



littlelifts Trustees' Annual Report

Contents

Page 2: Trustees' Annual Report

Page 16: Independent Examiner's Report

Page 17: Statement of Financial Activities for the year ended 31 December 2020

Page 18: Balance sheet at 31 December 2020

Page 19: Cash Flow for year ended 31 December 2020

Page 20: Notes to financial statement for year ended 31 December 2020

littlelifts Trustees' Annual Report

The trustees present their annual report together with financial statements of littlelifts for the year 1 January – 31 December 2020.

Administrative details

Trustees

- Karyn Maier (Chair)
- Ella Wisbey (Secretary)
- Adam Francis (resigned March 2020)
- Shopie Houghton-Hood (resigned February 2020)
- Andrew Butcher (Treasurer, resigned November 2020)
- Jill Ward (joined March 2020)
- Per Hall (joined June 2020)

Registered charity number

littlelifts is a registered charity in England and Wales 1170737.

Accountant/s

Karen Eason Certified Accountant Limited
167 Westacre Drive Old Catton NR6 7HX

Make it Count (Accountancy Services) LTD
3 Malleson Place, East Carleton, Norfolk NR14 8JA.

Bankers

The Co-operative Bank, 69 London Street, Norwich, NR2 4SF.

Structure, Governance and Management

littlelifts is a Charitable Incorporated Organisation whose only voting members are its charity trustees. It is governed by a foundation model constitution.

Appointment of charity trustees:

- Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.
- In selecting individuals for appointment as charity trustees, the charity trustees must have regard to skills, knowledge and experience needed for the effective management of the CIO.

"On the most scary and difficult of days, chemo day one, this box of goodies was everything. Literally everything. I can't thank you enough for caring, so thoughtful. I've no idea of what lays ahead but gestures like this take the edge off the trauma."

– Karen, February 2020, West Suffolk Hospital.

A message from our Founder, Oa Hackett

It has been six years since I was diagnosed with breast cancer and I am so proud of what littlilifts has achieved since we launched our first hospital partnership in 2017. Over the last few years, we have established the reputation of littlilifts and worked hard to build our core values by listening to feedback from our hospital partners and those affected by breast cancer. This has put us in a strong position to support a large number of people facing breast cancer treatment across Norfolk, Suffolk and beyond.

2020 was a year like no other. The impact of a global pandemic on our charity (and the sector more broadly) brought uncertainty and new ways of working. In response to government updates, our team of two began working from home in the week commencing 9th March 2020. We prioritised our operational activity and quickly engaged with our hospital partnerships to establish safe processes and procedures to pack and deliver littlilifts boxes. This was managed without support from volunteers for the majority of 2020.

As a Board we held an emergency meeting on 16th April 2020 and agreed that regular reforecasting of income and monitoring of cashflow was required in parallel with information shared by the Government. This included reviewing anticipated income via mass participation events, corporate donations expected in the pipeline and operational demand. We made the decision to delay launching radiotherapy support from 31st March 2020 to October 2020. Our event schedule was hit the hardest, but as a small nimble team, we were able to respond quickly and launched our first ever Virtual Marathon event on 1st April (ten days after England first entered lockdown) which saw over 500 people taking part and was covered by the BBC. The response to this event was so positive that it continued throughout May and June, raising £10,000. Subsequent virtual events included a month-long kindness challenge, no bra day and a raffle.

Our #littliliftscommunity continued to amaze us throughout the year by taking on various fundraising challenges and we thoroughly enjoyed supporting them with their efforts. In August 2020 we delivered our 1000th littlilifts box to the Norfolk and Norwich Hospital, a huge milestone for our small (but mighty) charity. Art for Cure generously donated funds to support our work for a further twelve months at Ipswich and West Suffolk Hospital, and we launched a commercial partnership with Spacemasks, agreeing that these funds would support a national discretionary fund to be launched in 2021. Our Platinum Patron, Sinclair International, donated £10k to support the development of a CRM system, crucial to strengthening our infrastructure. We formed a new partnership with Farfetch who provided logistical assistance to support our online shop.

Breast cancer and COVID-19

Breast cancer and its treatment didn't stop during the 2020 pandemic, and despite these tough times, we continued to work with our NHS partnerships across Norfolk and Suffolk so that women undergoing chemotherapy treatment for primary and secondary breast cancer could be offered a

littlelifts box. We worked closely with Oncology and Breast Care Teams so that littlelifts boxes could be given directly to patients during their treatment. More than ever, our littlelifts boxes were needed because women facing cancer treatment are clinically extremely vulnerable, and therefore at high risk from COVID-19. As well as the increased risk to health, the pandemic has made access to support systems and networks more challenging. Chemotherapy can be gruelling both physically and mentally; during these difficult times, our littlelifts boxes are making a huge difference to the lives of women.

We understand that every woman's experience of breast cancer treatment is different. That's why littlelifts boxes are full of items carefully selected to provide women with practical support, as well as mood-boosting goodies to promote emotional wellbeing – but it isn't just what's inside the box that provides support. Recipients tell us that the sense of solidarity and kindness they experience is equally valuable – and right now, kindness matters.

In 2020 we supported 716 women affected by breast cancer.

A special thank you

I would like to give heartfelt thanks to some very special people and organisations who generously supported us in 2020:

- To my committed and generous Board of Trustees and small team of staff – Kay and Shopie.
- To our dedicated NHS hospital partnerships.
- To every person who sends feedback about their littlelifts box.
- To our Founding Patron, Belinda Gray, at Art for Cure.
- To our Platinum Patron, Sinclair International.
- To our Ambassador, Harriet Inglis – Spacemasks.
- To our amazing volunteers who give up hours to support us.
- To our generous suppliers who help us fill our littlelifts boxes.
- To every member of our littlelifts community who fundraise tirelessly to support our work.

Message from our Chair, Karyn Maier:

It's the strength of impact our littlelifts boxes have on women during their chemotherapy treatment that continues to drive our generosity of spirit and determination in growing the charity so that we can carry on meeting our pledge to support as many women with breast cancer as we possibly can each year.

2020 was a year of huge uncertainty and real challenge, but as a Board we responded quickly by assessing how we could safely continue our operations backed by ongoing considered financial review and planning to ensure the robustness and secure future of our charity. Despite the challenges, our small team – Oa and Kay – worked steadfastly and with great ingenuity to launch new fundraising initiatives, with over 500 participants taking part in our first ever virtual event. They also liaised successfully with our hospital partnerships, during this period of huge pressure on the NHS, to ensure that littlelifts box orders could be fulfilled in a safe way. Despite COVID-19, women continued to be treated for breast cancer and so it was crucial we could continue to offer practical and emotional support. In October 2020 we were pleased to welcome Shopie to our team, assisting with our volunteer and events strategy. We must give thanks to the drive and determination of our CEO and Founder, Oa, and support and hard work from her colleagues Kay and Shopie; without them littlelifts would not have overcome such a challenging year, demonstrated by our sound financial results and numbers of boxes funded and delivered.

We are continuously evaluating and learning from the community that we support, and whilst COVID-19 delayed our launch of support for radiotherapy patients, we were pleased to work with the Norfolk and Norwich University Hospital to announce this extension of our offering in October

2020. Despite such a tough year littlelifts has been on a mission to respond to the needs of people affected by breast cancer which included the establishment of our partnership with Make 2nds Count to support those with secondary breast cancer living across the UK. Our vision, coupled with considered financial planning, provides us with a strong foundation to continue to grow our support to more women with breast cancer. We will do this by formalising a national discretionary fund in 2021 and by growing our hospital partnerships within East Anglia.

We continue to work with a dedicated group of hospital partnerships, and we thank the enthusiasm of our littlelifts community, volunteers, and the support from individuals and organisations who donated funds and resources to support our work during a very challenging time. Particular thanks goes to our Patron Belinda Gray at Art for Cure, our Platinum Patron, Sinclair International, Ambassador Harriet Inglis at Spacemasks and the team at Farfetch.

Our vision

Every person affected by breast cancer should have the opportunity to receive a littlelifts box.

Our mission

To provide practical and emotional support to every person, living in England and Wales, who faces breast cancer treatment by giving them a carefully created littlelifts box at the start of or during their chemotherapy or radiotherapy treatment.

Our values

Our values underpin everything that we do.

- **Compassion:** because we care for people
- **Respect:** every person's experience of breast cancer is different
- **Integrity:** to achieve excellence with care and thought in all that we do
- **Open:** continuously evaluating and improving
- **Generosity:** guiding us in all we do

Who does littlelifts support? (*taken from Breast Cancer Now and Cancer Research UK)

In the UK, 55,000* women and 350* men are diagnosed with breast cancer every year. 63%* have radiotherapy, and 34%* have chemotherapy, as part of their primary curative or palliative cancer treatment. There are 36,000* women in the UK living with incurable (secondary) breast cancer, a recognised disability.

What is a littlelifts box?

We understand that every person's experience of breast cancer treatment is different. That's why littlelifts boxes are full of items carefully selected to provide women and men with practical support, as well as mood-boosting goodies to promote emotional wellbeing. But it's not just what's inside the box that provides support. Recipients tell us that the sense of solidarity and kindness they experience is equally valuable. Each littlelifts box is carefully hand packed with support from our dedicated volunteers in the community.

How we work

We work directly with Oncology, Radiotherapy and Breast Care Teams across all NHS hospitals in Norfolk and Suffolk so that women and men who are going through chemotherapy treatment for primary or secondary breast cancer receive a littlelifts box.

Our charitable objective

The object of the CIO is for the public benefit, the relief of sickness and side effects to ease the suffering of chemotherapy treatment to women and men aged 18 and above who have primary and secondary breast cancer and who are living in England and Wales. In particular, but not exclusively, by providing them with a littlelifts box at the start of, or during, their chemotherapy or radiotherapy treatment.



littlelifts box delivery to the Norfolk and Norwich University Hospital, October 2020.

Activities to achieve our charitable objective

The trustees have had regard to the guidance issued by the Charity Commission on public benefit and complied with the duty in section 17 of the Charities Act 2011.

Our objectives for 2020 were ambitious because we wanted to continue to grow our infrastructure so that we could grow our hospital partnerships and support many more people going through breast cancer treatment, but COVID-19 impacted hugely on our ways of working, both operationally and how we generated income.

For 10 months of 2020 littlelifts' staffing consisted of two members of staff and no volunteer support, until the summer of 2020 when it was safer to allow volunteers into the packing room. Despite the challenges, we are proud to have achieved the following:

- We **continued to support** women across all five hospital partnerships: Norfolk and Norwich University Hospital (NNUH), James Paget University Hospital (JPUH), Ipswich Hospital (IP), West Suffolk Hospital (WSH) and Queen Elizabeth Hospital (QEH).

- We **delivered our 1000th littlelifts box** to the NNUH on 21st August 2020.
- We responded to feedback from our hospital partnerships and **launched radiotherapy boxes at the NNUH on 23rd October 2020, and extended our support to men affected by breast cancer.**
- We **launched a partnership with Make 2nds Count**, specifically supporting people with secondary breast cancer across the UK.
- We took to the skies and **delivered littlelifts boxes via helicopter** thanks to support from Saxon Air (January 2020). On board was beneficiary Laura, who also lives with secondary breast cancer.
- We **held three focus groups (two virtual)** with 14 women so that we could understand their experiences of chemotherapy and the littlelifts box. Feedback from these sessions resulted in an in-depth product review of our littlelifts boxes and how we can further our support.
- We **hosted three packing parties** (before lockdown) with volunteers and supporters so that each littlelifts box was carefully hand packed with love.
- We **spent over 150 hours packing** littlelifts boxes (two members of staff, excludes all the pre-prep (ordering stock, unpacking stock, quality control checking products)).
- We responded quickly to the challenging environment and **dedicated time to fundraising activity** so that we could continue to grow our support across NHS hospitals in Norfolk and Suffolk, and beyond.
- We **kept our online shop open** to diversify our income streams, as well as to provide the opportunity for more women across the UK to receive littlelifts boxes as gifts from loved ones.

Our impact

In 2020 we provided **716 littlelifts boxes** to people affected by breast cancer.



littlelifts 1000th box delivery at NNUH, August 2020

Here's the breakdown

Hospital	2018 box deliveries	2019 box deliveries	2020 box deliveries	Total life time
NNUH – chemotherapy	141	243	178	562
NNUH – radiotherapy (launched Oct 2020)			128	128
JPH	26	57	43	126
IP	60	110	88	258
QEH		63	28	91
WSH		63	58	121
Discretionary Fund		10	17	27
Make 2nds Count partnership			176	176
Total	227	546	716	1489

We know that it's the little things that matter most. Here is what women had to say about our littlelifts boxes:

- *"The littlelifts boxes are a fantastic idea for anyone like me who has just been diagnosed with breast cancer. It gives you a warm feeling that someone cares and understands the journey you are about to take. I used my bag and many of the items at my first chemo session yesterday (5/1/20) and already using toothbrush, toothpaste and hand cream." – January 2020*
- *"Hi team, just wanted to say what a lovely surprise it was to receive the littlelifts gift box. At a time when life has been turned upside down it's wonderful to think that others who have been through the same experience are thinking about me. Fantastic gifts, so well thought out. Thank you so very much for making me smile." – February 2020*
- *"On the most scary and difficult of days, chemo day one, this box of goodies was everything. Literally everything. I can't thank you enough for caring, so thoughtful. I've no idea of what lays ahead but gestures like this take the edge off the trauma." – February 2020*
- *"Hi All, I just wanted to thank you all so much for the gift. Having received my first chemo injections this afternoon, it was such an amazing surprise at the end of this treatment for the oncology nurse to present me with this amazing gift of goodies. It made my heart lift to think people were caring enough to think of others and put these delightful little gift aids together to support ladies during breast cancer treatment. A huge thank you to a brilliant charity." – May 2020*
- *"A quick thank you for the box I received yesterday; especially helpful as I'm not yet on the supermarkets priority lists only being diagnosed since lockdown began. My son loved helping me unpack the box and is very excited to make ice lollies with me. Thank you again, it was amazing to take home a little box of love 💕
At a time of worry and uncertainty the little lifts box was an unexpected and very welcome hug to take home." – May 2020*
- *"I was given my little lifts box on Friday by my oncologist and oncology nurse. I found it a terrifying appointment in terms of the facts they were telling me, the nature of my tumour and the number of nodes involved. I ended up crying. But when they brought the little lifts box in there was a moment of happiness. My children had a lovely time looking at all the things in the box and were very excited about it. It cheered them up as well and gave us something positive to focus on. I am so touched by the thoughtfulness of the things included in it. Thank you, Kay, for packing such a wonderful selection of items. I cried again but this time out of gratitude that there are such caring, loving people providing all this comfort and support. We have made some ice lollies from the recipe cards in the silicone moulds, and I have packed my frozen grapes ready for my chemotherapy to start on Tuesday. I don't feel so alone. Thank you.
PS: I have had to hide the sweets!" – June 2020*
- *"Words cannot describe how thoughtful this box is. Every single item is designed to help with a specific symptom. Even though I may not have each symptom now, as a secondary bod the chances are that I will at some point, so every single item is invaluable. To know strangers care is so heart-warming. The word 'little' in littlelifts doesn't do you justice. You're superstars!" – August 2020*

- *“My “little lifts” gift which was a wonderful surprise and so appreciated. I opened my box when I was halfway through my therapy. It was like Christmas Day but better, the gifts were so diverse I wondered what I was going to find next, it certainly gave me a lift. A big thank you to your team and all the people kind enough to supply the “goodies”, it certainly did what was intended cannot thank you enough.” – October 2020*
- *“Hello, I am a patient at the Norfolk and Norwich University hospital. I am 33 years old and have recently been diagnosed with breast cancer. On visiting my oncologist, I was gifted with one of your Little Lifts boxes and I just wanted to say a huge thank you. It was so overwhelming to feel that women who have never met me could do something so kind and thoughtful. It really did just feel like one huge hug in a box! The items in the box have been so useful already (I began my chemotherapy at the beginning of this week) and there are things you included I hadn't even thought of but am now using daily. I really wanted to let you know that it meant so much to receive this and made me feel that I really am not alone in all of this.” – October 2020*
- *“Thank you so much for my littlelifts box, after receiving all the possible side effects I could experience during chemo, I sat in the room thinking they had not said anything positive at all and my head was spinning. Then they presented me with your box and it was the best gift ever, everything in it is amazing and I am so very very grateful to you. I'm hoping in the near future to raise lots of money for you so if you could send me details that would be great. Many thanks again xxx.” – November 2020*
- *“Being given my littlelifts box was overwhelming. There has been so much thought, care and attention to detail that has gone into making these. It makes you feel like you're not alone and that there are women and men out there who know exactly what you're going through. Every item in the box has a purpose and is so thoughtful. Your charity is amazing, and I plan to support it in any way I can in the future.” – November 2020*
- *“I am currently undergoing palliative treatment for secondary breast cancer in my bones and, as you can imagine, life is a little tough at the moment. Yesterday I saw my Macmillan nurse for 2 quite painful injections and was feeling pretty low. At the end of my appointment, she gave me a box labelled Little Things and explained that it was a box of little treats for women like me, from women who had undergone cancer too. As you can imagine, it was a delightful surprise! I loved the treats in the box, but most of all I loved the idea of the box. Cancer can make days seem very grey indeed, but the little lifts box brought so much sunshine to my life yesterday. Thank you so much.” – November 2020*

Our feedback form (distributed in our littlelifts boxes) includes a question asking, ‘how supported did/does the littlelifts box make you feel?’ Beneficiaries are asked to mark out of 5 with 5 being ‘very supported’ and 1 being ‘not supported’. Of the 100 women who submitted feedback forms 100% said the littlelifts box made them feel **‘very supported or supported’**.

Our Finances

The key to achieving our longer-term aims and our charitable objectives is to have a stable financial platform. At littlelifts we believe that it's important, as a public benefit organisation, to have strong financial management to ensure we're delivering the best value possible whilst using ethical, environmentally friendly, natural, organic and local products as much as we can. Our quality and ethical standards mean that many of our products have a high retail value, so we are very thankful to many of our suppliers who have given generous charitable discounts and companies who have donated products to our littlelifts boxes.

Our Reserves Policy and Going Concern

In assessing the overall level of reserves, the trustees aim at all times to maintain sufficient unrestricted funds of at least six months to ensure littlelifts remains solvent going forwards. Designated or restricted funds shall not form part of this sum. The decision was made by the trustees so that littlelifts can:

- Have the flexibility to continue to operate in the best interests of our beneficiaries should the forecasted income not be generated;
- Mitigate against the risk of unplanned closure and the impact this may have on our staff and beneficiaries; and
- Use the fund to support new projects we feel are in the best interest of the charity should we not be able to secure financial support elsewhere.

The COVID-19 pandemic meant that 2020 was a particularly challenging year for many charities, having a significant impact on fundraising opportunities. littlelifts remains a viable going concern. Income sources were heavily hit in 2020. However, a combination of innovative online fundraising, delayed launch of radiotherapy support, financial donations from corporate partners and the generosity of some of our suppliers means that littlelifts retains over six months of unrestricted reserves. The total closing reserves are high at the end of 2020 for several reasons:

- Restricted reserves are much higher due to funding being received late in 2020 for activities which will take place in 2021.
- The Trustees took the deliberate decision to build up reserves in 2020 due to the expected on-going financial challenges that will impact all charities in 2021. With the launch of radiotherapy at the end of 2020, the cost base for littlelifts has significantly increased. The higher levels of closing reserves mean that the charity continues to fulfil the Reserves Policy to meet the high levels of activity.
- In 2021, littlelifts are launching a National Discretionary Fund to provide littlelifts boxes, on an application basis, to breast cancer patients across the UK.

Our approach to Fundraising:

- littlelifts is a member of the Fundraising Regulator.
- Our income is generated thanks to the support of our #littleliftscommunity made up of individual fundraisers. We do not employ the services of any fundraising agencies or third

parties, nor have we run a direct mail, telephone or door to door fundraising campaign. The relationship we have with our supporters is very important to us; we work hard to ensure that all fundraising activities prioritise quality and personal stewardship. The charity does not wish for our supporters, including vulnerable people, to feel under any pressure to donate to the charity.

- Our close relationship with fundraisers means that we are able to support them in delivering their events and complying with relevant codes of practice. Where we work with commercial participators, such as Spacemasks, contracts are exchanged so that we can ensure compliance with the code of fundraising practice, applicable laws and adherence to best practice.
- We received no complaints about our fundraising practices in 2020.

Our principal sources of fundraising

We are very grateful for the support we have received from the following Trusts and Foundations:

- **Art for Cure** – A special mention goes to Belinda Gray, our Founding Patron, at Art for Cure who continues to support us. In 2020 Art for Cure donated £23,565 to support activities at Ipswich and West Suffolk Hospitals.
- **The Pink Ribbon Foundation** for providing funds to support rent of our packing room for twelve months.
- **National Lottery** for providing funding of £9,846 to support all charitable activities.
- **Postcode Community Trust** for providing funding of £18,754 to specifically support chemotherapy boxes at Norfolk and Norwich University Hospital.
- **The Paul Bassham Charitable Trust** for donating £4,000 to support our work in Norfolk.

In addition, we are very grateful for financial support we have received from corporate donations:

- Our key corporate partner and Platinum Patron, **Sinclair International**, have provided £10,000 of funding towards the costs of a CRM system for the next three years to help with future engagement with supporters, management of partnerships and volunteers.
- **Aviva Community Fund** for providing £8,950 towards the costs of chemotherapy and radiotherapy boxes, and funding Focus Groups.
- **The Cave (at Aviva in Norwich)** for raising £750 via their staff charity shop.
- **Crown Commercial Services** staff for raising £436.46 via cake sales and quizzes.
- **Mills and Reeve** staff for raising £7,958.81 as part of our Charity of the Year partnership.
- **Loveday & Partners** for sponsoring £2,300 to support our Clubbercise event, which sadly did not go ahead. However, the generosity of our community meant that we still £4,761 in lieu of this event.
- **VGP Limited** for providing £3,671 of funding towards the National Discretionary Fund to be launched in 2021.



Posties of Fakenham raising funds in aid of littlelifts, July 2020

#littleliftscommunity

A huge thank you to our wonderfully kind and dedicated #littleliftscommunity who help to raise awareness as well as to fundraise for us.

Just some of the many examples of our super star individuals and group fundraisers:

- **Posties of Fakenham** decided to wear fancy dress on their 'rounds' for eight weeks raising over £11,000.
- **Sarah Holmes** ran four marathons in May raising over £1,069.
- **Our men in bras** raised over £3,000.
- **Our brave skydivers** jumped from a plane and raised £5,577.
- **Rhonda** ran the London Marathon and raised over £1,007.
- **Team Mag Gates** headed to London Victoria Park and took on various running challenges, raising £1,368.



Meet Emma (and her lovely pooches, Lily & Buster!) In 2018 Emma received a littlelifts box whilst going through chemotherapy treatment for breast cancer at Norfolk and Norwich University Hospitals NHS Foundation Trust. She was 39 years old. Two years on, Emma completed an epic challenge – walking four marathons throughout the month of May 2020, raising £367 to support our work.

Gifts in Kind received:

- The following companies kindly donated products to littlelifts boxes during 2020:
 - **Booja Booja**
 - **Kingfisher Toothpaste**
 - **Pukka Tea**
 - **Boho Betty**
 - **Something To Look Forward To**
 - **Stone & Sage**
 - **Pip & Lil**
 - **The Healing Hut**
 - **Livia's**
 - **Belle Resin**
- **Thompson Packaging** generously donated boxes for our new radiotherapy boxes.
- Our landlord, **Dencora**, provided our office rent free for six months, followed by a reduced rate for a further three months.

Special thanks some remarkable people:

- Mary Addyman, Eva Stiles, Leah Larwood, Jon Cheswick, Katrina Archer-Rand and Greg Hackett for being special members of our littlelifts community, giving their time and expertise to support us.

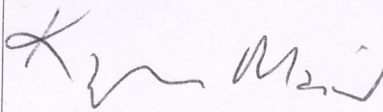
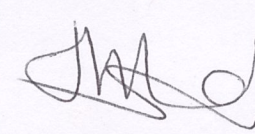


Social Media Ambassador Laura supporting our 'No Bra' campaign, October 2020.

Declaration

The trustees declare they have approved the trustee's report above.

Signed on behalf of the charity trustees:

Signature		
FULL NAME	KARYN MAITRE	JILL WARD
POSITION	CHAR	TRUSTEE

Date: 30.6.21

littlelifts

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Independent Examiner's Report to the members

For the Year Ended 31 December 2020

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("The Act")

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to

- Examine the accounts under section 145 of the Charities Act,
- To follow the applicable Directions given by the Charity Commission (under section 145(5)(b)) of the Charities Act; and
- To state whether particular matters have come to my attention

Basis of Independent Examiner's Statement

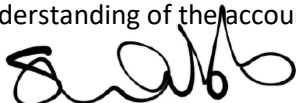
My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Charities Act
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements set out in the (Accounts and Reports) Regulations 2008 have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Date 30th March 2021

Shirley Webb MAAT Director
Make It Count (Accountancy Services) Ltd
3 Malleson Place
East Carleton
NR14 8JA

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Statement of Financial Activities

For the Year Ended 31 December 2020

	Notes	Unrestricted 2020 £	Restricted 2020 £	Total Funds 2020 £	Total Funds 2019 £
Income:					
Donations and legacies	2	120,901	94,258	215,159	112,119
Funds Raised by charity	3	27,013	-	27,013	40,741
Total Income		147,914	94,258	242,172	152,861
Expenditure on:					
Raising Funds	4	48,720	-	48,720	55,314
Charitable Activities	4	35,305	59,979	95,284	59,049
Total Expenditure		84,025	59,979	144,004	114,363
Net income/(expenditure)		63,889	34,279	98,168	38,497
Transfers between funds					
Net movement in funds		63,889	34,279	98,168	38,497
Reconciliation of Funds:					
Total Funds brought forward		103,191	5,811	109,002	70,504
Total Funds carried forward		167,080	40,090	207,170	109,002

littlelifts

Balance Sheet

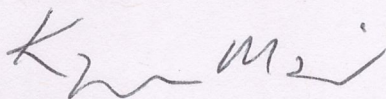
As at 31 December 2020

	Note	2020 £	2019 £
Fixed Assets	5		
Tangible Assets		5,113	7,121
Total Fixed Assets		<u>5,113</u>	<u>7,121</u>
Current Assets	6		
Stocks		21,019	15,169
Debtors		9,905	10,281
Cash at Bank and in hand		177,672	83,709
Total Current Assets		<u>208,596</u>	<u>109,159</u>
Current Liabilities			
Creditors: Amounts falling due within one year	7	4,819	(743)
Deferred Income	8	1,720	8,021
Total Current Liabilities		<u>6,539</u>	<u>7,278</u>
Creditors: Amounts falling due after more than one year		-	-
Total Net Assets or Liabilities		<u>207,170</u>	<u>109,002</u>
The Funds of The Charity	9		
Restricted Funds		40,090	5,811
Unrestricted Funds			
Designated Funds		-	-
General Funds		167,080	103,191
Total Charity Funds		<u>207,170</u>	<u>109,002</u>

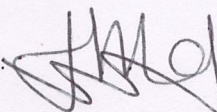
The notes at pages 4 to 8 form part of these accounts.

Signed:

Mrs Karyn Maier, Trustee



Signed:



These accounts were approved by the trustees on: 30.06.21

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Statement of Cash Flows For the Year Ended 31 December 2020

	Note	<u>Funds 2020</u> £	<u>Funds 2019</u> £
Net cash provided by Operating Activities	10	94,770	13,322
Cashflow from Investing Activities			
Purchase/donation of tangible fixed assets		(808)	(5,614)
Cash provided by (used in) Investing Activities		(808)	(5,614)
Increase (decrease) in cash and cash equivalents in the year		93,962	7,708
Cash and cash equivalents at the beginning of the year		83,709	76,001
Total cash and cash equivalents at the end of the year		177,672	83,709

Notes to the Financial Statements
For the Year Ended 31 December 2020

1 Accounting Policies

1.1 Basis of preparation of financial statements

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) issued on 16 July 2014 and Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2011.

Littlelifts constitutes a public benefit entity as defined by FRS 102.

The accounts present a true and fair view and no changes have been made to the accounting policies adopted in note 1.1.

No changes to accounting estimates have occurred in the reporting period.

No material prior year errors have been identified in the reporting period.

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 SORP a restatement of comparative items was needed. No restatements were required.

1.2 Income

Recognition of income

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources;
- the monetary value can be measured with sufficient reliability.

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP.

1.3 Grants and donations

Grants and donations are only included in the SoFA when the general income recognition criteria are met.

1.4 Legacies

Legacies are included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

1.5 Donations of gifts, services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item or received the service, any conditions associated with the donation have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised so refer to the trustees' annual report for more information about their contribution.

On receipt, donated gifts, professional services and donated 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 to obtain services of facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Notes to the Financial Statements
For the Year Ended 31 December 2020

1. Accounting policies (continued)

1.6 Fund Accounting

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

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

Designated funds are unrestricted funds earmarked by trustees for particular purposes.

1.7 Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to

All expenditure is accounted for on an accruals basis.

1.8 Governance and support costs

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving

1.9 Grants payable

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such

1.10 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts

1.11 Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year and are valued at historical cost.

Depreciation is charged on furniture and equipment on a straight-line basis over their estimated useful life of five years from the year of acquisition. Depreciation is charged on computer equipment on a straight-line basis over their estimated useful life of three years from the year of acquisition.

1.12 Stock

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

1.13 Debtors

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

1.14 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less

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Notes to the Financial Statements For the Year Ended 31 December 2020

	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
Income From:				
2. Donations & Legacies				
Corporate	11,987	22,621	34,608	16,059
Individuals	63,164	-	63,164	45,264
Grants	19,390	71,637	91,027	47,152
Gifts in Kind	26,360	-	26,360	-
Equipment	-	-	-	3,645
	<u>120,901</u>	<u>94,258</u>	<u>215,159</u>	<u>112,119</u>

	2020 £	2019 £
Gifts in Kind breakdown:		
Rent	7,716	-
Box products	17,564	-
Box printing, packaging & design	1,080	-
	<u>26,360</u>	<u>-</u>

3. Fundraising Income				
Box Sales	4,169	-	4,169	802
Merchandise	656	-	656	387
Events	22,189	-	22,189	39,552
	<u>27,013</u>	<u>-</u>	<u>27,013</u>	<u>40,741</u>

4. Analysis of Expenditure

	Cost of Raising Funds	Charitable Activities	Governance	Support Costs	2020 £	2019 £
Wages and Salaries	18,874	24,329	1,586	9,214	54,004	43,426
Pension Cost	403	520	34	196	1,154	899
Event Costs	5,792	-	-	-	5,792	18,422
Merchandise	538	-	-	-	538	1,520
Other	293	-	-	-	293	333
littlelifts Boxes and Patient Related Support	-	35,906	-	-	35,906	19,157
Box Printing and Postage	-	4,637	-	-	4,637	759
Travel	1,184	2,762	-	-	3,946	2,885
Staff Training	-	-	-	831	831	1,289
Premises Costs	5,788	7,460	486	2,825	16,559	9,095
IT Costs, software and consumables	-	-	-	7,433	7,433	1,258
Equipment Maintenance	-	-	-	140	140	962
Printing, Stationery and Postage	-	-	-	1,649	1,649	2,529
Design	-	-	-	-	-	5,520
Advertising, Marketing and PR	3,847	1,649	-	-	5,496	3,856
Accountancy and Independent Examiner Costs	-	-	2,773	-	2,773	132
Depreciation	-	-	-	2,816	2,816	2,093
Focus Group Costs	-	31	-	-	31	-
Admin Fees	6	-	-	-	6	228
	<u>36,726</u>	<u>77,294</u>	<u>4,880</u>	<u>25,104</u>	<u>144,004</u>	<u>114,363</u>
Support Costs	10,042	15,063	-	(25,104)	-	-
Governance Costs	1,952	2,928	(4,880)	-	-	-
Total Expenditure	<u>48,720</u>	<u>95,284</u>	<u>-</u>	<u>-</u>	<u>144,004</u>	<u>114,363</u>

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Notes to the Financial Statements For the Year Ended 31 December 2020

	Freehold Land and Buildings	Leasehold Land and Buildings	Plant and Machinery	Fixtures, Fittings and	Total
	£	£	£	£	£
5. Tangible Fixed Assets					
Analysis of Opening and Carrying Amounts					
Cost or Valuation					
As at 1st January 2020				10,861	10,861
Additions	0	0	0	808	808
At End of the Year	0	0	0	11,669	11,669
Depreciation and Impairment					
As at 1st January 2020				3,740	3,740
Depreciation				2,816	2,816
At End of the Year	0	0	0	6,555	6,555
Net book value					
As at 1st January 2020				7,121	7,121
As at 31st December 2020				5,113	5,113

6. Current Assets	2020	2019
	£	£
Box Product Stocks	18,852	13,321
Merchandise Stocks	2,168	1,848
Accrued income	0	3,738
Office Rental Deposit	2,500	2,500
Other Debtors	1,146	0
Prepayments	6,259	4,043
	30,924	25,450

Stocks represent the littlelifts' box ingredients in readiness for supply. The stocks will be used in the boxes provided as part of charitable activities in 2020

7. Current Liabilities	2020	2019
	£	£
Creditors	3,532	(115)
PAYE & NIC Payable	916	0
Pensions Payable	0	0
Student Loans Deductions Payable	125	0
Accruals - Accountancy & Independent Examiners Fee	186	(628)
Other	61	0
	4,819	(743)

8. Deferred Income	2020	2019
	£	£
As at 1 January 2020	8,022	21,366
Additions during the year	0	0
Amounts released to income	6,302	13,344
As at 1 December 2020	1,720	8,022

Deferred income comprises donations made by Art for Cure in respect of the two years 1st August 2019 to 31st July 2020. It has been determined that the income should be allocated on a linear basis against activities across the two years hence the deferral of some of the income to be used in the next two accounting years. The original donations related to £22,016.80 restricted to the provision of boxes for primary breast cancer patients at Ipswich Hospital and £4,971 restricted to the provision of boxes for primary breast cancer patients at James Paget Hospital.

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Notes to the Financial Statements For the Year Ended 31 December 2020

9. Charity Funds

Current Year

	At 1 January 2020	Income	(Expenditure)	Transfers	Gains and (Losses)	At 31 December 2020
	£	£	£	£	£	£
Unrestricted Funds						
Designated Funds:						
	0	0	0			0
General Funds	103,191	147,914	(84,025)			167,080
Total Unrestricted Funds	103,191	147,914	(84,025)	0	0	167,080
Restricted Funds						
E-Commerce	1,948	0	(1,948)			0
Suffolk Hospitals	2,733	0	(2,733)			0
Rent	380	5,000	(1,250)			4,130
Volunteer Laptop	750	0	(750)			0
Ipswich Hospital	0	18,676	(8,654)			10,022
National Donations	0	6,600	(5,016)			1,585
Norfolk & Suffolk Hospitals	0	17,571	(17,571)			0
West Suffolk Hospital	0	11,311	(7,505)			3,806
NNUH Trust	0	18,754	(9,576)			9,178
CRM System	0	10,000	(3,495)			6,505
Focus Groups	0	1,225	(31)			1,194
National Discretionary Fund	0	3,671	0			3,671
JPUH Trust	0	1,450	(1,450)			0
Total Restricted Funds	5,811	94,258	(59,979)	0	0	40,090
Total Funds	109,002	242,172	(144,004)	0	0	207,170

Previous Year

	At 1 January 2020	Income	(Expenditure)	Transfers	Gains and (Losses)	At 31 December 2020
	£	£	£	£	£	£
Unrestricted Funds						
Designated Funds:						
NNUH Trust	3,274		(3,274)			0
General Funds	67,230	114,970	(79,009)			103,191
Total Unrestricted Funds	70,504	114,970	(82,283)	0	0	103,191
Restricted Funds						
E-Commerce	0	4,647	(2,699)			1,948
Norfolk Hospitals	0	4,000	(4,000)			0
Suffolk Hospitals	0	10,000	(7,267)			2,733
Rent	0	5,000	(4,620)			380
Volunteer Laptop	0	750				750
Ipswich Hospital	0	11,008	(11,008)			0
JPUH Trust	0	2,486	(2,486)			0
Total Restricted Funds	0	37,891	(32,080)	0	0	5,811
Total Funds	70,504	152,861	(114,363)	0	0	109,002

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Notes to the Financial Statements For the Year Ended 31 December 2020

9. Charity Funds - Continued

Purpose of Restricted Funds

Ipswich Hospital

The following funds were provided specifically for producing littlelifts' Boxes to be donated to primary breast cancer patients at their initial treatment planning meeting at Ipswich Hospital

	2020	2019
	£	£
Art for Cure	18,676	11,008

**2020 includes £6,422 deferred from 2019*

James Paget Hospital

The following funds were provided specifically for producing littlelifts' Boxes to be donated to primary breast cancer patients at their initial treatment planning meeting at James Paget Hospital

	2020	2019
	£	£
Art for Cure	1,450	2,486

**2020 includes £1,450 deferred from 2019*

Suffolk Hospitals

The following funds were provided specifically for producing littlelifts' Boxes to be donated to primary breast cancer patients at their initial treatment planning meeting at James Paget Hospital

	2020	2019
	£	£
Art for Cure	0	10,000

Norfolk Hospitals

The following funds were provided specifically for producing littlelifts' Boxes to be donated to primary breast cancer patients at their initial treatment planning meeting at Norfolk Hospitals

	2020	2019
	£	£
Paul Bassham	0	4,000

Rent

The following funds were provided specifically as a contribution towards rent for littlelifts' to establish an office to facilitate the growth to help more women undergoing treatment for primary and secondary breast cancer

	2020	2019
	£	£
Pink Ribbon	5,000	5,000

E-Commerce

The following funds were provided specifically to support the growth of e-commerce as a fundraising stream

	2020	2019
	£	£
The Anglia Trust	0	4,647

Volunteer Laptop

The following funds were provided specifically to provide a laptop for a volunteer to assist with fundraising

	2020	2019
	£	£
Goodman Trust	0	750

littlelifts

Notes to the Financial Statements For the Year Ended 31 December 2020

9. Charity Funds

- *Continued*

Purpose of Restricted Funds

National Donations

The following funds were provided specifically for producing littlelifts' Boxes to be donated to primary breast cancer patients around the UK according to requests by Make 2nds Count

	2020	2019
	£	£
Make 2nds Count	<u>6,600</u>	<u>0</u>

Norfolk & Suffolk Hospitals

The following funds were provided specifically for producing littlelifts' Boxes to be donated to primary breast cancer patients at their initial treatment planning meeting at Hospitals within Norfolk and Suffolk

	2020	2019
	£	£
National Lottery - Covid-19 Response Fund	9,846	0
Aviva Community Fund	<u>7,725</u>	<u>0</u>
	<u>17,571</u>	<u>0</u>

West Suffolk Hospital

The following funds were provided specifically for producing littlelifts' Boxes to be donated to primary breast cancer patients at their initial treatment planning meeting at West Suffolk Hospital

	2020	2019
	£	£
Art for Cure	<u>11,311</u>	<u>0</u>

NNUH Trust

The following funds were provided specifically for producing littlelifts' Boxes to be donated to primary breast cancer patients at their initial treatment planning meeting at NNUH Trust

	2020	2019
	£	£
Postcode Lottery	<u>18,754</u>	<u>0</u>

CRM

The following funds were provided specifically as a contribution towards rent for littlelifts' to procure a CRM (client relationship management) system to manage the growing list of donators to littlelifts and facilitate the growth in funding to help more women undergoing treatment for primary and secondary breast cancer

	2020	2019
	£	£
Sinclair International Ltd	<u>10,000</u>	<u>0</u>

Focus Groups

The following funds were provided specifically to support the develop of patient focus groups

	2020	2019
	£	£
Aviva Community Fund	<u>1,225</u>	<u>0</u>

National Discretionary Fund

The following funds were provided specifically for a National Discretionary Fund to provide boxes to breast cancer patients across the UK

	2020	2019
	£	£
Spacemasks (VGP Limited)	<u>3,671</u>	<u>0</u>

Littlelifts

Notes to the Financial Statements For the Year Ended 31 December 2020

10. Reconciliation of net income to net cash flow from operating activities

	2020	2019
	£	£
Net Income/(Expenditure) for the reporting period	98,168	38,497
Adjustments For:		
Net Movement in funds		
Depreciation charges	2,816	2,093
(Increase)/decrease in stocks	(5,850)	(3,799)
(Increase)/decrease in Debtors	376	(8,575)
Increase/(Decrease) in Creditors	(739)	(14,894)
Net Cash Provided by/Used in Operating Activities	<u>94,770</u>	<u>13,322</u>