



Carefree Kids

A local organisation promoting the emotional well-being of children and parents

Annual report

The Trustees present our report and independently examined financial statements for the year ended 31 March 2018

Office Address: Sutherland House, Sutherland Road, Walthamstow, London, E17 6BU

Registered Address: Sutherland House, Sutherland Road, Walthamstow, London, E17 6BU

Tel: 020 8558 7799

Email: cfk@carefreekids.co.uk

Website: www.carefreekids.org

Registered Charity no: 1111949, company no: 538 5823

Contents

Contents	2
Introduction	3
Reference and Administrative Information	4
Structure, Governance and Management	5
Achievements and Performance	6
Therapeutic Services	6
Recruitment and training of volunteers.....	6
Plans for the future	7
Responsibilities of the Trustees	8
Public Benefit Statement	9
Annual Accounts	10

Introduction

This is a very important period for Carefree Kids.

The mental health and wellbeing of our children has never had a higher public profile, with widespread concerns both about the emotional challenges facing young people today and the tight resourcing constraints facing the organisations charged with supporting them. More positively, the issue of mental health is now widely recognised as a major priority across the political spectrum and many public figures – from Dame Kelly Holmes to Prince Harry – are opening up about their own experiences.

While this is a societal problem that affects all parts of the country, Carefree Kids is in a great position to make a positive difference for children and young people in and around Waltham Forest. We have been offering therapeutic play and other forms of emotional support since 2004 and have a well-established approach, a lot of goodwill locally, positive relationships with schools and strong safeguarding practices. These are important assets that help us to achieve our mission. I am very proud to be joining such an excellent organisation.

The past year has been one of substantial change for Carefree Kids. We have moved to our wonderful new offices near Blackhorse Road, which provides a strong base for our staff team, as well as for hosting our supervision sessions and some of our work with children. There has also been change among our trustees. I would thank everyone who has made a contribution to governing the charity over the past year and in particular our outgoing co-chairs Jacqui Collins and Veronique Jochum. One of their many achievements was to build the capability of our trustees, leaving a legacy of good governance to the organisation. I would also offer to offer our heartfelt thanks to our founder Ros Kane and our very best wishes to her new venture Before Becoming a Parent (B4BP) which has now been established on a standalone basis.

Looking ahead there are both challenges and opportunities. As with any small charity, we are always mindful of our financial position and have beefed up our fundraising capabilities. We are thinking actively about how we can diversify our funding base, identifying longer-term sources of revenue and deepening community engagement. We are also looking at the services we offer and thinking whether there is more that we can do to support young people locally. For example, at the first trustees meeting I attended, we discussed some exciting options for developing new training services with Julia Tyler from the Cranfield Trust, which I hope we will be able to start to put into place in the coming year. We're also thinking about how we might engage young people in the operation of our charity, so that we target our efforts where they are most needed.

So, it's an exciting time for Carefree Kids. We cannot do this alone, however. We continue to cherish and nurture the tremendous support we get from the local community and particularly from our fantastic volunteers.

Thank you for your help.

Adam Land

Co-Chair, Carefree Kids

Reference and Administrative Information

Charity Name: Carefree Kids

Charity Registration Number: 1111949

Company Registration Number: 5385823

Registered Office: Sutherland House, Sutherland Road, Walthamstow, London, E17 6BU

Operational Address: Sutherland House, Sutherland Road, Walthamstow, London, E17 6BU

Trustees:

- Jacqui Collins Co-Chair
- Veronique Jochum Co-Chair
- Rachel Carder
- Nana Akuffo, Treasurer (appointed January 2017)
- Jon de Beer (resigned November 2017)
- Moira Fell
- Lucille Grant
- Delia Ray
- Rachel Rogers
- Beatrix Roudet
- Janinne Legge
- Zelda Elliott

Staff Team:

- Operational and Therapeutic Services Co-ordinators - Marta Badia-Marin, Renetta Neal
- Administration and Finance - Sophia Dalley
- Volunteers Co-ordinators - Jemma Moonie-Dalton (resigned March 2018), Alison Dunne
- B4BP (Before Becoming a Parent) project development worker - Ros Kane (funding ended September 2017)

Independent Financial Examiner:

Waquas Hussain ACCA
10 Knebworth Avenue
London
E17 5AJ

Bankers:

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

Structure, Governance and Management

Objectives

Carefree Kids exists to promote and improve the emotional wellbeing and mental health of children and young people, through the provision of therapeutic play and similar therapies. Through these therapies, Carefree Kids pursues the outcome of long-term development of healthy relationships, ability to learn and thrive. The Charity also supports and educates in these techniques those adults caring for and working with children in various capacities, through appropriate training and information-sharing. The work of Carefree Kids takes place in the London Borough of Waltham Forest and nearby areas.

Governing structure

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 Associations, which sets out the objects and powers of the Charity, and is governed under its Articles of Association, reviewed in 2018.

Trustees

The trustees of Carefree Kids lead the Charity, guiding activities and demonstrating compliance and accountability. Carefree Kids actively seeks to recruit a wide range of trustees from the local community, to maintain a pool of varied skills and experience. Trustees are generally appointed for an initial three-year term, but may be re-elected and serve multiple terms. The directors of the company are also charity trustees for the purpose of charity law.

Organisational structure

The trustees meet on a regular basis throughout the year. Sub-committees, including for governance and finance, fundraising and therapeutic services have been instituted to manage the risks and challenges in these key areas. The sub-committees report back at Trustees' meetings, where reports are considered and decisions taken on actions.

The staff team is responsible to ensuring the Charity delivers the services specified in an efficient and cost effective manner. It is also responsible for the day-to-day operational management of the Charity, the management of the sessional qualified therapy supervisors for volunteers, and of consultancy or service contracts and office volunteers.

Carefree Kids' services are provided by therapeutic play volunteers who represent the majority of the people involved with Carefree Kids.

Risk management

The trustees actively manage the risks to Carefree Kids by maintaining a risk register, reviewed on a regular basis, and ensuring systems are established to mitigate the identified risks. Staff and volunteers attend relevant training courses to ensure we are up-to-date on regulatory requirements and safeguarding issues.

Achievements and Performance

Therapeutic Services

- Volunteers provided weekly therapeutic support for **87** emotionally distressed children and young people, through **896** sessions of therapeutic play, drama therapy, and art therapy, mostly one-to-one sessions, occasionally in small groups.
- We worked in **18** primary, **1** all-through, **6** secondary schools.
- Staff and volunteers worked with **9** parents providing emotional support, information about therapeutic responses, sign-posting to other agencies that could assist them.

Recruitment and training of volunteers

- We received **318** initial requests for volunteering. We held **9** Information Days, with **107** prospective volunteers attending, of whom **24** joined us after DBS checks were undertaken, references taken up and an individual interview.
- The Therapeutic Co-ordinators held **46** allocation meetings with individual volunteers to match them to a referred child to begin therapeutic play work and to deal with volunteers' queries and practical details about starting work.
- Supervisors supported and trained **65** new and existing volunteers in delivering or learning to deliver therapeutic play, in **9** weekly training/supervision groups, with staff providing additional individual support to volunteers where needed.
- We ran **2** study days, **3** play therapy DVD days, and **8** role-play sessions – all essential learning experiences for volunteers and staff.

Plans for the future

Carefree Kids has set out the following priorities for the future:

Financial sustainability

- continue to increase the financial sustainability of the organisation by effective, targeted and diverse fundraising.
- explore options for increasing unrestricted income by trading and generating earned income, including the existing income stream of school fees, but also new income streams such as paid training for schools and supervision for teachers and training parents/carers.

Networking and consultation

- explore options of closer collaboration with other local charitable organisations and services to jointly develop projects.
- take part in local and national government consultations.
- continue to strengthen our relationship with local organisations.
- strengthen our internal and external communications and marketing to increase efficiency and awareness of our services.

Our volunteers and trustees

- review our volunteer programme further, to continually improve recruitment, selection, retention and support, and continue working towards accreditation.
- strengthen our play workers supervision provision.
- maintain a strong and diverse board by continuing our skills-based trustee recruitment and training.

Responsibilities of the Trustees

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 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.

Public Benefit Statement

In light of the updated guidance issues by the Charity Commission, the Trustees met in January 2017 and considered whether Carefree Kids continued to provide a public benefit in detail. 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 babies, 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 3rd November 2018 and signed on their behalf by:



Co-Chair

Jacqui Collins

Carefree Kids

Statement of Financial Activities for the year ending 31 March 2018

	Notes	Restricted Funds £	Unrestricted Funds £	Total 2018 £	Total 2017 £
Incoming Resources					
Voluntary Income					
Donations & Gifts		-	1,026	1,026	6,565
Income From Charitable Activities					
	2/3				
Grant Income		97,674	17,603	115,277	143,733
School Fees			10,758	10,758	8,550
Other Income		-	7,281	7,281	5,237
Investment Income		-	-	-	-
Total Incoming Resources		97,674	36,668	134,342	164,085
Resources Expended					
Direct Charitable Expenditure	4	119,884	25,626	145,510	139,442
Cost of Generating Funds		-	3,457	3,457	4,850
Governance Costs		-	131	131	35
Total Resources Expended		119,884	29,214	149,098	144,327
Net Incoming Resources	-	22,210	7,454	14,756	19,758
Fund Balances b/f		37,317	83,466	120,783	101,025
Fund Balances c/f		15,107	90,920	106,028	120,783

Carefree Kids
Balance Sheet as at 31 March 2018

	Notes	Restricted Funds £	Unrestricted Funds £	Designated Funds £	2018 £	2017 £
Current Assets						
Debtors	5	-	3,868	-	3,868	200
Cash & Bank Balance		39,712	58,473	4,500	102,685	121,208
		<u>39,712</u>	<u>62,341</u>	<u>4,500</u>	<u>106,553</u>	<u>121,408</u>
Current Liabilities						
Sundry Creditors	6	-	-	25	25	-
Accruals		-	500	-	500	625
			<u>500</u>	<u>25</u>	<u>525</u>	<u>625</u>
Net Current Assets					106,028	120,783
Total Funds Less Current Liabilities					<u>106,028</u>	<u>120,783</u>
Funds Balances						
Restricted Funds					15,107	37,317
Unrestricted Funds					90,920	83,466
Designated Funds					-	-
					<u>106,028</u>	<u>120,783</u>

Statement of Trustees responsibilities

The company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the period ended 31st March 2018.

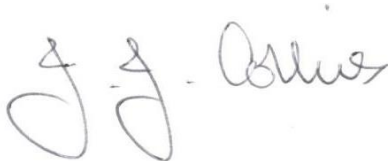
The members have not required the company to obtain an audit of its financial statements for the period ended 31st March 2018 in accordance with Section 476 of the Act.

The directors acknowledge their responsibility for:

- (1) Ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act.
- (2) Preparing the financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year in accordance with the requirements of Section 393 of the Act and which otherwise comply with the requirements of this Act relating to accounts so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions relating to small companies.

Approved by the Trustees on **3 November 2018** and signed on their behalf



Co-Chair Jacquie Collins

Carefree Kids

Notes to the Accounts for year ended 31 March 2018

1 Accounting Policies

Accounting Basis

- a The financial statements are prepared under the historic cost convention in accordance with applicable accounting standards and in compliance with Statements of Recommended Practice and Companies Act 2006.
- b The charity's main source of income includes grants and donations and income derived from its activities and services provided.
- c Grants received for specific purposes are accounted for as Restricted Funds and are applied in accordance with the terms of the grant.
- d Resources Expended: All Expenditure is recognised in the accounts on the accruals basis as the liability is incurred.
Direct charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.
Where expenditure relating to Restricted Funds is incurred it is separately identified and allocated to that fund together with a fair allocation of management and support costs.
- e Taxation : The organisation is a registered charity and is therefore exempt from taxation on income derived from its charitable activities as it falls within the various exemptions available to registered charities.

2 Grant Income	Restricted	Unrestricted	Total	Total
	Funds	Funds	2018	2017
	£	£	£	£
Big Lottery Reaching Communities	39,846	-	39,846	63,960
Mercers' Charitable Foundation	26,958	-	26,958	26,958
Garfield Weston Foundation	15,000	-	15,000	7,500
Vintners' Company	-	10,000	10,000	10,075
Global Make Some Noise	5,870	-	5,870	20,840
Swire charitable trust	5,000	-	5,000	-
Kelly family charitable trust	5,000	-	5,000	-
Small Grants & Donations	-	2,171	2,171	-
B & P Glasser charitable trust	-	1,500	1,500	1,500
Kathleen Lawrence charitable trust	-	1,000	1,000	-
Charles French charitable trust	-	1,000	1,000	-
TSB Bank donations	-	581	581	-
Your Move (Sterline & Co)	-	500	500	-
The Alchemy foundation	-	500	500	-
Marsh Christian Trust	-	350	350	400
RSA Catalyst	-	-	-	1,500
Walthamstow & Chingford Almshouse Charity	-	-	-	10,000
Archer trust	-	-	-	1,000
Total	97,674	17,603	115,277	143,733

Notes to the accounts continued

	Restricted Funds £	Unrestricted Funds £	Total 2018 £	Total 2017 £
Brought Forward totals	97,674	17,603	115,277	143,733
3 Income from activities of the charity				
School Fees	-	10,758	10,758	8,550
Donations & Gifts	-	1,026	1,026	6,565
Sale of Cards and Merchandise	-	1,266	1,266	3,108
Friends scheme	-	704	704	127
Walk for peace	-	750	750	-
Other Income	-	4,561	4,561	515
Investment Income	-	-	-	-
Total	-	19,066	19,066	20,352
Total Incoming Resources	97,674	36,668	134,342	164,085

	Restricted Funds £	Unrestricted Funds £	Total 2018 £	Total 2017 £
4 Directly Charitable Expenses				
Staff costs	89,007	1,530	90,537	86,086
Volunteers supervision	24,076	-	24,076	24,539
Premises costs	1,069	18,522	19,590	17,404
Play and art materials	1,013	-	1,013	1,427
Office and general expenses	3,833	-	3,833	2,179
Computer, ITC and internet charges	-	2,606	2,606	3,582
Volunteer expenses	815	214	1,029	986
Travel, subsistence and other staff related costs	73	79	152	122
Accountancy	-	1,225	1,225	1,020
Miscellaneous	-	376	376	509
Total	119,884	25,626	145,510	139,442

	Restricted Funds £	Unrestricted Funds £	Total 2018 £	Total 2017 £
5 Debtors				
Corporation tax penalty	-	-	-	200
Sutherland House deposit/rent advance	-	3,868	3,868	-
	-	3,868	3,868	200

Corporation Tax penalty fee of £200 was paid and appealed. The balance was written off in this financial year.

	Restricted Funds £	Unrestricted Funds £	Total 2018 £	Total 2017 £
6 Current Liabilities				
Trade Creditors	-	25	25	-
Creditors & Accruals	-	625	625	625
	-	650	650	625

7 Trustees
During the year ending 31 March 2018 the trustees neither received nor waived any emoluments and there were no related party transactions.

	Total 2018	Total 2017
8 Employees		
Number of employees	6	6

There were no employees whose annual remuneration was £60,000 or more.

Independent examiner's report to the Trustees of Carefree Kids

I report on the accounts of Carefree Kids ("the Charity") for the year ended 31st March 2018.

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Waqas Hussain ACCA

Address: 10 Knebworth Avenue, Walthamstow, London, E17 5AJ

Date: 31/10/2018

Signed:

