Teams and cleft community in Wales and Northern Ireland to gather data and enthusiasm for an RC.
- Regional Coordinators train and support volunteers across a range of volunteer roles.
- Regional Coordinators actively promote fundraising in their regions.
- Raise awareness of CLAPA's support services e.g. Parent and Peer Supporters, Clinic Volunteers and Happy Faces groups with Cleft Teams and people affected by cleft.
- Happy Faces groups and Adult Meet Ups established and supported across the UK.
- Branches supported to be an effective local presence through governance training and National Branch Day (November).
- Provide communications support to Branches and other volunteers.
- Implement agreed changes to volunteering recruitment, training and support, and communicate changes to cleft community.
- Identify an appropriate evaluator to ensure that the Regional Coordinator Project is continually evaluated and that lessons are learnt.

Adults

- Support Adult Voices Council in identifying support needs for adults with clefts.
- Publicise newly trained Peer Supporters and provide training for new volunteers.
- Identify funding streams for a time-limited adult services development manager.
- Establish new Transition Group for young adults as a stepping down from CYPC to the AVC.

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Volunteers

- Volunteer recruitment to be targeted around specific roles and gaps.
- Deliver volunteer training and provide regular supervision in RC regions, providing volunteers with opportunities for development and additional training.
- Deliver compulsory annual Parent and Peer Supporter Refresher training.
- Ensure that Parent and Peer Supporters, Branches, Happy Faces groups and Adult Meet Ups listed on the website are up-to-date and accurate.
- Volunteer Certificates to be organised on an annual basis.
- RCs to ensure that regular volunteer stories are included on the website to celebrate successes and achievements.
- Develop the CLAPA Ambassadors role.
- Volunteer Handbook/Policies reviewed and revised as appropriate.
- Recruit 2 new trustees.

Branches

- Maintain and update the Branch Toolkit and Branch Agreement as appropriate.
- Provide officer-role training for all Branches.
- Roll-out Branch emails

Children and Young People Services

- 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.
- Deliver a minimum of 2 Residential Weekends per year for children and young people aged 9-15.
- Deliver a minimum of four 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.
- Develop a mentoring scheme for children and young people with the CYPC.
- Identify funding streams to extend Children and Young People's Officer role to full time.

Feeding Service

- Continue to review contents of Welcome Pack in consultation with cleft nurse specialists (to include non MAM bottles).
- Produce information only starter packs.
- Receive and process orders for bottles and teats with 24hr turn-around.
- Working with suppliers look for opportunities to develop the service.
- Seek volunteer support to assist this service.

Partnerships

- Maintain our leading role within in the Appearance Collective.
- Maintain our positions within the steering groups of SLUMBERS, Cleft Care UK, TOPS, and the Centre for Appearance Research.
- Maintain roles on the Cleft Development Group (CDG), Clinical Studies Group (CSG), European Cleft Care Guidelines project (CEN).
- Develop partnerships with other charities, such as the Family Fund, Scar Free Foundation, CLEFT, Changing Faces and others.
- Develop ties with commercial partners, such as Crown Worldwide, MAM, Central Medical, Handicraft, DOVE and others.

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Feedback

- Collect and act on feedback on our support services from our survey and informal sources such as Facebook.
- Design feedback opportunities into new website and information material.

Infrastructure

In 2017, CLAPA aims to become a £1m organisation in line with the 2016-20 fundraising strategy.

- Build full cost recovery into applications to grants and trusts to cover a greater portion of central costs.
- Review areas of business for improvement and efficiencies.
- Work closely across all functions to improve fundraising resources.
- Continue to develop new processes for our Databases to maximise efficiency in all areas of CLAPA's work, especially fundraising and volunteering.
- Invest in applications that improve working efficiencies, such as platform integration tool that automatically uploads data from many sources into Salesforce CRM.
- Seek funding for transformational developments of CLAPA's working infrastructure.

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.

On behalf of the Board



Trustee

Dated: 13/12/17

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STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2017

The Trustees, who are also the directors of The 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; 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.

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INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF THE CLEFT LIP AND PALATE ASSOCIATION

We have audited the financial statements of The Cleft Lip And Palate Association for the year ended 31 March 2017 set out on pages 15 and 31. 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 charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable 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 charitable company and its members 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 12, the Trustees, who also act as trustees for the charitable activities of Else the #cy4, who are also the directors of Endif}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.

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 2017 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).

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Report for the financial year for which the accounts are prepared is consistent with the accounts.

THE CLEFT LIP AND PALATE ASSOCIATION

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF THE 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 Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

HW 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

13/12/17

THE CLEFT LIP AND PALATE ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2017

		Unrestricted funds general	Unrestricted funds Designated	Restricted funds	Total 2017	Total 2016
	Notes	£	£	£	£	£
Income from:						
Donations and legacies	3	211,812	7,526	168,443	387,781	518,191
Charitable activities	4	71,899	10,575	-	82,474	58,931
Other trading activities	5	183,154	16,922	-	200,076	157,535
Investments	6	1,558	-	-	1,558	1,930
Total income		<u>468,423</u>	<u>35,023</u>	<u>168,443</u>	<u>671,889</u>	<u>736,587</u>
Expenditure on:						
Raising funds	7	<u>170,537</u>	<u>15,012</u>	<u>9,581</u>	<u>195,130</u>	<u>132,100</u>
Charitable activities	8	<u>438,294</u>	<u>45,628</u>	<u>143,420</u>	<u>627,342</u>	<u>631,156</u>
Total resources expended		<u>608,831</u>	<u>60,640</u>	<u>153,001</u>	<u>822,472</u>	<u>763,256</u>
Net (expenditure)/income for the year/ Net movement in funds		(140,408)	(25,617)	15,442	(150,583)	(26,669)
Fund balances at 1 April 2016		<u>148,270</u>	<u>100,654</u>	<u>66,508</u>	<u>315,432</u>	<u>342,101</u>
Fund balances at 31 March 2017		<u>7,862</u>	<u>75,037</u>	<u>81,950</u>	<u>164,849</u>	<u>315,432</u>

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

THE CLEFT LIP AND PALATE ASSOCIATION

BALANCE SHEET

AS AT 31 MARCH 2017

	Notes	2017 £	£	2016 £	£
Fixed assets					
Tangible assets	12		18,179		19,863
Current assets					
Stocks	14	21,528		8,408	
Debtors	15	33,528		24,427	
Cash at bank and in hand		122,843		319,472	
		<u>177,899</u>		<u>352,307</u>	
Creditors: amounts falling due within one year	16	<u>(31,229)</u>		<u>(56,738)</u>	
Net current assets			146,670		295,569
Total assets less current liabilities			<u>164,849</u>		<u>315,432</u>
Income funds					
Restricted funds	18		81,950		66,508
<u>Unrestricted funds</u>					
Designated funds	19	75,037		100,654	
General unrestricted funds		<u>7,862</u>		<u>148,270</u>	
			82,899		248,924
			<u>164,849</u>		<u>315,432</u>

The accounts were approved by the Trustees on 13/12/17



Trustee

JAMES GAY

Company Registration No. 05206298

THE CLEFT LIP AND PALATE ASSOCIATION

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2017

	Notes	2017 £	£	2016 £	£
Cash flows from operating activities					
Cash absorbed by operations	24		(189,958)		(13,661)
Investing activities					
Purchase of tangible fixed assets		(8,229)		(22,514)	
Interest received		1,558		1,930	
Net cash used in investing activities			(6,671)		(20,584)
Net cash used in financing activities			-		-
Net decrease in cash and cash equivalents			(196,629)		(34,245)
Cash and cash equivalents at beginning of year			319,472		353,717
Cash and cash equivalents at end of year			122,843		319,472

THE CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

Charity information

The Cleft Lip And Palate Association is a charitable company limited by guarantee, incorporated in England and Wales. The registered office is 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.

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 unrestricted 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.

THE CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

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 less depreciation. Items costing less than £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost less estimated 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.

1.10 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

THE CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

(Continued)

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.

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.

The trustees are required to make estimates in respect of depreciation rates. The basis of these estimates is given within accounting policy 1.6 (Tangible fixed assets).

3 Donations and legacies

	Unrestricted funds general £	Unrestricted funds Designated £	Restricted funds £	Total 2017 £	Total 2016 £
Donations and gifts	173,720	7,526	-	181,246	325,914
Grants receivable	38,092	-	168,443	206,535	192,277
	<u>211,812</u>	<u>7,526</u>	<u>168,443</u>	<u>387,781</u>	<u>518,191</u>
For the year ended 31 March 2016	<u>260,475</u>	<u>3,053</u>	<u>254,663</u>		<u>518,191</u>

THE CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

4 Charitable activities

	2017 £	2016 £
Income from charitable activities	82,474	58,931
Analysis by fund		
Unrestricted funds - general	71,899	
Unrestricted funds - Designated	10,575	
	82,474	
For the year ended 31 March 2016		
Unrestricted funds - general		53,606
Unrestricted funds - Designated		5,325
		58,931

5 Other trading activities

	Unrestricted funds general £	Unrestricted funds Designated £	Total 2017 £	Total 2016 £
Income from events	183,154	16,922	200,076	157,535
For the year ended 31 March 2016	133,675	23,860		157,535

6 Investments

	2017 £	2016 £
Interest receivable	1,558	1,930

THE CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

7 Raising funds

	Unrestricted funds general £	Unrestricted funds Designated £	Restricted funds £	Total 2017 £	Total 2016 £
<u>Costs of generating donations, legacies and fundraising activities</u>					
Fundraising costs	20,116	15,012	-	35,128	15,228
Staff costs	150,421	-	9,581	160,002	116,872
	<u>170,537</u>	<u>15,012</u>	<u>9,581</u>	<u>195,130</u>	<u>132,100</u>
Costs of generating donations, legacies and fundraising activities	170,537	15,012	9,581	195,130	132,100
	<u>170,537</u>	<u>15,012</u>	<u>9,581</u>	<u>195,130</u>	<u>132,100</u>
For the year ended 31 March 2016					
Costs of generating donations, legacies and fundraising activities	102,368	7,718	22,014		132,100
	<u>102,368</u>	<u>7,718</u>	<u>22,014</u>		<u>132,100</u>

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.

THE CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

8 Charitable activities

	2017 £	2016 £
Staff costs	247,918	221,925
Depreciation	9,913	9,123
Feeding equipment	12,718	27,205
Outreach services	42,811	25,163
Meeting and conference costs	7,687	22,597
Information services	7,142	15,485
Other services	26,832	25,691
	<u>355,021</u>	<u>347,189</u>
Share of support costs (see note 9)	256,658	272,854
Share of governance costs (see note 9)	15,663	11,113
	<u>627,342</u>	<u>631,156</u>
Analysis by fund		
Unrestricted funds - general	438,294	
Unrestricted funds - Designated	45,628	
Restricted funds	143,420	
	<u>627,342</u>	
For the year ended 31 March 2016		
Unrestricted funds - general		424,358
Unrestricted funds - Designated		30,952
Restricted funds		175,846
		<u>631,156</u>

THE CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

9 Support costs

	Support costs	Governance costs	2017	2016	Basis of allocation
	£	£	£	£	
Staff costs	80,652	7,563	88,215	84,422	
Office costs	176,006	-	176,006	193,545	
Audit fees	-	8,100	8,100	6,000	Governance
	<u>256,658</u>	<u>15,663</u>	<u>272,321</u>	<u>283,967</u>	
Analysed between					
Charitable activities	<u>256,658</u>	<u>15,663</u>	<u>272,321</u>	<u>283,967</u>	

10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year. 3 trustees (2016: 5 trustees) were reimbursed travel expenses of £385 in total (2016: £1,197).

THE CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

11 Employees

Number of employees

The average monthly number employees during the year was:

	2017 Number	2016 Number
Fundraising	4	4
Sale of feeding equipment	1	1
Support and information	10	6
Administrative	2	2
	<u>17</u>	<u>13</u>

Employment costs

	2017 £	2016 £
Wages and salaries	449,746	376,254
Social security costs	43,170	35,337
Other pension costs	3,219	11,628
	<u>496,135</u>	<u>423,219</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, Finance and Administration Manager, Deputy CEO and Head of Fundraising.

Total remuneration paid to the Senior Management Team in the year amounted to £188,449 (2016: £157,967).

None of the Trustees received any remuneration in the year.

THE CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

12 Tangible fixed assets

	Website development costs	Fixtures, fittings & equipment	Total
	£	£	£
Cost			
At 1 April 2016	22,514	13,032	35,546
Additions	5,643	2,586	8,229
At 31 March 2017	28,157	15,618	43,775
Depreciation and impairment			
At 1 April 2016	7,505	8,178	15,683
Depreciation charged in the year	8,192	1,721	9,913
At 31 March 2017	15,697	9,899	25,596
Carrying amount			
At 31 March 2017	12,460	5,719	18,179
At 31 March 2016	15,009	4,854	19,863

13 Financial instruments

	2017	2016
	£	£
Carrying amount of financial assets		
Debt instruments measured at amortised cost	28,169	17,930
Carrying amount of financial liabilities		
Measured at amortised cost	31,229	16,631

14 Stocks

	2017	2016
	£	£
Finished goods and goods for resale	21,528	8,408

15 Debtors

	2017	2016
	£	£
Amounts falling due within one year:		
Trade debtors	7,541	4,846
Other debtors	20,628	18,722
Prepayments and accrued income	5,359	859
	33,528	24,427

THE CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

16 Creditors: amounts falling due within one year

	2017	2016
	£	£
Other taxation and social security	-	11,862
Deferred income	-	28,245
Trade creditors	14,900	1,331
Other creditors	-	2,330
Accruals	16,329	12,970
	<u>31,229</u>	<u>56,738</u>

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 £3,219 (2016: £11,628).

THE CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

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:

	Balance at 1 April 2016	Movement in funds		Balance at 31 March 2017
	£	Incoming resources £	Resources expended £	£
The James McGowan Scholarship Fund	6,823	-	-	6,823
Scottish Government Health & Social Care Directorate (Section 16B)	4,822	7,500	(8,660)	3,662
The Hugh Fraser Foundation	1,334	-	(1,334)	-
Glasgow Children's Hospital Charity (prev. Yorkhill Children's Charity)	10,191	-	(188)	10,003
The Robertson Trust	-	10,000	(415)	9,585
The Sick Kids Friends Foundation	8,153	-	(1,439)	6,714
The Big Lottery Fund's Reaching Communities England Programme	-	41,914	(41,914)	-
BBC Children in Need	-	21,868	(11,071)	10,797
Smile Train	-	17,207	(4,185)	13,022
The Big Lottery Fund's Investing in Communities Scotland Programme	33,050	69,954	(83,795)	19,209
Other Restricted Funds	2,135	-	-	2,135
	<u>66,508</u>	<u>168,443</u>	<u>(153,001)</u>	<u>81,950</u>

THE CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

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.

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.

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

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 2016 £	Movement in funds		Balance at 31 March 2017 £
		Incoming resources £	Resources expended £	
Regional Fund	75,175	35,023	(35,161)	75,037
Regional Coordinator Fund	25,479	-	(25,479)	-
	<u>100,654</u>	<u>35,023</u>	<u>(60,640)</u>	<u>75,037</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.

THE CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

20 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Fund balances at 31 March 2017 are represented by:				
Tangible assets	18,179	-	-	18,179
Current assets/(liabilities)	(10,317)	75,037	81,950	146,670
	<u>7,862</u>	<u>75,037</u>	<u>81,950</u>	<u>164,849</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:

	2017 £	2016 £
Within one year	33,075	33,075
Between two and five years	44,100	77,175
	<u>77,175</u>	<u>110,250</u>

22 Related party transactions

There were no disclosable related party transactions during the year (2016: none).

23 Future Funding

In February 2017 the charity secured funding from the Big Lottery Fund in respect of The Cleft Community Regional Support Project. This funding is for a total amount of £323,076 and relates to a period of 3 years. The project had not started at the year end and so no income has been recognised in this year's financial statements in respect of this.

THE CLEFT LIP AND PALATE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

24	Cash generated from operations	2017	2016
		£	£
	Deficit for the year	(150,583)	(26,669)
	Adjustments for:		
	Investment income recognised in profit or loss	(1,558)	(1,930)
	Depreciation and impairment of tangible fixed assets	9,913	9,123
	Movements in working capital:		
	(Increase)/decrease in stocks	(13,120)	3,591
	(Increase) in debtors	(9,101)	(7,364)
	Increase in creditors	2,736	7,838
	(Decrease)/increase in deferred income	(28,245)	1,750
	Cash absorbed by operations	(189,958)	(13,661)