

THE JERSEY CHILD CARE TRUST

Report and Audited Financial Statements

31 December 2013

THE JERSEY CHILD CARE TRUST

REPORT AND AUDITED FINANCIAL STATEMENTS 2013

CONTENTS	Page
OFFICERS AND PROFESSIONAL ADVISERS	1
TRUSTEES' REPORT	2 - 6
STATEMENT OF TRUSTEES' RESPONSIBILITIES	7
INDEPENDENT AUDITOR'S REPORT	8
STATEMENT OF FINANCIAL ACTIVITIES	9
BALANCE SHEET	10
NOTES TO THE FINANCIAL STATEMENTS	11 - 14

THE JERSEY CHILD CARE TRUST

OFFICERS AND PROFESSIONAL ADVISERS

TRUSTEES

M Baudains (Chairman)
P Wojciechowski (Treasurer)
C Myers (Secretary)
R Pedley
L MacKenzie
T Le Sueur
M Brown
S O'Regan
K Ogilvie

CHILDCARE EXECUTIVE DIRECTOR

F Vacher

REGISTERED ADDRESS

The Jersey Child Care Trust
The Bridge
Le Geyt Road
St Saviour
Jersey JE2 7NT

BANKERS

HSBC Bank
PO Box 14
St Helier
Jersey JE4 8NJ

LEGAL ADVISERS

Collas Crill
40 Don Street
St Helier
Jersey JE1 4XD

INDEPENDENT AUDITOR

Bracken Rothwell Limited
8th Floor
Union House
Union Street
St Helier
Jersey
JE2 3RF

TRUSTEES' REPORT

The Trustees are pleased to present their report along with the audited financial statements of the Jersey Child Care Trust ("the Trust") for the year ended 31st December 2013.

The financial statements have been prepared in accordance with the accounting policies set out on note 1 to the financial statements, and comply with the Constitution.

Constitution and Objectives

The Trust was established by the States of Jersey on the 5th December 1997 and was incorporated as an Association under the Loi (1862) Sur Les Teneures en Fideicommis et L'Incorporation D'Associations.

The Trust is a member of the Association of Jersey Charities and its number is 241.

The Trust's registration number on the Non-Profit Organisations (Jersey) Law 2008 register is NPO 0195.

Since its establishment in 1997, the Trust's aim, which has remained at the core of its work, has been to co-ordinate, promote and facilitate the expansion of high quality and affordable childcare in the Island. The objectives for the Trust are incorporated into its Constitution and also remain at the core of its work.

These are to:

- Promote high standards of childcare.
- Monitor and seek to improve the accessibility and affordability of childcare facilities and services in the Island.
- Promote and encourage improvements in the status and conditions of service of childcare staff.
- Promote the training and development of staff in the childcare sector.
- Provide information and advice to parents, professionals and other interested parties.
- Coordinate childcare provision.
- Sponsor and support research into childcare needs.
- Provide support for childcare providers through grants and other forms of assistance.
- Encourage employers and service providers to develop family friendly work places and service facilities.
- Promote quality childcare and engage parents in this process.
- Attract funding to pump prime initiatives for all of the above.

Organisation

The Trustees who have served during the year and since the year end are set out on page 1. The Chairperson, who is not a member of the States, is appointed on the recommendation of the Minister for Education, Sport and Culture in accordance with the revised procedures for appointment laid down in P205/2009 approved by the States on the 2nd February 2010. The Education, Sport and Culture Minister also nominates one trustee who can be a member of the States and that Department. The Social Security Minister and the Health and Social Services

Minister nominate one trustee each, who cannot be members of the States. The Trustees appointed as above, appoint no less than five independent trustees from a list of persons nominated by, or agreed by, the Chairman. The Trustees serve for a period of three years.

The Trustees meet not less than three times a year. There is an Executive Committee which includes co-optees of the Board, and which meets more frequently to deal with administrative matters and to assess grant applications. The Executive Committee reports to the full Board of Trustees.

Financial Review

The Trust received a grant from the Ministry for Education, Sport and Culture of £175,236 (2012: £175,000) for administration and core activities.

The Trustees were grateful to receive other grants and donations totalling £96,481 in 2013 (2012: £97,746). In addition to these funds the Trust has also received certain donations in kind, including regular and dedicated voluntary help.

The total funds at the year end, after transfer of the deficit for the year of £11,288 (2012: deficit £7,554), amounted to £105,503 (2012: £116,793). The remaining year-end balance will be called upon as necessary to supplement the grant from the Ministry for Education, Sport and Culture and future private donations in order to support the on-going provision of the Trust's activities.

Staffing

At the end of 2013 the Trust employed 3 full time equivalent (FTE) Trust staff (2012: 3 FTE Trust staff). The Special Needs Inclusion Project employed 6 Support Workers offering a minimum of 2 hours of support a week up to a maximum of 22 hours a week, equating to 2 FTE staff funded by donations (2012: 16 Support Workers equating to 2 FTE staff funded by donations). In addition to a dedicated and professional Trust staff team and Support Workers, the Trust is very grateful to have also benefited from the generosity of volunteers who have freely given their time to help the Trust achieve its objectives.

Grant Making Policy

The Trust invites applications for grants from the childcare sector in support of the Trust's main objectives of accessible, affordable, quality childcare for the children of Jersey.

The Executive Board Committee, advised by the Executive Director, considers all the applications according to the criteria laid out in the application form which is available to download from the Trust's website, www.icct.org.je.

All successful applicants are required to sign a Memorandum of Agreement. They are also required to supply the Trust with a report of the project as detailed in the initial application. Each successful recipient, depending on the size and nature of the grant, is then either visited by a Trustee or member of Trust staff, or supplies photographs demonstrating the project or equipment being used by the children to ensure that proper use of the grant is made.

Towards the end of 2013, the Trustees undertook a short assessment and review of the Grants Scheme and planned to re-launch the Grants Scheme to registered providers in February 2014.

Reserves Policy

The services provided by the Jersey Child Care Trust are dependent both upon the annual grant, from the Ministry of Education, Sport and Culture, and this being supplemented by significant private donations and other financial support. This private support relies on the Trust's fund raising efforts each year and is not a guaranteed source of income. Due to this, the Trustees have implemented a reserves policy that seeks to ensure that the Trust holds financial reserves sufficient to cover six months of Trust expenditure, or the expected annual private funding contribution to the Trust's income, whichever is greater. This ensures that should there be a time when this private financial support is not forthcoming; the Trust will be able to continue to provide its services whilst seeking alternative funding.

Review of the activities and future developments

The Trust continues to strive to make a difference for families in Jersey, focussing upon childcare and early learning. Its work is informed through the Trust's membership of the various multi-agency forums and partnerships as well as through the direct access that it has with families and other stakeholders.

In 2013, the Trust's activities included:

- **22 Quality Grants** to childcare providers totalling £36,704 (18 in 2012: £28,062) including contributions towards a children's minibus, story sacks and outdoor waterproof clothing sets.
- The **Special Needs Inclusion Project**, which facilitated 2,501 hours of support, to 26 children (2012: 3,169 hours to 27 children) to enable them to access mainstream early years childcare by the Trust employing one to one Support Workers. The Trust is only able to continue to meet the needs of the referred children because of the generous donations and support that has been received in 2012 and 2013.
- Support for **36 children living with families experiencing particular challenges, to access part-time nursery places** (2012: 35) at a cost of £39,296 (2012: £41,914). Places were funded in private day nurseries and pre-schools for 2 – 3 year olds for up to ten hours per week. The Project worked in partnership with the referring agents (e.g. health visitors and Brighter Futures facilitators) to provide an incentive for parents to attend specific sessions or work designed to help them make positive change within their families.
- Provision of 15 (2012: 18) **Continuous Professional Development courses** for those working in childcare and education. A nominal fee is applied for places on most of the courses to fund this provision, and 300 places were provided in 2013 (2012: 333). Trainers are recruited from a variety of professions and the Trust is grateful to them all for sharing a wealth and breadth of knowledge to those working in childcare.
- Provision of the **Childcare Information Service** for parents and providers of childcare including the Trust's website www.jcct.org.je which provides a comprehensive childcare search. The Trust received enquiries by telephone, email and in person. The JCCT's website, www.jcct.org.je is receiving a significant amount of visitors with the most popular page receiving 21,383 visits in 2013 (17,870 in 2012). The website provides a comprehensive childcare search for all forms of childcare, information on all of the Trust's Projects as well as advertising job vacancies in childcare.
- The Trust published the new **Parent's Guide to Employing a Nanny** which provides free comprehensive information from a variety of sources in one guide for parents. Our thanks go to all those children, parents and professionals who were involved in this locally produced guide.
- Publication of the **Annual Childcare Costs Survey**. This data is used by parents, childcare providers and provided to the Department for Social Security, in addition to informing the work of the Trust.

- Provision of the **Learning Library** for the Island's registered and accredited childcare providers to freely borrow from the 53 different types of toys and resources available. The Trust handled 109 bookings in 2013 (2012: 227). Following feedback from the sector, the Trust also began to build a library of resources for practitioners to use with children who have English as an additional language.
- Accrediting 5 (2012: 7) new nannies to the **Nanny Accreditation Scheme** to bring the total, at the end of 2013 to 34 (2012: 33). The Scheme professionally recognises qualified nannies who meet strict quality criteria and there is an annual renewal process. As with Registered childcare provision, parents employing an Accredited Nanny may access the Childcare Tax Relief.
- The Trust provided 4 **JCCT full bursary places** (2012: 2 bursaries) to practitioners working in Registered Early Years settings to complete the Level 3 qualification Work with Parents, through The Bridge City and Guilds Approved Centre.
- **Support for Nannies.** The Trust provided the first point of contact for information and support for nannies in their role. This primarily was for matters around safeguarding and employment.
- Provision of 5 year-long placements (2012: 3 placements) for those studying the **Foundation and full Degree in Childhood Studies**. The Trust also provided 1 **bursary** to a Part Time student studying the Foundation Degree in Childhood Studies.
- The voice of parents in Jersey is becoming a stronger influencer in our work. The Trust shared the findings of the first series of **Focus Groups with parents and expectant parents** with the relevant departments and agencies. The key recommendations were also presented to the Early Years and Childcare Partnership. The second series of listening to parents and expectant parents began towards the end of 2013.
- The Trust has also strived to promote the working family agenda through its contributions on various other bodies, committees and working groups including.
 - ◆ **Jersey Safeguarding Partnership** – Procedures and Audit Sub-committee member.
 - ◆ **The Bridge Operational and Strategic Boards** – The Trust has been an active member of the Bridge community taking part in joined up training and working to benefit families in Jersey.
 - ◆ **Breastfeeding Working Group** – The Trust has worked in this multi-agency arena to produce the Breastfeeding Guidelines for Jersey, taken part in the National Breastfeeding Week, and produced the Employers Guide to Expressing and Breastfeeding in the Workplace along with a case study.
 - ◆ **Standing Conference of Women's Organisations** – 2013 saw opportunities for the Trust to raise awareness of the working family agenda amongst SCWO members and their organisations.
 - ◆ **The ESC Special Educational Needs Project** – The Trust took an active role in this review led by Dr Cathy Hamer which included a Vision Workshop to consult with parents, children and professionals.
 - ◆ **The Education, Sport and Culture Panel for free additional hours in a nursery class** – Panel member. Provided a joined up approach to ensure that families who previously had accessed the Assisted Nursery Places Project have then been referred by a relevant professional to access the additional 10 hours at a school nursery class.
 - ◆ **The Jersey Voluntary and Community Sector** – 2013 saw the States begin to consider the implementation of a Charities Law for Jersey. The Trust has taken a full and active part in this consultation, the outcomes of which could have a positive impact upon the Trust and other not for profit childcare organisations in Jersey.

THE JERSEY CHILD CARE TRUST

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2013

Supporting improvements in the accessibility, range and quality of child care provision remains at the core of the Trust's work. In order to effectively focus and maximise its beneficial impact, the Trust must have a proper understanding of the changing needs and priorities of families in Jersey. Regular focus groups with parents provide essential understanding of these needs, which helps the Trust to accurately advise and promote on policy development and change, and focuses the team's work to create maximum beneficial impact. In 2012 parents indicated the need for better coordinated information on child care. Accordingly in 2013, the Trust's information for families has been developed and improved, including the publication of a comprehensive Parent's 'Guide to Employing a Nanny', which brings together detailed information essential to making safe, well informed decisions.

Two key projects, the Assisted Nursery Places Scheme and the Special Needs Inclusion Project, aimed at meeting previously unmet needs identified through parental focus groups, have continued to go from strength to strength, making a real difference to numerous families facing a variety of challenges. These services are facilitated solely through money donated by the Trust's many sponsors and supporters, to whom we offer our most sincere thanks.

Association of Jersey Charities

Elizabeth Violet Annie Rouse Foundation

Ellis Foundation

Jersey Water

Lloyds TSB Foundation for the Channel Islands

Moore Stephens

Rosborough Insurance

RBC Wealth Management

Sir James Knott Trust

State Street Community Foundation

The Blue Mauser Charitable Trust

The Buckingham Foundation

The One Foundation

Viberts

White Stuff

Bracken Rothwell Limited

Plus other anonymous donors

In 2013 there have been some promising developments in services for children and families working more closely together, and although the challenges of the economic environment continue there has also been some significant investment from the States, charities and private sectors, with a variety of new facilities opening across the Island. A further development which would significantly contribute to family welfare is the introduction of Maternity, Paternity and Flexible Working legislation to safeguard employees. National research findings and our direct work with parents provides strong insight into the repercussions for families, and in the longer term, society, if paid maternity leave is insufficient. The Trust will continue to argue this case as we move towards the introduction of this important legislation in Jersey.

By Order of the Trustees:

M Baudains (Chairman)



Date

29.05.14

THE JERSEY CHILD CARE TRUST

STATEMENT OF THE TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the financial statements in accordance with the Constitution.

The Constitution requires the Trustees to prepare financial statements for each financial year. Under the Constitution the Trustees have elected to prepare the financial statements in accordance with United Kingdom Statement of Recommended Practices. The financial statements are required to give a true and fair view of the state of affairs of the Trust and of the profit or loss of the Trust for that year. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Statement of recommended practices have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Trust will continue.

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

The Trustees acknowledge that they should not recklessly or knowingly supply information to the independent auditors that is false or misleading and to fail to promptly provide information requested.



BRACKEN | ROTHWELL

CHARTERED ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE JERSEY CHILD CARE TRUST

We have audited the financial statements of The Jersey Child Care Trust for the year ended 31 December 2013 which comprise the statement of financial activities, the balance sheet and the related notes 1 to 5. The financial reporting framework that has been applied in their preparation is the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities"

This report is made solely to the Trustees, as a body, in accordance with the Constitution. Our audit work has been undertaken so that we might state to the Trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and auditor

As explained more fully in the Statement of Trustees' Responsibilities, the Trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing. Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

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

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the Trust's affairs as at 31 December 2013 and of its net movement in funds for the year then ended;
- have been properly prepared in accordance with Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities"; and
- have been properly prepared in accordance with the Constitution.



Bracken Rothwell Limited

Chartered Accountants
8th Floor, Union House
Union Street
St Helier
Jersey
JE2 3RF

5 June 2014

STATEMENT OF FINANCIAL ACTIVITIES

Year ended 31 December 2013

	Notes	2013 £	2012 £
INCOMING RESOURCES	1		
Donations		76,351	77,746
Activities in furtherance of the Trust's objectives:			
States of Jersey grant - General		175,236	175,000
Donations from Association of Jersey Charities		20,130	20,000
Deposit interest		183	1,869
Other income		7,452	5,148
TOTAL INCOMING RESOURCES		<u>279,352</u>	<u>279,763</u>
RESOURCES EXPENDED			
Costs of generating funds:			
Fundraising and publicity		14,232	13,723
Charitable expenditure			
Grants payable		36,704	28,062
Childcare activities		76,042	87,726
Support costs		113,701	109,752
Management and administration		49,961	48,054
TOTAL RESOURCES EXPENDED	2	<u>290,640</u>	<u>287,317</u>
NET MOVEMENT IN FUNDS		(11,288)	(7,554)
Fund balances at 1 January		<u>116,791</u>	<u>124,347</u>
FUND BALANCES AT 31 DECEMBER		<u><u>105,503</u></u>	<u><u>116,793</u></u>

Amounts included within the Statement of Financial Activities arose from continuing activities.

The notes on pages 11 to 14 form an Integral part of these financial statements.

There are no recognised gains or losses other than those included in the Statement of Financial Activities and therefore a statement of total recognised gains and losses has not been presented.

THE JERSEY CHILD CARE TRUST

BALANCE SHEET

Year ended 31 December 2013

	2013	2012
	£	£
CURRENT ASSETS		
Debtors	1,525	-
Short term deposits	95,054	102,874
Cash at bank and in hand	16,985	20,181
	<u>113,564</u>	<u>123,055</u>
CREDITORS: amounts falling due within one year		
Creditors and accruals	(8,061)	(6,264)
	<u>(8,061)</u>	<u>(6,264)</u>
NET CURRENT ASSETS	<u>105,503</u>	<u>116,791</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>105,503</u>	<u>116,791</u>
NET ASSETS	<u><u>105,503</u></u>	<u><u>116,791</u></u>
 Represented by:		
FUNDS		
Unrestricted	81,377	86,791
Restricted – Supported Places Scheme	24,126	30,000
	<u>105,503</u>	<u>116,791</u>

The notes on pages 11 to 14 form part of these financial statements.

These financial statements were approved by the Trustees on

Chairman



Treasurer



NOTES TO THE FINANCIAL STATEMENTS

Year ended 31 December 2013

1. PRINCIPAL ACCOUNTING POLICIES

The Financial Statements have been prepared in accordance with applicable accounting standards in the United Kingdom and the requirements of Accounting and Reporting by Charities Statement of Recommended Practice (Revised 2005) (the "SORP") except for the presentation of restricted and unrestricted activities in the Statement of Financial Activities and for recording the asset acquired from funds received from donation as an expense at the date of purchase.

Basis of accounting

The Financial Statements have been prepared on a going concern basis under the historical cost convention.

Donations and other income

Donations and other income are credited as income in the year in which they are received, although they may apply to more than one accounting period.

Grants receivable

Grants are credited as income in the year in which they are received.

Charitable expenditure

Grants payable are recognised as a liability when the Trust is under an obligation to make a transfer to a third party.

Childcare activities include all expenditure incurred on activities in pursuance of the Trust's objectives under its constitution. The direct costs of supporting these activities, including staff, establishment and other overhead costs are separately analysed and shown as support costs under this heading.

A proportion of staff, establishment and other costs is attributed to support costs, fundraising and publicity and to management and administration costs according to an estimate of the staff involved supporting each activity or other estimated basis.

Funds

The Trust's funds consist of unrestricted amounts, which the Trust may use at its discretion, and restricted funds, which the Trust must use solely for the purpose of the particular Project for which the donation was given.

Cash Flow Statement

The Trust is exempt from the requirement to prepare a cash flow statement in accordance with FRS 1 Cash Flow Statements (Revised 1), as it falls within the definition of a small entity.

THE JERSEY CHILD CARE TRUST

NOTES TO THE FINANCIAL STATEMENTS

Year ended 31 December 2013

Going Concern

The Financial Statements, which should be read in conjunction with the Trustees' Report, are prepared on a going concern basis. The grant received from the States of Jersey in 2013 was £175,236 and there is no reason to believe the States of Jersey grant will not be forthcoming in future years.

2. ANALYSIS OF TOTAL RESOURCES EXPENDED

	Staff costs	Other costs	2013 Total	2012 Total
	£	£	£	£
Charitable expenditure:				
Grants payable	-	36,704	36,704	28,062
Childcare activities	-	76,042	76,042	87,726
Support costs	90,538	23,163	113,701	109,752
Management and administration	37,608	12,353	49,961	48,054
	<u>128,146</u>	<u>148,262</u>	<u>276,408</u>	<u>273,594</u>
Costs of generating funds:				
Fundraising and publicity	<u>11,143</u>	<u>3,089</u>	<u>14,232</u>	<u>13,723</u>
Total resources expended	<u><u>139,289</u></u>	<u><u>151,351</u></u>	<u><u>290,640</u></u>	<u><u>287,317</u></u>
Staff costs:				
Wages and salaries			129,296	126,999
Social security costs			8,588	9,161
Training costs			1,405	537
			<u>139,289</u>	<u>136,697</u>
Other costs:				
Grants payable			36,704	28,062
Childcare activities			76,042	87,726
Rent and rates			18,950	18,487
Insurance			3,030	3,175
Printing and stationery			8,128	3,627
Telephone and postage			1,142	1,457
Publications and subscriptions			361	708
Travel and entertaining			1,715	1,763
Audit fee			2,500	2,500
Advertising			-	10
Miscellaneous			2,779	3,103
Total			<u><u>151,351</u></u>	<u><u>150,618</u></u>

Average number of employees during the year: 3 FTE (2012: 3).

One employee earned in excess of £50,000 in the year (2012: 1).

During the year an insurance premium of £1,530 was incurred by the Trust in respect of Trustees' and officers' liability (2012: £1,746).

3. TAXATION

The income of the Trust is exempt from income tax under Article 115 (a) of the Income Tax (Jersey) Law 1961.

4. COMMITMENTS

The Trust has a rental agreement with the States of Jersey, the annual fee was established at £15,000 in 2006 with an annual increment equivalent to the Jersey Retail Price Index. Rent and Rates paid during the year amounted to £18,950. (2012:£18,487).

5. IMMEDIATE AND ULTIMATE CONTROLLING PARTY

In the opinion of the Trustees, they are the immediate and ultimate controlling party of the Trust. There have been no related party transactions during the current or prior years.