



**Edinburgh Children's Hospital Charity  
Trustees' Report and Accounts**

**Year to 31 December 2016**

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## TRUSTEES' REPORT

The Trustees are pleased to present the Annual Report and Accounts of Edinburgh Children's Hospital Charity for the year to 31 December 2016. The charity was previously called The Sick Kids Friends Foundation and changed to its new name on 4 May 2017, prior to the signing of this document. When the hospital moves in early 2018, it will change name from the Royal Hospital for Sick Children to The Royal Hospital for Children and Young People which has provided a positive opportunity for the charity to reflect these changes and update our own name.

The information on page 37 forms part of this report.

## ABOUT EDINBURGH CHILDREN'S HOSPITAL CHARITY (EHC)

### OBJECTIVES AND ACTIVITIES

Edinburgh Children's Hospital Charity believe that nothing should get in the way of being a child.

We exist to transform the experiences of children and young people in hospital so they can be a child first and a patient second.

As a result of what we do:

- Children and young people's lives are less interrupted by illness.
- Children and young people are less scared of hospital and have a positive experience.
- Children and young people's families are better supported and comforted.
- Children and young people have an improved experience of healthcare in their community.

EHC is a grant-giving organisation which distributed £3.2m in 2016. It is our privilege to continue to support over 100,000 babies, children and young people who come to The Royal Hospital for Sick Children both locally and from across Scotland to access specialist services. We also continue to support the tens of thousands who attend other healthcare settings such as St John's Hospital in Livingston; community health centres across the Lothians, Borders and Fife; and child and adolescent mental health services (CAMHS).

EHC enjoys the support of over 80 volunteers who assist in the hospital shop, in the office and with fundraising. All money raised by the organisation comes from charitable donations. The charity has a Royal Patron, HRH Princess Beatrice of York, and a great number of supporters across Edinburgh and further afield.

## **Grant Application Process**

ECHC is a grant-giving organisation. We have three grant application programmes:

- Small Grants Programme (applications £5k and under)
- Large Grants Programme (applications over £5k)
- Training and Research Fund

Each fund has an Application Form; Terms & Conditions of Funding; and Guidance Notes. Applications can be accepted from any NHS staff member or voluntary sector organisation which can demonstrate that their application will deliver at least one of ECHC's four strategic outcomes and fit with our charitable purpose.

Grant applications of up to £5,000 are decided by the Chief Executive. The Grants Committee (a sub committee of the Board of Trustees) can approve grants up to £50k. All grants up to £50k are homologated by the Trustees. Anything over £50k is considered and approved by the full Trustee Board.

## **Evaluating Impact**

All recipients of awards must complete an annual Evaluation Form which details how their award has met at least one of ECHC's strategic outcomes. They must provide hard and soft measurements to evidence this, such as numbers of children supported or quotes from those who've received support. This information is used by ECHC in our annual Impact Report and on our marketing materials to demonstrate to supporters how their money has been used.

Our Impact Report is available separately.

## **Restricted funds**

It is the preference of ECHC that funds are donated for general rather than restricted purposes whenever possible and staff will advise supporters to this effect. However, ECHC may at times wish to restrict funds being solicited through an appeal (eg a Christmas appeal for a specific piece of equipment).

ECHC also receives funds which are restricted by supporters for specific items and projects; or more generally to a ward or to the treatment of a condition.

In 2015 the organisation developed a 'Policy on Management of Restricted Funds' and a regular meeting is held to manage these funds and ensure that they are being spent appropriately and within a reasonable time period.

## **Arts Programme**

ECHC employs an Arts Programme Manager to deliver a programme of arts within the hospital. The arts programme includes services funded by ECHC but delivered by others, such as Hearts and Minds delivering a Clown Doctor Service. The Arts Programme Manager also works closely with the hospital Play Team to bring ad hoc arts activities to the hospital and works with teams to consider innovative ways to use art as therapy and distraction. ECHC also enjoys a number of ongoing long-term partnerships with arts organisations.

In 2016 we worked with over 30 organisations to bring art and activities into the hospital including National Museums Scotland, Edinburgh Dungeon, Edinburgh Theatres and Music in Hospitals.

A partnership with Dancebase and the physiotherapy department was just one example of our arts programme providing a therapeutic benefit. As two parents told us:

**"Just spent time in ward 1 with my little boy. A lovely girl came around and danced for him and another wee one. The response was significant from both children who are not able to benefit from all the usual play activities. So thank you for supplying this therapy; it brought joy and light into the eyes of two deserving children"**

**'It was amazing to see the movements that M achieved when he was dancing with Christina - he seemed to be much more motivated when he didn't realise he was actually doing the physio exercises we'd been trying to get him to do'**

### **The New Hospital - Art and Therapeutic Design Programme**

Thanks to our supporters; when the new children's hospital in Edinburgh opens in 2018 we will have contributed over £3 million to the largest art and therapeutic design project in a children's hospital anywhere in the UK.

This has included funding enhancements to:

- Arrivals and wayfinding
- All playrooms, waiting and dining areas; including the exciting "pod" outpatient waiting area
- Bedside environment – a unique project bringing tablets and SMART TVs to every bedside, with content available via high-speed wi-fi connection
- Distraction in clinical areas through the use of projectors
- Child and Adolescent Mental Health Services (CAMHS) unit
- The Sanctuary and two bereavement suites
- Interview, sitting and dining rooms including an area specifically for adolescents
- Drop-in Centre
- The Child Protection Unit
- Multi-sensory rooms to encourage participation in therapy through fun, interactive digital content
- Landscaping including various outdoor spaces around the hospital

Once the doors open we need to continue to provide distractions, enhancements, equipment and training to support the hundreds of thousands of babies, children and young people who will use the new hospital throughout the coming years.

#### **Did you know...**

- ECHC is making the largest charitable contribution to the new children's hospital art and therapeutic design programme

All of ECHC's income comes from charitable sources so the activities of the fundraising team are vital to the success of the organisation. ECHC receives income from a number of income streams including;

- Individuals making donations and fundraising
- Nurseries, schools, colleges and universities
- Companies
- Indoor events eg dinners and balls
- Outdoor events eg sports challenges
- Trusts and Foundations

The Marketing Plan for the organisation is updated annually and all marketing activity is led by the Director of Fundraising and Marketing and her team. ECHC works with a PR agency called Holyrood Partnership and all releases are written and distributed to the media by them.

**Did you know...**

- ECHC received 32,175 donations in 2016
- ECHC was mentioned positively in the media over 204 times throughout the year

## **Finance and Administration**

The organisation conducts a great many financial transactions over the course of the year. Total income for the year equalled £2.4m which included £1.8 million charitable donations, £0.5m VAT refund and other income from trading and investments. During the year £1.1 million was committed through our grants programme and £3.2m was paid out which included the £2.3m commitment made to the new hospital.

The organisation has robust financial management procedures. These include processes for committing the organisation to expenditure, ordering from suppliers and cash handling.

The Audit Committee (a sub committee of the Board of Trustees) receives reports from the CEO and the finance team on financial activity, systems and processes. Each year the organisation undergoes an audit whereby the robustness of ECHC's financial processes are assessed. The auditors report to the Trustees on any issues or areas requiring improvement.

All staff play an important role in ensuring that financial management policies and processes are followed at all times.

An income and expenditure budget is developed annually with input from all staff. This is approved by the Trustees and progress against the budget is monitored through monthly management accounts.

ECHC also has robust policies and procedures in relation to information governance (the storing, management and processing of personal data). All supporter information is stored on our Raisers Edge database in line with Data Protection legislation.

## Retail

ECHC runs the shop within the main inpatients reception area in The Royal Hospital for Sick Children. The shop provides a range of snacks, drinks, gifts, cards and toys. All the profits from the shop are transferred from ECHC's trading company Task Trading to ECHC at the end of the year and used for charitable purposes. The shop is run by one member of staff and many volunteers. The shop serves a vital role of not just raising money and awareness for ECHC but also providing a service to children, young people and their families whilst in hospital.

Additionally, ECHC has an online shop within our website and also sells branded items and Christmas cards at off-site locations.

ECHC are delighted that we will run the shop within the busy main atrium of the new children's hospital when it opens in 2018.

**"I think the shop is a very important part of the hospital and the volunteers who work there are always very friendly. Thank you"**  
NHS staff member

## Strategy and planning

The organisation develops and implements a Strategic Plan every three years and is one year into its current Strategy for 2016-2018. The strategy was developed by the staff team with input from a range of stakeholders, and approved by the Trustees in June 2015.

The strategy details:

- Aim and purpose of the organisation
- ECHC's four strategic outcomes
- Our values
- Who we work with
- What we do
- The difference this makes
- How we measure this difference
- The actions we will take to deliver this difference

All the actions are detailed in our Annual Action Plans which all staff participate in developing each year. A three year Financial Plan along with annual expenditure and income budgets are developed to support the work of the strategy.

## Monitoring

Progress against the strategy is monitored annually by the Trustees although regular updates on activity, as well as latest financial performance, are received by Trustees at each meeting. A Trustee awayday was held in October 2016 which considered progress against year one of strategy.

Staff monitor progress against strategy by reviewing action plans and through a schedule of regular meetings. These include staff and volunteer management meetings, departmental team meetings and specific meetings such as health and safety. There are also a number of short-term working groups set up to deliver specific pieces of work. All staff are involved in at least one of these meetings.

In addition, all staff receive a monthly support meeting with their line manager. At these meetings personal objectives are agreed for the coming year and progress against these is discussed. It is also a good opportunity to discuss any learning or development needs which employees may have.

**"Last year I completed my Institute of Fundraising Certificate. This was a huge personal achievement that has really broadened my understanding of fundraising at a strategic level. I feel this has already made a huge impact on how I work and plan"**  
ECHC Fundraiser

### **Did you know...**

**In 2016 we introduced a range of new procedures to improve how we work including:**

- Improved management and more detailed reporting on funds; and a process for 'closing off' grants
- Improvements to supporter stewardship including improved thanking and the introduction of regular tours of the hospital projects we've funded
- A new process for applying for grants from ECHC, including guidance notes for applicants; and terms and conditions of funding.

## ACHIEVEMENTS AND PERFORMANCE

### Grants Awarded

In 2016, ECHC awarded 82 grant applications, as well as paying out grants awarded and accrued in 2015. We funded over 22 departments at the hospital as well as all hospital wards and some services within the Child and Adolescent Mental Health Service (CAMHS). We also funded projects/ services delivered at St John's Hospital, Livingston; Borders General Hospital; and the Royal Victoria Hospital, Kirkcaldy.

The 82 grants were awarded as follows from our three funding streams:

- 41 were awarded from our Small Grants Fund (under £5k)
- 20 were awarded from our Large Grants Fund (over £5k)
- 21 awards were made from our Training and Research Fund (16 under £5k; five over £5k).

Four applications made in 2016 are being carried forward for consideration in 2017.

All grants must achieve at least one of our four strategic objectives and some examples are detailed below.

#### 1. Children and young people's lives are less interrupted by illness

- We awarded £67k to develop an innovative project to improve the quality of life for children and young people with epilepsy.
- £570 was awarded for sign language training for children with severe speech difficulties and their families.
- £386 was awarded to Speech and Language Therapists to provide communication training to children with autism.
- A specialist nurse to support 203 children and young people with visible differences was funded for the fourth year running. Support was given to in-patients and outpatients at RHSC Edinburgh, Royal Victoria Hospital, Kirkcaldy and Raigmore Hospital in Inverness; as well as in children's family homes.
- 92 guided self help sessions were able to be provided, to teach children and young people skills and coping strategies to deal with confidence, self esteem and anxiety issues.
- A six-week project with Dancebase and the physiotherapy dept was funded to provide dance sessions to 50 children.

**"Our child wasn't having a life threatening op but it was major nonetheless. Orla helped us to structure our thoughts and figure out how to talk to A about what was going to happen. I definitely think that having her to talk with us helped enormously at what was a difficult time"**

Parent

#### 2. Children and young people are less scared and have a positive experience

- We provided a Spotify subscription so children can choose the music they listen to in theatre whilst undergoing surgery under local anaesthetic.
- We replenished the mobile library; and awarded funds to provide music at cot and bedside to babies and toddlers in critical care.
- We funded play equipment including a one handed games console controller for children with limited movement.



**"This provided a positive experience for him because, although he had been through a life-changing episode, he was able to see that he could still do some of the things he used to; he just had to adapt how he did them. Also because he lost the power of speech for a long time, he couldn't speak to his friends but was still able to interact with them via the games consoles"**

A Play Specialist explains the impact of the one handed games controller for a young person left with limited movement after a stroke

### **3. Children and young people's families are better supported and comforted**

- Our ongoing funding of parent accommodation and facilities meant 3,049 parents and carers accessed a hot shower, the lounge and a cup of tea in our PJ's Loft.
- 3,843 children, parents/carers, siblings and other family members visited the Drop In Centre for various levels of support thanks to our continued funding of this vital service.
- Also in the Drop in Centre, 565 sessions were provided offering parents/carers aromatherapy, massage, Indian Head and reflexology.
- Thanks to a donation from a family using the hospital, we created a quiet room for families of children in ward 7 (neurology).
- We funded the creation of special Memory boxes and tea-light holders which in 2016 were given to 45 families to provide comfort after their child had died.

**"Helping families to create special memories that can be cherished forever, can be a very valuable type of bereavement support and can help with the grieving process of those left behind sadly after the death of a child"**

Palliative Care Nurse

### **4. Children and young people have an improved experience of healthcare in the community**

- We funded a range of materials for the Therapy Inclusion Partnership which provided Allied Health Professionals with materials to work with children within their schools.
- ECHC awarded £32k to Action for Sick Children Scotland to fund self management workshops for children and young people with long-term conditions.
- We provided stickers, toys, certificates and distractions for babies and children attending the X-Ray Department in St John's Hospital, Livingston.

**"Laser lights, distractions, certificates, stickers and reward toys have meant this list has now a calm and friendly environment and almost all the children leave with a reward and a positive attitude to the whole experience"**

Staff member, X-Ray Dept. St John's Hospital, Livingston

## Grants to organisations

ECHC does not award grants to individuals but does provide funds to non-NHS organisations if they can demonstrate that they achieve at least one of our strategic outcomes.

Organisations which we funded in 2016 through our grants programme include:

- Nordoff Robbins to provide music therapy for children in ward 2; using child psychology services; and attending respite homes Calareidh and Sunndach.
- Teapot Trust to provide art therapy to children and young people visiting outpatient clinics; and children accessing psychology services.
- Hearts and Minds to provide 88 twice-weekly clown doctor visits to brighten up the day of children, young people and their families on the wards. Interacting with the Clowndoctors results in children growing in confidence and feeling empowered in situations where they have little control.

**"We love the Clowndoctors! We only wish that they could come more often. They really brighten up the child's day, the families and also the staff. Something for all that brings laughter...and laughter is the best medicine"**

Staff member

- Kindred to provide peer to peer support and advocacy to families of children and young people using the hospital, helping them to access financial support and assisting with education and housing.
- University of Edinburgh to part-fund a PhD Studentship to 'Examine the Role of Technology in Promoting Play in a Children's Hospital'.
- Cleft Lip and Palate Association (CLAPA) to part fund a Regional Coordinator.
- Action for Sick Children Scotland (ASCS) to fund a Project Officer to run self management workshops for young people with long-term conditions.

## Charitable Activities

In addition to providing funds through our grants programme ECHC provides extra impact as follows:

- Arranging volunteering opportunities for companies.
- 'Free' elements of the arts/activities programme, for example, live performances from the pantomime cast; visits from mobile cinemas Screen Machine and Pix in the Stix; and by sourcing free arts and crafts materials.
- Sourcing gifts in kind such as Christmas presents and trees; electronic equipment such as games consoles/ DVDs; books, games and toys; days out, visits and tickets.
- Assisting in negotiations between families/ funders and NHS to identify appropriate projects for funders to fund.
- Arranging and hosting visits and tours of the hospital for sports teams eg footballers, rugby players and celebrities.
- Assisting those we fund to find the best price, negotiate deals, place orders and arrange deliveries.
- From time to time we also run appeals on our social media for specific items such as clothing for parents or babies.

## Fundraising

It was the organisation's most successful year for fundraising, beating the income levels of previous years. Voluntary income for the twelve months to 31 December was £1,805k which exceeded the forecast. Highlights included income from corporate, individuals, events and sports challenges which were all up on the previous year's results.

Corporate income was £326k, up on last year's £263k. Throughout the year six new 'Charity of the Year' partnerships were achieved including Aegon, Morton Fraser, Brewin Dolphin and Ernst & Young.

Individuals donated £223k (£138k in 2015) through regular direct debit giving, one-off donations, appeals and legacies. Supporters in the community such as individuals, schools, nurseries and adult groups contributed £409k (£512k in 2015) through a range of fundraising activities. The lower level of community income in 2016 is entirely due to a fundraising event in 2015 (which raised over £130k) being a one-off event.

Events income for 2016 was £290k which was significantly up on the previous year's £169k. This was in most part due to a particularly successful Girly Get Together which raised over £90k (£45k in 2015).

Sports Challenges saw increased income on last year with £184k raised (£108k in 2015). This was thanks to the efforts of over 600 participants who ran, cycled, walk, swam or skydived to raise funds.

Trusts provided £360k of funds in 2016. In the most part, Trusts chose to fund certain areas of the new children's hospital. The Cordis Trust made the largest single donation received in the year; an incredible £100k to be used to enhance the bedrooms within the new Child and Adolescent Mental Health (CAMHS) unit. This was closely followed by a gift of £90k from the Ryvoan Trust to support part of 'the Pod' waiting area and a bereavement suite.

## Organisational

Our Strategy 2016 – 2018 sets out our strategic outcomes for children, young people and their families. To achieve these, the main focus of the annual action plans which accompany the strategy, are as follows:

- Increasing the contribution of ECHC.
- Raising the profile of ECHC amongst children and their families; NHS staff; and the general public.
- Evaluating, measuring and demonstrating the impact of ECHC.
- Developing and maintaining relationships.

A number of activities were undertaken within the year to further these strategic aims. Some examples are detailed below:

### **Increasing the contribution of ECHC:**

- Due to paying the remaining commitment of £2.3m to the new hospital, and including our continuing support of the current hospital, ECHC paid out the highest sum of money in 2016 than in any other year (£3.2m).
- Commitments of £1.1m were made to projects which began in 2016 and will continue into future years.

- A further three projects at the new hospital were approved by Trustees for funding including the enhancement of 12 inpatient bedrooms within the new Child and Adolescent Mental Health Service (CAMHS); enhancement of the courtyards within CAMHS; and the enhancement of the Child Protection Unit.

**Raising profile:**

- A programme of monthly tours of the hospital was introduced to demonstrate first-hand to supporters how their money is used.
- ECHC continued to hold twice-yearly Grand Round Learning Events within the hospital, each with five speakers who had received funding from our Training & Research fund giving short presentations on their experiences and learning. The Training and Research Fund was highlighted and a request for future applications made.
- ECHC supported the Nurse Specialist Conference in May 2016 highlighting the grants programme to nursing staff. A presentation was given to the Medical Staff Committee at the hospital to promote the grants programme and six possible grant applications are now being discussed following this.
- ECHC held a series of 'roadshows' in corporate venues (eg Aegon, Standard Life, RBS) and shopping malls to highlight our work and the hospital move.

**Did you know...**

- A skilled network of volunteer speakers allowed us to increase our engagements calendar from two talks in 2015 to 30 talks in 2016. This included Rotary Clubs, schools, church groups and SWRIs.
- A new website for ECHC was launched in July.

**Evaluating, measuring and demonstrating the impact of ECHC:**

- A target of 75% returned evaluation forms was hit with 79% returned.
- A mapping exercise was undertaken to understand the range of art being offered in the hospital and any gaps in relation to age and timing of delivery identified. This led to the expansion of the arts programme.
- An Impact Report was produced in 2016 for the previous year's activities. This demonstrated how we are achieving our strategic outcomes for children, young people and their families. A large poster version of the Impact Report was displayed in locations throughout the hospital; a short animated film version was available on the ECHC website; and slide versions were highlighted through social media.
- A process of debriefing on all major activity was introduced, for example after significant fundraising events; and progress against action plans was monitored at meetings, staff and trustee awaydays.

Our Impact Report is available separately.

**Developing and maintaining relationships:**

- Increased partnership working with NHS Lothian through the introduction of regular meetings with the Associate Director of Nursing; attendance at new hospital steering group;

attendance at monthly senior management meetings; and a variety of other NHS Lothian meetings and forums.

- An increased number of voluntary organisations engaged with including over 30 for the delivery of arts and activities.
- Seven staff undertook visits to other voluntary sector organisations to work with and learn from others. ECHC staff attended six professional forums including Scottish Directors of Charity Finance (SDCF), Association of Chief Officers Scottish Voluntary Organisations (ACOSVO) and a UK-wide Arts in Hospital Forum.

## **Royal Patron**

We are delighted to continue to receive invaluable support from our Royal Patron, HRH Princess Beatrice of York. Her Royal Highness provided a personal thank you film to ECHC supporters, as well as messages of support throughout the year. We are very grateful for this ongoing interest in our work.

## **FINANCIAL REVIEW**

Total income for the year to 31 December 2016 equalled £2,434,901 (£1,894,856 in the 12 month period to 31 December 2015) and total expenditure equalled £1,655,168 (£4,515,839 in 2015). Details of these are provided in the preceding paragraphs and further analysis is provided in the notes to the accounts.

The total net income was £845,857 (net expenditure was £2,668,708 in 2015) after investment gains of £66,124 (losses of £47,725 in 2015) giving a net increase in funds of £845,857 (decrease of funds of £2,668,708 in 2015).

## **Reserves Policy**

Funds at 31 December 2016 totalled £1,960,840 (£1,114,983 at 31 December 2015) of which £566,659 (£505,523 at 31 December 2015) represents Restricted Funds (funds received which are earmarked by the donor for a specific ward, department or project) and £1,394,181 (£609,460 at 31 December 2015) represents Unrestricted Funds.

Out of the unrestricted funds, the Trustees have designated a sum totalling £919,677 which will be spent on specific projects during the next year. This is shown separately in the balance sheet as Designated Funds. It has been the policy in the past to designate a further sum equivalent to one year's minimum operating costs revenue budget to a fund referred to as the Operating Fund (previously called the Investment Fund). Last year however, as the whole of the commitment to the new hospital had been accrued in the 2015 accounts, that had not been possible. At 31 December 2016 the Operating Fund has been re-instated at a value of £282,332, representing six months minimum operating costs, per the revised reserves policy.

## **Going Concern**

The Trustees are satisfied that the accounts should be prepared on a going concern basis. They have reviewed the level of reserves, the budget for both income and expenditure for the next 12 months and also reviewed the risks to the charity and its ability to continue to raise funds in the future.

## Risk Management

Risk is managed through the risk register which is reviewed twice yearly by the Trustees. Risks are identified, as are mitigants and controls, and are grouped into strategic, financial, reputational, organisational, legal and compliance, and governance. Key identified risks are:

Move to new hospital leading to loss of support as public don't identify with new building.

- Minimised through the annual development of a marketing plan with key messages and case studies highlighting need.
- Focus within marketing materials on the impact of ECHC's funding – highlighting the services which the hospital (old and new) provides.
- Media campaign highlighting the move planned for 2018 with Holyrood PR and Leith Agency.

ECHC seen only to support RHSC; limited understanding of the organisation's charitable purpose leading to ECHC missing out on support (eg from certain geographical locations).

- Marketing Plan developed annually with key messages and case studies highlighting breadth of funding.
- 'Localised' messaging and appeals in fundraising materials and PR activity.
- Strategic approach to healthcare settings (other than the hospital) agreed by Trustees at Awayday in 2016.
- Ongoing development of speakers' programme in the Lothians and Fife.

New name for RHSC leading to SKFF name becoming irrelevant/ name no longer reflecting the scope of what the charity does.

- Proposed name change and rebrand being tested with public.
- Evidence-based recommendations made to Trustees and approved in December 2016.
- Action plan and communication plan developed.
- Brand Strategist assisting in project management.

Designated/ restricted funds being used for incorrect purpose

- Newly developed ECHC Management of Funds Policy implemented and reviewed annually by Audit Committee.
- Monthly 'funds management' meeting introduced, involving all key ECHC staff, to review all funds; restricted, designated and unrestricted.
- Fundraising staff trained in restricted funds and the procedure for accepting funds.

## Details of Investment Performance

The Board set aside a sum of £250,000 on 31 March 2002 for investment. The management of the Portfolio was based on long term considerations, investing mainly in UK companies, UK Government stocks and cash deposits. During 2010 a further £500,000 was added to the Investment portfolio to be invested in gilts to achieve a yield significantly in excess of the interest earned on bank deposits. The investment policy was reviewed annually.

In order to provide the cash required to cover the substantial commitments to projects at the new hospital, accrued in the 2015 accounts but payable in 2016, the investment portfolio was liquidated in July 2016.

In the period to the date of liquidation, there was a net investment gain of £66,124, 5.6% of the value of the portfolio at the start of the year. Total investment income for this period of less than seven months was £31,823 and represented 2.7% of the opening value.

## **FUTURE PLANS**

The opening of the new hospital in early 2018 will mark the beginning of an exciting new chapter for ECHC. In preparation for this move, there are a number of strategic activities which will be undertaken in 2017.

We are delighted to have been given office space by NHS Lothian within the new children's hospital and our Arts Programme Manager along with members of our fundraising team will be based at the hospital. For the rest of the team, we will require to source new office premises and the search has already begun.

ECHC is delighted to be running the shop within the new children's hospital and in preparation for this opening a new staff member will be recruited from mid 2017. Their immediate priorities will be to project manage the fit-out of the shop, develop financial projections and recruit staff and volunteers.

One of our strategic aims in the ECHC Strategy 2016- 2018 is to increase impact by increasing the amount of funds we award through our grants programme. The voluntary income budget for 2017 shows a target of £2 million. If achieved, this will be a first for the charity and will allow a greater number of awards to be made.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Edinburgh Children's Hospital Charity was formed as an unincorporated association on 7 December 1992. On 1 October 2010 the assets and liabilities of the association were transferred into a company limited by guarantee, then called The Sick Kids Friends Foundation. The 'Memorandum and Articles of Association' is the governing document for the organisation and sets out the charitable purpose and governance structure. ECHC is recognised by HM Revenue & Customs as a charity and is registered with the Office of the Charity Regulator (OSCR) as a Scottish Charity with Scottish Charity Number SC 020862.

These accounts are the sixth accounts of the charity in the form of a company limited by guarantee and cover the twelve months to 31 December 2016.

### **Trustees**

The Directors of the Company (the Trustees) are responsible for the strategy and governance of the Charity and monitoring performance in line with the strategic objectives. The Trustees include members with professional experience in public sector (including health and education) and private sector (including retail, property, legal and financial services). The responsibility for delivering the strategy is delegated by the Board to the staff team.

There are 13 Trustees currently who are all volunteers. Biographies of the Trustees are given on the ECHC website. They receive no remuneration other than reasonable expenses, such as travel, should they wish to claim it. When being recruited, Trustees undergo a selection process led by a delegated Governance Sub-Committee. All Trustees have a Role Description and Person Specification, sign up to the ECHC Trustee Code of Conduct and complete a Register of Interests annually. In 2016, ECHC, supported by Edinburgh Voluntary Organisations Council (EVOC) embarked on a programme of

Trustee training and governance review to ensure that all Trustees were reminded of their duties and responsibilities.

During the twelve months (and up to the signing of these accounts) there were the following changes to the Board of Trustees:

- John Brodie was appointed to the Board in September 2016.
- Keith Anderson was appointed to the Board in October 2016.
- Elizabeth Kerr resigned from the Board of Trustees in November 2016.
- Mike Tumilty was appointed to the Board in December 2016.
- Stephanie Donaldson resigned from the Board in December 2016.
- Tracey Ashworth-Davies was appointed to the Board in February 2017.

The Trustees would like to record their gratitude to Stephanie Donaldson and Elizabeth Kerr who served as Trustees for 14 and six years respectively. Both brought enthusiasm, insight and dedication to the role which was very much appreciated.

### **Decision Making**

The Trustees meet regularly to monitor progress, decide on applications and receive reports. A schedule of meetings is agreed annually. The Trustees approved the current Strategy in 2015 and on an annual basis a budget for income and expenditure is approved. Responsibility for delivering the strategy is delegated to the Chief Executive and staff as detailed in the Scheme of Delegation and Sub-Committee Terms of Reference. Regular reports on progress are given at Trustee meetings. An annual Trustee Awayday to consider the ongoing suitability of the strategy was held in October 2016.

### **Management**

The charity is led by the Chief Executive and has one senior manager; the Director of Fundraising and Marketing.

### **Organisational structure**

The staff team is made up of:

- The Chief Executive
- Fundraising and marketing
- Finance and operations
- An Arts Programme Manager
- A Shop Manager

The team comprises eight full time staff and eleven part-time.

### **Restructure and salary review**

The Trustees approved the ECHC Strategy for 2016-2018 at their meeting in June 2015, along with the associated Financial Plan. It was agreed at this meeting that in order to deliver the strategic outcomes of the Strategy a review of organisational structure was required. This led to the creation



of the current Fundraising and Marketing team structure. At their meeting in November 2016, the Trustees approved a proposal to conduct a further restructure to create a Finance and Operations function. This will take effect from early 2017.

A salary review in September 2015 was conducted and a new pay scale introduced. In considering this, the CEO benchmarked against a number of charities, including two with similar purpose; used online salary comparison sites; and considered the scope and salary of similar posts advertised in sector recruitment sites. The pay of senior management was subject to the same approach. However the remuneration of the CEO is considered and agreed by the Chair and Trustees.

### **Connected Bodies**

Task Trading Limited is a wholly owned subsidiary company through which the trading activities for Edinburgh Children's Hospital Charity are carried on. Task Trading Limited shares its principal address with Edinburgh Children's Hospital Charity. Gross income for the year to 31 December 2016 amounted to £119,051 (£125,685 in 2015) and the net profit to be gifted to Edinburgh Children's Hospital Charity for the year to 31 December 2016 was £17,760 (£28,291 in 2015). The Sick Kids Friends (Little France) Limited was set up in December 2010 and has not yet traded.

### **Relationship between the Charity and Related Parties**

- Task Trading Ltd was set up as the trading company of the charity and donates its profits to the charity under the Gift Aid Scheme on an annual basis.
- Three Trustees, Lindsay Gardiner (Chair), Gordon MacKinlay and John Brodie are directors of Task Trading Ltd. Elizabeth Kerr resigned in November 2016 and John Brodie was appointed on the same date. The CEO of ECHC, Roslyn Neely, is also a director of Task Trading.
- Two Trustees, Lindsay Gardiner (Chair) and Suzanne Wilson are directors of The Sick Kids Friends (Little France) Limited, as is the CEO of ECHC, Roslyn Neely.
- One Trustee, Paul Leonard, is employed by NHS Lothian.
- One Trustee, Isabel McCallum, is a director of Radio Lollipop Limited.

### **Auditors**

A resolution to re-appoint Henderson Loggie will be put to members at the Annual General Meeting. So far as each Trustee is aware, there is no relevant audit information of which the auditors are unaware. Each Trustee has taken the appropriate steps to make themselves aware of such information and to establish that the auditors are aware of it. The Trustees' report is prepared in accordance with special provisions of the Companies Act 2006 relating to small companies.

Approved by the Trustees and authorised for signature by:

**Lindsay Gardiner**  
**Chair**  
**8 May 2017**

## Statement of the Trustees' Responsibility in respect of the Accounts

The Trustees are responsible for preparing the Report of the Board of Trustees and the financial statements in accordance with applicable law and regulations.

Law applicable to incorporated charities in Scotland requires the Trustees to prepare an annual report and financial statements for each financial period in accordance with applicable law and regulations. Under that law the Trustees prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the group at the end of the period and of its financial activities including its income and expenditure during the period then ended.

In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- 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; and

Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity and the group will continue in operation.

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

The Trustees are also responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the UK, governing the preparation and dissemination of financial statements, may differ from legislation in other jurisdictions of accounts may differ from legislation in other jurisdictions.

**Independent auditors' report to the Trustees of Edinburgh Children's Hospital Charity**

We have audited the financial statements of Edinburgh Children's Hospital Charity for the year to 31 December 2016 which comprise the Group and Parent Charitable Company Statements of Financial Activities, the Group and Parent Charitable Company Balance Sheets, the statement of Cash Flows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 to the charity's Trustees, as a body, in accordance with section 44 (1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the members and the charity's Trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity, its members as a body and its Trustees as a body for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of Trustees and auditors**

As explained more fully in the Trustees' responsibilities statement (set out on page 18), 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.

We have been appointed as auditors 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 under those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Financial Reporting Council's (FRC's) Ethical Standards Revised 2016.

**Scope of the audit of the financial statements**

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

**Independent auditors' report to the Trustees of Edinburgh Children's Hospital Charity**

**Opinion on financial statements**

In our opinion the financial statements:

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

**Opinion on other matter prescribed by the Companies Act 2006**

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

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you, if in our opinion:

- the parent charitable company has not kept proper and adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records or 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.
- the directors were not entitled to prepare the financial statements in accordance with the small company regime and take advantage of the small companies' exemption in preparing the directors' report and take advantage of the small companies' exemption from the requirement to prepare a strategic report.

**James Davidson (Senior Statutory Auditor)**

For and on behalf of Henderson Loggie Statutory Auditors

Henderson Loggie is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006  
Edinburgh

**8 May 2017**

## Edinburgh Children's Hospital Charity

### Consolidated Income and Expenditure Account and Statement of Financial Activities for the year ended 31 December 2016

		Year to 31 December 2016			Year to 31 December 2015		
	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £	Unrestricted Funds £	Restricted Funds £	Total Funds £
<b>Income:</b>							
Donations and Legacies	2	1,192,289	613,043	1,805,332	898,125	811,484	1,709,609
VAT Refund	3	-	467,281	467,281	-	-	-
Other Trading Activities	4	119,051	-	119,051	125,685	-	125,685
Income from Investments	5	43,237	-	43,237	59,562	-	59,562
<b>Total Income</b>		<b>1,354,577</b>	<b>1,080,324</b>	<b>2,434,901</b>	<b>1,083,372</b>	<b>811,484</b>	<b>1,894,856</b>
<b>Expenditure</b>							
Expenditure on Raising Funds	6,7,8	541,160	114,828	655,988	315,372	129,429	444,801
Expenditure on Charitable Activities	9	451,764	547,416	999,180	510,164	3,560,874	4,071,038
<b>Total expenditure</b>		<b>992,924</b>	<b>662,244</b>	<b>1,655,168</b>	<b>825,536</b>	<b>3,690,303</b>	<b>4,515,839</b>
Net Gains / (Losses) on Investment Assets		66,124	-	66,124	(47,725)	-	(47,725)
<b>Net Income / (Expenditure)</b>		<b>427,777</b>	<b>418,080</b>	<b>845,857</b>	<b>210,111</b>	<b>(2,878,819)</b>	<b>(2,668,708)</b>
Transfers between funds	12	356,944	(356,944)	-	(2,681,882)	2,681,882	-
<b>Net movement in funds</b>		<b>784,721</b>	<b>61,136</b>	<b>845,857</b>	<b>(2,471,771)</b>	<b>(196,937)</b>	<b>(2,668,708)</b>
<b>Reconciliation of funds</b>							
Total funds brought forward at 1 January 2016		609,460	505,523	1,114,983	3,081,231	702,460	3,783,691
<b>Total funds carried forward</b>		<b>1,394,181</b>	<b>566,659</b>	<b>1,960,840</b>	<b>609,460</b>	<b>505,523</b>	<b>1,114,983</b>

# Edinburgh Children's Hospital Charity

## Income and Expenditure Account and Statement of Financial Activities for the year ended 31 December 2016

	Year to 31 December 2016			Year to 31 December 2015		
	Unrestricted Funds £	Restricted Funds £	Total Funds £	Unrestricted Funds £	Restricted Funds £	Total Funds £
<b>Income:</b>						
Donations and Legacies	1,210,049	613,043	1,823,092	926,416	811,484	1,737,900
VAT Refund	-	467,281	467,281	-	-	-
Income from Investments	43,237	-	43,237	59,562	-	59,562
<b>Total Income</b>	<b>1,252,635</b>	<b>1,080,324</b>	<b>2,333,610</b>	<b>985,978</b>	<b>811,484</b>	<b>1,797,462</b>
<b>Expenditure</b>						
Expenditure on Raising Funds	439,869	114,828	554,697	217,978	129,429	347,407
Expenditure on Charitable Activities	451,764	547,416	999,180	510,164	3,560,874	4,071,038
<b>Total Expenditure</b>	<b>891,633</b>	<b>662,244</b>	<b>1,553,877</b>	<b>728,142</b>	<b>3,690,303</b>	<b>4,418,445</b>
Net Gains / (Losses) on Investments	66,124	-	66,124	(47,725)	-	(47,725)
<b>Net Income / (Expenditure)</b>	<b>427,777</b>	<b>418,080</b>	<b>845,857</b>	<b>210,111</b>	<b>(2,878,819)</b>	<b>(2,668,708)</b>
Transfers between funds	356,944	(356,944)	-	(2,681,882)	2,681,882	-
<b>Net movement in funds</b>	<b>784,721</b>	<b>61,136</b>	<b>845,857</b>	<b>(2,471,771)</b>	<b>(196,937)</b>	<b>(2,668,708)</b>
<b>Reconciliation of funds</b>						
Total funds brought forward at 1 January 2016	609,460	505,523	1,114,983	3,081,231	702,460	3,783,691
<b>Total funds carried forward</b>	<b>1,394,181</b>	<b>566,659</b>	<b>1,960,840</b>	<b>609,460</b>	<b>505,523</b>	<b>1,114,983</b>

# Edinburgh Children's Hospital Charity

## Balance Sheet at 31 December 2016

	Notes	Group		Foundation	
		31 December 2016 £	31 December 2015 £	31 December 2016 £	31 December 2015 £
<b>FIXED ASSETS</b>					
Investments	13	-	1,184,769	-	1,184,769
<b>CURRENT ASSETS</b>					
Stock		12,793	16,756	-	-
Debtors	14	31,320	21,541	50,040	49,832
Cash at bank and in hand		2,052,923	2,475,203	2,038,954	2,451,994
<b>CURRENT ASSETS</b>		<b>2,097,036</b>	<b>2,513,500</b>	<b>2,088,994</b>	<b>2,501,826</b>
Grants accrued in relation to new hospital payable during 2016	15	-	(2,295,113)	-	(2,295,113)
Other grants and creditors	15	(136,196)	(288,173)	(128,154)	(276,499)
<b>CREDITORS: amounts falling due within one year</b>	15	<b>(136,196)</b>	<b>(2,583,286)</b>	<b>(128,154)</b>	<b>(2,571,612)</b>
<b>NET CURRENT ASSETS</b>		<b>1,960,840</b>	<b>(69,786)</b>	<b>1,960,840</b>	<b>(69,786)</b>
<b>NET ASSETS</b>		<b>1,960,840</b>	<b>1,114,983</b>	<b>1,960,840</b>	<b>1,114,983</b>
Net assets comprising:					
<b>Restricted funds</b>	11,12	<b>566,659</b>	<b>505,523</b>	<b>566,659</b>	<b>505,523</b>
Unrestricted funds	12	192,172	14,969	192,172	14,969
Operating fund	10,12	282,332	-	282,332	-
Designated funds	10,12	919,677	594,491	919,677	594,491
<b>Total unrestricted funds</b>		<b>1,394,181</b>	<b>609,460</b>	<b>1,394,181</b>	<b>609,460</b>
		<b>1,960,840</b>	<b>1,114,983</b>	<b>1,960,840</b>	<b>1,114,983</b>

These accounts have been prepared in accordance with special provisions of the Companies Act 2006 relating to small companies.

These accounts were approved and authorised for issue by the Trustees on 8 May 2017 and signed on their behalf by:

**Lindsay Gardiner**  
Chair

# Edinburgh Children's Hospital Charity

## Consolidated Statement of Cash Flows

	Year to 31 December 2016 £	Year to 31 December 2016 £	Year to 31 December 2015 £	Year to 31 December 2015 £
<b>Cash flows from operating activities</b>				
Net cash used in operating activities		(1,716,410)		(227,445)
<b>Cash flows from investing activities</b>				
Dividends, interest and rents from investments	43,237		59,562	
Proceeds from sale of investments	1,436,806		545,639	
Purchase of investments	(226,919)		(680,662)	
<b>Net cash provided by (used in) investing activities</b>		<b>1,253,124</b>		<b>(75,461)</b>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>(463,286)</b>		<b>(302,906)</b>
Cash and cash equivalents at the beginning of the year		2,516,209		2,819,115
<b>Total cash and cash equivalents at the end of the year</b>		<b>2,052,923</b>		<b>2,516,209</b>

### Notes to the statement of cash flows

Note a -	Year to 31 December 2016 £	Year to 31 December 2015 £
<b>Reconciliation of net income/(expenditure) to net cash flow from operating activities</b>		
<b>Net income/(expenditure) for the year</b>	<b>845,857</b>	<b>(2,668,708)</b>
<b>Adjustments for:</b>		
(Gains)/losses on investments	(66,124)	47,725
Dividends, interest and rents from investments	(43,237)	(59,562)
Decrease/(increase) in stock	3,963	(879)
(Increase)/decrease in debtors	(9,779)	8,312
(Decrease)/increase in creditors	(2,447,090)	2,445,667
<b>Net Cash used in Operating Activities</b>	<b>(1,716,410)</b>	<b>(227,445)</b>

Note b -	At start of year £	Cash Flow £	Non-cash changes £	At end of year £
<b>Analysis of cash and cash equivalents</b>				
Cash at bank	2,475,203	(422,280)	-	2,052,923
Cash held within investments	41,006	(41,006)	-	-
<b>Net funds</b>	<b>2,516,209</b>	<b>(463,286)</b>	<b>-</b>	<b>2,052,923</b>



## **1. ACCOUNTING POLICIES**

### **Basis of preparation**

The financial statements have been prepared under the historic cost convention. The charity is a public benefit entity and a company limited by guarantee, incorporated in Scotland with the registered office as noted on page 37. The financial statements are compliant with the charity's Articles, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006, the Companies Act 2006, the Statement of Recommended Practice FRS102 (SORP FRS102) "Accounting and Reporting by Charities" (revised 2015) and in accordance with Financial Reporting Standard 102 (FRS102). The principal accounting policies adopted in the preparation of the financial statements are set out below.

### **Going Concern**

These accounts have been prepared on a going concern basis. There are no material uncertainties that exist or material changes in the way charity operates. The Trustees consider it is appropriate to prepare accounts on a going concern basis. Further detailed information is given on page 13.

### **Group financial statements**

These financial statements consolidate the results of the charity and its wholly owned subsidiary Task Trading Limited on a line by line basis incorporating income and expenditure under activities and expenditure on raising funds respectively.

### **Recognition of income**

Donations and legacies income also includes gifts and grants that provide core funding or are of a general nature is recognised where there is entitlement, probability of receipt, changed from certainty of receipt in previous years, and the amount can be measured with sufficient reliability. Income tax reclaims are recognised when claimed.

### **Gifts in kind**

Where gifts in kind are donated for the purposes of auction or other sale the proceeds from the auction are included in the donations and legacies figures in the Statement of Financial Activities.

Where goods or services are donated directly to Edinburgh Children's Hospital Charity these are included in the Statement of Financial Activities if the value is known with any certainty. If there is uncertainty over the quantification of donations these are noted in the financial statements, if significant.

The general volunteer time of the volunteers is not recognised.

### **Grants payable**

Grants awarded are recognised in full in the period in which they are payable.

### **Expenditure on Raising Funds**

The expenditure on raising funds consists of direct expenditure, trading activity costs, investment management costs and an apportionment of overhead and support costs as shown in note 7.

### **Charitable activities**

Expenditure on charitable activities includes grants made and an apportionment of overhead and support costs as shown in note 7.

### **Pensions**

The charity operates a defined contribution pension scheme. The amount charged to the income and expenditure account represents the contribution payable to the scheme in respect of the accounting period.

**1. ACCOUNTING POLICIES** *(continued)*

**Fixed asset investments**

Investments are stated at market value as at the balance sheet date. UK Open-ended investment companies are included as listed investments. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the period.

**Realised gains and losses**

All gains and losses are taken to the statement of financial activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and opening market value (purchase date if later). Unrealised gains and losses are calculated as the difference between the market value at the period end and opening market value (or purchase date if later). Realised and unrealised gains are not separated in the Statement of Financial Activities.

**Capital items**

Capital items acquired for the office or for the Drop In Centre which individually have a cost or value of less than £5,000 are written off in the financial period of purchase.

**Stocks**

Stocks are stated at the lower of cost incurred in bringing each product to its present location and condition or net realisable value.

**Debtors**

Debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid net of any trade discounts due.

**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 twelve months or less from the date of acquisition or opening of the deposit or similar account.

**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 a 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.

**Financial Instruments**

The group only has basic 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.

**VAT policy**

Edinburgh Children's Hospital Charity is not registered for VAT and accordingly expenditure includes VAT where appropriate. However, Task Trading Limited is registered for VAT and accordingly its income and expenditure are stated net of VAT.

**Fund accounting**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds which have been granted by the Trustees for particular purposes from which the expenditure has not been incurred. Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal. Transfers between restricted funds are made where special purpose activities are continuing but the delivery has changed due to the closure of, for example, a ward. Such transfers are separately disclosed in note 11. Where other transfers are required the reasons are noted in the appropriate funds note.

## Edinburgh Children's Hospital Charity

Notes to the financial statements for the year ended 31 December 2016

### 2. DONATIONS AND LEGACIES

			Year to 31 December 2016	Year to 31 December 2015
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Corporate	217,579	108,039	325,618	262,719
Individuals	212,321	10,260	222,581	138,175
Community	310,738	98,636	409,374	513,659
Events	244,377	45,256	289,633	169,429
Sports challenges	180,559	3,549	184,108	107,732
Trusts and Foundations	13,396	346,803	360,199	447,932
Major Donors	13,319	500	13,819	-
Gift Aid*	-	-	-	69,963
	<b>1,192,289</b>	<b>613,043</b>	<b>1,805,332</b>	<b>1,709,609</b>

\*Gift Aid is allocated across departments from 2016.

### 3. VAT REFUND

We received confirmation from NHS Lothian that the VAT paid on the original new hospital Art and Therapeutic Design projects was mostly recoverable. This resulted in a sum of £467,281 being returned to ECHC in October 2016.

### 4. OTHER TRADING ACTIVITIES

	Year to 31 December 2016	Year to 31 December 2015
	£	£
Shop turnover	<b>119,051</b>	125,685

Incoming resources from trading activities are stated net of value added tax and represent the value of sales made in the course of Task Trading Limited's activity.

### 5. INCOME FROM INVESTMENTS

	Year to 31 December 2016	Year to 31 December 2015
	£	£
Dividend income	<b>31,083</b>	37,452
Interest from UK Government securities	<b>531</b>	786
Bank interest on cash held as part of the portfolio	<b>209</b>	216
Income from investment portfolio	<b>31,823</b>	38,454
Interest from cash deposits	<b>11,414</b>	21,108
Total investment income	<b>43,237</b>	59,562

The dividend income and the interest from UK Government securities is received from investments listed on a recognised UK Stock Exchange.

**6. STAFF COSTS**

	<b>Year to 31 December 2016 £</b>	<b>Year to 31 December 2015 £</b>
Salaries	<b>437,983</b>	350,403
Social security costs	<b>36,896</b>	29,720
Pension costs	<b>13,519</b>	11,388
	<b>488,398</b>	391,511

The team comprises eight full time staff and eleven part-time (thirteen in 2015).

A defined contribution pension scheme for all staff was introduced on 1 October 2011. At 31 December 2016 no contributions were due to be paid (nil in 2015).

No Trustees received any remuneration during the year (nil in 2015). No trustees received any reimbursement of expenses during the year (£137 to a now former trustee in 2015). Trustee indemnity insurance was provided during the period at a cost of £773 (£739 in 2015).

In line with the Statement of Recommended Practice for Charities, the allocation of staff costs between fundraising, charitable activities and governance is shown in Note 7.

The total remuneration for key management during the year was £115,225 (£122,465 in 2015). During the year one employee received annual emolument between £60,000 and £70,000 (one between £60,000 and £70,000 in 2015). Employer contributions to a defined contribution scheme in respect of the higher paid employee totalled £4,630 (£4,379 in 2015).

## Edinburgh Children's Hospital Charity

Notes to the financial statements for the year ended 31 December 2016

### 7. ALLOCATION OF COSTS

		Expenditure on Raising Funds	Fundraising trading	Charitable activities	Governance	Year to 31 December 2016 Total
	Basis	£	£	£	£	£
Staff costs (see note 6)	1	238,372	11,177	179,917	58,931	488,398
Special events	2	153,909	-	-	-	153,909
Promotional	2	18,931	-	-	-	18,931
Other direct fundraising costs	2	54,730	-	-	-	54,730
Travel	3	(733)	-	(553)	(181)	(1,468)
Postage and communications	3	4,239	-	3,199	1,048	8,486
Computer expenses and maintenance	2	10,344	-	-	-	10,344
Office expenses and other items	4	33,206	6,876	25,063	8,209	73,354
Audit fee	2	-	1,025	-	8,100	9,125
Other professional fees	3	33,795	-	25,507	8,355	67,657
<b>Total</b>		<b>546,793</b>	<b>19,078</b>	<b>233,133</b>	<b>84,462</b>	<b>883,466</b>
<b>Allocation</b>						
Restricted funds		114,828	-	139,519	-	254,347
Unrestricted funds		431,965	19,078	93,614	84,462	629,119
		<b>546,793</b>	<b>19,078</b>	<b>233,133</b>	<b>84,462</b>	<b>883,466</b>

Costs are allocated as follows:

- 1 Time allocation
- 2 Direct attribution
- 3 Allocation based on staff costs
- 4 Direct attribution to activities for generating funds and the remainder allocated on staff costs

## 8. EXPENDITURE ON RAISING FUNDS

			Year to 31 December 2016	Year to 31 December 2015
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Expenditure on Raising Funds (note 7)	431,965	114,828	546,793	337,416
Fundraising trading:				
Costs of goods sold	82,213	-	82,213	82,682
Costs allocated to fundraising trading (note 7)	19,078	-	19,078	14,712
	101,291	-	101,291	97,394
Investment management fee	7,904	-	7,904	9,991
Total expenditure on raising funds	541,160	114,828	655,988	444,801

The increase in expenditure on raising funds is due to the following events being held in 2016 and not in 2015 (Archerfield, Great Strides, Postcards, Tough Mudder), website development and staff costs following the restructure at the end of 2015.

To the extent that the costs attributable to generating donations and legacies are not directly attributable between unrestricted and restricted funds, they are allocated in direct proportion to donations and legacies received. The costs attributed to fundraising trading and investment management all relate to unrestricted funds.

## 9. EXPENDITURE ON CHARITABLE ACTIVITIES

			Year to 31 Dec 2016	Year to 31 Dec 2015
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Grants and donations:</b>				
Arts Programme	-	28,753	28,753	28,799
Art Therapy	-	28,650	28,650	17,288
Refresh A&E Waiting Rooms	-	2,400	2,400	30,374
CAMHS ASD Assessment and Intervention	-	-	-	17,567
Changing Faces Practitioner	33,321	369	33,690	33,779
Cleft Lip & Palate Regional Coordinator	14,572	(14,572)	-	24,458
Clinical Skills Unit Upgrade	-	-	-	26,000
Clowndoctors	-	17,000	17,000	15,000
Cough Assist Machines for Physiotherapy	-	-	-	6,400
Critical Care Kwickscreens	-	(1,213)	(1,213)	7,278
Cystic Fibrosis International Study	-	-	-	20,840
Drop In Centre	-	121,408	121,408	117,948
Drop In Centre Guided Self Help	16,581	185	16,766	15,678
Family Support	31,125	1,833	32,957	32,526
Fibrescopes, Microscopes, Telescope and Lightsources	-	30,408	30,408	-
Hospital Passport Assistant Psychologist	10,761	-	10,761	-
Interactive Projector	351	(351)	-	7,800

**9. EXPENDITURE ON CHARITABLE ACTIVITIES (continued)**

			Year to 31 Dec 2016	Year to 31 Dec 2015
	Unrestricted £	Restricted £	Total £	Total £
<b>Grants and donations:</b>				
Kindred Counselling Service	12,000	-	12,000	10,000
Kindred Support Project	52,000	-	52,000	40,000
Module in Paediatric Haematology & Oncology	-	5,460	5,460	-
Mortuary Refurbishment	-	-	-	25,354
Music Therapy	5,418	5,418	10,836	10,936
New Hospital	-	-	-	2,979,603
Oncology Low Level Laser Therapy (LLLT)	-	5,776	5,776	-
Palliative Care Specialist Equipment	-	-	-	7,641
Play Department	-	6,579	6,579	6,333
Playroom Upgrade at St John's	-	-	-	35,781
Play Specialist Training Courses	30	15,347	15,377	-
Quiet Room Refurbishment	1,083	-	1,083	5,679
Relax and View in MRI DVD System	16,440	-	16,440	-
Resuscitation Manikin	-	-	-	25,060
Scotland Therapeutic Recreation Camp	-	-	-	10,800
Epilepsy Screening Methodology	-	7,102	7,102	-
Self Management Workshops	2,292	-	2,292	27,500
Sunndach & Calareidh Bathing System	-	-	-	22,802
Sunndach & Calareidh Music Therapy	-	9,933	9,933	4,945
Sunndach Sensory Equipment	-	-	-	22,365
3D Printing	-	-	-	29,461
Therapies Ward 2	-	11,966	11,966	11,838
Social Work Department	-	7,750	7,750	8,200
Study of Incident Paediatric - onset IBD	-	38,367	38,367	-
USS Machine Utilisation in the Emergency Department	21,554	7,000	28,554	-
Volunteer Services	20,787	-	20,787	26,606
Voluntary Services Assistant Co-ordinator	7,619	-	7,619	-
Other grants and donations (under £5,000)	27,754	72,329	100,083	113,763
<b>Total grants and donations</b>	<b>273,688</b>	<b>407,897</b>	<b>681,585</b>	<b>3,826,402</b>
Costs attributable to charitable activities (note 7) including governance costs	<b>178,076</b>	<b>139,519</b>	<b>317,595</b>	<b>244,636</b>
<b>Total cost of charitable activities</b>	<b>451,764</b>	<b>547,416</b>	<b>999,180</b>	<b>4,071,038</b>

All of the grants and donations payable were to support patients, families, projects or staff at the Royal Hospital for Sick Children and other healthcare centres.

The costs attributable to charitable activities are attributed between unrestricted and restricted funds in direct proportion to the grants and donations paid.

## 10. DESIGNATED FUNDS

In line with the Statement of Recommended Practice for Charities, £919,677 has been designated for various charitable projects and £282,332 equivalent to six months minimum operating costs has been designated in the Operating Fund as detailed in the 'Financial Review' on page 13.

A net transfer has been made from unrestricted funds of £760,261. This is the net effect of provisions made in the current financial period for grants approved in the period reduced by designations having been made in a previous financial year which are no longer required. This happens when specific funds are subsequently raised for the project or where the final cost is less than the designated amount.

	Funds Balance at 1 January 2016	(Payments) made during the period	Transfer from/(to) Unrestricted Funds	Funds Balance at 31 December 2016
	£	£	£	£
<b>Designated Funds</b>				
Family Support	30,000	(26,340)	26,340	30,000
Drop In Centre	120,000	(119,612)	119,612	120,000
Arts Programme	74,075	(23,621)	9,663	60,117
Clowndoctors	17,000	(16,900)	16,900	17,000
Art Therapy	32,400	(32,550)	30,750	30,600
Music Therapy in Hospital	13,000	(5,418)	2,923	10,505
Music Therapy Sunndach & Calareidh	9,224	(9,406)	9,302	9,120
Volunteer Services	39,000	(20,787)	20,787	39,000
Drop In Centre Guided Self Help	28,000	(16,766)	16,766	28,000
Changing Faces Practitioner	39,000	(33,690)	31,789	37,099
Play Department	6,000	(6,579)	6,579	6,000
Welcome and Reward Presents	6,500	(3,399)	3,399	6,500
Social Work	7,000	(6,185)	6,185	7,000
Fish Tanks	5,000	(3,108)	3,108	5,000
Ward 2 Massage Therapy	14,000	-	(7,259)	6,741
Hospital Passport Clinical Psychologist	32,035	(10,761)	(8,460)	12,814
Kindred Support Project	52,000	(52,000)	39,000	39,000
Kindred Counselling	10,000	(12,000)	11,000	9,000
CAMHS	-	-	10,000	10,000
Flexiscope	35,032	(24,408)	(10,624)	-
Assistant Voluntary Serv Co-ordinator	13,000	(7,619)	8,439	13,820
Transitional Care Unit Project Lead	-	-	20,417	20,417
Epilepsy Screening Methodology	-	-	33,653	33,653
Enhancement of Child Protection Unit	-	-	40,000	40,000
Clinical Teacher to Support Migration	-	-	32,000	32,000
Lothian Self Management Project	-	-	26,951	26,951
Other approved grants (under 5,000)	12,225	(3,926)	12,021	20,320
New Hospital (VAT refunds)	-	-	249,020	249,020
<b>Designated Funds</b>	<b>594,491</b>	<b>(435,075)</b>	<b>760,261</b>	<b>919,677</b>
<b>Operating Fund</b>	<b>-</b>	<b>-</b>	<b>282,332</b>	<b>282,332</b>

Further information on grants paid and accrued during the period is given in the Trustees' Report. The designated funds balance represents our commitments out of unrestricted funds for the next year.



## 11. RESTRICTED FUNDS

Restricted funds are funds received which are earmarked by the donor for a specific ward, department or project.

	Funds Balance at 1 January 2015	Transfers between Funds	Transfer from (to) Unrestricted Funds	Income during the period	Payments and Grants during the period	Funds Balance at 31 December 2016
	£	£	£	£	£	£
Accident & Emergency	-	-	11,484	942	(12,426)	-
Arts Programme	-	-	25,658	39,707	(65,365)	-
Bill Manson Scholarship	16,135	-	-	1,250	(2,000)	15,385
Billy Macdougall Memorial	-	-	-	19,401	-	19,401
CAMHS Therapeutic Work	-	-	-	30,000	-	30,000
Chronic Fatigue	12,261	-	-	-	-	12,261
Clowndoctors	-	-	16,900	100	(17,000)	-
Craig Gowans Memorial Trust	117,419	(120,981)	-	3,562	-	-
Intensive Care & High Dependency	33,933	-	-	13,586	862	48,381
Crohn's Disease Research	48,635	-	-	7,107	(38,367)	17,375
Drop In Centre	-	-	119,612	1,796	(121,408)	-
Family Support	-	-	(4,785)	10,068	(5,283)	-
Flexiscope	6,000	-	24,408	-	(30,408)	-
Kidsnet	12,842	-	-	250	(1,176)	11,916
Leukaemia & Oncology	15,933	(4,142)	-	2,552	(7,085)	7,258
Neurology	14,719	-	-	-	(2,901)	11,818
New Hospital Enhancements	41,352	162,575	(852,877)	893,787	-	244,837
Orthopaedic / Spinal	27,861	-	-	200	-	28,061
Patrick Hamilton - Oncology	39,726	(39,726)	-	-	-	-
Play Department	-	-	24,091	2,254	(26,345)	-
Ward 2	1,658	4,142	-	12,106	(17,906)	-
Ward 7 Neurology	18,702	-	-	12,958	(10,558)	21,102
Other funds (under £10,000)	98,347	(1,868)	24,218	28,698	(50,531)	98,864
<b>Total Restricted Funds</b>	<b>505,523</b>	<b>-</b>	<b>(611,291)</b>	<b>1,080,324</b>	<b>(407,896)</b>	<b>566,659</b>

The costs apportioned to the restricted funds of raising funds (£114,828) and of charitable activities (£139,519) referred to in notes 7, 8, 9 and 12 are deemed to have been applied to restricted funds in the statement of financial activities but are not charged against each separate restricted fund. These costs have been charged to unrestricted funds and therefore are not reflected in the movement on the funds listed above.

Transfers were made from Unrestricted Funds to Restricted Funds in instances where grant expenditure exceeded the amount available in a Restricted Fund. Transfers have also been made between Funds where this has been considered appropriate or agreed with the fund holder.

In the 2015 accounts, it was necessary to transfer £2,241,170 from Unrestricted Funds to cover the accrued costs of the New Hospital Enhancements. Following additional income in 2016 towards these projects and a refund of VAT, it has been possible to restate £852,877 back to Unrestricted Funds.

## 12. FUNDS SUMMARY

The movements during the year allocated to the different funds are summarised as follows:

	Restricted Funds £	Unrestricted Funds £	Operating Fund £	Designated Fund £	Total Funds £
<b>Funds per Balance Sheet at 31 December 2015</b>	<b>505,523</b>	<b>14,969</b>	-	<b>594,491</b>	<b>1,114,983</b>
Net Income from the Statement of Financial Activities	<b>418,080</b>	<b>427,777</b>	-	-	<b>845,857</b>
Grants paid from Designated Funds	-	<b>435,075</b>	-	<b>(435,075)</b>	-
Transfers to Designated Funds	-	<b>(760,261)</b>	-	<b>760,261</b>	-
Operating Fund movement	-	<b>(282,332)</b>	<b>282,332</b>	-	-
Transfer to Restricted Funds	<b>(611,291)</b>	<b>611,291</b>	-	-	-
Expenditure on raising funds allocated to restricted funds	<b>114,828</b>	<b>(114,828)</b>	-	-	-
Expenditure on charitable activities allocated to restricted funds	<b>139,519</b>	<b>(139,519)</b>	-	-	-
Gross transfers between funds	<b>(356,944)</b>	<b>356,944</b>	-	-	-
<b>Funds per Balance Sheet at 31 December 2016</b>	<b>566,659</b>	<b>192,172</b>	<b>282,332</b>	<b>919,677</b>	<b>1,960,840</b>

## Analysis of Net Assets

	Restricted Funds £	Unrestricted Funds £	Operating Fund £	Designated Fund £	Total Funds £
Net Current assets	<b>566,659</b>	<b>192,172</b>	<b>282,332</b>	<b>919,677</b>	<b>1,960,840</b>
<b>Net Assets at 31 December 2016</b>	<b>566,659</b>	<b>192,172</b>	<b>282,332</b>	<b>919,677</b>	<b>1,960,840</b>

### 13. INVESTMENTS

	Group and Foundation	
	31 December 2016	31 December 2015
	£	£
Cost of Investments at 31 December 2015	1,164,835	1,006,427
Net cumulative gain on revaluation at 31 December 2015	(21,072)	50,038
Market Value at 31 December 2015	1,143,763	1,056,465
Acquisitions at cost	226,919	680,662
Sale proceeds	(1,436,806)	(545,639)
Realised gain on investments sold	66,124	(4,592)
Changes in investment holding gains	-	(43,133)
Market Value at 31 December 2016	-	1,143,763
Cost of Investments at 31 December 2016	-	1,164,835
Net cumulative gain on revaluation at 31 December 2016	-	(21,072)
Market Value at 31 December 2016	-	1,143,763
Cash held as part of portfolio	-	41,006
	-	1,184,769
Investment (losses)/gains		
Realised (loss)/gain on investments sold	66,124	(4,592)
Changes in investment holding (losses)/gains	-	(43,133)
Net (loss)/gain in the period	66,124	(47,725)

### 14. DEBTORS

	Group		Foundation	
	31 December 2016	31 December 2015	31 December 2016	31 December 2015
	£	£	£	£
Interest Receivable	212	708	212	708
Prepayments	31,108	20,815	31,108	20,815
Other Debtors	-	18	-	18
	31,320	21,541	31,320	21,541
Due from Task Trading Limited:				
- Profit for the period	-	-	17,760	28,291
- Balance of Task Trading A/c at 31 December	-	-	960	-
	31,320	21,541	50,040	49,832

## Edinburgh Children's Hospital Charity

Notes to the financial statements for the year ended 31 December 2016

### 15. CREDITORS: amounts falling due within one year

	Group		Foundation	
	31 December 2016	31 December 2015	31 December 2016	31 December 2015
	£	£	£	£
Trade creditors	51,475	25,983	47,756	13,343
PAYE/NIC due to HMRC	10,600	10,350	10,600	10,350
New Hospital grants accrued	-	2,295,113	-	2,295,113
Other grants due	55,660	229,393	55,660	229,393
Other creditors	16,465	19,233	14,138	19,233
Balance of Task Trading Account	-	-	-	4,180
VAT due to HMRC	1,996	3,214	-	-
	<b>136,196</b>	<b>2,583,286</b>	<b>128,154</b>	<b>2,571,612</b>

### 16. RELATED PARTY TRANSACTIONS

Certain expenses of Task Trading are paid by Edinburgh Children's Hospital Charity and were reimbursed during the period. The amounts due from Task Trading at 31 December 2015 represented the profit for the period of £17,760 (£28,291 in 2015) and £960 (£4,180 net expenditure in 2015) in respect of net income by Edinburgh Children's Hospital Charity on behalf of Task Trading.

### 17. SUBSIDIARY COMPANIES

The following companies, incorporated in Scotland, are 100% subsidiaries of Edinburgh Children's Hospital Charity:

Name	Net Assets	Turnover	Expenditure	Profit / (Loss)	Nature of business
The Sick Kids Friends (Little France) Ltd (SC390634)	£-	£-	£-	£-	Dormant
Task Trading Ltd (SC123976)	£-	£119,051	£119,051	£-	Retail Trading

### 18. ULTIMATE CONTROLLING ENTITY

Edinburgh Children's Hospital Charity is controlled by its voluntary Board of Trustees. There is no parent company.

## REFERENCE & ADMINISTRATIVE DETAILS

### Name and Address

Edinburgh Children's Hospital Charity  
The Royal Hospital for Sick Children  
20 Millerfield Place  
Edinburgh  
EH9 1LW

Telephone: 0131 668 4949

Scottish charity number: SC 020862  
Company registration number: SC 385020  
[www.echcharity.org](http://www.echcharity.org)

### Royal Patron

HRH Princess Beatrice of York

### Chair

Lindsay Gardiner

### Chief Executive

Roslyn Neely

### Auditors

Henderson Loggie  
34 Melville Street  
Edinburgh  
EH3 7HA

### Bankers

Bank of Scotland  
Head Office  
The Mound  
Edinburgh EH1 1YZ

### Lawyers

Lindsays  
Caledonian Exchange  
19A Canning Street  
Edinburgh EH3 8HE

### Investment Advisers

Barclays  
11 Melville Crescent  
Edinburgh  
EH3 7LU

### Trustees

The Trustees who held office during the period and up to the date of signing Accounts were:

Keith Anderson (appointed September 2016)  
Tracey Ashworth-Davies (appointed February 2017)  
Robin Blacklock  
Elizabeth Bremner  
John Brodie (appointed June 2016)  
Stephanie Donaldson (resigned December 2016)  
Michael Dow (Vice-Chair)  
Lindsay Gardiner (Chair)  
Elizabeth Kerr (resigned November 2016)  
Paul Leonard  
Gordon MacKinlay OBE  
Isabel McCallum  
Lady Stewart  
Mike Tumilty (appointed December 2016)  
Suzanne Wilson

### Audit Committee

Keith Anderson (from November 2016)  
Michael Dow (Chair of Committee)  
Elizabeth Kerr (to November 2016)  
Grant Macrae (non-Trustee member)

### Grants Committee

Paul Leonard (Chair)  
Shona Stewart  
Suzanne Wilson  
Isabel McCallum

### Governance Committee

Lindsay Gardiner (Chair)  
Michael Dow (Vice Chair)  
Roslyn Neely (CEO)

### PR Advisers

Holyrood Partnership  
29 Breadalbane Street  
Edinburgh EH6 5JW