

THE BREASTFEEDING NETWORK

**REPORT OF THE DIRECTORS
AND FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2019

Company Number: SC330639

Scottish Charity Number: SC027007

THE BREASTFEEDING NETWORK

CONTENTS

FOR THE YEAR ENDED 31 MARCH 2019

CONTENTS	PAGE
Report of the Directors	2-15
Independent auditors' report to the Directors	16-18
Statement of financial activities	19
Balance sheet	20
Statement of cash flows	21
Notes forming part of the financial statements	22-33

THE BREASTFEEDING NETWORK

REPORT OF THE DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2019

The Directors, who are directors for the purpose of company law and trustees for the purpose of charity law, present their report and financial statements for the year ended 31 March 2019. The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

OBJECTS AND ACTIVITIES

The Breastfeeding Network's (BfN) charitable objectives are to:

1. Promote breastfeeding and a greater understanding of breastfeeding in the United Kingdom;
2. Collect and disseminate information on breastfeeding and baby and infant nutrition;
3. Provide information and support to parents on the feeding of babies and infants;
4. Set, and to encourage the acceptance of, quality standards for breastfeeding support; and
5. Establish and publish codes of practice for such support.

Purpose

How an infant is fed and nurtured strongly influences a child's future life chances. Independent, practical, evidence-based information and support on breastfeeding is essential for women, parents and their families and should be available at every stage of a woman's breastfeeding journey. The UK has some of the lowest breastfeeding rates in the world and support for women, parents and families falls short of what is wanted and needed. See [Vision & Aims of the Breastfeeding Network](#).

Our Approach

BfN trains peer supporters via a comprehensive approach underpinned by a sound theoretical basis. Peer supporters then offer support to parents and families through national helplines, online and face to face in homes, hospitals and communities. Our support for families includes our BfN website, Facebook page and also our unique Drugs in Breastmilk information service Facebook page. Our evidence based confidential support is thus available to families across the UK even if they do not have access to local peer support services. The demand for this type of support is growing and it is an area we hope to expand in the coming year. The charity places significant importance on volunteers having the right skills and support to carry out their work with families. Our approach makes an impact because our volunteers and staff are trained to a high standard, are able to benefit from the supervision of their activities and have personal experience of breastfeeding. They understand the issues affecting choices in infant feeding and work alongside parents to help them fulfil their wishes. This supports the parental confidence needed to nurture their children's development.

Volunteers

Volunteers remain integral to our work with women, parents and families. Volunteers play a vital role in supporting women with infant feeding on the National Breastfeeding Helpline (NBH), in hospitals, homes and in the community. Volunteers also support the charity's mission in other ways, including as directors on the Board and on committees, as local ambassadors and fundraisers.

THE BREASTFEEDING NETWORK

REPORT OF THE DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2019

- During the financial year 2018-19, 860 BfN volunteers gave their time and skills to provide direct support to families in their communities and via the NBH.
- The contribution of volunteers was celebrated in our newsletters, via our social media platforms, in publications and at key events including during Volunteers Week in June and at our annual conference in October. At the conference NBH volunteer recognition badges were awarded to volunteers who have provided significant support to helpline callers, we offer badges for 100, 250, 500, 750, 1000 and 2000 calls answered! Ten-year service certificates were awarded to a number of long-serving and committed volunteers.
- Also, BfN undertook an internal assessment of volunteering experience and support. A final report detailing recommendations for practice is being taken forward.

We thank all our volunteers for everything they do to support women, parents and communities and for the contributions they make to sustain and develop the charity.

ACHIEVEMENTS AND PERFORMANCE

Our Work with Parents, Families and Communities

In the past year, BfN has supported over 40,000 women and their families through its peer support schemes and helplines and its network of 860 volunteers and 113 staff. Our peer support projects are typically rooted in communities where breastfeeding rates are low.

National Breastfeeding Helpline (NBH)

The National Breastfeeding Helpline continues to be a popular and vital source of independent and confidential support for women and their families, provided by trained volunteers. This year, across all the lines, we received over 42,730 calls and more than 1300 requests for support via web chat.

In the same period, we have been delighted to be able to continue to extend our online training offer to include more volunteers and offer a wider, more flexible range of training options. We also continue to offer monthly webinars on a range of topics specifically for NBH volunteers, this has proved a very popular way of providing ongoing learning. We have expanded our remote supervision offer, meaning all helpline volunteers have the opportunity to access a supervisor as and when needed, and in a group format if they want to.

Funding from Scottish Government was renewed again this year and continues to fund a dedicated post to promote, support and coordinate those volunteers in Scotland linked to the NBH. It also supports the training of a specific cohort of Scottish volunteers to answer calls on the NBH.

THE BREASTFEEDING NETWORK

REPORT OF THE DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2019

Drugs in Breastmilk Information Service (DIBM)

Since 1997, BfN has been running the DIBM, offering independent, evidence-based information and support to parents and health care professionals on the safety of medication in breastmilk. The service is funded by charity reserves and is run by two pharmacists both of whom are also trained breastfeeding supporters. Support for general enquiries and factsheet reference is provided by a small team of BfN trained volunteers.

The lead pharmacist, Dr Wendy Jones, has over 30 years of experience in providing information on the safety of drugs in breastmilk and was awarded an MBE for services to mothers and babies in the New Year's Honours List 2019. Amanda Da Costa, who is also a primary care pharmacist supports the service in addition to her own work and family commitments.

DIBM received over 10,000 enquires during the last financial year, with a substantial number of enquiries relating to maternal mental health. The charity has continued to respond by developing online resources on conditions and breastfeeding relevant to enquiries.

The charity continues to prioritise securing this service, putting extra effort into establishing long term funding and succession planning. In 2018 BfN commissioned Prof Amy Brown from Swansea University to evaluate the Drugs in Breastmilk Service. The results were extremely positive, and it is hoped that this will enable the charity to secure funding to sustain the service which the evaluation showed is highly valued by professionals as well as mothers and breastfeeding support workers.

Peer Support Projects (Commissioned Services) England

In the year 2018-19, the charity delivered a range of commissioned services across England, from stand-alone training courses in some areas to fully commissioned services including training and supervision, co-ordination and breastfeeding support in hospital and community settings by volunteers and paid staff.

In 2018-19 The Breastfeeding Network was commissioned to deliver peer support work in the following areas across England - Portsmouth, Gosport and Havant, London (Islington, Haringey, Hackney, Camden, Lambeth, Southwark), Luton, Hertfordshire, Gloucestershire, Reading and Wokingham, Windsor, Ascot and Maidenhead, Sandwell, Wolverhampton, Tameside / Oldham and Derbyshire.

These areas provided volunteers and paid staff that offered infant feeding support to over 12,000 individual mothers and families, through 1-1 and group support.

BfN peer support services offer regular weekly drop-in groups, either BfN-led or within health service settings working alongside health teams. These groups form part of a core service, where we strive for them to be situated in areas of lowest breastfeeding rates in that community to maintain our aim to offer breastfeeding support to those families that are hardest to reach.

THE BREASTFEEDING NETWORK

REPORT OF THE DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2019

BfN peer support projects are, in some areas, integral to local breastfeeding friendly schemes and antenatal education.

In new areas we aim to work closely with local health teams and develop the peer support service seeking funding where available. Established peer support services are well integrated with statutory services and close partnerships have been formed between projects and local stakeholders.

Scotland

In the year BfN undertook preparatory work to put in place community support working with new health boards in Scotland as part of funding through Scotland's Programme for Government.

In Scotland, BfN delivers peer support in nine project areas, including work in Ayrshire, Fife, Midlothian, North East Glasgow and Renfrewshire. Around 70 peer support groups are supported by a BfN peer supporter each month in Scotland, with the majority running in areas of high deprivation and low breastfeeding rates. On average, last year, approximately 600 different families were supported at groups and BfN's Scottish volunteers offered over 3,000 hours of volunteer time supporting families.

In North Ayrshire, our Parent and Baby café groups offer support and information to all families. Topics of information shared with families include income maximisation, oral health, Healthy Start vouchers and vitamins, home safety and attachment and bonding.

BfN also worked with NHS Ayrshire and Arran to promote a local Breastfeeding Welcome scheme and working with two schools in North Ayrshire to deliver information about infant feeding to over 1100 children and young people from nursery up to the end of secondary schooling.

Impact

The Breastfeeding Network places great importance on evaluating the impact of its services on supporting and sustaining breastfeeding choices. Our evaluation survey was live throughout March 2019 and we received 572 responses. (2018: 260. 2017: 300+)

Matching last year's results exactly, 64% of mothers contacted BfN because they were experiencing breastfeeding problems.

- 61% of respondents felt they had the information needed to make decisions about feeding their baby before contact with BfN, rising to 95% after support from BfN.
- 45% of mums could breastfeed without pain before contacting BfN, increasing to 80% after support from us.
- Only 48% of mums felt confident about breastfeeding in public, rising to 79% after our support.
- Until they had support from BfN, 65% of mums felt able to continue to breastfeed for as long as they chose. This increased to 92% feeling able to breastfeed for as long as they wished after peer support.
- Once again, more than half of the mums questioned (54%) claimed BfN supported them to breastfeed for longer than they otherwise would have done. Reasons given for this included evidence-based information about medication, information about attachment, expressing milk, managing blocked ducts and mastitis, meeting other like-minded mums and knowing what is

REPORT OF THE DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2019

Impact cont'd

'normal' newborn behaviour. There were also lots of comments about general support, building confidence and encouragement.

- 90% of mums said they felt listened to, that their choices were respected, they were not pressured to do one particular thing and that the support/information they received was specific to them.
- 98% of mothers were satisfied with the support they received from BfN and 98.5% would recommend us to family or friends.

When asked all the ways they had contact with BfN (ticking all that applied) half of the mothers (49.5%) reported they had used our website for information. 42% attended a breastfeeding drop in group led by a BfN peer supporter. 12% had a visit from a BfN Supporter in hospital and 12% at home – both lower than last year, reflecting the reduction in hospital-based projects/funding. 25% spoke to a Supporter on the telephone and 45% accessed information about medication in breastmilk. Support through social media has risen to 30% (2018 was 19%) – probably due to our increased social media presence since our Social Media Officer started work.

Training (Courses)

The charity offers comprehensive and accredited peer support training to volunteers at no cost to trainees. Provision of training is subject to funding available as determined by local areas.

Accredited Courses

BfN is a recognised centre with Open College Network London (OCNL). BfN is pleased to have maintained 'Direct Claims Status' with OCNL. This award demonstrates that the charity has the skills, knowledge and robust quality systems, including internal moderation, to maintain quality without constant checks by OCNL.

BfN offers two levels of accredited training, Helpers and Supporters. The BfN's Helper's Course comprises two units at OCNL Level 2 (equivalent to GCSEs) and is delivered face to face.

The BfN Supporter's Course comprises two units at OCNL level 3 (equivalent to GCE A Levels) and can be delivered face to face, online, or a combination of both. Two versions of the course can be offered - a Helpline Supporter's course, and a full Supporter's course. From April 2018 to March 2019, BfN delivered a total of 18 helpers courses, five Helpline Supporters' courses and two full time Supporter's course, resulting in 28 new Helpline Supporters and 16 full Supporters.

Tutor and Supervisor Training

As part of BfN's strategic commitment to develop and train new Tutors and Supervisors, training for 2018-19 began with the aim of training ten new tutor / supervisors in areas where capacity needs to be built.

To unify our approach, we also have offered opportunities for training and networking for volunteers, supporters, staff, tutors and supervisors. Key events include:

- BfN's Annual Conference and AGM
- Dedicated Tutor and Supervisor Days in Carlisle (North) and Stevenage (South)
- NBH Study Days and Local area hosted Study Days

THE BREASTFEEDING NETWORK
REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2019

Partners and Networks

We are proud of our work with others during 2018-19, especially our partner on NBH, the Association of Breastfeeding Mothers (ABM).

We have also been pleased to be project participants working alongside Government and academics on the global Yale-led study - Becoming Breastfeeding Friendly project (BBF), representing mother-support. The project is being carried out in 8 countries including Great Britain and is led here by Kent University. It measures the readiness of those countries to improve breastfeeding rates. BfN was represented on 3 committees including Great Britain, England and Scotland committees. Country recommendations are due to be published in 2019.

We were also pleased to continue our support of the All Party Parliamentary Group on Infant Feeding and Inequalities and work closely with UNICEF UK Baby Friendly Initiative, GP Infant Feeding Network, National Infant Feeding Advisors Network, Home-Start UK, Hospital Infant Feeding Network, Maternity Action, NCT and First Steps Nutrition.

In Scotland, BfN works with Scottish Government, Scottish Infant Feeding Advisors Network, Renfrewshire local area committees, and NHS Ayrshire and Arran.

In addition, BfN enjoys special support from being a chosen organisation on ACOSVO's Path to Impact Programme and on the Women and Girl Empowerment Programme at Hogan Lovells.

BfN is dedicated to ensuring the best evidence is made available to parents to enable a true and informed choice in infant feeding. As a result, BfN collaborated on a number of research projects with universities including Southampton, Cardiff, Swansea, Hertfordshire and UCLAN.

We thank our partners and supporters for their time, expertise and funding during 2018-19.

Membership and Friends Schemes

BfN Membership is open to registered volunteers and current trainees who are up to date with supervision and have completed all mandatory training. Members enjoy reduced-price entry at the Annual Conference; and an invitation to the AGM. All Members have voting rights, are able to elect Directors and receive a copy of both the BfN Newsletter and Central Line.

The number of Members at the end of the 2018/19 financial year was 860 (2017/18: 779).

The charity will continue to monitor membership rates and look to support member engagement.

Friends of BfN

This new category was implemented at the beginning of April 2018. It combines the previous categories of Friend and Subscriber (both now obsolete). New Friends of BfN receive a welcome pack that includes BfN's leaflets (Breastfeeding and Mastitis; How safe is...? Alcohol, Smoking, Medicines and Breastfeeding; Expressing and Storing Breastmilk; and NBH postcard), a BfN badge, and a copy of the Newsletter. At the end of March 2019 there were 152 current Friends of BfN.

THE BREASTFEEDING NETWORK

REPORT OF THE DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2019

Friends of DIBM

At the end of March 2019, BfN had two organisation members and 24 individual members. Members receive the following benefits:

- A hard copy of all the DIBM information sheets -worth £10; Organisational friends will receive up to five copies);
- The twice yearly DIBM e-newsletter;
- The latest updates to DIBM information sheets, plus any new information sheets by email as soon as they are released;
- All the latest BfN Big Tea Break event information and resources as soon as they are available; and
- An e-certificate of membership.

Fundraising Events

2018-19 proved to be another strong year for fundraising. This year we offered participants the chance to sign up for both the Mums Milk Run and Big Tea Break virtual runs at once, with the reward of two eco-friendly, interlocking medals on offer. The events took place in May and October and the combined total raised from the two events was around £4600.

Communication, website and social media

Website

The charity has prioritised developing and updating online information to ensure that information and support is available to parents and families 24 hours a day, 365 days of the year, when other sources of support may not be available. During 2018-19, 270,000 users accessed the charity website with 80% of visitors located in the UK. International visits came from the US, Ireland, Australia, India, Canada, Malaysia, Kenya, Philippines and South Africa.

BfN Newsletter and Central Line

Members, Friends and Supporters benefited from a refreshed design of the newsletter and continue to receive it on a quarterly basis. Central Line is a dedicated e-letter distributed to volunteers, tutors and supervisors following meetings of the Board to share the latest highlights on issues affecting BfN.

Social Media

BfN continues to maintain an active presence across social media with growing numbers of Twitter and Facebook followers for BfN, NBH and DIBM accounts. We actively work together with partners to share relevant information, support fundraising and highlight campaigns, such as National Breastfeeding Celebration Week and Maternal Mental Health Awareness Week.

BfN's social media presence is popular and engaging for families, volunteers and health professionals, and contributes greatly to our ability to be involved and to influence national discussions about infant feeding.

THE BREASTFEEDING NETWORK
REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2019

Governance

In 2018-19, the Directors supported the preparation of a revised strategic plan. The Board also co-opted three new directors following a review of skills by the Board, to support succession planning with full regard to the Articles of BfN that stipulate majority member representation on the BfN board. The recruitment of three new Directors followed an advert and dedicated campaign to attract new directors carried out during January 2018 - March 2018. Potential directors were interviewed by at least two Directors and recommendation for appointment was approved at a full meeting of the Board in May 2018.

FINANCIAL REVIEW

In the year ended 31 March 2019 the total income was £923,253 (2018: £936,655) and the total expenditure was £901,410 (2017: £1,092,514). The total funds carried forward at the end of the year were £926,618 (2017: £904,775), of which £197,303 (2017: £244,325) were in restricted funds and £729,315 (2017: £660,450) were in unrestricted funds.

The movement in unrestricted reserves was a deficit of £12,577 (before transfers) (2017: surplus of £7,955) and arose due to increased staff training following implementation of a new payroll system, one-off costs due to the office move, an increase in AGM/Trustee expenses and a fall in unrestricted training income.

It is recognised that we are working in a very difficult economic climate and the Board continues to prioritise, and take steps to secure, sustainable funding for the organisation. The organisation remains committed to seeking additional funding opportunities in line with our purposes and strategic aims, and to monitoring expenditure closely.

Grant funding

In 2017-18, BfN were successful with a core grant application to the Scottish Government to help improve capacity in Scotland on NBH and support peer support activity in Glasgow and Ayrshire. The funding was received in advance in the previous year. BfN also secured funding at a similar level for 2018-19 and increased its funding through the Programme For Government funding for 2019-20 and 2020-21.

Our Work with Parents, Families and Communities

In the past year, BfN has supported thousands of women and their families through its peer support schemes and helplines and its network of 860 volunteers and 113 staff.

Our peer support services work in areas that offer a universal service, but we constantly strive to offer more intensive, targeted support to communities where breastfeeding rates are low and in order to reach communities that struggle to access their local services.

We acknowledge that many families come to BfN for help in difficult circumstances; many beneficiaries of BfN's services go on to train with us and become volunteers themselves. Our accredited courses support further training and employment within the community, with a number of volunteers moving on to train as health care professionals. We are delighted that BfN has supported not only mothers' breastfeeding journeys, but also further education and employment opportunities.

THE BREASTFEEDING NETWORK

REPORT OF THE DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2019

Reserves Policy

In the current climate where grants and contracts are increasingly difficult to obtain, the directors actively manage the reserves of the charity. Successful management of the reserves is seen as a priority. A number of designated funds have been created to aid the planning, development and future proofing of the organisation. (Note 14).

The Board agreed a target to maintain reserves of unrestricted funds. The revised target is to cover the core running costs of the charity for at least nine months. The core running costs are approximately £29,000 per month. The unrestricted reserve at 31 March 2019 is approximately £290,000, which represents 10 months of running costs.

Investment Policy

Funds held in excess of operating requirements are held in longer term deposit accounts in order to achieve the most favourable rate of return with minimal risk. A comprehensive review of investment options was carried out during previous year and these are now reviewed on an annual basis.

Risk Management

The Board of Directors places a high priority on effective risk management to ensure that the charity operates within its financial capabilities and makes prudent financial decisions. In addition to finance risk management, the Directors also place a high priority on minimising exposure to risk to women and babies who access services, staff and volunteers. Policies and procedures are in place covering standards of support, safeguarding and health and safety practices.

The charity maintains a Risk Register which is reviewed on a rolling basis at each meeting of the Finance, Audit and Risk Committee meeting which reports back to the Board. The Board reviews the Risk Register in full annually. The principal risks are identified, and mitigation strategies discussed and agreed.

THE BREASTFEEDING NETWORK

REPORT OF THE DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2019

The Board had identified the following as the most significant risks:

1. Risk Description – Financial
BfN's development is negatively impacted by the reduction in funding from commissioned income resulting in the loss of services to parents, families and volunteers.
Strategy to manage risk The approved approach has been to review and monitor performance of existing contracts ensuring best value and the recovery of all costs. In tandem, the charity is proactively pursuing alternative sources of funding including fundraising, grant income and the development of online sales and new courses to ensure we can deliver quality services, maintain support for volunteers and innovate. The charity continues to proactively raise awareness of cuts to services.
2. Risk Description – Environmental and External
Government de-prioritises breastfeeding and the role of infant feeding in wider health and social planning.
Strategy to manage risk The approved approach is to monitor proposed legal and regulatory changes alongside working collaboratively with external bodies (including funders and government) to ensure that breastfeeding is kept high on the agenda. This will be done via dedicating more strategic time to partnerships, media work, and government and parliamentary relations.
3. Risk Description – Cyber Attack
Threat of cyber-attack is real for charities and can seriously undermine operations, systems and reputation as well as causing disruption and inconvenience for staff, volunteers and those we support.
Strategy to manage risk BfN has invested more time and technical skills in reviewing and innovating our IT systems. Technical support is in place and security measures have been appraised. Specific cyber insurance cover has been set up and we are working to achieve Cyber Essentials accreditation.

PLANS FOR THE FUTURE

Our plans for 2019-20 include:-

- Implementing BfN's revised strategic plan for 2019-22, including sustaining key areas of service and voluntary effort;
- Delivering the 2019 Annual Conference for Volunteers and Stakeholders and AGM;
- Implementing activities linked with Scottish Government Funding to develop capacity on NBH and peer support in Scotland;
- Embedding a comprehensive approach to our evaluation and training;
- Developing training that meets the needs of the families we support, including neonatal peer support training and antenatal training;
- Developing training that meets the needs of others including healthcare professionals and those looking to pursue a career in healthcare; and
- Social media – developing plans to ensure more strategic communications across our social media channels linking with relevant campaigns and widening the support to parents and families.
- Publication and dissemination of an evaluation study for the DIBM information service to sustain the service.

THE BREASTFEEDING NETWORK

REPORT OF THE DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2019

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Directors (who are also the trustees of The Breastfeeding Network for the purposes of charity law) are responsible for preparing the Directors' Annual Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Directors to prepare financial statements for each financial year that give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Directors are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed; subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charitable company will continue on that basis.

The Directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities & Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The Directors 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.

The Directors 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.

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity Name	The Breastfeeding Network
Company registration number	SC330639
Charity number	SC027007
Registered Office	9 Ainslie Place Edinburgh EH3 6AT
Principal Office	PO Box 11126 Paisley PA2 8YB

THE BREASTFEEDING NETWORK

REPORT OF THE DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2019

REFERENCE AND ADMINISTRATIVE INFORMATION (cont'd)

Bankers	Bank of Scotland plc The Cross, Gilmour Street Paisley PA1 1DD Shawbrook Bank Ltd The Drive Great Warley Brentwood Essex CM13 3BE
Solicitors	Shepherd and Wedderburn 1 Exchange Crescent Conference Square Edinburgh EH3 8UL
Senior Statutory Auditor Independent Auditors	Kevin Cattanach CA Whitelaw Wells Statutory Auditors 9 Ainslie Place Edinburgh EH3 6AT
Accountant	Heather Hartman CA Hartman Figures Limited T/A Charity Figures 25 Newmills Road Balerno EH14 5SU

Directors/Trustees

The Directors of the charitable company are its trustees for the purpose of charity law. The Trustees and officers serving during the year and since the year end were as follows:

Ann Kerr (Chair from Jan 18) (previously Vice Chair Aug 17-Jan 18)
Francesca Cherubini Stoughton (Vice Chair from Jul 18)
Sukie Woodhouse (Vice Chair from Jan 18 to Jul 18) (previously Chair Jul 13-Jan 18)
Adel Murray
Caragh Gregory
Zoe Chadderton
Sarah Turner
Zara Bergman (appointed 6 October 2018)
Grace Edghill (appointed 6 October 2018)
Caroline Polley (appointed 6 October 2018)
Phyll Buchanan (resigned 6 October 2018)
Kirsten Burnett (resigned 6 October 2018)
Mary Whitmore (resigned 6 October 2018)
Emma Bandey (resigned 26 February 2019)
Deana Whalley (resigned 3 April 2018)

THE BREASTFEEDING NETWORK

REPORT OF THE DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2019

Key Management Personnel

Chief Executive	Shereen Fisher
NBH Manager	Felicity Lambert
Central Support Manager	Clare Farquhar
HR Advisor	Julie Muir
Programme Manager (North)	Nina White
Programme Manager (South)	Anthea Tennant-Eyles
Programme Manager (Scotland)	Sarah Edwards
Training & Development Manager	Sarah Edwards

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Breastfeeding Network is a charitable company limited by guarantee incorporated on 7th September 2007. The company was incorporated under a Memorandum of Association which established the objects and powers of the company and is governed under its Articles.

Recruitment and Appointment of Board of Directors

Under the Articles, new directors are elected by members, or appointed by the current directors. The maximum number of directors is set at 12, and of these, the non-member directors should not form a majority. Directors are unremunerated.

The Board has made a commitment to regularly assess its effectiveness and skills-set and knowledge it requires to operate at a high level. Trustees are appointed from diverse backgrounds for their expertise, knowledge and interest in infant feeding.

The key duties and responsibilities of the Board of Trustees include making decisions on strategic, organisation and financial policy affecting the charity, including Information Governance, Health and Safety, Safeguarding, reserve policy, investment decisions and annual budget approval.

Board of Directors: Induction and Training

New directors all receive an induction pack and are invited to participate in an induction programme which includes meetings with the other Directors, Chief Executive, members of staff and volunteers. The induction pack is updated regularly, incorporating good practice guidance from the Office of the Scottish Charity Regulator (OSCR).

Director training on roles and responsibilities, information governance and infant feeding awareness is carried out as required.

Directors adhere to a Conflict of Interests policy and a Register of Interests is held and regularly reviewed. Interests are declared at the start of each board meeting.

The member directors retire from the Board by rotation. The longest serving third of the Board step down at the AGM. Board members can then stand for re-election.

THE BREASTFEEDING NETWORK

REPORT OF THE DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2019

Organisational and Decision-Making Structure

The Board of Directors meets quarterly and is responsible for the strategic direction and key policies of the charity. The Chief Executive has delegated responsibility to oversee the operational management of the charity and ensure delivery of the strategic plan with support from a central management team.

There are currently two sub-committees that support the work of the Board in specific areas.

- Finance, Audit and Risk (FAR) Committee, a formal Board sub-committee, overseeing financial matters, compliance and the risk register; and
- Quality, Standards and Training (QeST) committee, a formal Board sub-committee overseeing quality and standards of all BfN information, support and training.

During the year, the charity employed no full-time members of staff, 100 part-time members of staff and 860 volunteers who underpin the work of the charity. For each staff member, there is a staff handbook, a job description and person specification and support from a line manager. For each volunteer, there is a task description, access to a volunteers' handbook and support from a supervisor and their nearest project management. All staff and volunteers enjoy regular support and supervision and staff receive regular appraisals.

The Board of Directors would like to thank all staff and volunteers for their valuable time, commitment and loyalty throughout the period.

Pay policy for senior staff

The Board of Directors consider the Chief Executive Officer, NBH Manager, Central Support Manager, HR Advisor, Training Manager and the Programme Managers to be the key management roles in the charity. The pay of the senior staff is reviewed periodically.

All directors give of their time freely and no director received remuneration in the year. Details of directors' expenses are disclosed in note 8 to the accounts.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the Directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each Director has taken all the steps he or she ought to have taken as a Director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions of Part 15 Companies Act 2006 relating to small companies.

Approved by the Board of Directors on 12 October 2019 and signed on their behalf by:

.....  Ann Kerr (Chairperson)

THE BREASTFEEDING NETWORK

INDEPENDENT AUDITORS' REPORT

TO THE DIRECTORS AND MEMBERS OF THE BREASTFEEDING NETWORK

FOR THE YEAR ENDED 31 MARCH 2019

Opinion

We have audited the financial statements of The Breastfeeding Network for the year ended 31 March 2019, which comprise the Statement of Financial Activities (incorporating the Income and Expenditure Account), the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Accounting 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 2019 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the 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 Auditors' 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 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees (who are also the directors of the company for the purposes of company law) use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. 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.

THE BREASTFEEDING NETWORK

INDEPENDENT AUDITORS' REPORT

TO THE DIRECTORS AND MEMBERS OF THE BREASTFEEDING NETWORK

FOR THE YEAR ENDED 31 MARCH 2019

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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 directors' report, prepared for the purposes of company law and included within the trustees' annual report, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report, included within the trustees' annual 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 directors' report, included within the trustees' annual report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006, the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' 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 director's report, included within the trustees' annual report, and from the requirements to prepare a strategic report.

Responsibilities of directors

As explained more fully in the Statement of Directors' Responsibilities set out on pages 11-12, the directors (who are also trustees of the charitable company for the purposes of charity 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 directors determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

THE BREASTFEEDING NETWORK

INDEPENDENT AUDITORS' REPORT

TO THE DIRECTORS AND MEMBERS OF THE BREASTFEEDING NETWORK

FOR THE YEAR ENDED 31 MARCH 2019

In preparing the financial statements, the directors 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 directors 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 the Acts and relevant regulations made or having effect thereunder.

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.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Auditors.

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 the trustees, as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005, regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). 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.



Kevin Cattanach

Senior Statutory Auditor

for and on behalf of Whitelaw Wells, Statutory Auditor

Whitelaw Wells is eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

9 Ainslie Place

Edinburgh EH3 6AT

Date: 12th October 2019

THE BREASTFEEDING NETWORK

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2019

	<u>Note</u>	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total Funds 2019</u> £	<u>Total Funds 2018</u> £
Income and endowments from:					
Donations	(2)	6,553	1,470	8,023	9,162
Charitable activities:	(3,4)				
Peer support		650	640,678	641,328	699,953
Helplines		-	197,959	197,959	150,000
Training & development		17,383	30,576	47,959	51,349
Information dissemination		9,146	-	9,146	8,569
Other trading activities					
Fundraising		11,925	1,798	13,723	12,550
Investment income – bank interest		5,115	-	5,115	1,633
Other income		-	-	-	3,439
		<hr/>	<hr/>	<hr/>	<hr/>
Total Income		50,772	872,481	923,253	936,655
		<hr/>	<hr/>	<hr/>	<hr/>
Expenditure on:					
Raising funds:					
Fundraising & cost of sales	(5)	434	15	449	21,543
Charitable activities	(6)	62,915	838,046	900,961	1,070,971
		<hr/>	<hr/>	<hr/>	<hr/>
Total expenditure		63,349	838,061	901,410	1,092,514
		<hr/>	<hr/>	<hr/>	<hr/>
Net (expenditure)/income		(12,577)	34,420	21,843	(155,859)
Transfers between funds	(14)	81,442	(81,442)	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
Net movement in funds		68,865	(47,022)	21,843	(155,859)
Funds brought forward		660,450	244,325	904,775	1,060,634
		<hr/>	<hr/>	<hr/>	<hr/>
Funds carried forward		729,315	197,303	926,618	904,775
		<hr/>	<hr/>	<hr/>	<hr/>

The company has no gains or losses other than the results for the year as set out above. All activities are classed as continuing.

The notes on pages 22 to 33 form part of these financial statements.

THE BREASTFEEDING NETWORK

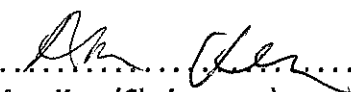
BALANCE SHEET

AS AT 31 MARCH 2019


	<u>Note</u>	£	<u>2019</u> £	<u>2018</u> £
FIXED ASSETS				
Tangible assets	10		2,473	2,745
			<hr/>	<hr/>
			2,473	2,745
			<hr/>	<hr/>
CURRENT ASSETS				
Stock		4,876		3,354
Debtors	11	119,707		162,175
Cash at bank and in hand		871,316		808,739
		<hr/>		<hr/>
		995,899		974,268
CREDITORS				
Amounts falling due within one year	12	(71,754)		(72,238)
		<hr/>		<hr/>
NET CURRENT ASSETS			924,145	902,030
			<hr/>	<hr/>
NET ASSETS	15		926,618	904,775
			<hr/>	<hr/>
FUNDS				
Unrestricted funds:	14			
General Funds		290,181		281,691
Designated Funds		439,134		378,759
		<hr/>		<hr/>
			729,315	660,450
Restricted funds	14		197,303	244,325
			<hr/>	<hr/>
			926,618	904,775
			<hr/>	<hr/>

These financial statements are prepared in accordance with the special provision of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard (FRS102) and are for circulation to members of the company. [Company no. SC330639]

Approved by the Board of Directors on 12th October 2019 and signed on their behalf by:



Ann Kerr (Chairperson)
 Director



Francesca Cherubini Stoughton
 Director

The notes on pages 22 to 33 form part of these financial statements.

THE BREASTFEEDING NETWORK

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2019

	<u>2019</u>	<u>2018</u>
	£	£
Net cash provided/(used) by operating activities (as below)	58,319	(177,941)
Cash flows from investing activities		
Interest income	5,115	1,633
Purchase of tangible fixed assets	(857)	(3,660)
Net cash provided/(used) by investing activities	<u>4,258</u>	<u>(2,027)</u>
Change in cash and cash equivalents in the year	<u>62,577</u>	<u>(179,968)</u>
Cash and cash equivalents at the beginning of the year	<u>808,739</u>	<u>988,707</u>
Cash and cash equivalents at the end of the year	<u><u>871,316</u></u>	<u><u>808,739</u></u>

RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	<u>2019</u>	<u>2018</u>
	£	£
Income for the year (per Statement of Financial Activities)	21,843	(155,859)
Adjustments for:		
Add depreciation charge	1,129	1,049
Deduct interest income shown in investing activities	(5,115)	(1,633)
(Increase)/Decrease in stock	(1,522)	2,602
Decrease/(Increase) in debtors	42,468	(30,614)
(Decrease)/ Increase in creditors	(484)	6,514
Net cash flow provided by/(used) in operating activities	<u><u>58,319</u></u>	<u><u>(177,941)</u></u>

CASH AND CASH EQUIVALENTS represented by:

	<u>2019</u>	<u>2018</u>
	£	£
Cash held in current accounts	348,262	288,934
Cash held on short term deposit	523,054	519,805
	<u><u>871,316</u></u>	<u><u>808,739</u></u>

The notes on pages 22 to 33 form part of these financial statements.

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2019

1. ACCOUNTING POLICIES

(a) Basis of preparation

The accounts 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 (FRS102) (effective 1 January 2015) – Charities SORP (FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The Breastfeeding Network meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless stated in the relevant accounting policy note(s).

(b) Preparation of the accounts on a going concern basis

In spite of the uncertain economic outlook, the Directors are of the view that the charity has secured enough longer-term funding for the next 12 to 18 months and on that basis the charity is a going concern.

(c) Income

Income is recognised when the charity is entitled to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably.

Income from government and other grants (whether capital or revenue) or contracts is recognised in the statement of financial activities when the charity has entitlement to the funds, any performance conditions attached to the grants/contracts has been met, it is probable that the income will be received, and the amount can be measured reliably and is not deferred. Where the grantor or donor has specified that the grant or donation is to be spent for a particular period, the portion which relates to a future period is treated as deferred income and included in creditors.

Donated goods, services and facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS102), volunteer time is not recognised. On receipt, donated goods, services and facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay for the equivalent item in the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Training fees, shop income and other income are accounted for when earned.

Investment income is included when receivable.

THE BREASTFEEDING NETWORK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2019

1. ACCOUNTING POLICIES (continued)

(d) Expenditure and irrecoverable VAT

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. The charity is registered for VAT but for expenditure which includes any VAT which cannot be fully recovered, the VAT element is reported as part of the expenditure to which it relates.

Cost of raising funds comprises costs associated with fundraising costs.

Expenditure on charitable activities comprises those costs incurred by the charity in providing activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature (administration, finance, personnel, payroll and governance costs) necessary to support them. The basis on which support costs have been allocated are set out in note 6.

(e) Operating lease agreements

Rentals applicable to operating leases, where substantially all of the benefits and risks of ownership remain with the lessor, are charged against income on a straight-line basis over the period of the lease.

(f) Tangible fixed assets

Tangible fixed assets are originally recorded at cost. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Fixtures & Fittings, Equipment	25% straight line
--------------------------------	-------------------

The charity's policy is not to capitalise items that cost under £750.

(g) Stock

Stock is held at the lower of cost or net realisable value.

(h) Debtors

Debtors are recognised at the settlement amount.

Prepayments are valued at the amount prepaid net of any discounts due.

(i) Cash at bank and in hand

Cash at bank and in hand includes petty cash and bank deposits.

(j) Creditors

Creditors 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 are recognised at their settlement amount after allowing for any discounts due.

THE BREASTFEEDING NETWORK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2019

(k) Fund accounting

Unrestricted funds are available for use at the discretion of the Directors in furtherance of the general objects of the charity.

Restricted funds are subject to restrictions on their expenditure imposed by the donor/grantor.

(l) Pensions

The charity contributes to a defined contribution pension scheme for all employees who are eligible to participate. The pension cost charge represents contributions payable by the Charity to the scheme in respect of the year.

2. DONATIONS

	Unrestricted Funds £	Restricted Funds £	2019 Total £	2018 Total £
Donations	2,575	1,470	4,045	4,520
Membership subscriptions	3,978	-	3,978	4,642
	<hr/>	<hr/>	<hr/>	<hr/>
Total income from donations	6,553	1,470	8,023	9,162
	<hr/>	<hr/>	<hr/>	<hr/>

Income from donations was £8,023 (2018: £9,162) of which £6,553 (2018: £8,480) was unrestricted and £1,470 (2018: £682) was restricted.

The charity benefits greatly from the involvement and support of its many volunteers. In accordance with FRS102 and the Charities SORP (FRS102), the economic contribution of general volunteers is not recognized in the accounts.

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	2019 Total £	2018 Total £
Peer Support Programmes				
<i>Grants/contracts (Note 4)</i>	650	640,678	641,328	699,953
Helplines				
<i>Grants (Note 4)</i>	-	197,959	197,959	150,000
Training & Development				
<i>Grants/contracts (Note 4)</i>	17,383	27,956	45,339	49,050
<i>Training/study day income</i>	-	2,620	2,620	2,299
Information dissemination				
<i>Other income</i>	9,146	-	9,146	8,569
	<hr/>	<hr/>	<hr/>	<hr/>
Total income from charitable activities	27,179	869,213	896,392	909,871
	<hr/>	<hr/>	<hr/>	<hr/>

Income from charitable activities was £896,392 (2018: £909,871) of which £27,179 (2018: £42,348) was unrestricted and £869,213 (2018: £867,523) was restricted.

THE BREASTFEEDING NETWORK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2019

4. GRANT/CONTRACT INCOME

	Unrestricted Funds £	Restricted Funds £	2019 Total £	2018 Total £
Peer Support Programmes – Grant/Contract Income				
<i>Grants</i>	250	87,286	87,536	56,108
<i>Contract income</i>	400	553,392	553,792	643,845
	<hr/> 650	<hr/> 640,678	<hr/> 641,328	<hr/> 699,953
Helplines				
<i>Grants/contracts</i>				
Scottish Government	-	47,959	47,959	-
SERCO	-	150,000	150,000	150,000
	<hr/> -	<hr/> 197,959	<hr/> 197,959	<hr/> 150,000
Training				
<i>Grants/contracts</i>	17,383	27,956	45,339	49,050
	<hr/> 17,383	<hr/> 27,956	<hr/> 45,339	<hr/> 49,050

5. EXPENDITURE ON RAISING FUNDS

	Unrestricted Funds £	Restricted Funds £	2019 Total £	2018 Total £
Staff costs (note 8)	-	-	-	13,417
Fundraising consultancy	-	-	-	4,200
Other fundraising costs	434	15	449	3,926
	<hr/> 434	<hr/> 15	<hr/> 449	<hr/> 21,543

Expenditure on raising funds was £449 (2018: £21,543) of which £434 (2018: £20,384) was unrestricted and £15 (2018: £1,159) was restricted.

THE BREASTFEEDING NETWORK
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019

6. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	Peer Support	Helplines	Training ¹	Information ²	2019 Total	2018 Total	Basis of Apportionment
	£	£	£	£	£	£	
Direct Costs							
Staff costs (note 8)	412,430	65,442	194,004	-	671,876	830,422	
Other staff costs	-	-	230	-	230	1,232	
Travel and Subsistence	18,725	3,041	14,457	-	36,223	41,038	
Goods purchased for resale	-	-	-	1,981	1,981	3,371	
Staff training and supervision costs	2,146	1,035	6,051	-	9,232	10,079	
Helper & Supporter course costs	769	13	8,975	-	9,757	16,228	
Room hire costs	10,178	445	1,886	-	12,509	12,196	
Childcare costs	7,704	334	-	-	8,038	5,287	
Project materials & resources	9,055	28,616	2,850	-	40,521	42,508	
Marketing/advertising	2,891	550	2,249	-	5,690	-	
Evaluation costs	-	4,950	-	-	4,950	7,086	
Support Costs							
Management and Administration recharges	109,178	88,865	(198,043)	-	-	-	Allocated on time
Establishment costs	-	-	8,140	-	8,140	6,454	% utilisation of area
Office expenses	12,494	5,217	41,994	-	59,705	63,955	Invoice/headcount
Other professional fees	-	-	16,566	-	16,566	18,291	Invoiced costs
Audit fees	-	-	5,880	-	5,880	6,000	Governance
AGM and Trustee meetings	-	-	8,534	-	8,534	5,775	Governance
Depreciation	915	-	214	-	1,129	1,049	n/a
	586,485	198,508	113,987	1,981	900,961	1,070,971	

The charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Having identified its governance costs, the remaining support costs together with the governance costs are apportioned between the four main strands of charitable activity undertaken (Peer support, Helplines, Training & development, Information dissemination). Funding restrictions mean that it is impossible to allocate all support and governance costs to the key charitable activities. Expenditure on charitable activities was £900,961 (2018: £1,070,971) of which £62,915 (2018: £34,225) was unrestricted and £838,046 (2018: £1,036,746) was restricted.

¹ Training & Development

² Information Dissemination

THE BREASTFEEDING NETWORK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2019

7. SUMMARY ANALYSIS OF EXPENDITURE AND RELATED INCOME FOR CHARITABLE ACTIVITIES

This table shows the cost of the four main charitable activities and the sources of income directly to support those activities.

	Peer Support	Helplines	Training³	Information⁴	TOTAL
	£	£	£	£	£
Costs	(586,485)	(198,508)	(113,987)	(1,981)	(900,961)
Direct grant/ Contract Supp't	641,328	197,959	45,339	-	884,626
Earned income Fees/training/ Sales	-	-	2,620	9,146	11,766
Net income/ (costs) funded from other sources	54,843	(549)	(66,028)	7,165	(4,569)

8. STAFF COSTS

	2019	2018
	£	£
Wages and salaries	640,645	781,887
Maternity cover	4,388	14,897
Redundancy costs	406	19,956
Social security costs	20,957	21,529
Pension costs	5,480	5,570
	671,876	843,840

The policy for redundancy follows the statutory redundancy provisions.
The number of employees based on head count was as follows:

	Number	Number
Management and administration	11	14
Service provision	89	106
	100	120

³ Training & Development

⁴ Information Dissemination

THE BREASTFEEDING NETWORK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2019

8. STAFF COSTS (continued)

No employee earned £60,000 per annum or more (2018: Nil).

The Directors gave their services voluntarily and received no remuneration. Six directors were reimbursed travel, accommodation and subsistence expenses during the year totalling £1,267 of which £274 was outstanding at the year-end (2018: eleven directors, total expenses reimbursed £3,011). In 2019, three directors (2018: two directors) received remuneration as a tutor/supervisor, as authorised by the management committee, for services other than as a trustee totalling £4,375 (2018: £3,581).

The key management personnel of the charity comprise the Directors, Chief Executive and Business Managers as noted on page 14. The total employee benefits of the key management personnel were £173,700 (2018: £159,076).

9. NET INCOME

The net income for the year is stated after charging:-

	2019	2018
	£	£
Auditors' remuneration – audit fee	5,880	6,000
Auditors' remuneration – company secretarial fees	90	90
Auditors' remuneration – tax services	-	210
Operating leases – land & buildings	5,851	5,851
Depreciation	1,129	1,049
	<hr/>	<hr/>

10. TANGIBLE FIXED ASSETS

	F&F & Equip £	Total £
Cost		
As at 1 April 2018	3,660	3,660
Additions	857	857
Disposals	-	-
	<hr/>	<hr/>
As at 31 March 2019	4,517	4,517
	<hr/>	<hr/>
Depreciation		
As at 1 April 2018	915	915
Charge for the year	1,129	1,129
Released on disposal	-	-
	<hr/>	<hr/>
As at 31 March 2019	2,044	2,044
	<hr/>	<hr/>
Net book value		
As at 31 March 2019	2,473	2,473
	<hr/>	<hr/>
As at 31 March 2018	2,745	2,745
	<hr/>	<hr/>

THE BREASTFEEDING NETWORK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2019

11. DEBTORS

	2019	2018
	£	£
Grants/SLA's receivable	117,621	160,065
Other debtors & prepayments	2,086	2,110
	<hr/>	<hr/>
	119,707	162,175
	<hr/> <hr/>	<hr/> <hr/>

12. CREDITORS – amounts falling due within one year

	2019	2018
	£	£
Other taxes and social security costs	6,886	13,643
Accruals and deferred income	63,713	57,089
Other creditors	1,155	1,506
	<hr/>	<hr/>
	71,754	72,238
	<hr/> <hr/>	<hr/> <hr/>

13. TAXATION

The company has charitable status and is therefore exempt from tax on its charitable income under the provision of section 505 of the Income and Corporation Taxes Act 1988.

THE BREASTFEEDING NETWORK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2019

14. MOVEMENT IN FUNDS

	As at 1 April 2018 £	Income £	Expenditure £	Transfers £	As at 31 March 2019 £
Restricted Funds					
National Breastfeeding Helplines	12,597	201,321	(200,683)	(9,600)	3,635
Peer Support Programmes	231,728	671,160	(637,378)	(71,842)	193,668
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total restricted funds	244,325	872,481	(838,061)	(81,442)	197,303
Unrestricted Funds					
General funds	281,691	50,772	(63,349)	21,067	290,181
<u>Designated funds:</u>					
Development & Innovation Fund	278,759	-	-	66,375	345,134
Redundancy fund	36,000	-	-	6,000	42,000
Capital fund	30,000	-	-	-	30,000
DIBM Support fund	24,000	-	-	(12,000)	12,000
Training fund	10,000	-	-	-	10,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total unrestricted funds	660,450	50,772	(63,349)	81,442	729,315
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	904,775	923,253	(901,410)	-	926,618
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Transfers Between Funds

A net transfer of £15,067 has been transferred to general funds due to project surpluses on completion with no remaining restrictions.

During the year seven projects ceased and the surplus funds of £66,375 have been transferred to the Development and Innovation fund as there were no remaining restrictions.

The designated fund to provide for potential redundancies in the future has increased by £6,000 due to the fact that at the year-end more staff have been employed for greater than two years and would be entitled to redundancy pay.

£12,000 of the DIBM support fund has been utilised in the year.

THE BREASTFEEDING NETWORK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2019

14. MOVEMENT IN FUNDS (continued)

Movement of funds for the year ended 31 March 2018:

	As at 1 April 2017 £	Income £	Expenditure £	Transfers £	As at 31 March 2018 £
Restricted Funds					
National Breastfeeding Helplines	122,708	151,415	(262,284)	758	12,597
Peer Support Programmes	339,437	722,676	(775,621)	(54,764)	231,728
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total restricted funds	462,145	874,091	(1,037,905)	(54,006)	244,325
Unrestricted Funds					
General funds	236,889	62,564	(54,609)	36,847	281,691
<u>Designated funds:</u>					
Development & Innovation Fund	228,600	-	-	50,159	278,759
Redundancy fund	57,000	-	-	(21,000)	36,000
Capital fund	30,000	-	-	-	30,000
DIBM Support fund	36,000	-	-	(12,000)	24,000
Training fund	10,000	-	-	-	10,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total unrestricted funds	598,489	62,564	(54,609)	54,006	660,450
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	1,060,634	936,655	(1,092,514)	-	904,775
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Purpose of Funds - Restricted Funds

National Breastfeeding Helplines

Funds to support the National Breastfeeding Helpline and Drugs In Breastmilk Service.

Peer Support Programmes

Funding received for Peer Support Programmes across the country where a Service Level Agreement is in place.

THE BREASTFEEDING NETWORK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2019

14. MOVEMENT IN FUNDS (continued)

Purpose of Funds – Designated Funds

Peer Support Development & Innovation Fund

The directors have designated historic surpluses from Peer Support contracts to form a development fund for future work with an emphasis on sustainable models of peer support working.

Redundancy fund

A fund to provide for the significant cost of redundancy in the unlikely event of the organisation ceasing.

Capital fund

A provision for future capital investment.

DIBM Support Fund

In the event of no external funding for this service, the directors are committed to support the future provision for the next year at £12,000 pa.

Training Fund

Provision of funds to support the future training of volunteers under the auspices of the QUEST subcommittee.

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total £
Funds balances at 31.3.19 represented by:			
Tangible fixed assets	643	1,830	2,473
Net current assets	728,672	195,473	924,145
	<hr/>	<hr/>	<hr/>
	729,315	197,303	926,618
	<hr/>	<hr/>	<hr/>
	Unrestricted Funds £	Restricted Funds £	Total £
Funds balances at 31.3.18 represented by:			
Tangible fixed assets	-	2,745	2,745
Net current assets	660,450	241,580	902,030
	<hr/>	<hr/>	<hr/>
	660,450	244,325	904,775
	<hr/>	<hr/>	<hr/>

THE BREASTFEEDING NETWORK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2019

16. OPERATING LEASE COMMITMENTS

The following operating lease payments were committed to be paid as at the year-end:

	Land & Buildings	2019 TOTAL	2018 TOTAL
	£	£	£
Within one year	5,560	5,560	-

The amounts charged to the SOFA in the period were £5,851 (2017: £5,851) for land and buildings.

17. PENSIONS

The charity operates a defined contribution pension scheme, the assets of which are held separately from those of the company in an independently administered fund. Contributions made by the company to the scheme during the year amounted to £5,480 (2018: £5,571). The balance outstanding at the year-end is £nil (2018: £nil).

18. RELATED PARTY TRANSACTIONS

Other than as disclosed in note 8, no director or person related to a director had any personal interest in any other contract or transaction entered into by the charity during the year or in the previous year. There were no outstanding balances with related parties as at 31 March 2019 (2018: £nil).