

# **Annual report and financial statements**

**1 April 2020 - 31 March 2021**

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# Our reference and administrative information

The Trustees of The Harley Jae Trust present their report and financial statements for the year ended 31 March 2021.

<b>Charity name</b>	The Harley Jae Trust	The Harley Jae Trust is for the public benefit, to contribute to the relief of children in Nottinghamshire, up to the age of 18 who are in need through the suffering of ill health by reason of a life limiting or life changing condition.
<b>Charity registration No.</b>	1160377	
<b>Principal address</b>	Chesterfield House, 1 Station St, Nottingham NG13 8AQ	
<b>Board of Trustees</b>	Joseph Rafter – Chairman Jemma Christian Jason Bailey Adam Cavell Thomas Holmes	February 2015 - current March 2015 - current April 2015 - current January 2018 - current January 2019 - current
<b>Chief Executive Officer</b>	Jenny Gee	May 2019 - current
<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>Auditors</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 Harley Jae Trust is a CIO – Foundation Registered 09 Feb 2015.

Trustees (Directors) take overall financial and strategic planning responsibility. The operational management is carried out by our CEO. A yearly development plan is developed by Trustees and CEO.

As we grow as an organisation, we understand every project needs a clear leadership to ensure success. We will ensure establishment of policies and continuous monitoring of proper implementation is in place as we develop as a Non-profit Organization. We will balance the powers of the members [with associated accountability], and their primary duty of enhancing the prosperity and viability of our organisation. We will establish Steering Committees to allow us to deliver projects to their full potential.

## **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 2021/2022 we will endeavour to inspire and enable people of all ethnicity to volunteer.

## **Risk and Uncertainties**

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 Trust's 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 items and services that improve the livelihood or emotional well-being of the child.

We want them to thrive not just survive.



# 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 and 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 particular but not exclusive by 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 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.



# Our Core Values

## Our future

In 2021/2022 we will continue to support new needs to tackle improving the health and wellbeing of children living with life limiting conditions and their families in Nottinghamshire. As well as our 'business as usual' activities our three strategic priorities are:

- To help improve the health care system.
- To help improve the quality of lives.
- To expand our professional development and network.

## Our approach to fundraising

This year we will continue to work on our new fundraising strategy by applying for grants to ensure we maintain and meet the urgent need to further improve the lives of our beneficiaries and ensure sustainable growth.

We will adapt our public fundraising to the current climate and ensure we fall in line with our financial plan.



# Message from the chair

This year the charity excelled in developing what we do to meet the needs of the current climate. This is in many aspects from our fundraising strategy and gathering research and data to ensure we are successful with this. We ensured close contact with our beneficiaries to keep current with their needs and adapted strategies in order to meet them.

In September we were successful in receiving our first grant towards our continual 'Home Safe' Project. The project 'Home Safe' is to ensure the extremely vulnerable children who are admitted to The Critical and Intensive Care Units in Nottinghamshire are able to get out of hospital and home as soon as possible. The PCCU in Nottinghamshire rely on us to donate to families, essential mobility and sensory equipment so it is safe for them to take their child and their new needs home from hospital. Examples of items that are requested from us, to aid a child's discharge are, specialised pushchairs so vital equipment, such as ventilators can be carried with them at all times. Specialised play mats so it is safe for children to stretch and interact at home. Supportive positioning kits, vital to ensure their correct posture is kept and orca mobile baths so parents can bath their child at home. Covid 19 and the current pandemic has highlighted the importance of this because it is essential for these vulnerable children to be at home as soon as possible so there is minimal risk of covid infection. In turn this frees up hospital beds on the unit that cost the NHS over £1,000 per night.

We have built many new but also strengthened existing relationships in order to stay up to date with our family's needs. One former consultant from The PCCU has supported us this year with evidencing data to support our goals. It is evident our families need support with their overall wellbeing. These families must deal with, the stress of their child's illness, the multiple implications of a stay away from home, whilst also juggling a family with the new government guidelines to consider. They also have to deal with the impact that their child's illness can have on their lives which may need them to move home to suit their child's new needs. The extra pressure families face financially because of this and the current pandemic is having a significant impact on their mental health.

This year we were successful in receiving grants to implement our new wellbeing service to parent/carers and their children. This service was launched in February and looks to improve the following; help prevent overwhelm and burnout of carers, reducing the number of parents unable to care for their disadvantaged child. Improve stress management of parents during stressful situations, resulting in calmer more confident care. Allow disadvantaged children to thrive to their full potential. Reduce feelings of isolation and anxiety by building relationships with likeminded people. Research of reports proves that's mothers of children with a life limiting condition have significantly higher incidence of depression, anxiety and serious mental illness than other mothers.

The Trust this year has maintained a good awareness of our cause through our social media pages and our website this year. This has been satisfactory to the trust as we adapted our marketing strategy this year. We feel it is evident some campaigns work better than others but we look forward to take what we have learnt to into the new year. We successfully carried out virtual events to adapt to the current climate.

On reflection of the last year, we are touched with the overwhelming community support we have received towards our cause. It has been remarkable the number of new connections and avenues that have been opened to take the work what we do from strength to strength. This is from public fundraisers, donors, health and social care professionals and from our beneficiaries themselves. Despite another difficult year it's been incredible to see what difference we can make together.

Joe Rafter  
**Chairman**



# Achievements and performance highlights

See some of the notable events from The Harley Jae Trust throughout 2020-21.

Apr 20



## **Baby bouncers donated to PCCU**

Baby Bjorn Bouncers that we donated to The PCCU. These were requested by the play specialists to help enable a different type of play and socialization other than a hospital bed. These are especially useful for those patients that have longer stays on the unit. The covers for these are washable and therefore can be enjoyed again and again.

May 20



## **Care packs delivered to PCCU**

We partnered with Capital One to deliver deodorants, shower gels and hand creams to The PCCU last week. We asked staff what we could do to help comfort them during the high anxieties around the pandemic. These items were a popular request to freshen up whilst in PPE and shower before they head home to help save transmission of the virus to their families. Supporting staff supports them in performing to the best of their ability therefore enhancing the level of care.

May 20



## **Harley Jae's birthday**

The sole heart of our charity would have turned 15 this month. On the day of his birthday, The Harley Jae Trust took fresh food hampers to the parents with children currently having a stay on The PCCU in the hope to shed a little light on their day. The restrictions for family visitors at this time was adding extreme pressure to these families.

Jun 20



### **We hosted the Rainbow Run**

We hosted one of our first virtual events 'Rainbow Run' where children ran 700m from their doorsteps and collectively aimed to run 70,000m. The children managed to raise an incredible £1621.

Jul 20



### **The Smile Behind The Mask**

The HJT provided The PCCU in Nottinghamshire with large laminated photo badges for all their staff. PPE can sadly create communication barriers. Now the patients and families can see the smiles behind their masks creating a more comforting and personal experience.

Aug 20



### **More care packs!**

More toiletry care packs were delivered to The PCCU. Admissions to these wards, are never planned. We partnered with L'oreal who kindly donated items us for this delivery.

Sep 20



### **Home safe project**

A huge Thank you to National Lottery Community Fund, In September we received our first grant which enabled us to continue with our 'Home Safe' project. This is to provide children with life-limiting and life-changing conditions the resources and equipment they need to get them out of hospital and home as soon as possible.

Nov 20



### **Text giving project**

We launched our very first text giving campaign.

Dec 20



### **Let's zen campaign**

We sold self care zen boxes to the public and for each one sold, a zen box got gifted to a family living with a child with life limiting and life changing conditions. Promoting self care. Over 50 boxes were gifted in the community to specialised schools and to The PCCU.

Dec 20



### **HJT Present dash**

We delivered presents to all the children having a stay on The Paediatric Critical Care Unit at QMC this Christmas.

This included unique gifts for each child currently on the unit, glow in the dark blankets, sensory toys, personalised baubles, arts and crafts, lights shows and more but one of our favourites was unique personalised milestone cards for those children having long stays on the unit, some of whom have not yet been home... Capturing those special moments can be priceless.

Jan 21



### **Danielle joins the team!**

We recruited for a new position to assist with project delivery. In January 2021 we welcomed Danielle Walker.

Feb 21



### **Stronger together**

The Harley Jae Trust were happy to launch our new well-being sessions available to parent/carers of children living with life limiting or life changing conditions.

This created a relaxed space where parents/carers can enjoy sometime with people that face similar experiences and leave feeling refreshed, restored and revitalised.

Mar 20



### **New sensory sessions**

We held our first parent and child sensory play sessions. We loved to see those cheeky faces smiling.

### **Our future**

In 2021/2022 we will continue to support new needs to tackle improving the health and well-being of children living with life limiting conditions and their families in Nottinghamshire.

As well as our 'business as usual' activities our three strategic priorities are:

- To help improve the health care system.
- To help improve the quality of lives.
- To expand our professional development and network.

### **Our approach to fundraising**

This year we will continue to work on our new fundraising strategy by applying for grants to ensure we maintain and meet the urgent need to further improve the lives of our beneficiaries and ensure sustainable growth.

We will adapt our public fundraising to the current climate and ensure we fall in line with our financial plan.

# Financial review

Our events and fundraising activities were severely affected by the Covid19 pandemic, however we were able to diversify and were awarded some grant funding and we achieved a total income of £27,754 (2020: £43,279).

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 £6,291 (2020: £11,948).

General overheads were higher in the year £19,015 (2020: £10,770) with a significant increase in staff costs to help deliver the Wellbeing Service and Home Safe project.

This left us with an overall net spend in the year to 31 March 2021 of £2,728 (2020: £5,545), which is reflected in the reduced bank balance.

At 31 March 2021 £4,367 (2020: £nil) was held in restricted funds and £16,231 (2020: £23,326) unrestricted and available for use towards the general objectives of the charity.

Gift Aid of £4,878 has been received in the year for the period to 31 March 2019. The claim for the year to 31 March 2020 and 31 March 2021 have not yet been finalised and no estimate is currently available for the value.

Liabilities at the year-end relate to staff March salaries that were paid in April, and accounts preparation and independent examination fees.

## Reserves Policy

The Reserves are set at £15,444 of unrestricted funds. This enables The Harley Jae Trust to operate for 6 months without any additional funding.

**We raised**  
**£27,754**  
**through donations,**  
**grants and events!**

# 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 2022



# 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 2021, which are set out on pages 16 to 22.

## 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

31 January 2022

# Receipts & payments account

For the year ended 31 March 2021

	Note	2021 Unrestricted funds			2020 Unrestricted funds		
		Unrestricted funds	Restricted Funds	Total	Unrestricted funds	Restricted Funds	Total
<b>Receipts</b>	1						
Grants		2,500	11,000	13,500	-	-	-
Donations & Events		14,219	-	14,219	43,091	-	43,091
Other income		35	-	35	188	-	188
<b>Total receipts</b>		16,754	11,000	27,754	43,279	-	43,279
<b>Payments</b>	1						
<b>Charitable activities</b>							
Donations		6,291	3,036	9,327	11,948	-	11,948
General overheads		15,418	3,597	19,015	10,770	-	10,770
Other		900	-	900	191	-	191
<b>Costs of generating funds</b>							
Other income		1,240	-	1,240	25,915	-	25,915
<b>Total payments</b>		23,849	6,633	30,482	48,824	-	48,824
<b>Net receipts/(payments)</b>		(7,095)	4,367	(2,728)	(5,545)	-	(5,545)
Cash funds @ 31.3.2020	2	23,326	-	23,326	28,871	-	28,871
<b>Cash funds @ 31.3.2021</b>	2	16,231	4,367	20,598	23,326	-	23,326

# Statement of assets & liabilities

As at 31 March 2021

	Note	2021 Unrestricted funds			2020 Unrestricted funds		
		Unrestricted funds	Restricted Funds	Total	Unrestricted funds	Restricted Funds	Total
<b>Cash Funds</b>							
Cash at bank		16,231	4,367	20,598	23,326	-	23,326
<b>Total cash funds &amp; other monetary assets</b>		16,231	4,367	20,598	23,326	-	23,326
<b>Debtors</b>							
Gift aid claim		-	-	-	4,878	-	4,878
Stock - Merchandise		594	-	594	-	-	-
		594	-	594	4,878	-	4,878
<b>Liabilities</b>							
Independent Examination		500	-	500	500	-	500
Suppliers		-	-	-	1,098	-	1,098
Salaries*		1,160	773	1,933	-	-	-
		1,660	773	2,433	1,598	-	1,598

\* March 2021 salaries paid in April 2021

The receipts & payments accounts were approved by the Trustees on 27 Jan 2022 and were signed on their behalf by:



Joseph Rafter  
Chairman

# 1. Detailed receipts & payments account

## Analysis for the year ended 31 March 2021

	2021 Unrestricted funds			2020 Unrestricted funds		
	Unrestricted funds	Restricted Funds	Total	Unrestricted funds	Restricted Funds	Total
<b>Receipts</b>						
<b>Grants</b>						
Lady Hind Trust	-	5,000	5,000	-	-	-
National Lottery	-	6,000	6,000	-	-	-
Nottingham City Council	2,500	-	2,500	-	-	-
	2,500	11,000	13,500	-	-	-
<b>Donations</b>						
Monthly	3,447	-	3,447	1,825	-	1,825
One off	1,056	-	1,056	109	-	109
Charity collection boxes	12	-	12	1,143	-	1,143
Gift Aid Received	4,878	-	4,878	-	-	-
	9,392	-	9,392	3,077	-	3,077
<b>Events</b>						
Present dash	-	-	-	1,667	-	1,667
Charity ball	1,000	-	1,000	12,531	-	12,531
Mount Snowdon	180	-	180	1,140	-	1,140
Golf days	-	-	-	3,846	-	3,846
Let's Zen	430	-	430	-	-	-
Run the rainbow	1,591	-	1,591	-	-	-
Christmas Text	164	-	164	-	-	-
	3,365	-	3,365	19,184	-	19,184

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## Notes to the Receipts & Payments Accounts

# 1. Detailed receipts & payments account (Continued)

## Analysis for the year ended 31 March 2021

	2021 Unrestricted funds			2020 Unrestricted funds		
	Unrestricted funds	Restricted Funds	Total	Unrestricted funds	Restricted Funds	Total
<b>Fundraising</b>						
Charity ball auctions	-	-	-	11,220	-	11,220
Event day fundraising	-	-	-	1,981	-	1,981
Funds raised by others and donated to HJT	-	-	-	7,629	-	7,629
Christmas Raffle	575	-	575	-	-	-
Zoom DJ Set	887	-	887	-	-	-
	1,462	-	1,462	20,830	-	20,830
<b>Merchandise</b>						
Clothing & accessories	35	-	35	188	-	188
	35	-	35	188	-	188
<b>Total receipts</b>	16,754	11,000	27,754	43,279	-	43,279

Continued on next page

# 1. Detailed receipts & payments account (Continued)

## Analysis for the year ended 31 March 2021

	2021 Unrestricted funds			2020 Unrestricted funds		
	Unrestricted funds	Restricted Funds	Total	Unrestricted funds	Restricted Funds	Total
<b>Payments</b>						
<b>Donations &amp; Grants</b>						
Wellbeing Service	-	1,219	1,219	-	-	-
Home Safe Project	-	1,817	1,817	-	-	-
Transitions home	2,992	-	2,992	8,524	-	8,524
Ward	3,148	-	3,148	3,072	-	3,072
Community support	151	-	151	352	-	352
	6,291	3,036	9,327	11,948	-	11,948
<b>Merchandise</b>						
Accessories	900	-	900	191	-	191
	900	-	900	191	-	191
<b>Fundraising costs</b>						
HJT Events	84	-	84	21,215	-	21,215
Marketing	1,075	-	1,075	3,133	-	3,133
Other fundraising	81	-	81	1,567	-	1,567
	1,240	-	1,240	25,915	-	25,915

Continued on next page



# 1. Detailed receipts & payments account (Continued)

## Analysis for the year ended 31 March 2021

	2021 Unrestricted funds			2020 Unrestricted funds		
	Unrestricted funds	Restricted Funds	Total	Unrestricted funds	Restricted Funds	Total
<b>General overheads</b>						
Office costs	339	-	339	1,576	-	1,576
Rent	2,200	-	2,200	800	-	800
Staff costs	10,011	3,597	13,608	7,825	-	7,825
Subscriptions	253	-	253	138	-	138
Accountancy/Payroll	1,000	-	1,000	-	-	-
IT Software	558	-	558	-	-	-
Giving Platform Charges	101	-	101	-	-	-
Coaching	334	-	334	-	-	-
Insurance	622	-	622	431	-	431
	15,418	3,597	19,015	10,770	-	10,770
<b>Total payments</b>	23,849	6,633	30,482	48,824	-	48,824
<b>Net receipts/(payments)</b>	(7,095)	4,367	(2,728)	(5,545)	-	(5,545)

## 2. Funds analysis

### Analysis for the year ended 31 March 2021

	B/fwd 1 April 2020	Income	Expenditure	C/fwd 31 March 2021
<b>Restricted funds</b>				
Lady Hind Trust	-	5,000	3,554	1,446
National Lottery	-	6,000	3,079	2,921
	-	11,000	6,633	4,367
<b>Unrestricted funds</b>	23,326	16,754	23,849	16,231
<b>Total funds</b>	23,326	27,754	30,482	20,598

## 3. Restricted Grants

### Lady Hind Trust

Funding for a Well Being Service for parent/carers of children living with life limiting or life changing conditions.

### National Lottery


Funding for the Home Safe project - Providing children with life-limiting and life-changing conditions the resources and equipment they need to get them out of hospital and home as soon as possible.

## 4. Related Parties

### Footsteps to Futures Ltd

Trustee J Rafter is a director of Footsteps to Futures Ltd. During the year, donations were received from Footsteps to Futures of £2,166 (£2020: £100). Payments were made to Footsteps to Futures Ltd for rent of £2,200 (2020: £800) and wages for a secondment placement £4,178 (2020: £7,825).



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Registered Charity Number: 1160377