

THE JESSIE MAY TRUST
(A Company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2007

Charity No 1086048

Company No 4118341



THE JESSIE MAY TRUST

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THE JESSIE MAY TRUST

LEGAL AND ADMINISTRATIVE INFORMATION

TRUSTEES

EJ Chambers
RS Whiting (Chairman)
DNT Jones
M Bredow
G Farr
G Ronson
A Shaw (Appointed 2/5/06)
E Daniels (Appointed 2/5/06)
S Davies (Appointed 2/5/06)
N Eaton (Appointed 12/9/06)

SECRETARY

CS Roys

REGISTERED OFFICE

35 Old School House
Kingswood Foundation Estate
Britannia Road
Kingswood
Bristol
BS15 8DB

BANKERS

National Westminster Bank plc
PO Box 188
40 Queens Road
Clifton
Bristol
BS99 5AD

Bank of Ireland
PO Box 27
1 Temple Quay
Bristol
BS99 7AX

AUDITORS

Lawes & Co
Boyce's Building
Regent Street
Clifton
Bristol
BS8 4HU

THE JESSIE MAY TRUST

Report of the Board of Trustees for the year ended 31 March 200.

The Board presents its report and audited financial statements for the year ended 31 March 2007

Reference and Administrative Information

Charity Name The Jessie May Trust

Charity registration number 1086048

Company registration number 4118341

Registered Office and operational address 35, Old School House, Kingswood, Foundation Estate
Britannia Road, BRISTOL BS15 8DB

Members of the Board of Trustees/Directors

Ralph Whiting (Chair)

Nigel Jones

Jo Chambers

Mana Bredow

Gary Farr

Gareth Ronson

Steven Davies

Andrew Shaw

Emily Daniels

Nicola Eaton

Secretary

Chris Roys

Senior Management Team

Chris Roys: Chief Executive

Liz Lewington: Care Team Manager

Jane Atkinson: Fundraising Manager

Auditors

Lawes & Co, Boyce's Building, Clifton, BRISTOL ,BS8 4HU

Bankers

NatWest, Queen's Road, Clifton, BRISTOL, BS99 5AD

Bank of Ireland, One Temple Quay, BRISTOL BS99 7AX

Structure, Governance and Management

Governing Document: The charity was established by the Trust Deed made on 1st September 1995 and began providing services in 1996. The company is governed by its memorandum and articles of association which were adopted on 24th November 2000. On the 1st August 2001 The Jessie May Trust became a company incorporated under the Companies Act 1985 as a company limited by guarantee and took over the assets and liabilities of the previous unincorporated charity.

Recruitment and Appointment of Management Committee: Traditionally new Trustees have been recruited through personal contact. However the Trust has recently broken away from this and advertised for new Trustees in a variety of places. Applicants are asked to submit their CVs and are then sent an information pack giving information on the charity and the roles and responsibilities of Trustees. Prospective Trustees then have a face to face briefing session with the chair and CEO. Where it is agreed to put a name forward, two references are sought together with enhanced CRB checks. Prospective candidates then attend a Board meeting to meet the other Trustees. New Trustees are then elected by majority vote. Length of tenure is currently open ended, however this is under review as a part of an upgrading of the governance of the charity.

Trustee Induction and Training: A workshop was held in April 2006 to look at the roles and responsibilities in theory and practice. This resulted in an action plan to include e.g. appraisals for Trustees and regular workshops. Trustees also subscribe to and receive "Governance", a bi-monthly journal for Trustees.

Risk Management: Clinical risks are assessed through the operation of the Clinical Governance Group which meets quarterly. Membership includes external expertise and the group recommends and monitors actions related to clinical risks.

Financial risks are minimised through accounting systems and procedures together with systems for budgetary planning and monitoring. A Finance Sub Committee has also been established with membership from Trustees with financial expertise together with the CEO and reports to the full Board.

Employment risks are addressed through the Human Resources Sub Committee comprising members with HR expertise, (an employment lawyer and an HR manager) together with the CEO.

Organisational Structure: The charitable company has a Board of Directors who are effectively the Trustees of the charity. During the year 4 new Trustees were recruited bringing the number of Directors to 10. The Board delegates day to day and operational matters to a Chief Executive Mr Chris Roys. Care Services and staff are managed by a Senior Nurse Liz Lewington whilst fundraising activities and staff are managed by Jane Atkinson.

Related Parties: The charity is registered with the Commission for Social Care Inspection which monitors and inspects social care agencies. The charity is an active member of the local Children's Palliative Care Partnership.

Objectives and Activities

The Objects of the Charity are

"the relief of children and young persons suffering from physical conditions which are life threatening or life-limiting and/or terminal by

1 the provision of respite or palliative care in the community for affected young persons, their families and carers, and

2 the advancement of the education of health professionals, statutory authorities, GP practices, and others in the condition of children and young persons with terminal illnesses in particular through the representation of such persons and their families to local statutory authorities and professional groups"

In pursuit of these objects the Trust has a team of qualified nurses and nursery nurses who provide a hospice at home service, palliative care for children with life limiting conditions together with their families in their own home. These children have very complex needs and often require supervision 24 hours a day, 7 days a week. The Jessie May nurses thus enable parents and carers to go out and do some of the things that most of us take for granted whilst having the confidence that their child is being properly cared for. In addition, these nurses also provide opportunities for play and stimulation for the child.

As well as the physical respite The Jessie May Trust also provides emotional support to families during visits and through extensive telephone contact. The Bereavement Support Worker also provides ongoing and planned emotional and practical support to families throughout a child's life and beyond.

The service also includes advice on symptom control and end of life care when more intensive support is available provided in partnership with other agencies.

Currently, the service is provided in the local authority/primary care trust areas of North Somerset, South Gloucestershire and Bristol.

Achievements and Performance

The number of children on the caseload at 31 March 2007 was 49 (46 in 2006). During the year 16 new children were accepted onto the caseload, 11 children died, 4 children were discharged - 1 having reached 19 years old, 1 family moved out of the area and 2 for other reasons.

To these families the Trust provided 4019 hours of support (2943 in 2005/06), over 1416 visits (1120 in 2005/06). These visits include respite care and emotional and bereavement support.

In addition to these there was a further 1 visit where the family was not at home when the nurse called (15 in 2005/06). 101 pre-planned visits were cancelled at short notice by families (93 in 2005/06) and 37 visits were cancelled by the Jessie May Trust (21 in 2005/06). Of the total number of cancelled visits 16 were able to be rearranged (22 in 2005/06).

In addition to support through visits, the team provides extensive support via the telephone to families on the caseload.

Volunteers. Whilst at present volunteers are not used to deliver services to children and families, the Trust has a growing body of volunteers who assist with administration and with fundraising. In the past year 4 office volunteers and 12 fundraising volunteers assisted on a regular basis. The Trust has in place a written volunteer policy and volunteers receive induction training into their roles.

Trustees' responsibilities in relation to the financial statements

Company and Charity law requires the Trustees to prepare Financial Statements for the financial year which give a true and fair view of the state of affairs of the Charity and of the surplus or deficit of the Charity for that period. In preparing those Financial Statements the trustees have

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that are reasonable and prudent
- Subject to any material departures disclosed and explained in the Financial Statements and
- Prepared the Financial Statements on the going concern basis

The Trustees have overall responsibility for ensuring that the Charity has appropriate systems of controls financial and otherwise. They are also responsible for keeping proper accounting records which 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 Companies Act 1985. 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 complying with relevant laws and regulations.

Auditors

A resolution proposing that Lawes & Co. be reappointed as auditors of the Charity will be put to the Annual General Meeting.

Financial Review

- **Principal Funding Sources:** During the year to March 2007, 59% (£349,343) of income came from charitable trusts and grant making organisations. This included £67,956 from the new Opportunities Fund (a grant which funded the Bereavement Support work and the Black & Minority Ethnic Development Work). We were also successful in our application to the Department of Health for funding under the Section 64 Children's Hospice & Hospice at Home Grant and received £54,000.

Donations from corporate entities made up 9% (£53,582) whilst 31% (£182,497) came from a variety of community fundraising efforts, including individual donations, community groups and associations, sponsorship from various events and the sale of merchandise. The remaining 1% came from interest earned on deposits.

The increase in expenditure on fundraising has largely been attributed to investment in our fundraising appeal, The Precious Time Appeal which will run over the next two years and is aiming to raise £1.4 million to enable us to maintain and expand our services.

The costs of care services have also risen which is reflected in the increase in the number of hours of support delivered to families from 2943 hours in 2005/06 to 4019 hours this year.

Costs of central administration and management have fallen due to many of the shortcomings in this area having been addressed and the CEO now spending increasing time furthering the charitable objects in particular promoting children's palliative care issues at a national, regional and local level.

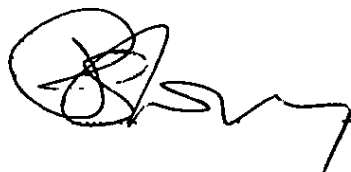
- **Investment Policy** Under the Memorandum of Association the Charity has a wide general power to invest funds not immediately required for its purposes. These funds are invested in the Bank of Ireland Corporate Call account.

- **Reserves Policy:** The Trust's previous reserves policy was to accumulate reserves equal to a minimum of one year's future expenditure. However in two previous years the Trust had to draw heavily on its reserves to meet a shortfall in income. The Trust's policy is now to have a minimum of liquid reserves to equal 3 months expenditure whilst aiming to accumulate liquid reserves to equal 6 months of future expenditure. The Trustees have considered the amount of reserves held at 31 March 2007 to meet the Charity's immediate future obligations to the children and families receiving its support to be sufficient.

Plans for Future Periods

The Jessie May Trust aims to continue to provide the services outlined above. However, the Trust continues to strive to improve services and have a number of ongoing projects such as the implementation of the Quality Assurance Toolkit and the service user groups. The main strategy however is to increase the amount of respite care provided to families and to reach all of the families in our current area who meet the Trust's criteria. In order to fund these developments a funding appeal was launched on 30 January 2007 to raise £1.4 million over the next two years.

Ralph Whiting
Chair of Trustees



Dated 3rd July 2007

THE JESSIE MAY TRUST

REPORT OF THE INDEPENDENT AUDITOR

TO THE MEMBERS OF THE JESSIE MAY TRUST

We have audited the financial statements of the Jessie May Trust for the year ended 31 March 2007 on pages 7 to 12, which have been prepared on the basis of the accounting policies set out on page 9

This report is made solely to the Trustees, as a body, in accordance with section 44 of the Charities Act 1993. 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 auditors 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 Charity's Trustees as a body, for this report, or for the opinion we have formed.

Respective responsibilities of the trustees and auditor

As described on page 4, the Trustees are responsible for the preparation of the financial statements in accordance with United Kingdom law and accounting standards. Our responsibilities, as independent auditors are established in the United Kingdom by statute, the Auditing Practices Board and by our profession's ethical guidance.

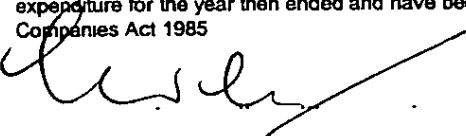
Basis of Opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes the examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to their Charity's circumstances consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the Charity's state of affairs as at 31 March 2007 and of its incoming resources and resources expended including its income and expenditure for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



Lawes & Co
Chartered Accountants
Boyce's Building
Regent Street
Clifton
Bristol
BS8 4HU

24/8/07

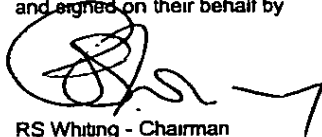
THE JESSIE MAY TRUST

CHARITY BALANCE SHEET AS AT 31 MARCH 2007

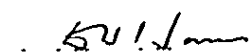
	Note	31 03 07	31 03 06
		£	£
Fixed assets			
Tangible Assets	8	5,506	8,965
Current assets			
Debtors	9	73,579	9,113
Cash at bank and in hand	10	145,134	135,804
		218,713	144,917
Liabilities			
Creditors Amounts falling due within one year	11	(3,936)	(31,798)
Net Current Assets		<u>214,777</u>	<u>113,119</u>
Total Assets Less Current Liabilities		220,283	122,084
Net assets		<u>220,283</u>	<u>122,084</u>
The funds of the charity			
Unrestricted Funds	12	196,403	86,413
Restricted Funds	12	23,880	35,671
Total charity funds		<u>220,283</u>	<u>122,084</u>

The financial statements on pages 6 to 11 were approved by the trustees on and signed on their behalf by

3rd July 2007



RS Whiting - Chairman



DNT Jones - Director

YEAR TO 31 MARCH 2007

	Notes	Unrestricted Funds	Restricted Funds	Total 31 03 07	Total 31 03 06
		£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income					
Donations, Fund Raising & Gifts					
		414,151	171,271	585,422	416,288
Investment Income	3	5,345	-	5,345	4,716
		419,496	171,271	590,767	421,004
Total Incoming Resources					
		419,496	171,271	590,767	421,004
RESOURCES EXPENDED					
Cost of generating funds					
Fundraising and publicity	4	(150,600)	-	(150,600)	(111,456)
Charitable activities					
Costs of activities in furtherance of the Charity's objects					
Provision of care services	4	(115,874)	(183,062)	(298,936)	(252,526)
Management and administration	4	(43,032)	-	(43,032)	(62,430)
		(158,906)	(183,062)	(341,968)	(314,956)
Total Resources Expended					
		(309,506)	(183,062)	(492,568)	(426,412)
Net income/(expenditure) before transfers					
		109,990	(11,791)	98,199	(5,408)
Net movement of funds in year					
		109,990	(11,791)	98,199	(5,408)
Reconciliation of funds					
Total funds brought forward		86,413	35,671	122,084	127,492
Total funds carried forward					
		196,403	23,880	220,283	122,084

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above. The surplus for the year for Companies Act purposes comprises the net incoming resources for the period of £98,199. Note 8 gives details of changes in resources applicable for fixed assets for charity use.

THE JESSIE MAY TRUST

NOTES FORMING PART OF THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2007

1. ACCOUNTING POLICIES

a) Basis of Preparation

The Financial Statements have been prepared under the historical cost convention on an accruals basis in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005) issued in March 2006 applicable UK Accounting Standards and the Companies Act 1985. The principal accounting policies adopted in the preparation of the financial statements are set out below.

b) Fund structure

Donations made to enable the Charity to meet its general charitable objectives are unrestricted funds, but donations made for a particular purpose are restricted to that purpose. The source of each restricted fund is set out in the notes to the Financial Statements.

c) Incoming Resources

All incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The income from fundraising ventures is shown gross, with the associated costs included as fundraising costs.

d) Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Administration and management staff costs associated with fund raising and care services have been allocated to those departments in proportion to relevant staffing levels.

e) Tangible fixed assets

Tangible capital items such as office furniture and computer equipment are capitalised and depreciated in a straight line over 3 years.

f) Pensions

The company pays defined contributions directly into the personal pension plans for certain staff members. Contributions payable are charged in the Statement of Financial Affairs.

g) Volunteers and donated services and facilities

During the year numerous volunteers provided fundraising assistance (all unpaid).

h) Irrecoverable VAT

All resources expended are classified under activity headings inclusive of VAT.

2. Legal status of the Trust

The Charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.

3. INVESTMENT INCOME

All of the charity's investment income arises from its interest bearing current and deposit accounts.

THE JESSIE MAY TRUST

NOTES FORMING PART OF THE FINANCIAL STATEMENT

YEAR TO 31 MARCH 2007 (CONTINUED)

4. RESOURCES EXPENDED

	Fundraising	Management & Admin	Care Services	31.03 07	31.03 06
	£	£	£	£	£
Staff costs	94,582	30,736	264,548	389,866	343,480
General office	14,108	5,887	24,055	44,050	46,891
Legal and other professional fees	16,571	1,069	878	18,518	12,072
Supplies	21,774	982	2,326	25,082	6,248
Accountancy	-	2,540	-	2,540	2,420
Information technology	2,527	1,371	5,054	8,952	4,178
Depreciation	1,038	346	2,075	3,459	10,962
Finance	-	102	-	102	161
Total resources expended	150,600	43,032	298,936	492,569	426,412

5 REMUNERATION

The trustees who were directors as defined by the Companies Act 1985 received no remuneration during the year

6. Analysis of staff costs	31 03 07	31 03.06
	£	£
Wages and salaries	308,383	270,011
Social security and pension costs	65,304	49,841
Recruitment	1,824	964
Psychological support	3,781	6,247
Training	3,198	8,831
Travel	7,376	7,586
	389,866	343,480

Improved accounting procedures have enabled costs to be allocated more appropriately in the current year

7 Staff numbers

The average weekly number of staff permanently employed for the purposes of the charity during the period was made up as follows

	31 03 07	31.03 06
Charitable activities	2	-
Fund Raising	3	3
Management and administration of the Charity	2	2
The number of staff accruing pension contributions during the year	7	5

Wages and salaries during the year under review include payments to United Bristol Healthcare NHS Trust for nursing services amounting to £168,353 (2006-£113,881) United Bristol Healthcare NHS Trust are responsible for the employment of the nursing team, their training administration and the screening of the nurses who are assigned to the charity

THE JESSIE MAY TRUST

NOTES FORMING PART OF THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2007 (CONTINUED)

8.	TANGIBLE FIXED ASSETS	Computer and other equipment £	Total 31 03 07 £	Total 31 03 06 £
	COST			
	Brought forward 1 April 2006	44,741	44,741	36,483
	Additions			8,258
	At 31 March 2007	44,741	44,741	44,741
	DEPRECIATION			
	Brought forward 1 April 2006	35,776	35,776	24,814
	Charge for period	3,459	3,459	10,962
	At 31 March 2007	39,235	39,235	35,776
	Net Book Value	5,506	5,506	8,965
	Capital expenditure contracted for, but not provided in the financial statements was nil			
9	DEBTORS	31.03.07 £	31 03 06 £	
	Outstanding funding income	67,492	-	
	Prepayments	6,087	9,113	
		73,579	9,113	
10	CASH AT BANK AND IN HAND	31 03 07 £	31.03.06 £	
	Deposit account	89,637	105,109	
	Current account	55,493	30,645	
	Petty cash	4	50	
		145,134	135,804	

THE JESSIE MAY TRUST

NOTES FORMING PART OF THE FINANCIAL STATEMENTS

YEAR TO 31 MARCH 2007 (CONTINUED)

11.

CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR

£

£

Creditors

-

13,500

Accruals

3,936

18,298

3 936

31,798

12.

Analysis of charitable funds

Analysis of unrestricted fund movements

Balance at

Incoming

Resources

Transfers

31.03.07

31 03.06

resources

expended

In

£

£

£

£

£

General Reserves

86,413

419,496

309,506

-

196,403

Total unrestricted funds

86,413

419,496

309,506

-

196,403

Analysis of restricted fund movements

Balance at

Incoming

Resources

Transfers

Fund as at

31 3 06

resources

expended

Out

31 3 07

£

£

£

£

£

James Tudor Foundation

30,671

-

30,671

-

-

Fantasy Chanty Fund

5,000

-

5,000

-

-

BBC Children in need

-

15,317

9,860

-

5,457

John James Bristol

-

20,000

20,000

-

-

NOF

-

54,456

54,456

-

-

Precious Time Appeal

-

18,423

-

-

18,423

MoDCare

-

300

300

-

-

Rotary Club

-

1,200

1,200

-

-

RAG Fund

-

975

975

-

-

E Alec Colman Trust

-

500

500

-

-

Starfish Trust

-

5,000

5,000

-

-

Excel

-

1,100

1,100

-

-

National Health Service

-

54,000

54,000

-

-

Total restricted funds

35,671

171,271

183,062

-

23,880

Total funds

122,084

590,767

492,568

-

220,283

The General Reserves represents the free funds of the Charity, which are not designated for particular purposes

The Charity has received specific donations that are restricted in their application, mainly for the financing of nursing posts, the purchase of toys for the children and equipment which the trustees intend to use in line with developments in specialist care, technological innovation and normal replacement.