

Company number: 05206298

Charity number: 1108160

OSCR number: SC041034

The Cleft Lip and Palate Association

Report and financial statements
For the year ended 31 March 2021



The Cleft Lip and Palate Association

Contents

For the year ended 31 March 2021

Reference and administrative information	1
Trustees' annual report	2
Independent auditor's report	21
Statement of financial activities (incorporating an income and expenditure account)	26
Balance sheet	27
Statement of cash flows	28
Notes to the financial statements	29

The Cleft Lip and Palate Association

Reference and administrative information

For the year ended 31 March 2021

Company number 05206298

Charity number 1108160

OSCR number SC041034

Registered office and operational address CLAPA
The Green House, 244–254 Cambridge Heath Road
LONDON, E2 9DA

Country of registration England & Wales

Country of incorporation United Kingdom

Trustees Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

R Slator Chair (until November 2020)

N Astor Chair (from November 2020)

J Bhachu Treasurer

A Beedham (From June 2021)

D Drake

O Hopkins

E Howes

L Hughes (From June 2021)

J Morgan

M Pinkstone

A Strangeways

J Williams

C Cunniffe Company Secretary (until August 2019 and from 1 September 2020)

T Kitchingman Company Secretary (from August 2019 to 1 September 2020)

Bankers Barclays Bank plc
Hatton Garden Business Centre
99 Hatton Garden
LONDON, EC1N 8DN

Auditor Sayer Vincent LLP
Chartered Accountants and Statutory Auditor
Invicta House
108–114 Golden Lane
LONDON, EC1Y 0TL

The Cleft Lip and Palate Association

Trustees' annual report

For the year ended 31 March 2021

The Trustees present their report and the audited financial statements for the year ended 31 March 2021.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and Activities

Purposes and Aims

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 craniofacial 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 craniofacial birth anomalies and conditions or any of them and to publish the useful results of such research."

The Trustees have paid due regard to the public benefit guidance issued by the Charity Commission in deciding what activities the charity should undertake and these activities are documented in the Strategic Plan for 2018–21, approved at the Trustee Away Day in September 2018. This plan is available on the CLAPA website: www.clapa.com/about-us/goals-strategies.

CLAPA is a well-respected organisation in the cleft world, with a reputation for providing quality, evidenced-based services for people affected by cleft, and for close working with researchers and NHS Cleft Teams. At a time of global upheaval and ongoing unpredictability, a key priority for CLAPA has been to adapt and thrive in the face of the many challenges presented by the past year. As a result, there has been a significant shift in many areas of the charity's work which has allowed it to continue to fulfil its objectives and support stakeholders while remaining sustainable.

The Trustees review the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The Trustees report the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the Trustees ensure the charity's aims, objectives and activities remained focused on its stated purposes.

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives that have been set.

In April 2020, after recently completing a successful restructure process following the end of a three-year funding programme from the National Lottery Community Fund, CLAPA had to once again rethink its service delivery strategy due to the COVID-19 pandemic. At this time, as part of

The Cleft Lip and Palate Association

Trustees' annual report

For the year ended 31 March 2021

cost-saving measures, the charity took the difficult decision to furlough 7 staff members. These staff had roles which focused on face-to-face service delivery as well as challenge and community fundraising, all of which had been suspended following the COVID-19 lockdown. CLAPA's remaining staff team largely worked remotely over the following months to support the UK cleft community and to adapt CLAPA's services to be delivered digitally.

In July 2020, CLAPA secured emergency funding from a small number of funders. Grants totalling £148,000 helped cover key salary, core and feeding equipment costs. This funding was critical in supporting the charity at a time when many fundraising activities could not take place. Also in July, CLAPA ran the first of many successful online events to provide remote support to the cleft community.

August 2020 saw CLAPA publish a short 'Summer Survey' to take the pulse of the cleft community and find out more about how their needs and priorities had been impacted by the COVID-19 pandemic. 268 people responded, giving us a clear picture of the community's immediate concerns. CLAPA published the findings of this survey on its website, making sure to expand on what support the charity could offer to help with these concerns, as well as future plans that had been made as a result. These findings were also provided to UK Cleft Teams to give them a more well-rounded view of the cleft community's needs.

Furloughed staff began a phased return at the beginning of August 2020, returning to their contracted hours at the beginning of November.

In September 2020, CLAPA began to re-think its strategy going forward. This started with three externally-facilitated innovation sessions which brought the majority of the staff team together to discuss how CLAPA could best meet the needs of its stakeholders and fulfil its objectives going forward. Following a Trustee Away Day later in the month, the Senior Management Team drafted a bold, digital-first strategy to take the charity up to the end of March 2022, as well as an organisational restructure to reflect the charity's changing needs. This was approved by Trustees in December 2020 and presented to the staff team in January 2021. At this time, a formal restructure process began and was completed in March 2021. All but one staff member chose to apply for the new roles available in the new structure, and by the end of March 2021 these staff were working within their new roles.

In February 2021, CLAPA consolidated its two offices into one room housing desk-based staff as well as the feeding service stock. This was both a cost-saving measure and a recognition that remote working had been effective enough to allow for a shift to a hybrid model which would allow formerly office-based staff to work both from home and in the office. The staff team have welcomed this change and the flexibility it offers; a reflection of the charity's ongoing commitment to staff wellbeing.

The 2020/21 period has also seen the Adult Services Project complete its third year, focusing on the creation of resources and publication of academic papers following two years of research into the needs of adults born with a cleft in the UK. The project continues to be well-received by

The Cleft Lip and Palate Association

Trustees' annual report

For the year ended 31 March 2021

people directly affected by cleft, as well as clinicians and researchers from across the UK. This year, three academic papers were published and the move to online service delivery facilitated the delivery of three online live 'Q&A' sessions to unpack the findings. These drew an average of 200 viewers each and allowed the cleft community to discuss the research and what it could mean in their own homes. While this project was initially funded for three years, which are now complete, savings made during this time will allow CLAPA to continue this work for another year until June 2022.

Volunteers

Volunteers are the backbone of CLAPA as a charity, and even as the regular work of most of CLAPA's volunteers was suspended, many were able to continue volunteering during 2020/21. During the early months of the COVID-19 crisis, CLAPA's Trustees met on a weekly basis to support the charity during a period of rapid change. As well as this, other volunteers assisted with running online events, supporting others one-to-one by phone or online, providing content for CLAPA's communications, and more. In total, CLAPA's formal volunteers provided 523 hours of volunteering time in 2020/21.

Full induction and training is provided for all volunteers, and expenses are reimbursed. While Volunteer Coordinators and Engagement Officers were on furlough, volunteers were supported by the one remaining member of the service delivery team. When the furloughed staff returned to work, they prioritised making contact with their volunteers to provide support and to communicate with them about the changes which were being made within the organisation. The team organised two successful online events for volunteers which were well-attended and provided the opportunity for the Chief Executive and Chair of Trustees to engage with volunteers and to share with them CLAPA's plans for the year ahead.

Strategic Report

Achievements and Performance

The charity's main activities are described below. All its charitable activities focus on supporting families and individuals affected by cleft, and are undertaken to further CLAPA's charitable purposes for the public benefit.

The COVID-19 pandemic caused unprecedented disruption to NHS cleft services, CLAPA's work, and the UK cleft community. Appointments and surgeries were delayed or cancelled across the board, devastating an already stretched service, while babies continued to be born with a cleft every day. CLAPA's service-delivery model was based on local face-to-face events, and a significant proportion of its income came from face-to-face community and challenge events fundraising. The pandemic, putting an end to all these opportunities, forced the charity to rapidly re-think its service delivery and fundraising models in April 2020.

The Cleft Lip and Palate Association

Trustees' annual report

For the year ended 31 March 2021

Although this was extremely challenging, it also led to innovation in many areas of work. As a result of the need to adapt to on-going restrictions, a bold new digital-first, service-focused strategy was put in place to take CLAPA up to March 2022 which will ensure the charity will not just survive the coming years, but will thrive.

Innovations in 2020/21 Include:

Feeding Service

Many babies born with a cleft are unable to breastfeed or use regular feeding equipment. For 30 years, CLAPA's feeding service has supplied specialist bottles and teats to new parents and carers so they can feed their baby. During the COVID-19 pandemic, this service became more vital than ever before as these bottles and teats allowed babies to quickly establish a feeding routine and leave hospital faster after birth.

CLAPA worked quickly to bring the telephone-based aspects of this service online, and to update the NHS Cleft Teams as to the changes in operations. 2 staff members have travelled into the office twice a week since the beginning of the COVID-19 pandemic to deliver the vital in-person elements of this service, and have kept it fully operational throughout all lockdown periods.

703 free Welcome Packs of specialist bottles and teats were sent to new families in 2020/21. In total, 12,571 specialist bottles and teats were sent from CLAPA's small office to families affected by cleft in 2020/21.

CLAPA remains in regular contact with NHS Cleft Teams and Cleft Nurse Specialists in particular with regards to this service to ensure it continues to meet the needs of the UK cleft community.

"Can I just send my thanks to [the CLAPA team] who have continued to provide a service for our families, ensuring feeding equipment sent on request. I know it's been a difficult time for everyone but knowing we can count on CLAPA has made it less stressful." (Lead Cleft Nurse Specialist)

"I have received the Welcome Pack and the squeeze bottle from CLAPA during the lockdown and it has helped us enormously. [...]The bottle we received from CLAPA was a lifesaver and we couldn't have survived without it. Also the information pack in the welcome pack was very useful and I felt I wasn't alone, especially we couldn't go to see and talk with other parents with cleft babies during the lockdown." (Mother of a baby born during the COVID-19 lockdown)

Information Service

CLAPA's website was already a hub of accredited, community-led information, and the charity acted quickly to bring this in line with the new realities of the COVID-19 pandemic. This included publishing answers to common questions and concerns around cleft and COVID-19, as well as cleft service delivery.

The Information Service provides tailored information and reassurance to those getting in touch with complex enquiries. Responding to these often involves in-depth information about everything

The Cleft Lip and Palate Association

Trustees' annual report

For the year ended 31 March 2021

from cleft genetics to supporting siblings to perceived inequalities in NHS service provision. As people affected by cleft sought support for all the brand new concerns raised by the COVID pandemic, demand for this service doubled to 353 enquiries in the past year. In recognition its importance and to streamline the management of this service, the responsibility for overseeing delivery has been assigned to the new Advocacy Coordinator as part of the restructure completed in March 2021.

Social Media

With the rapid move to online-only service delivery, CLAPA's social media pages became more important than ever before. At an extremely difficult, uncertain and isolating time for people affected by cleft, CLAPA's posts provided positivity, optimism, and a warm, welcoming community. This started with the #DailySmile initiative which saw a new photograph of people with and affected by cleft posted every day on Facebook, Instagram and Twitter. The result was an instant boost in engagement, with reach doubling across all platforms in the first quarter to around 200k people each week before settling into an average of 130k for the rest of the year. 293 #DailySmile posts were posted before these changed to less regular but more sustainable #ShareASmile posts in January 2021.

CLAPA also published a number of video interviews over the course of this year with different people with and affected by cleft. These include the #BehindEverySmile series created as part of Cleft Lip and Palate Awareness Week 2020 featuring the Children and Young People's Council.

Online Events

Isolation in the UK cleft community is a key issue CLAPA seeks to tackle in its work, and with face-to-face events cancelled, the COVID-19 pandemic left patients and families more isolated than ever. To combat this, CLAPA started to run regular online events in a variety of formats to engage the cleft community.

Monthly 'Coffee Clubs' provided facilitated but informal discussions on topics including diagnosis, surgery, feeding, and more. With the support of CLAPA staff, volunteers hosted these events wherever possible, using their personal experiences and the training they received to steer the conversation and support attendees. These helped families (particularly new and expectant parents) share their concerns in a safe environment, get emotional support and practical advice from others, and feel connected to others in the same situation. CLAPA ran 9 Coffee Clubs in 2020/21, with 265 attendees in total.

In the latter half of 2020, CLAPA ran 13 events for children and young people, from workshops with celebrity ambassador Naomi Battrick to Christmas 'Elf Training' sessions with external entertainers. These welcomed 348 attendees, including parents and carers.

6 informal, family-friendly quizzes welcomed 289 viewers on Facebook Live to answer questions, chat with each other, and feel more connected.

The Cleft Lip and Palate Association

Trustees' annual report

For the year ended 31 March 2021

CLAPA ran 5 'Q&A' sessions in this period on Facebook Live, which welcomed 1,153 viewers both during and after the event. 3 of these Q&As concerned the research papers published as part of the Adult Services Project, covered later in this report. The remaining 2 Q&As were with NHS clinicians and covered topics which CLAPA's 2020 Summer Survey indicated were of particular interest to the cleft community, namely 'Dental Health' and 'Cleft Surgery in a COVID world.'

CLAPA's own analysis of attendee data as well as direct feedback indicates that these events reached a new audience made up of those who had not previously attended any of the charity's events or used support services. The relative ease of attending these events, as well as the facility to listen to discussions without taking part, have made them a more accessible option for many people, particularly those in areas of the UK where there has been little local CLAPA activity in recent years. It is not an ideal solution for all of the charity's beneficiaries, but given the unique circumstances of the previous year and the one ahead, the new Digital First Strategy provides an opportunity to really grow and develop CLAPA's online provision.

Feedback for these events has been positive, and suggestions have fed directly into plans for future events. Quotes from feedback forms from parents and carers attending these events included:

"Thank you for today. [My daughter] is lacking in confidence but it was so nice for me that she participated. I'm hoping the more she participates the more her confidence will grow. Thank you for creating a safe non-judgemental place where there was no pressure for anything."

"Thank you for organising this kind of event under the difficult situation. I feel less anxious knowing where I can go to get some advice if needed. It means a lot to me"

"Thank you so much for organising this event. It was our first time at a CLAPA party and we all had a lovely time. We'll definitely be looking out for more things to join in with in the future!"

One-to-one support

CLAPA's Parent and Peer Supporter Service provides confidential one-to-one support to people affected by cleft. The trained volunteer supporters are parents and grandparents of people born with a cleft, as well as adults born with a cleft themselves. They are experts by experience who use their knowledge of the cleft care pathway to reassure those in need that they can cope with whatever lies ahead. The people using this service are often those with the most acute concerns who don't feel able to share them with the wider community. This service gives them a way to express these worries safe in the knowledge that they'll find empathy and understanding.

Responses from parents and carers who have accessed the service show that afterwards:

- 90% felt less isolated
- 95% felt more confident in dealing with the issue they got in touch about
- 100% felt more positive about the issue they got in touch about

The Cleft Lip and Palate Association

Trustees' annual report

For the year ended 31 March 2021

Quotes from these feedback forms include:

"The talk with [my supporter] was amazing. Very helpful and so nice to be able to hear of similar experiences from a parent that meant I didn't feel as isolated or as helpless to help my child, so thank you."

"Even though the condition of our children's cleft was quite different we could share similar experiences which I couldn't share with other parents which I found very useful. Also it was really helpful to hear someone's experiences who had older children so that I could expect what to come in the future."

During the COVID-19 pandemic, the demand on this service increased steadily, not just in terms of numbers of enquiries, but in the complex nature of the knowledge needed given the changes to NHS cleft service delivery.

In 2020/21, this service supported 93 people. To keep up with the increasing number and complexity of enquiries, following the 2021 restructure, the aforementioned Advocacy Coordinator will focus on managing this service.

Summer Survey

CLAPA's plans to start an annual 'pulse check' survey in the summer of 2020 were put on hold during the COVID-19 pandemic in favour of a survey focused purely on the impact of the pandemic on families and individuals affected by cleft.

This survey revealed that the top concerns of parents and carers included their child's surgery, appointments and/or other treatments being cancelled or postponed, and their child's emotional wellbeing and mental health. Parents and carers of children under 12 months were particularly concerned about their partner's emotional wellbeing and mental health, and about the relative effectiveness of online appointments. The survey also revealed a worrying drop in parents and carers agreeing that they had access to a cleft support network, from 71% in 2019 to 53% in 2020. For those who said they didn't feel they had a cleft support network, lockdown was identified as the main barrier as parents didn't know what services were available or how to access them, especially for those new to the cleft community.

The results of this survey fed directly into CLAPA's service delivery plans, and were also shared with NHS Cleft Teams. CLAPA published the results of this survey online, and used this opportunity to lay out what support was available to address different concerns raised, as well as the plans being made to provide support for concerns in the future.

Changes to Staff Working Habits

For the entire 2020/21 period, CLAPA staff have worked remotely with the exception of 2 members of staff who supported the delivery of the feeding service. Thanks to CLAPA's move to a cloud-based system in the previous year, as well as the charity's experience with Zoom to meet with regional staff, this was fairly straightforward to implement.

The Cleft Lip and Palate Association

Trustees' annual report

For the year ended 31 March 2021

In late 2020, CLAPA took the decision to give up one of its offices and move into one room in the same building. This was partly driven by financial considerations. It was also as a result of the charity adapting successfully to the majority of its staff working remotely which meant that for the first time a hybrid model of working could be considered. This move was completed in March 2021. The new CLAPA office contains both the feeding service equipment as well as desks and equipment for desk-based staff. The costs of this move were minimal, and will result in significant ongoing savings for the charity.

Subcommittees

CLAPA has three staff-led committees: the Diversity, Wellbeing and Safeguarding Committees. These are comprised of staff members and Trustees who volunteer to sit on these groups in addition to their usual roles. In September 2020, following a review of staff capacity and the function of these committees, CLAPA took the decision to reduce and restructure their memberships. This allowed the committees to meet more regularly and with greater focus, and to act faster. Since then, the committees have made substantial steps towards planning and implementing changes at CLAPA.

CLAPA also has 3 Sub-Committees of the Trustee Board – communications, Finance and Human Resources (HR), all of which are chaired by a Trustee and include Trustees and members of the Senior Management Team (SMT). The committees meet regularly and report back to the whole Trustee Board via quarterly board meetings.

Adult Services

This three-year project, funded in full by the VTCT Foundation, seeks to research and understand the experiences, challenges and unmet needs of adults in the UK who were born with a cleft.

Highlights of the third year included the publication of three academic papers on topics concerning adults born with a cleft; namely emotional wellbeing, physical wellbeing, and interpersonal relationships. 6 new episodes of the monthly podcast 'Cleft Talk' were released, where guest speakers from the cleft community and expert clinicians were invited to discuss a range of topics adults have told us are important to them, from emotional wellbeing to success in the workplace.

Following a year of feedback and in consultation with specialist Clinical Psychologists, the 'Leavers' Pack' was redrafted, and an updated version will be published to be distributed to NHS Cleft Teams around the UK.

Research

For many cleft researchers, CLAPA is the gateway to the cleft community. As such, the charity is involved in a number of projects each year to help recruit people affected by cleft to act in an advisory capacity or to participate in the research itself. In 2020/21, CLAPA worked with 16 different research projects, both behind the scenes and publicly to bring their work to the attention of the cleft community.

The Cleft Lip and Palate Association

Trustees' annual report

For the year ended 31 March 2021

CLAPA continues to work with the Cleft Collective, one of the largest cleft research programmes in the world. The programme has recruited 9,145 participants from 3,263 families to submit biological samples and answer detailed questionnaires at key points in their child's life. The CLAPA Cleft Collective Consultation Group gives people affected by cleft a chance to feed in their own ideas and experiences directly to the project. Their interest in research together with their personal experience gives a unique perspective to the researchers. The Group meets three times a year, all of which were online this year, giving participants the opportunity to listen to presentations and discussions around the next phase of the initiative. In 2020/21, 4 new participants joined this group.

As part of the Adults Services Programme, in 2018 CLAPA launched the 'Whole of Life' Survey, a comprehensive questionnaire for adults in the UK born with a cleft, to look at their experiences of being born with a cleft and the impact that this has had on various areas of their lives. Working with the Centre for Appearance Research and NHS professionals, CLAPA has co-authored four papers which were submitted to the Cleft Palate Craniofacial Journal (CPCJ) in late 2019. The papers aim to summarise the key themes identified in the survey data, which include Emotional Wellbeing, Relationships with Others, Physical Health and Treatment Decision Making. Additionally, the aim is to then use the data to develop new evidence-based interventions within CLAPA, the NHS and the wider charity sector. The work has been recognised internationally, including at the ECPA conference in Utrecht in 2019, and was due to be showcased at the ACLAPA conference in Australia in May 2020. The Emotional Wellbeing paper was published by the CPCJ in January 2020 and a summary of the findings can be found on the CLAPA website.

Cleft Lip and Palate Awareness Week 2020

With previous Cleft Lip and Palate Awareness Weeks relying on in-person events to drive fundraising and engagements, the COVID-19 pandemic forced CLAPA to pivot instead to online content to deliver 2020's Awareness Week on the theme of 'Behind Every Smile'. The focus was on emotional wellbeing in people affected by cleft, spurred by the recent publication of a research paper on this topic concerning adults born with a cleft as part of the Adult Services Project. As well as sharing infographics and further information on the findings of this paper and what they meant, CLAPA worked with a number of young volunteers to put together a series of videos exploring the psychological impact of a cleft. Photos and case studies were also published from all sectors of the cleft community with a focus on promoting positivity.

During Awareness Week, CLAPA's social media posts on Facebook, Instagram and Twitter were seen over 420,000 times, well above the average weekly reach at the time of 100,000.

Awareness Week was a big driver for fundraising following the emergency messaging put out by the charity at the start of the pandemic. During this time, the 2.6 Challenge and other virtual event fundraising saw great success, raising £31,429 during May 2020.

Scotland

In March 2020, CLAPA was awarded a grant from the VTCT Foundation to run a feasibility study to look at the potential for collaborative working amongst charities working in the field of visible

The Cleft Lip and Palate Association

Trustees' annual report

For the year ended 31 March 2021

difference in Scotland. Four charities have signed up to the collaborative alongside CLAPA: Changing Faces, Headlines, MACS, and Microtia UK.

The project officially got underway on the 26th March 2020 when the first meeting was held via Zoom due to the COVID-19 restrictions. All the members were able to send representatives. Subsequently a series of meetings have been held across the year with sessions facilitated by Inspiring Scotland. Members of the collaborative have looked at the similarities/differences in their delivery models, explored gaps in provision and potential opportunities for joint working, and what they might all bring to an eventual pilot model. After sharing, it was established there were several offerings each partner is currently delivering which they believed could be offered to the collaborative. These included activities such as school workshops, family support, peer support, conferences, research, volunteering and more.

The charities have surveyed their beneficiaries to help establish their views on the feasibility and helpfulness of a jointly delivered activity. Following which planning is underway to run a joint family day type activity in 4 different geographical areas of Scotland in 2021/22.

CLAPA has also been working closely with Cleft Care Scotland to provide patient and parents representatives to support the development of patient services in Scotland.

Children & Young People's Services

CLAPA's plans for children and young people's services were severely hampered by the COVID-19 pandemic, however a move to the online delivery of activities ensured that children and young people continued to be supported. During the summer, the charity ran online activities for children and young people, such as Boogie Beats, parties and scavenger hunts, all hosted and supported by volunteers. Two 'Youth Forward' newsletters were also produced which provide young people with content created by others like them.

Children & Young People's Council (CYPC)

In the past year, the CYPC have met virtually. Following feedback from the group, social events were added to give the young people the opportunity to get together in an informal way with fun activities. The CYPC have also planned and hosted online events for other young people with support from CLAPA's Children & Young People's Coordinator and young adult volunteers. These have included quizzes, virtual games using various online platforms such as Mural and Kahoot and a Christmas film night. Following consultation with the Council, their 'work' sessions have focused on subjects like children's rights, and on project work such as updating content for the website, production of the quarterly electronic 'Youth Forward' magazine for young people born with a cleft, and making videos for CLAPA's social media channels.

Other Achievements

Communications

Social media remains one of CLAPA's greatest tools as a charity. With just under 18,000 'Likes' on Facebook, and around 20,000 people active in online support groups, CLAPA continues to have

The Cleft Lip and Palate Association

Trustees' annual report

For the year ended 31 March 2021

the largest social media presence for a cleft support charity in the world. CLAPA's primary Twitter account grew to 4,481 followers, with an average reach of nearly 90,000 people each month. Instagram has been a particular focus for the past year, and CLAPA's following on this platform has more than doubled from 1,475 to 3,275. Given the demographics of CLAPA's community, social media remains a vital tool for people affected by cleft to share their stories, and for CLAPA as a charity to inspire, encourage and educate the UK public.

The charity's 'CLAPA Connect' e-newsletters were sent to around 3,500 people each month, with an average 32% open rate.

While new regulations surrounding cookies make tracking visitors to the CLAPA website extremely difficult, the charity is confident that visitor numbers remain high. A point of particular pride is the NHS-approved, community-focused information pages around cleft lip and palate. These have been a lifeline for many families and individuals struggling with uncertainty over the COVID-19 pandemic, and a number of people have been in touch to express their thanks. One adult who received cleft treatment in the 1970s said the following:

"I recently had a problem with my teeth and it was only by finding the CLAPA website that I realised I could get expert help through my local unit. I also really valued the case study that helped me understand more about bone grafts. It is amazing that very few dentists seem to know what our options are, or where to go for help so I am so grateful for what I found on the CLAPA website. [...] I can't stress enough how helpful it was. I was facing a confusing and uncertain search and possibly making wrong choices and felt very alone in that. Coming across the website not only clarified things for me, there was an extremely helpful link to someone I could contact who would know what my options were and who to speak to. The fact that there is support for adults post the childhood treatment time was very reassuring and not something that would have occurred to me. Knowing there is a community I can be in touch with if I need to and a resource I can come to as well as the helpful accounts of other people's experience alleviated a great deal of anxiety for me. Psychologically and practically I found the website so helpful."

Fundraising activities

It was a challenging year for the Fundraising Team, the COVID-19 pandemic and its associated restrictions resulted in severe disruption to in person fundraising. As a result two members of the fundraising team were placed on furlough for several months. This meant that fundraising capacity was much lower than in a typical year. Nevertheless, there were some notable highlights across the year:

In response to the pandemic, CLAPA launched an emergency fundraising campaign in the spring of 2020. The community rallied in response, and one of the ways in which they showed their support was by taking on the 2.6 Challenge in aid of CLAPA. The 2.6 Challenge was a charity sector wide initiative aiming to support the UK's charities by helping them to replace income which had been lost through the cancellation of fundraising events such as the London Marathon. Through these and other initiatives, at a time when community and challenge events fundraising was almost impossible, CLAPA's supporters raised a tremendous £66,776.

The Cleft Lip and Palate Association

Trustees' annual report

For the year ended 31 March 2021

In Celebration Giving continues to be a cost-effective source of income, the majority of which is raised by supporters running their own fundraisers through Facebook Giving. CLAPA's supporters raised and donated £36,570 in this way during the year.

CLAPA Champions was launched in July; a campaign which encourages supporters to sign up to become regular givers. As a result, the number of supporters giving regularly to CLAPA increased from 169 to 358, equating to an extra £20,000 annually.

Support from Trusts and Foundations continued to make a significant contribution to CLAPA's work, with £295,099 donated in this period. This included emergency grants totalling £148,000 from the National Lottery Community Fund, The VTCT Foundation, CAF, The Edward Gosling Foundation and the Government Furlough Grant.

Beneficiaries and Services

CLAPA exists to support anyone affected by cleft lip and/or palate in the United Kingdom. The charity's resources and services support affected families from the moment of diagnosis and help them through any difficulties they have before and after the birth of their child. Welcoming new and expectant parents into the 'CLAPA Community' is the start of lifelong support of children born with a cleft and their families, from infancy through to adulthood.

CLAPA works closely with the nine specialist Cleft Teams in the UK as well as generic health professionals to ensure that people born with a cleft receive the best possible care.

Services include:

- Vibrant social Facebook, Twitter and Instagram profiles which promote positivity, bust myths and celebrate differences with regular content created by and for the cleft community.
- Online support groups moderated by trained volunteers provide an instant connection for those looking for an informal support network.
- Regular events give people the chance to talk about their experiences and worries and hear from others at all stages of the cleft journey.
- Confidential one-to-one support provided by trained volunteer patients and parents who reassure those most in need that they can cope with whatever lies ahead.
- Accredited information on cleft led by the cleft community, reflecting their experiences and emotional needs as well as medical facts.
- An Advocacy Service that provides tailored information and signposting to those with complex enquiries.
- Services for children and young people born with a cleft. These include events, a regular 'Youth Forward' newsletter, and a Children and Young People's Council made up of 9-17 year olds who meet to share their experiences and help CLAPA to improve services.
- A consultancy service for researchers which connects their work with the cleft community and promotes the patient voice at all levels.

The Cleft Lip and Palate Association

Trustees' annual report

For the year ended 31 March 2021

- A feeding service that supplies 15,000 subsidised items of specialist equipment for babies born with a cleft each year, including free of charge items for new and vulnerable families.

Financial Review

Total income for the year 2020/21 was £707,068, compared to the 2019/20 figure of £699,683; an increase of 1%. Total expenditure for the year was £593,411; a decrease of 18% on the 2019/20 figure of £725,177.

The surplus for the year 2020/21 is £113,657, an increase from the 2019/20 deficit of £25,494. This increase from last year's deficit position is largely due to the actions taken by the Senior Management Team to reduce costs when the income was unpredictable. The receipt of emergency grant funding totalling £148,000 helped the charity to maintain its expected level of income. Supporters also gave generously in response to emergency fundraising messages in the first quarter of the financial year, with funding of £49,842 raised through virtual challenges including the 2.6 Challenge.

CLAPA continues to generate unrestricted income from a range of sources including Facebook, Just Giving and Virgin Money Giving. Unrestricted income increased against the prior year and was 74.5% of total income in 2020/21, compared with 67.4% of total income in 2019/20.

The total reserves including restricted funding were £248,889, compared to the 2019/20 figure of £135,232. The total reserves for 2020/21 represent 35.2% of total income, compared to 19.3% of total income in 2019/20. This is equivalent to 5.03 months of total reserves, up from 2019/20's figure of 2.24. The unrestricted free reserves for this year are £148,353, which equates to 3.00 months, compared to 2019/20 unrestricted free reserves of £29,916, equating to 0.50 months.

Although the last 12 months have seen income levels increase by 1% from the previous year, there has also been a significant reduction in costs by 18%. This is in part due to the charity having to suspend all face-to-face and residential activities. In addition, staff costs were offset by the receipt of funds from the Coronavirus Job Retention Scheme. Given the ongoing uncertainty caused by the COVID-19 pandemic, cost reduction and expenditure control continue to be a priority and the Senior Management Team are closely monitoring the cash flow. These measures will continue for the foreseeable future even whilst charity reserves levels are in line with the Reserves Policy.

The Trustees remain optimistic that CLAPA will remain a going concern and continue to closely monitor the financial performance of CLAPA on an ongoing basis.

Approach to Fundraising

CLAPA relies on the generosity of the cleft community to raise funds to support its work. This ranges from individual donations to supporters taking on challenge events or holding small scale events themselves such as coffee mornings and bake sales, though this activity was much reduced

The Cleft Lip and Palate Association

Trustees' annual report

For the year ended 31 March 2021

in 2020–21 due to the pandemic. CLAPA also receives funding from grant-making trusts and foundations as well as one-off support from a small number of companies.

There is a great deal of overlap between CLAPA's beneficiaries and its supporter base. As such, CLAPA is deeply committed to transparent, ethical fundraising practices and to ensuring the trust that fundraisers and donors give to the charity is well placed. The charity is a member of both the Fundraising Regulator and the Chartered Institute of Fundraising.

As part of its membership of the Fundraising Regulator CLAPA is signed up to the Fundraising Promise which ensures that it is clear, honest, open, respectful, fair, responsible and accountable in its fundraising. The charity complies with the relevant areas of Fundraising Regulator Codes of Practice.

CLAPA has a robust complaints procedure in place which is easily accessible on its website. During the financial year 2020/21, there were no complaints received about the charity's fundraising practices.

As part of CLAPA's commitment to ensuring that its fundraising practices are fair and respectful, the Fundraising Team regularly reviews the Fundraising Regulator's guidance to ensure that the charity's practices protect all groups of donors and, in particular, those who are vulnerable.

CLAPA does not undertake fundraising activities such as face-to-face or door-to-door fundraising. No third parties or professional fundraisers undertake fundraising activities on CLAPA's behalf.

Where CLAPA works with commercial organisations or suppliers (for instance, when purchasing places for its supporters at third party running or cycling events) it has contracts in place which ensure compliance with the relevant legislation.

CLAPA takes data protection extremely seriously. Personal information is never shared, unless it is with the explicit permission of the data subject and where it is necessary to fulfil their instructions, e.g. providing information necessary to register a participant on to a third party event. In addition to its own processes for updating communications preferences, CLAPA is registered with the Fundraising Preference Service (FPS) and receives weekly updates, though to date has only received one suppression request since 2017. Staff attend mandatory annual Data Protection training to ensure on-going compliance with GDPR.

Safeguarding

CLAPA is committed to safeguarding and ensuring the welfare of children, young people and adults at risk, and expects all Trustees, employees and volunteers to share this commitment. As such, the charity has robust safeguarding policies and procedures in place. This includes carrying out disclosure and barring checks as appropriate on those staff members whose roles involve working directly with children, young people and/or vulnerable adults. All members of

The Cleft Lip and Palate Association

Trustees' annual report

For the year ended 31 March 2021

staff receive annual safeguarding training as well as regular updates from the CLAPA Safeguarding Team throughout the year. The charity regularly reviews its safeguarding policies to ensure compliance with appropriate legislation and aims to meet best practice guidance from relevant bodies.

During the reporting period, five safeguarding concerns were reported to the Safeguarding Team and escalated to the CLAPA Trustee with safeguarding responsibility. Appropriate action was taken for each. None of the concerns met the threshold which would require a report to the local authority Multi Agency Safeguarding Hub (MASH), and are therefore considered closed.

Principal Risks and Uncertainties

The Trustees have approved a Risk Assessment for the charity and are satisfied that systems are in place to mitigate exposure to the major risks. At each Board meeting, the risk register is reviewed along with a sample of the risk management policies and procedures produced by the charity.

CLAPA's main risks arise from the ongoing difficulties affecting many charities of less than £1m; namely, rising demand for services, increasing overhead costs and increased competition for grants. There also continues to be significant uncertainty about income levels as a result of the pandemic. To manage this risk, costs continue to be closely monitored and controlled on an ongoing basis and the charity has strategies in place to further reduce costs if necessary.

Reserves Policy

CLAPA's policy is that unrestricted funds 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 looking at ways to raise additional funds. This level is monitored at each Board meeting. At the year-end total reserves were the equivalent to 5.03 months and reserves based on unrestricted funds were 3.0 months.

Whilst reserves are at healthy levels, it is expected that the COVID-19 pandemic will continue to have an impact on income in the year ahead. As a result of this uncertainty, CLAPA continues to monitor cash flow on a weekly basis. Across the year, costs will be controlled in line with income so that reserves do not fall below unsustainable levels.

Plans for the Future

Strategy

CLAPA's three-year strategy runs until the end of March 2021, and so in the latter half of 2020, the Senior Management Team and Trustee Board developed a new short-term strategy to take the charity through to the end of March 2022. This has focused on developing digital service delivery to allow CLAPA to deliver services sustainably through an uncertain future.

The Cleft Lip and Palate Association

Trustees' annual report

For the year ended 31 March 2021

The new strategy is built on 4 key aims: Inform, Connect, Reassure and Empower and all work delivered by the charity within the year covered by the strategy must meet at least 2 of these aims. Work is also guided by 4 underlying principles: Sustainability, Safeguarding, Community-Led, and Accessibility and Inclusivity.

Fundraising

As a result of the pandemic, during 2020–21 the focus of the fundraising team shifted to emergency fundraising. This delayed the review of the charity's legacy giving information which will now be completed during 2021–22. Two new community fundraising campaigns will also be developed, the first of which (Step Up for CLAPA) was launched during Awareness Week in May 2021.

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).

All Trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 7 of the accounts.

Appointment of Trustees

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.

Trustees are recruited through open competition. Role descriptions are advertised widely through the charity and volunteer websites. Applicants are shortlisted and interviewed by a panel of existing Trustees alongside the Chief Executive Officer. Once a suitable candidate is selected, an offer of appointment is made.

In November 2020, Trustee Nick Astor was appointed as Chair of Trustees. Former Chair of Trustees, Rona Slator, who had agreed to remain in post as Chair after the end of her term of office to see the charity through a period of great uncertainty, has remained on the Board. Nick is a communications and marketing professional and the parent of a child born with a cleft. The charity thanks Rona for her excellent leadership in her role as Chair, and welcomes Nick as her successor.

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, they can remain a Trustee until they have served a maximum of three years in that office.

The Cleft Lip and Palate Association

Trustees' annual report

For the year ended 31 March 2021

Each year in September, the Trustees hold an 'Away Day' which includes the Annual General Meeting (AGM). This is an opportunity for the Trustees and staff team to review the strategy and the activities of the last year and to start to plan for the next year.

CLAPA's Community are invited to contribute to CLAPA's strategy through online surveys, direct communication, and the CLAPA Adult Representation Committee and Children and Young People's Council.

Related Parties and Relationships with Other Organisations

CLAPA works with a wide variety of strategic partnerships with other charities and organisations to broaden its range of stakeholders and increase its impact.

Partners include:

- Third sector partnership groups such as the Appearance Collective and the Shared Learning Group for Patient Involvement
- Health related collectives and organisations such as the Royal College of Speech and Language Therapists.
- Related research groups such as SLUMBR2, Cleft Care UK, the Cleft Collective, and the Centre for Appearance Research.
- NHS/EU related groups such as Cleft Development Group (CDG) and Clinical Studies Group (CSG).
- Other charities, such as the Scar Free Foundation, Changing Faces, and Headlines.
- Commercial partners, such as Crown Worldwide, MAM, Central Medical, and Handi-Craft.

Remuneration Policy for Key Management Personal

CLAPA's HR Committee is responsible for advising the Board of Trustees on the appropriate levels of pay for members of the Senior Management Team. When the budget for the financial year ahead is being drafted, the Chief Executive makes recommendations to the Chair of the HR Committee on any inflationary increases or salary changes. Any recommendations for salary increases are benchmarked against similar posts at similar sized organisations in the voluntary sector using published salary services and publicly advertised positions. If a recommendation for an inflationary / cost of living increase is made, only staff who have been in post for 6 months or more at the start of the next financial year will be eligible for this increase. The Chief Executive's salary is set and reviewed by the Board of Trustees.

Statement of Responsibilities of the Trustees

The Trustees (who are also directors of The Cleft Lip and Palate Association for the purposes of company law) are responsible for preparing the Trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, 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 and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- There is no relevant audit information of which the charitable company's auditor is unaware
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The Trustees are members of the charity but this entitles them only to voting rights. The Trustees have no beneficial interest in the charity.

The Cleft Lip and Palate Association

Trustees' annual report

For the year ended 31 March 2021

Auditor

Sayer Vincent LLP was appointed as the charitable company's auditor during the year and has expressed its willingness to continue in that capacity.

The annual report has been approved by the Trustees on 30th September 2021 and signed on their behalf by

A handwritten signature in black ink, appearing to read 'Jasvinder Bhachu', with a long horizontal line extending to the right.

Jasvinder Bhachu
Trustee

Independent auditor's report

to the members of

The Cleft Lip and Palate Association

Opinion

We have audited the financial statements of The Cleft Lip and Palate Association (the 'charitable company') for the year ended 31 March 2021 which comprise the statement of financial activities, balance sheet, statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- Give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 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
- Have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended)

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on The Cleft Lip and Palate Association's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Independent auditor's report

to the members of

The Cleft Lip and Palate Association

Other Information

The other information comprises the information included in the trustees' annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- The information given in the trustees' annual report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- The trustees' annual report, including the strategic report has been prepared in accordance with applicable legal requirements

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' annual report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) require 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 financial statements 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; or
- The directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' annual report and from the requirement to prepare a strategic report.

Independent auditor's report

to the members of

The Cleft Lip and Palate Association

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities set out in the trustees' annual report, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud are set out below.

Capability of the audit in detecting irregularities

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, our procedures included the following:

- We enquired of management, which included obtaining and reviewing supporting documentation, concerning the charity's policies and procedures relating to:
 - Identifying, evaluating, and complying with laws and regulations and whether they were aware of any instances of non-compliance;
 - Detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected, or alleged fraud;

Independent auditor's report

to the members of

The Cleft Lip and Palate Association

- The internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations.
- We inspected the minutes of meetings of those charged with governance.
- We obtained an understanding of the legal and regulatory framework that the charity operates in, focusing on those laws and regulations that had a material effect on the financial statements or that had a fundamental effect on the operations of the charity from our professional and sector experience.
- We communicated applicable laws and regulations throughout the audit team and remained alert to any indications of non-compliance throughout the audit.
- We reviewed any reports made to regulators.
- We reviewed the financial statement disclosures and tested these to supporting documentation to assess compliance with applicable laws and regulations.
- We performed analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.
- In addressing the risk of fraud through management override of controls, we tested the appropriateness of journal entries and other adjustments, assessed whether the judgements made in making accounting estimates are indicative of a potential bias and tested significant transactions that are unusual or those outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Independent auditor's report

to the members of

The Cleft Lip and Palate Association

Use of our report

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 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005. 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 auditor's 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 the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Sayer Vincent LLP

Noelia Serrano (Senior statutory auditor)

12 October 2021

for and on behalf of Sayer Vincent LLP, Statutory Auditor
Invicta House, 108-114 Golden Lane, LONDON, EC1Y 0TL

Sayer Vincent LLP is eligible to act as auditor in terms of section 1212 of the Companies Act 2006

The Cleft Lip and Palate Association

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2021

	Note	Unrestricted £	Restricted £	2021 Total £	Unrestricted £	Restricted £	2020 Total £
Income from:							
Donations and legacies	2	323,358	180,442	503,800	220,186	228,446	448,632
Charitable activities	3	132,373	–	132,373	169,729	–	169,729
Other trading activities	4	70,895	–	70,895	81,322	–	81,322
Total income		526,626	180,442	707,068	471,237	228,446	699,683
Expenditure on:							
Raising funds	5a	219,925	–	219,925	220,305	–	220,305
Charitable activities	5a	194,230	179,256	373,486	263,187	241,685	504,872
Total expenditure		414,155	179,256	593,411	483,492	241,685	725,177
Net income / (expenditure) for the year	6	112,471	1,186	113,657	(12,255)	(13,239)	(25,494)
Transfers between funds		(36)	36	–	(2,977)	2,977	–
Net movement in funds		112,435	1,222	113,657	(15,232)	(10,262)	(25,494)
Reconciliation of funds:							
Total funds brought forward	17	45,182	90,050	135,232	60,414	100,312	160,726
Total funds carried forward		157,617	91,272	248,889	45,182	90,050	135,232

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 17a to the financial statements.

The Cleft Lip and Palate Association

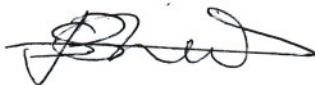
Balance sheet

Company no. 05206298

As at 31 March 2021

	Note	£	2021 £	£	2020 £
Fixed assets:					
Tangible assets	11		<u>9,264</u>		<u>15,266</u>
			9,264		15,266
Current assets:					
Stock	12	12,335		16,217	
Debtors	13	20,978		40,322	
Cash at bank and in hand		<u>259,817</u>		<u>87,995</u>	
		293,130		144,534	
Liabilities:					
Creditors: amounts falling due within one year	14	<u>(53,504)</u>		<u>(24,569)</u>	
Net current assets			<u>239,625</u>		<u>119,966</u>
Total net assets			<u><u>248,889</u></u>		<u><u>135,232</u></u>
The funds of the charity:					
Restricted income funds	17a		91,272		90,050
Unrestricted income funds:					
General funds		<u>157,617</u>		<u>45,182</u>	
Total unrestricted funds			<u>157,617</u>		<u>45,182</u>
Total charity funds			<u><u>248,889</u></u>		<u><u>135,232</u></u>

Approved by the trustees on 30 September 2021 and signed on their behalf by



Jasvinder Bhachu
Trustee

The Cleft Lip and Palate Association

Statement of cash flows

For the year ended 31 March 2021

Reconciliation of net income / (expenditure) to net cash flow from operating activities

	2021	2020
	£	£
Net (expenditure) / income for the reporting period (as per the statement of financial activities)	113,657	(25,494)
Depreciation charges	3,439	8,065
Loss on disposal	4,291	5,767
Decrease in stocks	3,883	–
Decrease in debtors	19,345	758
Increase / (decrease) in creditors	28,935	(3,503)
Net cash used in operating activities	173,550	(14,407)

	2021	2020
	£	£
Cash flows from operating activities		
Net cash used in operating activities	173,550	(14,407)
Cash flows from investing activities:		
Purchase of fixed assets	(1,728)	(12,010)
Net cash (used in) investing activities	(1,728)	(12,010)
Change in cash and cash equivalents in the year	171,822	(26,417)
Cash and cash equivalents at the beginning of the year	87,995	114,412
Cash and cash equivalents at the end of the year	259,817	87,995

The Cleft Lip and Palate Association

Notes to the financial statements

For the year ended 31 March 2021

1 Accounting policies

a) Statutory information

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

The registered office address and principal place of business is Green House, 244–254 Cambridge Heath Road, London, E2 9DA.

b) Basis of preparation

The financial statements have been prepared in accordance with 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 (FRS 102) – (Charities SORP FRS 102), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

In applying the financial reporting framework, the trustees have made a number of subjective judgements, for example in respect of significant accounting estimates. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The nature of the estimation means the actual outcomes could differ from those estimates. Any significant estimates and judgements affecting these financial statements are detailed within the relevant accounting policy below.

c) Public benefit entity

The charitable company meets the definition of a public benefit entity under FRS 102.

d) Going concern

The 12 months to 31st March 2021 had been a challenging period with the year end result affected by the fall in income due to the impact of Covid-19 on fundraising activities.

The Emergency fundraising appeal undertaken in this financial year resulted in the receipt of funds from a number of funders including The National Lottery Community Fund through their government funded Coronavirus Community Support Fund. These grants were pivotal in supporting the Charity during this difficult year. The effective use of these funds alongside good cost control, resulted in increasing the level of free reserves to an average of 3 months.

Trustees and the Senior Management Team have worked together to develop a new strategy & have restructured the team to adapt the charity's delivery model in light of the Covid-19 crisis, with a more focused and streamlined Digital First approach to service delivery.

As a result of the actions taken by the Trustee Board and Senior Management Team, since the year end, the reserves position has remained stable. At the end of July, total reserves including restricted funding were £290,336 equivalent to 6.54 months of expenditure and the unrestricted reserves were £149,960 equating to 3.38 months.

Although the results since year end have been positive, the Trustees continue to closely monitor the financial performance of CLAPA on an ongoing basis. Trustees and the Senior Management Team remain focused on monitoring and controlling the unrestricted costs. The Trustees, therefore, believe that adequate measures are in place to ensure that the Charity continues as a going concern. Please see the Trustee Report for further details.

e) Income

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.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

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.

f) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

g) Fund accounting

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.

1 Accounting policies (continued)

h) Expenditure and irrecoverable VAT

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.

A proportion of Support costs is allocated to fundraising and to Charitable activities involving and supporting people affected by clefts and improving services.

Governance includes the costs of compliance with constitutional and statutory requirements. A proportion of governance costs is allocated to fundraising and to Charitable activities.

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

i) Operating leases

Rental charges are charged on a straight line basis over the term of the lease.

j) 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 and fittings | 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.

k) Stocks

Stocks are stated at the lower of cost and net realisable value. In general, cost is determined on a first in first out basis and includes transport and handling costs. Net realisable value is the price at which stocks can be sold in the normal course of business after allowing for the costs of realisation. Provision is made where necessary for obsolete, slow moving and defective stocks.

l) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

m) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

n) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

o) 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 with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

p) Pensions

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.

The Cleft Lip and Palate Association

Notes to the financial statements

For the year ended 31 March 2021

2 Income from donations and legacies

	Unrestricted £	Restricted £	2021 Total £	Unrestricted £	Restricted £	2020 Total £
Gifts	278,395	-	278,395	220,186	-	220,186
Grants receivable	44,963	180,442	225,405	-	228,446	228,446
	<u>323,358</u>	<u>180,442</u>	<u>503,800</u>	<u>220,186</u>	<u>228,446</u>	<u>448,632</u>

3 Income from charitable activities

	Unrestricted £	Restricted £	2021 Total £	Unrestricted £	Restricted £	2020 Total £
Groups, Clubs, Other	43,881	-	43,881	90,449	-	90,449
Branches	563	-	563	4,728	-	4,728
Sub-total for Groups, Clubs, Other and Branches	<u>44,444</u>	<u>-</u>	<u>44,444</u>	<u>95,177</u>	<u>-</u>	<u>95,177</u>
Feeding Service	74,801	-	74,801	63,926	-	63,926
Other Merchandise/Literature sales	4,962	-	4,962	3,308	-	3,308
Postage	8,166	-	8,166	7,318	-	7,318
Sub-total for Feeding Service and other sales	<u>87,929</u>	<u>-</u>	<u>87,929</u>	<u>74,552</u>	<u>-</u>	<u>74,552</u>
Total income from charitable activities	<u>132,373</u>	<u>-</u>	<u>132,373</u>	<u>169,729</u>	<u>-</u>	<u>169,729</u>

4 Income from other trading activities

	Unrestricted £	Restricted £	2021 Total £	Unrestricted £	Restricted £	2020 Total £
Income from events	70,895	-	70,895	81,322	-	81,322
	<u>70,895</u>	<u>-</u>	<u>70,895</u>	<u>81,322</u>	<u>-</u>	<u>81,322</u>

The Cleft Lip and Palate Association

Notes to the financial statements

For the year ended 31 March 2021

5a Analysis of expenditure (current year)

	Raising funds £	Charitable activities £	Governance costs £	Support costs £	2021 Total £
Staff costs (Note 7)	121,213	160,303	15,367	90,760	387,643
Depreciation	-	-	-	3,438	3,438
Feeding equipment	-	42,242	-	-	42,242
Outreach services	-	1,609	-	-	1,609
Meeting and conference costs	-	-	-	-	-
Information services	-	5,129	-	-	5,129
Other services	-	34,760	2,085	6,268	43,113
Office costs	8,026	12,290	752	57,028	78,096
Audit fees	-	-	10,440	-	10,440
Fundraising costs	21,701	-	-	-	21,701
	<u>150,940</u>	<u>256,333</u>	<u>28,644</u>	<u>157,494</u>	<u>593,411</u>
Support costs	58,369	99,125	-	(157,494)	-
Governance costs	10,616	18,028	(28,644)	-	-
Total expenditure 2021	<u><u>219,925</u></u>	<u><u>373,486</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>593,411</u></u>

The Cleft Lip and Palate Association

Notes to the financial statements

For the year ended 31 March 2021

5b Analysis of expenditure (prior year)

	Raising funds £	Charitable activities £	Governance costs £	Support costs £	2020 Total £
Staff costs (Note 7)	92,966	160,480	70,548	98,495	422,489
Depreciation	-	-	-	8,065	8,065
Feeding equipment	-	47,016	-	-	47,016
Outreach services	-	16,783	-	-	16,783
Meeting and conference costs	-	-	25	-	25
Information services	-	23,220	-	-	23,220
Other services	-	57,255	8,554	14,282	80,091
Office costs	5,294	9,342	1,557	59,721	75,914
Audit fees	-	-	8,400	-	8,400
Fundraising costs	43,174	-	-	-	43,174
	<u>141,434</u>	<u>314,096</u>	<u>89,084</u>	<u>180,563</u>	<u>725,177</u>
Support costs	51,278	129,285	-	(180,563)	-
Governance costs	27,593	61,491	(89,084)	-	-
Total expenditure 2020	<u><u>220,305</u></u>	<u><u>504,872</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>725,177</u></u>

The Cleft Lip and Palate Association

Notes to the financial statements

For the year ended 31 March 2021

6 Net (expenditure) / income for the year

This is stated after charging / (crediting):

	2021 £	2020 £
Depreciation	3,439	8,065
Loss on disposal of fixed assets	4,291	5,767
Operating lease rentals:		
Property	29,944	29,499
Auditor's remuneration (excluding VAT):		
Audit	8,050	7,650
	<u>8,050</u>	<u>7,650</u>

7 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

Staff costs were as follows:

	2021 £	2020 £
Salaries and wages	349,364	370,658
Redundancy costs	351	-
Social security costs	26,363	33,443
Employer's contribution to defined contribution pension schemes	11,564	18,388
	<u>387,643</u>	<u>422,489</u>

No employee earned between £60,000 and £70,000 during the year (2020: nil). There were redundancy costs of £351 (2020: nil).

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 Operations Manager, and Head of Fundraising.

Total remuneration (Salary, NI, Allowances, Pension) paid to the Senior Management Team in the year amounted to £152,231 (2020: £155,635).

None of the Trustees received any remuneration in the year.

None of the Trustees (or any persons connected with them) received any remuneration during the year. No trustees were reimbursed travel expenses (2020: Nil).

8 Staff numbers

The average number of employees (head count based on number of staff employed) during the year was 16 (2020: 18).

	2021 No.	2020 No.
Raising funds	3.9	4.0
Sale of feeding equipment	1.3	2.0
Support	7.3	9.0
Administrative	4.6	3.0
	<u>17.0</u>	<u>18.0</u>

The Cleft Lip and Palate Association

Notes to the financial statements

For the year ended 31 March 2021

9 Related party transactions

There is 1 related party transactions to disclose for 2021: Communication Managers' partner was contracted to assist in the office move in March 2021 due to COVID restrictions making hiring external contractors difficult. The partner was paid £450 for 3 days' work.(2020: none).

10 Taxation

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

11 Tangible fixed assets

	Fixtures and fittings £	Website development £	Total £
Cost or valuation			
At the start of the year	2,879	37,684	40,563
Additions in year	1,008	720	1,728
Disposals in year	(589)	(5,940)	(6,529)
At the end of the year	<u>3,298</u>	<u>32,464</u>	<u>35,762</u>
Depreciation			
At the start of the year	1,117	24,180	25,297
Charge for the year	693	2,746	3,439
Eliminated on disposal	(258)	(1,980)	(2,238)
At the end of the year	<u>1,552</u>	<u>24,946</u>	<u>26,498</u>
Net book value			
At the end of the year	<u>1,746</u>	<u>7,518</u>	<u>9,264</u>
At the start of the year	<u>1,762</u>	<u>13,504</u>	<u>15,266</u>

All of the above assets are used for charitable purposes.

12 Stock

	2021 £	2020 £
Finished goods	<u>12,335</u>	16,217
	<u>12,335</u>	<u>16,217</u>

13 Debtors

	2021 £	2020 £
Trade debtors	5,813	5,101
Other debtors	8,962	27,851
Prepayments	6,202	7,370
	<u>20,978</u>	<u>40,322</u>

All of the charity's financial instruments, both assets and liabilities, are measured at amortised cost. The carrying values of these are shown above.

The Cleft Lip and Palate Association

Notes to the financial statements

For the year ended 31 March 2021

14 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	10,999	7,455
Taxation and social security	–	6,906
Other creditors –barclaycard	10	52
Accruals	22,835	10,156
Deferred income	19,660	–
	<u>53,504</u>	<u>24,569</u>

Deferred income relates to project funds where the funder has specified expenditure should take place in the next financial year.

15 Pension scheme

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 £7,699 to CLAPA scheme (2020: £15,008), £3,390 to private (2020: £3,390).

16a Analysis of net assets between funds (current year)

	General unrestricted £	Restricted £	Total funds £
Tangible fixed assets	9,264	–	9,264
Net current assets	148,353	91,272	239,625
Net assets at 31 March 2021	<u>157,617</u>	<u>91,272</u>	<u>248,889</u>

16b Analysis of net assets between funds (prior year)

	General unrestricted £	Restricted £	Total funds £
Tangible fixed assets	15,266	–	15,266
Net current assets	29,916	90,050	119,966
Net assets at 31 March 2020	<u>45,182</u>	<u>90,050</u>	<u>135,232</u>

The Cleft Lip and Palate Association

Notes to the financial statements

For the year ended 31 March 2021

17a Movements in funds (current year)

	At 1 April 2020 £	Income & gains £	Expenditure & losses £	Transfers	At 31 March 2021 £
Restricted funds:					
Northern Ireland					
The James McGowan Scholarship Fund	7,043	-	(316)	941	7,668
Scotland Region					
The Robertson Trust	-	11,500	(8,625)	-	2,875
BBC Children in Need (Scotland)	9,500	-	(9,965)	3,794	3,329
Smile Train (Scotland)	-	-	-	-	-
The VTCT Foundation (Scotland)	-	-	-	-	-
The VTCT Foundation (Collaborative programme Scotland)	34,791	-	(7,891)	-	26,900
The Nimar Charitable Trust	-	-	-	-	-
The Hugh Fraser Foundation	-	-	-	-	-
England Region					
The Big Lottery Fund's Reaching Communities Programme (England)	-	-	-	-	-
The Roger & Douglas Turner Charitable Trust	-	-	-	-	-
Smile Train (England)	-	-	-	-	-
BBC Children in Need (England)	-	-	-	-	-
The Eveson Charitable Trust	2,000	-	-	(2,000)	-
The Reuben Foundation	-	-	-	-	-
St James's Place Charitable Foundation	-	-	-	-	-
The Edward Gosling foundation	-	8,000	(8,000)	-	-
The Charities Aid Foundation (CAF)	-	10,000	(10,000)	-	-
The National Lottery Community Fund – Coronavirus Community Support Fund	-	99,997	(99,997)	-	-
BBC Children in Need Bridging Grant	-	5,224	(7,421)	2,197	-
Other Restricted Funds	-	-	-	-	-
UK Wide					
The Craniofacial Society of Great Britain & Ireland	-	-	-	-	-
The VTCT Foundation (Adult Services project)	36,716	45,721	(27,041)	(4,896)	50,500
Total restricted funds	90,050	180,442	(179,256)	36	91,272
General funds	45,182	526,626	(414,155)	(36)	157,617
Total unrestricted funds	45,182	526,626	(414,155)	(36)	157,617
Total funds	135,232	707,068	(593,411)	-	248,889

The Cleft Lip and Palate Association

Notes to the financial statements

For the year ended 31 March 2021

17b Movements in funds (prior year)

	At 1 April 2019 £	Income & gains £	Expenditure & losses £	Transfers	At 31 March 2020 £
Restricted funds:					
Northern Ireland					
The James McGowan Scholarship Fund	6,763	280	-	-	7,043
Scotland Region					
The Robertson Trust	-	11,500	(11,500)	-	-
BBC Children in Need (Scotland)	9,500	9,500	(9,500)	-	9,500
Smile Train (Scotland)	1,076	-	(1,076)	-	-
The VTCT Foundation (Scotland)	10,416	-	(10,416)	-	-
The VTCT Foundation (Collaborative programme Scotland)	-	35,291	(500)	-	34,791
The Nimar Charitable Trust	-	500	(500)	-	-
The Hugh Fraser Foundation	-	5,000	(5,000)	-	-
England Region					
The Big Lottery Fund's Reaching Communities Programme (England)	6,612	88,022	(94,634)	-	-
The Roger & Douglas Turner Charitable Trust	-	2,000	(2,000)	-	-
Smile Train (England)	2,704	19,250	(21,954)	-	-
BBC Children in Need (England)	2,379	24,884	(27,263)	-	-
The Eveson Charitable Trust	-	3,000	(1,000)	-	2,000
Reuben Foundation	-	250	(250)	-	-
St James's Place Charitable Foundation	6,667	-	(6,667)	-	-
Other Restricted Funds	(2,977)	-	-	2,977	-
UK Wide					
The Craniofacial Society of Great Britain & Ireland	-	8,949	(8,949)	-	-
The VTCT Foundation (Adult Services project)	57,172	22,860	(43,316)	-	36,716
Total restricted funds	100,312	231,286	(244,525)	2,977	90,050
General funds	60,414	468,397	(480,652)	(2,977)	45,182
Total unrestricted funds	60,414	468,397	(480,652)	(2,977)	45,182
Total funds	160,726	699,683	(725,177)	-	135,232

Purposes of restricted funds

The James McGowan Scholarship Fund

The 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, but has no control over its spend.

Scotland Region

The Scotland and Northern Ireland Manager post in 2020_21 was funded from restricted and unrestricted funds

The Following grants were Restricted funds that funded part of the costs of the Scottish region

The Nimar Charitable Trust contributed to core and running costs in Scotland. This funding has now come to an end

The Robertson Trust contributed to the salary of the Scotland and Northern Ireland Manager

The Hugh Fraser Foundation provided funding towards the costs of the charity's work in Scotland. This funding has now come to an end

BBC Children in Need provided funding towards the costs of running activities for children and young people in Scotland

Smile Train (Scotland) – a grant towards the costs of volunteer services in Scotland. This funding has now come to an end

The VTCT Foundation contributed towards core and running costs in Scotland. This funding has been fully spent

Movements in funds (continued)

Purposes of restricted funds

England Region

The Regional Coordinators programme was also funded from restricted and unrestricted funds

Restricted Funding is made up from the following providers :-

The Big Lottery Fund – this grant funded the Regional Coordinators Project in the East, South East, and Central regions of England. This grant has been fully spent

The Roger & Douglas Turner Charitable Trust – gave a grant for core activities. This has now been fully spent

Smile Train – gave a grant towards the salary costs of the East of England Regional Coordinator, this grant has come to an end

BBC Children in Need – gave a grant for Childrens and Young People's services in England and towards the salary costs of the Children and Young People's Officer

The Eveson Charitable Trust – gave a grant for activities in the West Midlands. This has now been fully spent

Reuben Foundation – a contribution towards the running costs of the charity in England. This grant has been fully spent

St James's Place Charitable Foundation – a grant towards the salaries of the England Regional Coordinators and associated costs. This grant has come to an end

The Edward Gostling Foundation – provided an emergency grant to cover costs during the COVID-19 pandemic

The Charities Aid Foundation (CAF) – Coronavirus Emergency Fund provided funding for the costs of feeding equipment

The National Lottery Community Fund – provided funding through its Coronavirus Community Support Fund towards the salaries of key members of staff and towards the costs of office and feeding service space

BBC Children in Need Bridging Grant – provided a further bridging grant for Children and Young People's services in England and towards the salary costs of the Children and Young People's Coordinator

Other Restricted Funds – small grants received for work in a range of local geographical areas

Information Service grant

The Cranofacial Society of Great Britain and Ireland gave a grant to support the information service. This grant has come to an end

The VTCT Foundation – Collaborative work in Scotland

The VTCT Foundation gave a grant to help explore the feasibility of developing a programme of collaborative work with key partner charities working in similar fields in Scotland

VTCT Restricted Fund Adult project

This is a 3 year grant for a research project exploring and developing support services for adults affected by cleft in the U.K. The project years are not aligned with the financial years hence the underspend

18 Operating lease commitments

The charity's total future minimum lease payments under non-cancellable operating leases is as follows for each of the following periods

	Property 2021 £	2020 £
Less than one year	21,111	22,046
One to five years	–	935
	<u>21,111</u>	<u>22,981</u>

19 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.