

# Annual report and financial statements

1 April 2019 - 31 March 2020

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# Message from the chair

The charity has had another busy year holding fundraising events to provide essential support for children with life limiting conditions, their families and the health professionals that work tirelessly to improve their health and wellbeing. The Harley Jae Trust has now completed its fifth year of operation which once again has predominantly involved holding private fundraising events in order to raise money for vital equipment and resources as well as gifts for the children and families.

On reflection, the past five years have been a remarkable journey in which we have met some incredible children, inspirational families, and amazing healthcare professionals along the way. We have built strong relationships with professionals, external agencies as well as other charities which has strengthened our charity's ability to reach as many vulnerable families as possible.

During the reporting year we have succeeded in meeting our aims, providing essential equipment such as specialists baths for families and communication monitors for the PCCU. We continue to work hard to raise as much awareness as possible about children with complex health conditions and the impact this has on the whole family. We've held several fundraising events where we reach out to members of the public not only to raise money but to communicate this growing need to people who have not been exposed it previously.

However, this year has been the most challenging year for us. Despite the fact we have a growing number of loyal supporters of the charity, raising the money needed has become more and more challenging as we rely on the kindness of people to give money to support our cause. With this in mind it has become evidently clear that the charity needs to evolve its methods of generating income if it to increase its support for a need that is only growing in demand and complexity. With the year finishing during the start of the Covid19 pandemic it is now even more important that we adapt our strategy if we are to continue to provide the support we have over the past five years to the families and professionals that need it.

As we go into the next year, we are aware that the pandemic is only going to make this challenge even bigger however supporting front-line healthcare services such as the PCCU is needed now more than ever. In order to succeed in the current climate the Trustees have now set out a new direction with the first action being to invest in a CEO who can help develop and grow the charity. Their aim will be to seek new ways to raise the funds we need to support children and families. Addressing the health of the children has always been a priority and always will be. However alongside this, we are also going to focus on the wellbeing of parents and the hard-working health professionals that provide care for those children in these extremely difficult circumstances.

For this to be possible, the charity is going to use the successes of the past five years to demonstrate to external funders that not only can we work independently but we have the passion, skills and determination to carry out our objectives of supporting children and families who experience complex health conditions. Sourcing funding opportunities will be a main focus over the next twelve months, and we are confident that with these funds we can deliver vital and crucial work that will help improve lives.

Despite the pandemic, we realise that our charity is needed now more than ever, and we are committed to developing a new approach and strategy that will ensure that The Harley Jae Trust continues to support those that need us.

To all our supporters, volunteers, donors and sponsors, we thank you for your commitment, generosity and hard work. Despite the challenges ahead we look forward to working with all you again next year. Together we can truly make a difference.

Joe Rafter  
**Chairman**

# Message from the CEO

Despite the fundraising challenges we faced towards the end of this financial year because of the Covid19 Pandemic, The Harley Jae Trust had a very positive year. The support we received from the general public to enable us to deliver our services was incredible.

We welcomed 300+ new donors, doubled our social media followers, creating new valuable networks. This was the success of employment of a marketing manager. It was fantastic year raising the level of awareness for our cause.

Our annual Christmas Present Dash was a huge highlight having sold out within 5 days. We touched an incredible 75% of admissions to The PCCU Nottingham making their stays more comfortable. I look forward to adapting and developing the charity over the next year with a fresh new outlook for our fundraising strategy and we will fulfil the growing demand for our services.

Sadly the childrens severe vulnerability to Covid19 has meant very limited social interaction and physical activity which is of critical importance to the child and families health and wellbeing. It is not only harder on the children and their siblings, but the parents face increasing fears for the welfare of their child. We will research the need to evidence this and put further services in place to improve their quality of life and mental health. Mental health can not only impact now but for years to come and it is evident these families need us. 90 out 120 families living with children in Nottinghamshire with life limiting conditions are known to of benefited had psychological support been offered.

I will ensure the children are living their best life and are thriving in the best possible environment.

I would like to personally thank everybody involved in helping us deliver this year, I have enjoyed expanding my reach with different healthcare professionals, beneficiaries and of course all our supporters who have enabled us to make a positive impact to hundreds of lives this year.

Jenny Gee  
**Chief Executive Officer**

# Our reference and administrative information

The Trustees of The Harley Jae Trust present their report and financial statements for the year ended 31 March 2020.

<b>Charity name</b>	The Harley Jae Trust	
<b>Charity registration No.</b>	1160377	
<b>Principal address</b>	Unit 3 170-180 Carlton Road Nottingham NG3 2BB	
<b>Board of Trustees</b>	Joseph Rafter – Chairman Jemma Christian Jason Bailey Adam Cavell Thomas Holmes	
<b>Chief Executive Officer</b>	Jenny Gee	Appointed May 2019
<b>Advisory Committee</b>	Adelle Frost Carole Taylor	Long Term Ventilation Nurse Specialist Health Play Specialist Paediatric Critical Care/LTV
<b>Policy Committee</b>	Joseph Rafter Thomas Holmes	Chair Trustee
<b>Independent Examiner</b>	Stephanie Beeston-Clarke FCCA Beeston-Clarke Accountants Chartered Certified Accountants 242 Leicester Road Markfield Leicester LE67 9RG	
<b>Bankers</b>	Barclays Bank plc High Street Nottingham	

# Structure, governance, and management of the trust

The Charity was established as a Charitable Incorporated Organisation (CIO) on 9 February 2015.

The Charity is governed in law by the Trustees, who take overall financial and strategic planning responsibility. The day to day operational management is delegated to our Chief Executive Officer, with regular reporting back to the Trustee board. An annual development plan is developed by Trustees and CEO.

We understand that every project needs clear leadership to ensure success, especially as we continue to grow as an organisation. Established policies are continuously monitored to ensure implementation is in place as we develop and grow. We aim to balance the powers of the team responsible for delivering our projects (with associated accountability), and their primary duty of enhancing the prosperity and viability of our organisation. Steering Committees and our Advisory Committee are used as appropriate to allow us to deliver projects to their full potential with the most impact on the children and young people we help.

New trustees are appointed by agreement between the existing trustee body.

## **Employees and volunteers**

The Trustees are responsible for recruiting senior members of staff, overseeing organisational restructuring and risk assessment.

To achieve our purpose and meet our outcomes in 2020/2021 we will endeavour to inspire and enable people of all ethnicity to volunteer.

We will strategically increase employees to meet our operational needs.

## **Risk Management**

The Trustees have considered the major risks to which the charity is exposed and have reviewed those risks and established systems and procedures to manage those risks.



# Objectives and Activities

The Harley Jae Trusts objectives are to improve the lives of children in Nottinghamshire, up to the age of 18 who are living with a life limiting or life changing condition.

## Our promise

The Harley Jae Trust has a promise to support the advancement of health, save the lives and improve the care for children living with life limiting and life changing conditions as well as their families.

## Our vision

Our vision is to improve the quality of lives of children who suffer from ill health due to life limiting conditions by providing vital health related equipment or other resources that improve the livelihood or emotional wellbeing of the child. We want them to thrive not just survive and we will research further needs to do this and improve our services to do so.



# Our Core Values

## At The Harley Jae Trust, we believe in the following core values:

- To reduce the length of stays in hospital of children living with life limiting and life changing conditions.
- To transform and improve the lives of children with life limiting and life changing conditions.
- To provide services to improve the wellbeing of children with life limiting and life changing conditions and their families.
- To research and keep up to date with the services that are available and that are required for children living with life limiting conditions and their families.
- To raise awareness of life limiting and life changing conditions that affect children.

## How we achieve our core values

- Provide vital equipment that is required to enable a child's discharge which cannot be funded by any other means.
- Provide resources that enhance the health and emotional wellbeing of children with life limiting and life changing conditions.
- Support advancing the care skills of parent/carers and staff working with these children to ensure the best quality of care is received.
- Form relationships with paediatric medical units, in particularly but not exclusive to High Dependency Units and Paediatric Intensive Care Units, Community Nursing Teams, specialised schools, Children's Charities and Children's Hospice's.
- Raise public awareness of life limiting and life changing conditions that affect children.

## What we do to ensure we can deliver

- Raise funds through supporting and forming fundraising events.
- Approach and welcome but not exclusive to, Individual, Private and Corporate sponsorship and fundraising.
- Apply for funding bids to trusts and foundations that share our values.
- Identify and administer for growth to fulfil the need for our services.
- Identify families who require additional support with caring for their child which have resulted as part of their life limiting condition and working directly with them.
- Form relationships to create strong and trusted delivery in our services.

Trustees have had regard to the Charity Commission's guidance on public benefit, and believe that the above activities are in accordance with that guidance.



# Achievements and performance highlights

See some of the notable events from The Harley Jae Trust throughout 2019-20.

Mar 19



## **New CEO**

We welcomed new CEO Jenny Gee. With the appointment of a CEO, the charity will be able to focus on developing its services and eventually grow the charity with the aim of reaching as many vulnerable families as we possibly can.

Jun 19



## **iPad donation**

We donated two iPads to The PCCU at The Queens Medical centre, to help aid doctors in training and research.

Jul 19



## **Course funding for staff**

We funded two Occupational Therapists to attend a Sensory Baby Training course. They have thanked us saying "Thank you, it was really interesting and thought provoking. It has given us a lot of ideas for future service developments and input that will support the children we work with on the Neonatal Unit and Critical Care Unit."

Jul 19



### **Attended Sailability Family Day**

We were invited by WellChild (UK Childrens Charity) and Consultant Paediatrician of Nottingham Children's Hospital, Dr David Thomas to join them in a Sailability Family Day at Carsington Water. We offered creative play and sensory packs to the children, it was fantastic to see the smiles on the faces of the families we support.

Aug 19



### **Building relations with The PCCU**

We built new connections with The PCCU, Nottingham's shared governance team. We delivered some fantastic unique services such as memory boxes and prosession equipment for patients being discharged from long terms stays.

Sep 19



### **Summer Charity Golf Tournament**

We crowned new winners of our Harley Jae Cup in our Summer Charity Golf Tournament at Rushcliffe Golf Country Club.

Oct 19



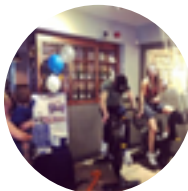
### **Our new HJT ambassador!**

We welcomed new Ambassador Joseph Cabannes to our team.



### **It's the little things that count**

We started providing The PCCU with our travel mugs so that parents/carers can enjoy a safe cup of tea at their child's bedside. Sometimes it's the little things we take for granted.



### **90s Bikeathon was a hit!**

The Gedling Inn brewery supported us by holding a '90's Bikeathon'. Over 1000 miles was cycled in a day and we saw British Boxer Leigh Wood cycle some miles.

Nov 19



### **Annual Charity Ball raised over £10,000!**

We held our annual charity ball at Tom Browns in Gunthorpe. 190 guests attended and we managed to raise over £10,000, incredible.

Dec 19



### **Making Christmas special!**

We held our annual present dash, welcoming 50 children in a sponsored walk and to drop present to Santa outside The Queens Medical Centre. Santa then delivered all the personalised gifts to the children creating a valuable and unforgettable experience for the children and their families.

Jan 20



### **A special gift for one family**

A specialised Orca Bath costing over a £1000 was delivered to a family to aid their child's discharge home. The family were very grateful after a long 10 month stay in hospital.

Mar 20



### **Delivering our care packs**

100 Care Packs were delivered to The Children's Critical Care Units in Nottingham. Admissions to these wards are never planned and parents most often have no toiletries with them nor what to leave their child to get them. Sometime the little things can make a big difference.



### **Extra help for the PCCU**

Baby Monitors were delivered to The PCCU to help with communication barriers when they are treating suspected and diagnosed Coronavirus patients.

# Financial review

Our main source of income during the year continued to be from our events and fundraising activities and we achieved a total income of £43,279 (2019: £30,411) a 42% increase on the previous year.

Our donations to the ward, transitioning children home and supporting them in the community are a response to need, and in the year the spend reduced to £11,948 (2019: £15,056).

With the fundraising and events income significantly increased, the cost of raising those funds was £22,782 (2019: £19,790) a 15% increase.

General overheads were lower in the year £10,770 (2019: £13,259), with marketing costs also reduced slightly £3,133 (2019: £3,687).

This left us with an overall net spend in the year to 31 March 2020 of £5,545 (2019: £21,381), which is reflected in the reduced bank balance.

All funds held at 31 March 2020 were unrestricted, and available for use towards the general objectives of the charity.

At the year end a Gift Aid claim had been made to HMRC in the amount of £4,878 which was for the period to 31 March 2019. The claim for the year to 31 March 2020 has not yet been finalised. There were a number of outstanding payments at the end of the year totalling £1,598 which related to staff secondment salaries, marketing accounts preparation and independent examination fees.

**We raised**

**£43,279**

**through donations  
& our events!**

**↑ 42%**

**increase in  
HJT income!**

# Trustees' responsibilities in relation to the Financial Statements

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

**Signature**



**Full name**

Joseph Rafter

**Position**

Chairman

**Date**

27 Jan 2021

# Independent Examiner's Report to the Trustees of The Harley Jae Trust

I report to the trustees on my examination of the accounts of the The Harley Jae Trust for the year ended 31 March 2020, which are set out on pages 15 to 17.

## Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts as required under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

## Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- [1] accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- [2] that accounts do not accord with those records; or
- [3] that accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than the requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Stephanie Beeston-Clarke FCCA  
Beeston-Clarke Accountants  
Chartered Certified Accountants  
242 Leicester Road  
Markfield  
Leicester  
LE67 9RG

22 January 2021



# Receipts & payments account

For the year ended 31 March 2020

## Receipts

	2020 Unrestricted funds	2019 Unrestricted funds
Donations & Events	43,091	30,411
Other income	188	-
<b>Total receipts</b>	<b>43,279</b>	<b>30,411</b>

## Payments

### Charitable activities

Donations	11,948	15,056
General overheads	10,770	13,259
Other	191	-

### Costs of generating funds

Marketing	3,133	3,687
Fundraising costs	22,782	19,790

<b>Total payments</b>	<b>48, 824</b>	<b>51, 792</b>
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<b>Net receipts/(payments)</b>	<b>(5,545)</b>	<b>(21,381)</b>
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Cash funds @ 31.03.2019	28,871	50,252
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<b>Cashfunds @ 31.03.2020</b>	<b>23,326</b>	<b>28,871</b>
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# Statement of assets & liabilities

As at 31 March 2020

## Cash funds

	2020 Unrestricted funds	2019 Unrestricted funds
Cash at bank	23,326	28,871
<b>Total cash funds &amp; other monetary assets</b>	<b>23,326</b>	<b>28,871</b>

## Debtors

Gift aid claim to 31 March 2019 <i>Gift aid claim to 31 March 2020 has not yet been finalised.</i>	4,878	-
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## Liabilities

Independent Examination	500	-
Suppliers	1,098	-
	<b>1,598</b>	<b>-</b>

The receipts & payments accounts were approved by the Trustees on 27 Jan 2021 and were signed on their behalf by:



Joseph Rafter  
**Chairman**

# Receipts & payments account

## Analysis for the year ended 31 March 2020

### Receipts

		2020 Unrestricted funds	2019 Unrestricted funds
<b>Donations</b>			
Monthly	1,825		
One off	109		
Charity collection boxes	<u>1,143</u>	3,077	
<b>Events</b>			
Present dash	1,667		
Charity ball	12,531		
Mount Snowdon	1,140		
Golf days	<u>3,846</u>	19,184	No analysis available from 2019
<b>Fundraising</b>			
Charity ball auctions	11,220		
Event day fundraising	1,981		
Funds raised by others and donated to HJT	<u>7,629</u>	20,830	
<b>Merchandise</b>			
Clothing & accessories	<u>188</u>	188	
		<hr/>	<hr/>
		43,279	30,411

### Payments

<b>Donations</b>			
Transitions home	8,524		
Ward	3,072		
Community support	<u>352</u>	11,948	15,056
<b>Merchandise</b>			
Accessories	<u>191</u>	191	-
<b>General overheads</b>			
Office costs	1,576		
Rent	800		
Staff costs	7,825		
Subscriptions	138		
Insurance	<u>431</u>	10,770	13,259
<b>Fundraising costs</b>			
HJT Events	21,215		
Other fundraising	<u>1,567</u>	22,782	19,790
<b>Marketing</b>	<u>3,133</u>	3,133	3,687
		<hr/>	<hr/>
Total payments		48,824	51,792
		<hr/>	<hr/>
Net receipts/(payments)		(5,545)	(21,381)



07340 734083



[info@theharleyjaetrust.org](mailto:info@theharleyjaetrust.org)



[theharleyjaetrust.org](http://theharleyjaetrust.org)

Registered Charity Number: 1160377