

THE JERSEY CHILD CARE TRUST

Trustees' Report and Audited Financial Statements

31 December 2014

THE JERSEY CHILD CARE TRUST

TRUSTEES' REPORT AND AUDITED FINANCIAL STATEMENTS 2014

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THE JERSEY CHILD CARE TRUST

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2014

TRUSTEES

M Baudains	(Chairman)	
P Wojciechowski	(Treasurer)	(resigned 08.12.2014)
S Powell	(Treasurer)	(appointed 08.12.2014)
C Myers	(Secretary)	(resigned 30.06.2014)
S Jackson	(Secretary)	(appointed 01.07.2014)
R Pedley		(resigned 01.05.2014)
L MacKenzie		(resigned 17.05.2014)
T Le Sueur		(resigned 13.09.2014)
S O'Regan		
K Ogilvie		
K Kirk		(appointed 07.04.2014)
S Highfield		(appointed 07.04.2014)
C Hunt		(appointed 07.04.2014)

CHILDCARE EXECUTIVE DIRECTOR

F Vacher

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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 2014.

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 Fideicommiss 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 coordinate, 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 £178,800 (2013: £175,236) for administration and core activities.

The Trustees were grateful to receive other grants and donations totalling £84,025 in 2014 (2013: £103,933). 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 £35,486 (2013: deficit £11,288), amounted to £70,590 (2013: £106,076). 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 2014 the Trust employed 3.3 full time equivalent (FTE) Trust staff (2013: 3.27 FTE Trust staff). The Special Needs Inclusion Project employed 7 Support Workers offering a minimum of 2 hours of support a week, up to a maximum of 22 hours a week, equating to 2.25 FTE staff funded by donations (2013: 6 Support Workers equating to 1.95 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.jcct.org.je. The application process was reviewed and updated by Trustees during 2014 to ensure the process is as robust as possible.

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.

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 less 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 hold families in Jersey as the pivotal reason for its work, particularly focussing upon childcare, early learning and reducing inequalities to accessing this. 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 2014, the Trust's activities included:

- **12 Quality Grants** to childcare providers totalling £22,859 (22 in 2013: £35,684) including contributions towards nursery furniture, toys and other resources.
- The **Special Needs Inclusion Project**, which facilitated 3789 hours of support, to 33 children (2013: 2,501 hours to 26 children) to enable them to access mainstream early years childcare by the Trust employing one to one Support Workers. As demand significantly increases for this support, 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.
- Support for **38 children living with families experiencing particular challenges, to access part-time nursery places** (2013: 36) at a cost of £50,640 (2013: £39,296). 6 children also received support from the Special Needs Inclusion Project too. 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. 66% referred from health visitors and 33% from 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 **12** (2013: 15) **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 240 places were provided in 2014 (2013: 300). 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 23,067 visits in 2014 (21,383 in 2013). 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.
- Provision of **Resources Library** for the Island's registered and accredited childcare providers to freely borrow from the toys and resources available. The Trust added to this library in 2014, purchasing over 60 children's books in a variety of languages.

- The Trust has **47 Accredited Nannies** on the Nanny Accreditation Scheme to bring the total, at the end of 2014 to 47 (2013: 34). 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 **two JCCT full bursary places** (2013: four bursaries) to practitioners working in Registered Early Years settings to complete the Level Three 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 four year-long placements (2013: five placements) for those studying the **Foundation and full Degree in Childhood Studies**. The Trust also provided **one bursary** (one in 2013) 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 second series of **Focus Groups with parents and expectant parents** with the relevant departments and agencies including the Early Years and Childcare Partnership and childcare Managers.
- 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 Trust also was invited to act as Children's Voluntary Sector Representative on the Joint Safeguarding Partnership Board.
 - ◆ **Child Accident Prevention Jersey** – Strategic Board Member. A multi-agency approach to reducing unintentional injuries to children.
 - ◆ **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** – 2014 saw opportunities for the Trust to raise awareness of the working family agenda amongst SCWO members and their organisations.
 - ◆ **The Education, Sport and Culture Panel for free additional hours in a nursery class** – Panel member. Provided a joined up approach to considering applications for families that meet a set of criteria to access an additional 10 hours in nursery classes.
 - ◆ **The Jersey Voluntary and Community Sector** – 2014 saw the States begin to implement 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.

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.

THE JERSEY CHILD CARE TRUST

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2014

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 and services donated by the Trust's many sponsors and supporters, to whom we offer our most sincere thanks.

ABN AMRO

Association of Jersey Charities

Clarkson Charitable Trust

Dasa Wharton Photography

Elizabeth Violet Annie Rouse Foundation

Ellis Foundation

First Names Group

Moore Stephens

Rosborough Insurance

The Blue Mauser Charitable Trust

Waitrose Community Matters


Plus other private donors

2014 has been a demanding year, with the JCCT team working ever harder to ensure that our resources are targeted in the most effective way to achieve the very best for children and their families. We are grateful for the continuing support of Education, Sport and Culture in enabling us to provide our core services, and to our many supporters, who so generously fund our Special Needs Inclusion Project and our Assisted Nursery Places Scheme. Both these well established and valued services are subject to substantial increasing demand, so the need for additional funding grows year on year.

In the broader child care picture the Trust is delighted that the Chief Minister is taking a personal interest in the 1001 Critical Days Agenda. We enthusiastically endorse this emerging initiative. It carries the potential to enhance the experience and life chances of all children in our community, and for the most vulnerable it could be life-changing. The introduction of Maternity, Paternity and Flexible Working legislation is also very welcome. We hope that the Social Security Minister will follow her predecessor's undertaking to consult on and review the legislation one year after its enactment.

In presenting this year's report, we must sadly mark the loss of our much respected colleague Wilma Allan. Wilma's lovely personality lives on through the work of her daughters Grace and Claire, who with their family members and friends, set up "Love in Action – one challenge a month for a year". The JCCT has already been the grateful beneficiary of an impressive number and variety of fund raising activities. In 2015 we will be introducing the Wilma Allan Annual Award which will recognise an outstanding contribution in a childcare setting made by a student in training. This will, we hope, be a fitting tribute to a dear friend and colleague.

By Order of the Trustees:


M Baudains (Chairman)


Date

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 Generally Accepted Accounting Principles (UK GAAP) and the requirements of Accounting and Reporting by Charities Statement of Recommended Practice (revised 2005) (the 'SORP'). 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 accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Trust will continue on this basis.

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.



BRACKEN | ROTHWELL

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE JERSEY CHILDCARE TRUST

We have audited the financial statements of The Jersey Child Care Trust for the year ended 31 December 2014 which comprise the statement of financial activities, the balance sheet and the related notes 1 to 8. The financial reporting framework that has been applied in their preparation in accordance with the requirements of Accounting and Reporting by Charities Statement of Recommended Practice (revised 2005) (the "SORP").

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 in respect of the financial statements set out on page 7, 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 (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB'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 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.



BRACKEN | ROTHWELL

Chartered Accountants

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE JERSEY
CHILDCARE TRUST (continued)**

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 2014 and of its net movement in funds for the year then ended
- have been properly prepared in accordance with Accounting and Reporting by Charities Statement of Recommended Practice (revised 2005) (the "SORP") and
- have been properly prepared in accordance with the Constitution.

Bracken Rothwell Limited

*Jersey, Channel Islands
JE2 3RF*

Date: 15 May 2015

STATEMENT OF FINANCIAL ACTIVITIES

Year ended 31 December 2014

		2014	RESTATED
	Note	£	2013
			£
INCOMING RESOURCES			
Donations	1	42,689	76,351
Activities in furtherance of the Trust objectives:			
States of Jersey grant - General		178,800	175,236
Association of Jersey Charities		30,000	20,130
Deposit interest		134	183
Private Donations		11,336	7,452
TOTAL INCOMING RESOURCES		<u>262,959</u>	<u>279,352</u>
RESOURCES EXPENDED			
Costs of generating funds:			
Fundraising and publicity		14,097	14,232
Charitable expenditure			
Grants payable		27,706	36,704
Childcare activities		94,527	76,042
Support costs		114,538	113,701
Management and administration		47,577	49,961
TOTAL RESOURCES EXPENDED	2	<u>298,445</u>	<u>290,640</u>
NET MOVEMENT IN FUNDS			
Restatement of prior year balances	7	(35,486)	(11,288)
Fund balances at 1 January	6	-	573
Fund balances at 31 December		106,076	116,791
		<u>70,590</u>	<u>106,076</u>

All activities are derived from continuing operations.

The notes on pages 12 to 14 form 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

As at 31 December 2014

	Notes	2014 £	RESTATED 2013 £
CURRENT ASSETS			
Debtors	4	226	1,525
Short term deposits		61,580	95,054
Cash at bank and in hand		18,616	16,985
		<u>80,422</u>	<u>113,564</u>
CREDITORS: amounts falling due within one year			
Creditors and accruals	5	(9,832)	(7,488)
		<u>(9,832)</u>	<u>(8,061)</u>
NET CURRENT ASSETS		<u>70,590</u>	<u>106,076</u>
NET ASSETS		<u><u>70,590</u></u>	<u><u>106,076</u></u>
 Represented by:			
FUNDS			
Unrestricted (Restated)	6	58,011	81,950
Restricted – Supported Places Scheme	6	12,579	24,126
		<u>70,590</u>	<u>106,076</u>

The notes on pages 12 to 14 form part of these financial statements.

These financial statements were approved by the Trustees on


Chairman


Treasurer

1. PRINCIPAL ACCOUNTING POLICIES

The accounts have been prepared in accordance with United Kingdom Generally Accepted Accounting Principles (UK GAAP) 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 accounts have been prepared 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.

Tangible fixed assets

Depreciation is calculated to write down the cost of tangible fixed assets less their residual values at the following annual rates in order to write off each asset over its estimated useful life.

Owned assets:

Office equipment	25%	Straight line
Furniture, fixtures and fittings	10%	Reducing balance

Funds received to purchase fixed assets are recognised as income from donations and are subsequently recorded as expense at the date of purchase of the asset. This is not in accordance with SORP which states that the relevant fund should be reduced over the economic life of the asset in line with its depreciation.

Operating leases

Rental costs under operating leases are charged to the statement of financial activities in equal amounts over the period of the lease.

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 as it falls within the definition of a small entity.

THE JERSEY CHILD CARE TRUST

NOTES TO THE FINANCIAL STATEMENTS

Year ended 31 December 2014

Going Concern

The financial statements, which should be read in conjunction with the Trustees Report, are prepared on a going concern basis.

2. ANALYSIS OF TOTAL RESOURCES EXPENDED

	Staff costs £	Other costs £	2014 Total £	2013 Total £
Charitable expenditure:				
Grants payable	-	27,706	27,706	36,704
Childcare activities	-	94,527	94,527	76,042
Support costs	95,851	18,687	114,538	113,701
Management and administration	30,018	17,559	47,577	49,961
	<u>125,869</u>	<u>158,479</u>	<u>284,348</u>	<u>276,408</u>
Costs of generating funds:				
Fundraising and publicity	<u>12,780</u>	<u>1,317</u>	<u>14,097</u>	<u>14,232</u>
Total resources expended	<u>138,649</u>	<u>159,796</u>	<u>298,445</u>	<u>290,640</u>

Staff costs and other costs can be further analysed as follows:

	2014	2013
Staff costs:		
Wages and salaries	128,882	129,296
Social security costs	9,261	8,588
Training costs	610	1,405
	<u>138,649</u>	<u>139,289</u>
Other costs:		
Grants payable	27,706	36,704
Childcare activities	94,527	76,042
Rent and rates	19,177	18,950
Insurance	3,108	3,030
Printing and stationery	1,754	8,128
Telephone and postage	1,245	1,142
Publications and subscriptions	623	361
Travel and entertaining	2,590	1,715
Audit fee	2,000	2,500
Advertising	135	0
Miscellaneous	6,931	2,779
Total	<u>159,796</u>	<u>151,351</u>

Average number of employees during the year: 3 FTE (2013: 3).

One employee earned in excess of £50,000 in the year (2013: 1).

During the year an insurance premium of £1,500 was incurred by the Trust in respect of Trustees' and officers' liability (2013: £1,530).

THE JERSEY CHILD CARE TRUST

NOTES TO THE FINANCIAL STATEMENTS

Year ended 31 December 2014

3. TAXATION

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

4. CURRENT ASSETS

CURRENT ASSETS	2014	2013
Debtors	226	1,525
Short term deposits	61,580	95,054
Cash at bank and in hand	18,616	16,985
	<u>80,422</u>	<u>113,564</u>

5. CREDITORS

	2014	2013
Audit Fee	2,000	2,000
ITIS	3,245	1,560
Social Security	4,587	4,501
	<u>9,832</u>	<u>8,061</u>
Prior year adjustment (note 7)	-	(573)
	<u>9,832</u>	<u>7,488</u>

6. FUNDS

	Unrestricted	Restricted	Total
Opening Balance	81,377	24,126	105,503
Exceptional Item (note 7)	573	-	573
	<u>81,950</u>	<u>24,126</u>	<u>106,076</u>
Opening Balance Restated	81,950	24,126	106,076
Net Movement in Funds	(23,939)	(11,547)	(35,486)
	<u>58,011</u>	<u>12,579</u>	<u>70,590</u>

7. EXCEPTIONAL ITEM

An adjustment of £573 has been made to correct the opening position of Unrestricted Funds – see note 6.

8. 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.