



# The Jessie May Trust

The Jessie May Trust  
(A company limited by guarantee)

Report and Financial Statements  
For the Year Ended 31 March 2009

Charity number 1086048  
Company number 04118341

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**Financial Statements  
For the Year Ended 31 March 2009**

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## Legal and Administrative Information

Charity Name: The Jessie May Trust

Charity Registration number: 1086048

Company registration number: 04118341

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

### Board of Trustees/Directors

Major General James Short	Chair of the Board (Appointed 8 <sup>th</sup> July 2008)
Mr. Ralph Whiting	Chair of the Board (Retired 8 <sup>th</sup> July 2008)
Mr. Andrew Shaw	Chair of Finance Committee
Ms. Natalie Hewlett	Chair of Fundraising Committee
Mrs. Emily Gresswell	Chair of Human Resources Committee
Mr. David Jones	(Retired 14 <sup>th</sup> October 2008)
Ms. Nicola Eaton	
Dr. Maria Bredow	
Dr. Gareth Ronson	
Stephen Davies Q.C.	
Mr. Gary Farr	
Mr. Stephen Machin	(Appointed 14 <sup>th</sup> October 2008)
Dr. Elizabeth Chambers	

### Secretary

Mr. Chris Roys

### Senior Management Team

Mr. Chris Roys	Chief Executive
Mrs. Elizabeth Lewington	Senior Nurse, Care Team Manager
Ms. Melanie Ball	Fundraising & Communications Manager

**Auditors** - Lawes & Co UK Limited, Boyce's Buildings, Regent Street, Clifton, Bristol BS8 4HU

**Bankers** - Bank of Scotland, PO Box 10, 2nd Floor 38 St Andrews Square Edinburgh EH2 2YR

- National Westminster Bank Plc, PO Box 188, 40 Queens Road, Clifton, Bristol, BS99 5AD

- Allied Irish Bank (GB), 19 Whiteladies Road, Clifton, Bristol, BS8 1PB



## **Report of the Trustees for the year ended 31 March 2009**

The Trustees present their report and audited accounts for the year ended 31 March 2009.

### **History:**

The Jessie May Trust was established by Chris and Philippa Purrington, following the death of their baby daughter Jessica, in September 1994. Jessica died from a genetic condition known as severe Spinal Muscular Atrophy when she was only 4½ months old.

Whilst the family were visiting relatives in Bristol, Jessica was admitted to Southmead Hospital. It was here that the family learnt that the support they had received back at home in High Wycombe was not available to families caring for their child at home in the Bristol area.

Jessica was cared for by her family at home throughout her illness. She died peacefully at home in her father's arms, in privacy, with dignity and surrounded by all those who loved her.

Jessica's parents were determined to do what they could to enable other children with conditions like Jessica's and their families to have support in their own homes and the choice to die at home when that time comes. After a lot of hard work and perseverance initial funding was secured, and the service launched in 1996.

### **Structure, Governance and Management:**

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 and on the 1st August 2001 The Jessie May Trust, became a company incorporated under the Companies Act 1985 as a company limited by guarantee. It took over the assets and liabilities of the previous unincorporated charity.

The charitable company has a Board of Directors ["the Trustees"] who are effectively the Trustees of the charity. During the year 2 new Trustees were recruited replacing the 2 Trustees who retired maintaining the number of Trustees at 11. The Board delegates operational matters to a Chief Executive, Mr. Chris Roys. Care Services and staff are managed by a Senior Nurse, Mrs. Elizabeth Lewington whilst fundraising activities and staff are managed by Ms. Melanie Ball.

New Trustees are recruited by publicising vacancies through appropriate networks and by placing adverts with professional associations. 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 ongoing review of the governance of the charity.

New Trustees have induction meetings with charity staff and also have the opportunity to meet families. All Trustees are invited to attend Clinical Governance Meetings. A Staff/Trustee awayday' was held in January 2009. Trustees also receive "Governance" a journal of best practice for charity trustees. A number of sub-committees have been set up with membership from Trustees with appropriate knowledge and expertise. These sub - committees meet quarterly and address risks in their relevant areas.



The Sub - Committees are:

Clinical Governance; Finance; Fundraising; and Human Resources

The charity is registered with the Care Quality Commission the independent regulator of health and social care in England. 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 registered children's nurses and nursery nurses who provide a hospice at home service. A palliative care service 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 whilst having the confidence that their child is being properly cared for. 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 provides ongoing and planned emotional and practical support to families throughout a child's life as well as continued support to families after a child has died.

The service provides advice on symptom control and intensive support in partnership with other agencies at the end of life



## Report of the Trustees for the year ended 31 March 2009

The Area we cover:

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

### Achievements and Performance:

The core of our work is the service that we provide directly to families. This year we have provided support to 89 families. In addition to the respite care we provide we have developed our bereavement support as an integral aspect of our work with families. Much of this work is done with families prior to them being bereaved providing emotional and practical advice and support throughout the child's life. Provision of support continues after a child has died and is available for up to 5 years after death. Of the 89 families supported 60 were families caring for life limited children. 4 children died during the year but their families continued to receive support after their bereavement and a further 29 families were receiving support having been bereaved in previous years.

Table 1: Service Provision at a glance

	Total No of families supported	Children & Families	Bereaved families supported	Total support hours	Respite Hours	Bereave-ment support hours	Children died or discharged	New families accepted
2008/09	89	60	33*	5015	4374	214	7	10
2007/08	65	59	11**	4262	3748	205	9	10

(\* This figure includes the families of 4 children who died during the year)

(\*\* This figure includes the families of 5 children who died during the year)

The number of families we support has remained fairly stable. However it is interesting to note that the new children being accepted onto the caseload have increasingly more complex needs and are requiring more intensive support. Thus the number of hours of support provided to families has risen once again this year.



## Report of the Trustees for the year ended 31 March 2009

The school holidays are a period of additional stress for families and there is therefore great demand for respite care. This year as in previous years we organised several holiday respite sessions at a local disabled children's centre. This gives the children an opportunity to be with other children and young people in group activities whilst also giving parents a break. Many parents drop children off and then go and do something together.

The two highlights of the Jessie May year are the Family Fun Day in the summer and the Christmas Party. The Family Fun Day held in July at Hop Skip and Jump as usual was a great success. The Christmas Party this year saw a change of venue to the Holiday Inn which benefits from a larger space and level access. Feedback from families was very positive - one parent saying that they hadn't been able to laugh like that for many years.

### Framework for Respite in Partnership with Parents evaluation:

As a part of our ongoing service improvement and development we commissioned an external evaluation of our respite allocation tool, FRIPP (Framework for Respite in Partnership with Parents & Carers). This involved questionnaires and interviews with families and staff. The final report will be presented to the Board of Trustees.

### Quality Assurance:

We have an ongoing process of quality assurance and are implementing the Association of Children's Hospices Quality Assurance Toolkit - Are we getting it right? This year we have completed the module on the child and begun work on the environment aspect.

### Training:

One of the reasons why our service remains of such high quality and why staff value working for us is the training and support we provide. Ongoing training is essential in maintaining a high quality workforce. We have continued to ensure that all of our nurses are up to date with their mandatory training by providing sessions on site or in partnership with University Hospitals Bristol NHS Foundation Trust, e.g. resuscitation training, manual handling etc. We have supplemented this through additional training e.g. epilepsy training, gastrostomy feeding etc.

The nature of our work can be very stressful and we believe that it is important to give our staff support. We have a fortnightly group clinical supervision session with a consultant clinical psychologist and staff can also avail themselves of individual sessions as required.

## **Report of the Trustees for the year ended 31 March 2009**

### **Family Group:**

Our service users group which users prefer to be called The Jessie May Family Group has gone from strength to strength. We are especially pleased that a number of new families have come along to meetings and given valuable feedback to us. For example their comments on the wording of our new family leaflet led us to make changes to incorporate their suggestions.

The group also invited representatives from the Children's Hospital to attend a group meeting and give feedback to them about various difficulties they face at the hospital. This has led to changes being made to address some of these difficulties but also a review of service user involvement at the hospital.

### **Family Record Books:**

This year we completed our revised family held record books. These are the records for each child which are held by the family at home. In consultation with families we revised the format and content of these and after piloting them have now introduced them for each family. This reflects the family led and family centered approach at the heart of our work.

### **Family Information Leaflet:**

In our efforts to ensure that we are reaching out to all families who could benefit from our service we have produced a new leaflet aimed at potential new families explaining our service and how they can access it. Combined with this we have also begun an inreach programme whereby nurses attend the out patients clinics and visit the wards at the Children's hospital once a month. This gives our staff the opportunity to build relationships with medical personnel and to have more informal discussions about our work as well as meeting and answering questions from families.

### **Care Manager Database:**

As we deliver more and more support to families the coordination of information becomes more and more complex. This year we purchased and implemented a new management information system called Care Manager. Once all data is loaded and all staff trained this will facilitate easier visit booking, data retrieval and analysis.

## Report of the Trustees for the year ended 31 March 2009

### Bereavement support:

This year we have made great strides in the development of our bereavement work. We have been able to clarify the boundaries between our work and that of other partners and to develop agreed protocols for referrals. Much of our work is what we term pre bereavement work and focuses on helping families before a child has died including for example help with funeral planning.

This clarity has enabled us to start a process of capacity building with our own team. Our Bereavement Support Worker has developed an in house in service, training programme which aims to equip all of our nurses with additional skills and knowledge to carry out this vital support.

### Plans for Future Periods:

In October the Board held a planning session to focus on the future direction of the Trust. The Board agreed on a number of priorities to explore in the coming period.

1. Expanding our criteria: Our current criteria say's that a child must be expected to die before the age of 19 years to be accepted onto our caseload. This prognosis must be agreed to by the child's consultant and discussed with the family. Parent Trustees on our board who are part of networks of families have brought to our attention that there are children they are aware of who have died in childhood who had not had the opportunity of benefiting from the services of The Jessie May Trust. We are currently reviewing our criteria with a view to ensuring that such children could not be excluded in future. A recommendation will be presented to the Board.
2. Make Strategic Alliances: Partnership is at the heart of our work with families, with staff and with other providers. The Board are keen that we should explore how we can work more closely with other providers to the benefit of children and families. In particular the new children's hospice in Bristol presents opportunities for collaborative working.
3. Use additional skilled personnel: The Jessie May Trust prides itself on the quality of its staff and makes a virtue of the fact that staff delivering care are qualified paediatric nurses supplemented by some experienced nursery nurses. In anticipation of the expansion of the demand for our services we will be exploring how we could use staff with other skills and experience besides nursing to deliver care and support.
4. Expand The Jessie May Trust's geographical reach: The Board recognises that the service provided by the Jessie May Trust is unique and that families living outside our geographical area are not able to benefit from our hospice at home service. In the longer term it is our ambition to explore the feasibility of expanding our service to new areas especially those that border our current geographical area.

However whilst we aspire to achieve our vision of all children with palliative care needs having access to our service we are conscious that we are not able to fully meet the needs of the families we currently support. The limiting factors are of course funds (in the current economic climate we are taking a cautious approach) the supply of nurses (there is a national shortage of trained paediatric nurses) and the availability of nurses at the times when families want their support.

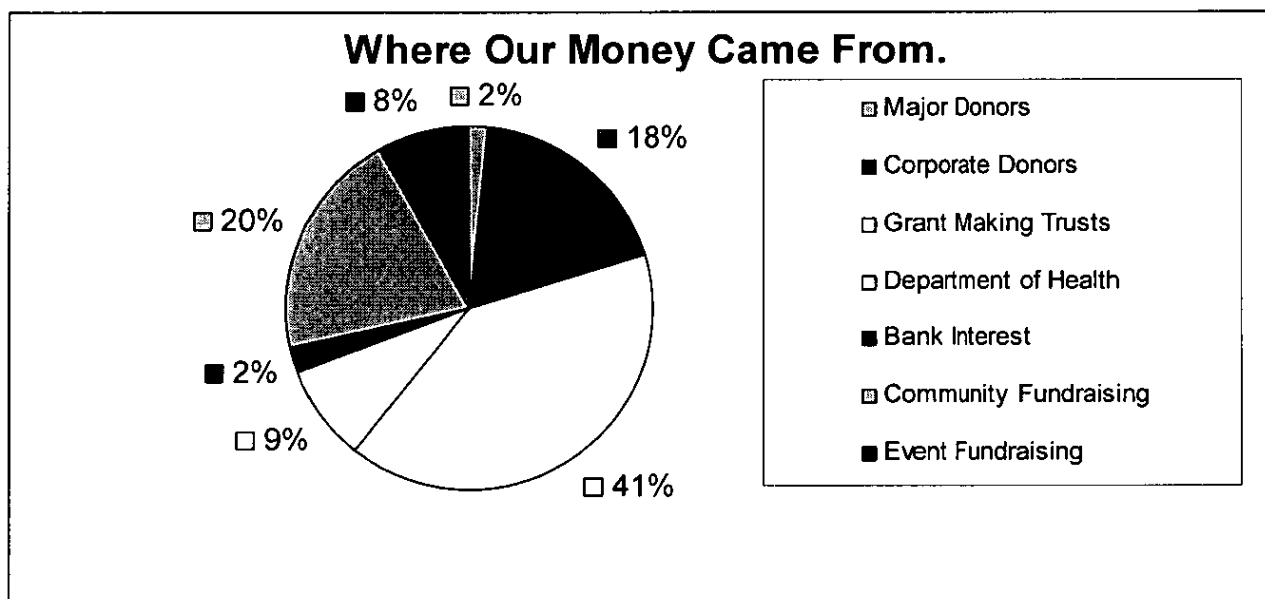
## Report of the Trustees for the year ended 31 March 2009

### Financial Review

This year we saw the departure of Jane Atkinson our Fundraising Manager and also of Ruth Russell our Trusts and Major Donors Fundraiser. Although we were able to appoint an immediate replacement for Jane this person left for personal reasons after only a short time. We thus had a rather diminished team for some three months before Melanie Ball took up the Fundraising and Communications Manager post and Kathryn Bailey the Trusts and Major Donors post.

Despite this set back the Trustees are pleased to report that our income was up to £625K this year from £572K the previous year. This is a fantastic achievement and is testament to all the groundwork the team has done in raising our profile and garnering support. Apart from a modest grant from the Department of Health all of our funds are from voluntary sources and we are very grateful to all of our supporters who have worked so hard to raise funds for us.

### Principal funding sources:



### Expenditure:

Whilst our income has grown our expenditure has also grown from £502,339 last year to £553,411 this year. The Trustees are pleased to report that this is largely accounted for by the increased level of services we have provided during the year to children and families. We have been very conscious of the need to keep overheads and administration costs to a minimum. However we also recognise that because of the complex and difficult nature of the work we do we have to ensure that we maintain a safe service and ensure that our staff are well supported. Increasing regulation also requires resources to meet the information needs of various inspection regimes.



## **Report of the Trustees for the year ended 31 March 2009**

Nevertheless we have returned a healthy surplus this year of £72,069 (2007/08 £69,986). This achieves our aim of having six months of expenditure in our reserves and gives us a little security as we move into what we fear will be a very difficult funding environment given the current economic climate.

The Precious Time Appeal launched in January 2007 aimed to raise £1.4 million to support the maintenance and expansion of our service. We are pleased that by the end of January we had raised £1.1 million. It was therefore decided to continue the appeal until the end of the summer by which time we anticipate that we will have succeeded in meeting our target. The challenge will then be to maintain the level of income required to deliver the expanded service.

Government money has been made available to Local Authorities and to Primary Care Trusts specifically for children's palliative care and we are actively engaged with commissioners and strategic planners in shaping the services. We are hopeful that in future years we will receive some funding from these sources.

### **Staff & Volunteers:**

The Jessie May Trust is all about people and relationships, the children and families we support, our supporters and our staff and volunteers. We now have 15 contracted staff, some part time, in various roles in administration, fundraising and in the direct provision of support to families. These are complemented by our extended team of nurses who work on bank contracts. Without exception, all of our staff are dedicated and committed to the work we do and have all contributed to enabling us to provide such a high level and standard of support.

Other key people in the organisation are our volunteers, whether they be giving time to help us with collections, running marathons, organising jumble sales or coming into the office to help with administration. Not forgetting of course the Board of Trustees all of whom are also volunteers. Voluntary effort makes such a difference to a small organisation such as ours and we are extremely grateful to all of those who have contributed in this way.

### **Future Plans:**

As the Precious Time Appeal comes to an end we are determined now to ensure that we are able to maintain the increased level of annual income we have achieved. Key to this process will be ensuring that we maintain and increase our profile. We plan therefore to work on refreshing and renewing our brand image to ensure that we continue to be noticed and to inspire people to our cause.

Whilst we have had a great partnership with the Bristol Evening Post which has given us tremendous coverage we aim now to add to this through coverage in the local broadcast media and other print sources.



## **Report of the Trustees for the year ended 31 March 2009**

Our income relies heavily on the support of grant making trusts many of which have supported us reliably over the years for which we are very grateful. We will continue to try and bring on new grant making trusts and need to look at additional resources. Initially we are looking to address this by advertising for a specific volunteer role as a trust researcher. We will also continue to look at diversifying our funding base and seek new income streams.

Community supporters are the lifeblood of fundraising and we are very lucky to have some very loyal and committed supporters, we will build on this and aim to bring in new people. To that end we have already begun to develop new events such as the sky dive which are proving very popular.

Our corporate income has been growing from a fairly low base and we intend to develop this further by ensuring that new pitches are regularly made to keep the income buoyant. We have started this process off through the support of a volunteer who has been researching the corporate sector locally and their charitable giving policies and processes. We will also be producing a fundraising pack specifically targeted at the corporate sector.

We are very proud to have been awarded the charity of the year partnership for the 2009 calendar year with the Bristol International Airport. This is a great opportunity for us as it is reputedly one of the most lucrative local charity partnerships. It does however present a huge task as a large number of volunteers are required to carry out collections in the terminal. The support of various community groups and individual supporters as well as staff assistance will be essential to ensure that we capitalise on this opportunity.

### **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 judgments 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.



## Report of the Trustees for the year ended 31 March 2009

### Disclosure of information to auditors [unless exempt from audit]

The Trustees who held office at the date of approval of this Trustees' report confirm that, so far as they are each aware, there is no relevant audit information of which the Company's auditors are unaware; and each director has taken all the steps that [he/ she] ought to have taken as a director to make [himself/ herself] aware of any relevant audit information and to establish that the Company's auditors are aware of that information.

### Auditors

A resolution that Lawes & Co UK Limited. be reappointed as auditors of the Charity was passed at the Board meeting on 7 July 2009.

### Investment Policy:

Under the Memorandum of Association the Charity has a wide general power to invest funds not immediately required for its purposes. In consideration of the difficulties in the banking sector the Trustees have taken steps to diversify the risks. Funds are currently deposited in the Allied Irish Bank on a fixed term deposit, a Halifax Bank of Scotland deposit account and in a National Westminster Bank, Corporate Call account. Current accounts are held with the Halifax Bank of Scotland and the National Westminster Bank.

### Reserves Policy:

The Trust's previous reserves policy was to accumulate reserves equal to a minimum of one year's future expenditure. However in 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 equal to 3 months expenditure whilst aiming to accumulate liquid reserves equal to 6 months of future expenditure. The Trustees are pleased to report that this aim has now been achieved. The Trustees have considered the amount of reserves held at 31 March 2009 and are satisfied that they are sufficient to meet the Charity's immediate future obligations to the children and families receiving its support.

### Trustees Risk Assessment:

During the year, the trustees have undertaken a risk assessment exercise to identify the risks that The Jessie May Trust encounters during its operation. The trustees consider that adequate controls are in place to mitigate the key risks identified.

### On Behalf of the Board

Major General James Short

x 07 July 2009

Date



## **Report of the Independent Auditors**

### **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 2009 on pages 14 to 21, which have been prepared on the basis of the accounting policies set out on pages 16 and 17.

This report is made solely to the Trustees, as a body, in accordance with section 235 of the Companies Act 1985 and 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 Auditors**

As described on page 10, the Trustees are responsible for the preparation of the Trustees Annual Report and the financial statements in accordance with United Kingdom law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustee's Annual Report is consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Trustee's remuneration and transactions is not disclosed.

We read the Trustees Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

### **Basis of Opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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 judgments 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.



## Report of the Independent Auditors

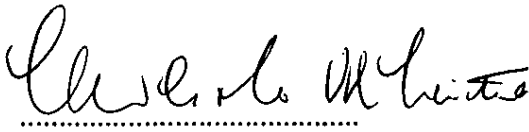
We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity 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, in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to smaller entities) of the Charity's state of affairs as at 31 March 2009 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.

In our opinion the information given in the Trustees Annual Report is consistent with the financial statements.

Lawes & Co UK Limited., Registered Auditors and Chartered Accountants, Boyce's Building, Regent Street, Clifton, Bristol, BS8 4HU

  
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25/8/09  
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**Statement of Financial Activities (including the Income and Expenditure Account)**  
**For the year ended 31 March 2009**

		Unrestricted Funds 2009	Restricted Funds 2009	Total Funds 2009	Total Funds 2008 (as restated)
	Notes	£	£	£	£
<b>Incoming Resources</b>					
Incoming resources from					
Generated funds:					
Voluntary income:					
Donations and grants		485,734	127,171	612,905	558,726
Investment income	3	12,575	-	12,575	13,599
<b>Total Incoming Resources</b>		<u>498,309</u>	<u>127,171</u>	<u>625,480</u>	<u>572,325</u>
<b>Resources expended</b>					
Costs of generated funds					
Fundraising and publicity	4	(131,569)	-	(131,569)	(169,434)
Charitable Activities:					
Provision of care Services	4	(255,484)	(150,155)	(405,639)	(316,544)
Governance Costs:	4	(16,203)	-	(16,203)	(16,361)
<b>Total Resources Expended</b>		<u>(403,256)</u>	<u>(150,155)</u>	<u>(553,411)</u>	<u>(502,339)</u>
<b>Net movement of funds in year &amp; Net income/(expenditure)</b>		<u>95,053</u>	<u>(22,984)</u>	<u>72,069</u>	<u>69,986</u>
Reconciliation of funds					
Total funds brought forward		258,521	31,748	290,269	220,283
<b>Total funds carried forward</b>		<u>353,574</u>	<u>8,764</u>	<u>362,338</u>	<u>290,269</u>

The statement of financial activity includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 16 to 21 form part of these financial statements.

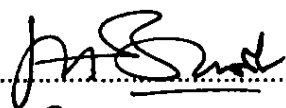


# Balance Sheet as at 31 March 2009

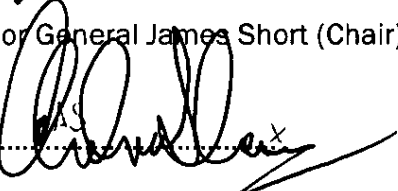
		2009	2008
	Notes	£	£
<b>Fixed Assets</b>			
Tangible assets	10	-	2,753
<b>Current Assets</b>			
Debtors	11	12,699	2,416
Cash at bank and in hand	12	<u>361,319</u>	<u>320,451</u>
		374,018	322,867
Creditors: amounts falling Due within one year	13	<u>(11,680)</u>	<u>(35,351)</u>
<b>Net Current Assets</b>		<u>362,338</u>	<u>287,516</u>
<b>Net Assets</b>		<u>362,338</u>	<u>290,269</u>
<b>The funds of the charity</b>			
Unrestricted funds	14	353,574	258,521
Restricted funds	14	8,764	31,748
<b>Total Charity Funds</b>		<u>362,338</u>	<u>290,269</u>

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Trustees on 07 July 2009 and signed on their behalf by:

.....  


Major General James Short (Chair)

X .....  


Andrew Shaw (Chair of the Finance Committee)

The notes on pages 16 to 21 form part of these Financial Statements.

## Notes forming part of the financial statements

Year ended 31 March 2009

### 1. Accounting policies

#### a) Basis of Preparation

During the year the cost allocation between Fundraising and publicity, Provision of Care Services and Governance have been reviewed and as a result the costs for 2008 have been restated to be on a consistent basis and had no impact on reserves. The amended figures were in respect of reallocation of costs in the SOFA.

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 2005, applicable UK Accounting Standards and the Companies Act 1985. The principle 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 in 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 that 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 on a straight line basis over 3 years.



## Notes forming part of the financial statements

Year ended 31 March 2009

### 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 Activities.

### 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 irrecoverable 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 of each member is limited to £1.

## 3. Investment Income

All of the Charity's investment income arises from its interest bearing current and deposit accounts held within the UK.

## 4. Resources Expended

	Fundraising	Care Services	Governance	31.03.09	31.03.08
	£	£	£	£	£
Staff Costs	93,037	348,123	11,655	452,825	370,383
Staff Support Costs	7,545	12,150	400	20,095	19,852
General Office	14,531	26,261	-	40,792	54,266
FRIPP Evaluation	-	5,010	-	5,010	-
Legal and other professional fees	6,891	125	828	7,844	8,179
Supplies	6,046	5,054	-	11,100	35,825
Audit/Accountancy	-	-	2,769	2,769	4,380
Information Technology	2,731	6,918	-	9,649	5,489
Depreciation	623	1,579	551	2,753	2,753
Finance	<u>165</u>	<u>419</u>	<u>-</u>	<u>584</u>	<u>1,212</u>
Total Resources expended	<u>131,569</u>	<u>405,639</u>	<u>16,203</u>	<u>553,411</u>	<u>502,339</u>

Notes forming part of the financial statements

Year ended 31 March 2009

5. Net Incoming Resources for the Year

This is stated after charging:

	31.03.09	31.03.08
	£	£
Depreciation	2,753	2,753
Auditors' remuneration	2,769	4,380

6. Trustee Remuneration and Related Party Transactions

The Trustees who were directors as defined by the Companies Act 1985 received no remuneration during the year (2008 – NIL). There were no related party transactions during the year (2008 – NIL).

7. Analysis of Staff Costs

	31.03.09	31.03.08
	£	£
Wages and Salaries	387,814	307,217
Social Security and Pension Costs	<u>65,001</u>	<u>63,166</u>
	<u>452,815</u>	<u>370,383</u>

8. Taxation

As a charity, the Jessie May Trust is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the year.

Notes forming part of the financial statements

Year ended 31 March 2009

9. Staff Numbers

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

	31.03.09	31.03.08
Charitable Activities	2	1
Fund Raising	3	3
Management and Administration to the Charity	2	2
The Number of Staff Accruing Pension contributions During the Year	7	6

Wages and salaries during the year under review include payments to United Bristol Healthcare NHS Trust for nursing services amount to £251,484 (2008 - £209,065). 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.

10. Tangible Fixed Assets

	Computer and other equipment	Total 31.03.09	Total 31.03.08
<b>COST</b>	£	£	£
Brought forward 1 April 2008 & at 31 March 2009	44,741	44,741	44,741
<b>DEPRECIATION</b>			
Brought forward 1 April 2008	41,988	41,988	39,235
Charge for period	<u>2,753</u>	<u>2,753</u>	<u>3,459</u>
At 31 March 2009	<u>44,741</u>	<u>44,741</u>	<u>41,988</u>
Net Book Value	<u>-</u>	<u>-</u>	<u>2,753</u>

Capital expenditure contracted for, but not provided in the financial statements was nil (2008 - NIL).

Notes forming part of the financial statements

Year ended 31 March 2009

**11. Debtors**

	31.03.09	31.03.08
	£	£
Other Debtors	6,022	-
Prepayments	<u>6,677</u>	<u>2,416</u>
	<u>12,699</u>	<u>2,416</u>

**12. Cash at Bank and in Hand**

	31.03.09	31.03.08
	£	£
Deposit Accounts	347,420	301,756
Current Accounts	13,749	18,560
Petty Cash	<u>150</u>	<u>135</u>
	<u>361,319</u>	<u>320,451</u>

**13. Creditors: Amounts Falling Due Within One Year**

	31.03.09	31.03.08
	£	£
Accruals	<u>11,680</u>	<u>35,351</u>

**14. Analysis of Charitable Funds**

Analysis of Unrestricted Fund Movements

	Balance at 31.03.08	Incoming Resources	Resources Expended	Balance at 31.03.09
	£	£	£	£
General Reserves	<u>258,521</u>	<u>498,309</u>	<u>403,256</u>	<u>353,574</u>
Total Unrestricted Funds	<u>258,521</u>	<u>498,309</u>	<u>403,256</u>	<u>353,574</u>

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

Notes forming part of the financial statements

Year ended 31 March 2009

Analysis of Restricted Fund Movements

	Balance at 31.03.08 £	Incoming Resources £	Resources Expended £	Balance at 31.03.09 £
Fantasy Charity Fund	-	5,000	5,000	-
BBC Children in Need	-	19,148	19,148	-
New Opportunities Fund	8,544	-	-	8,544
Foresters	1,326	-	1,326	-
Quartet RAG Fund	-	1,000	1,000	-
True Colours	21,878	41,638	63,296	220
Help the Hospices	-	285	285	-
HSBC	-	1,000	1,000	-
Hilton in the Community	-	5,100	5,100	-
National Health Service	-	54,000	54,000	-
<b>Total Restricted Funds</b>	<b><u>31,748</u></b>	<b><u>127,171</u></b>	<b><u>150,155</u></b>	<b><u>8,764</u></b>
<b>Total Funds</b>	<b><u>290,269</u></b>	<b><u>625,480</u></b>	<b><u>553,411</u></b>	<b><u>362,338</u></b>

**Grant Maker**

Fantasy Charity Fund  
BBC Children in Need  
New Opportunities Fund  
Foresters  
Quartet Rag Fund  
True Colours  
Help the Hospices  
HSBC  
Hilton in the Community  
National Health Service

**Nature of Restriction**

Towards the Cost of database software  
Salary Costs for a Nurse  
Translation & Training Costs  
Cost of Developing New Family Held Record Books  
Towards the Cost of Family Fun Days  
Nurses Salaries  
Nurse Training  
Towards the Cost of Family Fun Days  
Provision of Respite Care  
Salary of Senior Nurse and associated costs