

Carefree Kids



Report of the Trustees

The Trustees present our report and audited financial statements for the year ended 31 March 2013.

www.carefreekids.org

E: carefree.kids@btinternet.com T: 020 8558 7799

Registered office: 15 Matcham Road, London, E11 3LE

Registered Charity Number: 1111949. Company Limited by Guarantee: 538 5823



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Reference and administrative information

Charity Name: Carefree Kids

Charity Registration Number: 1111949

Company Registration Number: 5385823

Registered Office

15 Matcham Road

Leytonstone

London E11 3LE

Operational Address

Community Place

806 High Road Leyton

London E10 6AE

Trustees

Anne Dufton Chair (appointed November 2011)

Rosalind Zalicks Hon. Treasurer (appointed 2005)

Christel Hawkins Vice Chair (appointed November 2011)

Colin Bilton Trustee

Rachel Carder Trustee Co-opted 23.10.2012

William Parkinson Trustee Resigned 13.10.2012

Management Team

Co-ordinators: Renetta Fake, Catherine Pamplin and Ros Kane

Administration & Finance: Sophia Dalley and Victoria Emms (resigned 04.02.13)

Auditors

GMAK Services Ltd

Flat 1, 26 Lansdowne Road

London W11 3LL

Bankers

Lloyds TSB, PO Box 1000, Andover BX1 1LT

Charities Aid Foundation, 25 King Hill Avenue, West Malling, Kent ME19 4JQ

Co-operative Bank (for Friends of Carefree Kids), PO Box 101, Manchester M60 4EP

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Structure Governance and Management

Governing document

Carefree Kids is a charitable company limited by guarantee, incorporated on 8 March 2005 and registered with the Charity Commissioners in November 2005. The Charity was established under a Memorandum of Association, which establishes the objects and powers of the Charity and is governed under its Articles of Association. In the event of the Charity being wound up, members are required to contribute an amount not exceeding £10.00.

Recruitment and Appointment of the Trustees

The directors of the company are also charity trustees for the purpose of charity law. A quorum must be present at meetings if decisions are to be taken. A quorum is two trustees or one third of the members entitled to vote, whichever is the greater.

Carefree Kids actively seeks to recruit trustees from amongst the local community, aiming to maintain a pool of varied skills and experience. It also advertises for new trustees on specialist websites to address any skills gaps.

Trustee Induction and Training

A pack of information for new trustees currently exists and is continually revised and updated to reflect the changing environment. The Trustees have instituted biannual specialist sessions for trustee training, strategic planning etc.

Risk Management

The Trustees have conducted an analysis of the major risks to which the charity is exposed and ensured systems are established to mitigate those risks. These procedures are periodically reviewed to ensure they continue to meet the needs of the charity, involving review of the Organisational Risk Register, Financial Procedures, employment policies and Health and Safety, as well as service-related policies such as Safeguarding Children and the Volunteers Handbook. The Trustees are in the process of formulating a 5-year business plan and scenario forecasting.

Significant risks to external funding and the need to respond to the changing needs of our local community mean that it has been necessary to review and potentially diversify activities, bringing in a professional fundraiser for the first time. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects.

Organisational Structure

The Trustees meet on a regular 6-week basis through the year. Sub-committees and working groups, made up of trustees who volunteer their special services plus volunteer advisers, meet regularly to respond to specific aspects of Carefree Kids. The sub-committees and working groups report back to the Trustees meetings, which then consider their reports and decide on appropriate action.

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The staff team, is responsible for ensuring the charity delivers the services specified and that key performance indicators are met. The staff team is also responsible for the day-to-day operational management of the charity and the supervision of the staff members. The team consists of:

Renetta Fake	Co-ordinator
Ros Kane	Co-ordinator
Catherine Pamplin	Co-ordinator (maternity leave 25.04.12 - 18.06.13)
Sophia Dalley	Administration and Finance Worker
Victoria Emms	Administration and Finance Worker (20.09.12 –04.02.13)

The staff team is responsible for managing the Play Therapy Bus Driver and the sessional qualified therapy supervisors for volunteers, plus any other consultancy or service contracts.

Objectives and Activities

The Charity's Memorandum of Association states that 'The Object of the Charity is to promote and ameliorate the emotional health of babies, children, young people and their parents and carers'.

The Charity has defined our current mission statement as follows:

- Carefree Kids aims to be a non-bureaucratic children's charity committed to providing emotional support to children, teenagers and their parents and carers in Waltham Forest and neighbouring boroughs.
- We use non-directive therapeutic play, art therapy, drama therapy and dance/ movement therapy to help release troubling emotions that may be difficult to communicate verbally or in other ways.
- For those volunteers who have suitable personal qualities, we offer training in our approach to enable them to help those in need of emotional support. Our aim is to offer the highest standards in our work and relationships with schools, children, parents and carers.
- We work in schools, helping children who have been identified as needing therapeutic intervention. Our volunteers – male and female of all ages – come from a wide range of backgrounds. We recruit community volunteers as well as counselling and psychotherapy students on placement throughout the year.

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Achievements and Performance

- Provided weekly psychotherapeutic support for 125 troubled children and young people, through therapeutic play, drama therapy, art therapy and dance/ movement therapy, mostly in one-to-one sessions, occasionally in small groups.
- Worked in 24 primary and 7 secondary schools.
- Worked with 9 parents on a weekly basis, plus provided 16 other parents/ carers with emotional support, information about therapeutic responses, sign-posting to other agencies that could assist them and similar help.
- Trained and supported 45 community volunteers in therapeutic play who worked with children during the year, plus a similar number currently in training.
- Welcomed and supported 22 therapy and counselling students on placement.
- Received financial support from 12 major funders for sums varying from £200 to £33,000 plus small donations received at Study Days, Paypal and easyfunding.org.uk and from many individual donors.
- Organised two significant fund-raising activities – a Carefree Kids runner in the London Marathon 2012 and a Benefit Concert raising £801.71 and £1511.32 respectively, inclusive of Gift Aid.
- Opened an on-line financial donation link through MyDonate.bt.com.
- Engaged the services of a professional fund-raiser with whom we worked to secure 5-year Big Lottery 'Reaching Communities' funding for a project to develop and extend the Charity's services – the outcome was a positive decision in April 2013.
- Office staff received and dealt with innumerable phone calls and many personal office visits from current and prospective play therapy volunteers, schools, parents, funders and other interested parties. Staff gave talks at 12 schools interested in taking on our services, attended 15 Team Around the Child (TAC) meetings with other professionals and met with school staff (usually Special Educational Needs Co-ordinators) on 8 occasions to discuss our work.

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- Developed Friends of Carefree Kids into a fund-raising resource for the charity, able to pay for special services for children plus organisational core costs where necessary.
- Maintained 10 weekly training/ supervision groups for therapeutic play volunteers.
- Ran 3 Study Days, 6 play therapy DVD Days, 16 induction sessions for groups of prospective volunteers and 12 role-play sessions – all essential learning experiences for volunteers and staff.
- Completed the Vodafone-sponsored contract with one of our volunteers, which resulted in surveys of volunteers and of schools, to assess the strengths and weaknesses of our services.
- Identified, secured and moved into new office premises.
- Became a Fair Trade organisation.
- Strengthened the governance of the Charity by adopting a risk register, reserves policy and financial controls policy and updating our existing policies

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Financial Review

The Charity showed a deficit on unrestricted funds for the year of £45,025. At 31 March 2013, there were free reserves carried forward of £73,342 and restricted funds carried forward totalled £53,324.

Reserves Policy

The Trustees review the Reserves Policy on an annual basis and are committed to maintaining the reserves at the level considered good practice for organisations of our type and size. We calculate this on the basis of a provision for typical costs for a 13-week period (one school term) plus items related to legal commitments (e.g. leases) plus a 10% contingency for any unforeseen additional costs. This level of reserves would enable us to best protect our beneficiaries from the impact of the Charity having to wind up. The reserves figure is regularly reviewed to ensure it takes into account any new costs or efficiencies.

Principle Funders

Carefree Kids has continued efforts to fund-raise during the year. We are grateful to continue to be supported by a range of grant-giving bodies:

Tudor Trust, The Henry Smith Charity, BBC Children in Need, George Oliver Foundation, Help a Capital Child, Wates Foundation, London Catalyst, London Borough of Waltham Forest, ABC Drugs Stores Ltd., B&P Glasser Trust, Barchester Green Financial, J.B Riney and the Hornbeam Centre.

We are also grateful to the invaluable time given by our volunteers, part of which provides services directly to beneficiaries and needs to be taken account of when taking an overall perspective of Carefree Kids. The balance of volunteer time supports the running of Carefree Kids and enables the Charity to moderate its operational costs. We have attempted to quantify the value of this for the first time, excluding the time Trustees spend on their formal functions. We calculate:

- The 1799 hours of volunteer therapeutic play sessions are 'in kind' support worth approximately £54,000 in direct services to the Charity's beneficiaries. This calculation takes into account recommended professional association fees for play therapy, discounted by 50% to reflect that our volunteers, although trained and supervised, do not generally hold professional qualifications in the therapy field. Volunteer therapy workers, of course, spend about double this time on associated activities such as their weekly supervision sessions, other training activities, speaking to parents/ carers and to schools and liaising with the Carefree Kids office.
- The rather conservative estimate of 500 hours of volunteer office support, financial work, website management, IT and public relations support and therapeutic literature library management are 'in kind' support, worth approximately £7,500 to the Charity.

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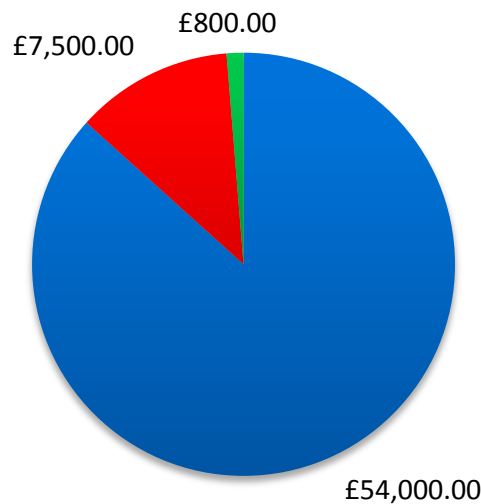
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- The provision of free-of-charge performance hall and meeting space at Forest School on 4 occasions for the Concert and Study Days are 'in kind' support worth approximately £800, given commercial rates for such facilities.

Estimated value of volunteer support (£)

■ Therapeutic play volunteers ■ Office support ■ Meeting space donation



TOTAL £62,300

We also are grateful for other inputs from our volunteers, in particular to Beth Eite for running the London Marathon 2012 on our behalf, and to Steve and Helen West our ebay sellers.

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Plans for the Future

Our challenges for the forthcoming year are to:

- increase the financial strength and stability of the organisation.
- maintain and extend our body of trained capable volunteers.
- maintain and extend school links.
- implement the initial stages of the Carefree Kids' Big Lottery grant-funded Volunteer Outreach Children's Aspirational Living Project.
- further develop our staff team and improve operational efficiency, especially with regard to IT.
- consider extending office/ storage/ meeting space, in association with the new Carefree Kids office, to bring supervision groups, the library and other sessions under one roof and to optimise internal communications..
- replace our ageing Play Bus.
- further develop our work with parents and carers.
- fundraise for our planned project for parenting education for teenagers and develop the project further, ready for commencement in the autumn of 2013.
- improve our public accessibility by revamping our website and making the most of social network sites.
- further strengthen our Board of Trustees by recruiting additional members and training current members of the board.
- amend the Charity's Memorandum and Articles, with agreement from the Charity Commission and Companies House, to reflect operational needs and foster effective decision-making.

Responsibilities of the Management Committee

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and accurate view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure for the financial year. In preparing those financial statements, the Trustees follow best practice and aim to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent, and
- prepare financial statements on the going concern basis, unless it is inappropriate to assume the company will continue on this basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the

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Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for prevention and detection of fraud and other irregularities.

Trustees

The Trustees, who are the directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1. In accordance with company law, as company directors, we certify that:

- so far as we are aware, there is no relevant audit information of which the company's auditors are unaware, and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Public Benefit Statement

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit 'Charities and Public Benefit'.

Carefree Kids' charitable purpose is to provide emotional support to children, teenagers and their parents and carers in Waltham Forest and neighbouring boroughs.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the Trustees on.....and signed on their behalf by:

Anne Dufton
Chair

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