

TIME 4 CHILDREN

England & Wales · Charity number 1111837

Details

Other names	T4C
Status	Registered
Legal form	Other
Registered	2005-10-26
Register	View on the Charity Commission register

Contact

Address	Suite 2 141 South Road Haywards Heath West Sussex
Phone	01444440547
Email	office@time4children.org.uk
Website	www.time4children.org.uk

Activities

Objects: THE PROMOTION OF GOOD MENTAL HEALTH AND THEREBY THE ADVANCEMENT OF EDUCATION OF CHILDREN BETWEEN THE AGES OF FOUR AND EIGHTEEN AND IN PARTICULAR THOSE CHILDREN WITH EMOTIONAL AND/OR BEHAVIOURAL DIFFICULTIES AND THOSE WITH SPECIAL NEEDS THROUGH THE PROVISION OF SESSIONS USING REFLECTIVE LISTENING AND NON-DIRECTIVE PLAY TECHNIQUES TO THEM EXPRESS AND COMMUNICATE THEIR THOUGHTS AND FEELINGS POSITIVELY WITHIN A SAFE ENVIRONMENT AND WITHIN SAFE BOUNDARIES. TO PROMOTE T4C AND UNDERTAKE REFLECTIVE LISTENING AND NON-DIRECTIVE PLAY TECHNIQUES WITHIN SCHOOLS IN WEST AND EAST SUSSEX. TO CREATE AN AWARENESS OF T4C TO PARENTS/CARERS, SCHOOLS AND OTHER PROFESSIONALS WHO WORK CLOSELY WITH CHILDREN. TO PROVIDE WORKSHOPS TO PARENTS IN THE BASIC SKILLS OF REFLECTIVE LISTENING AND NON-DIRECTIVE PLAY TECHNIQUES TO DEVELOP COMMUNICATIONS BETWEEN PARENTS/CARERS AND THEIR CHILDREN. TO PROVIDE AND CONTINUALLY DEVELOP QUALITY TRAINING COURSES IN REFLECTIVE LISTENING AND NON-DIRECTIVE PLAY FOR THOSE WANTING TO UNDERTAKE VOLUNTARY WORK FOR T4C. AS A LONG TERM VISION TO HAVE TRAINING COURSES ACCREDITED. T4C HAS A COMMITMENT TO THE APPLICATION OF AN EQUAL OPPORTUNITIES POLICY, WHICH REFLECTS THE NATIONAL DIVERSITY OF ETHNIC ORIGIN, RELIGIOUS BELIEF, DISABILITY, GENDER, AGE AND SEXUALITY, WHEN RECRUITING VOLUNTEERS, PAID WORKERS OR TRUSTEES.

Activities: Time 4 Children provides emotional listening support for vulnerable children who have either emotional and/or behaviour problems, through T4C using 'Non-Directive Play' techniques and 'Reflective Listening Skills'.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Other Charitable Purposes
- **Who:** Children/young People

Geography

- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£62,486	£67,537	-	-
2024-12-31	£86,954	£65,503	-	-
2023-12-31	£45,269	£63,389	-	-
2022-12-31	£89,003	£61,513	-	-
2021-12-31	£43,236	£47,583	-	-
2020-12-31	£34,000	£38,000	-	-

Trustees

Name	Role	Appointed
ANNE PITHIE	Chair	2015-11-09
Ann Virginia Joan Truin		2022-04-27
Catherine Bridger		2022-11-21
David Martin Tessier		2023-04-12
Jamie Timothy Huard		2021-11-15
Kim Bell		2021-03-23
Michelle Lesley Curtis		2025-11-24

Accounts

**Trustees' Annual Report for the period
From: 1st January 2025 to 31st December 2025.**

A. Reference and administration details

Charity Name: Time 4 Children

Registered Charity Number: 1111837

Charity's Principle Address: Room 2, 141 South Road
Haywards Heath
West Sussex
RH16 4LY

Names of the Trustees who manage the charity

<u>Trustee Name</u>	<u>Office</u>	<u>Dates acted (if not for whole year)</u>	<u>Name of person(s) (or body) entitled to appoint Trustee</u>
Anne Pithie	Chairperson / Trustee	Re-elected at AGM 24 th November 2025	Trustees
Kim Bell	Trustee	Re-elected at AGM 24 th November 2025	Trustees
Catherine Bridger	Trustee/Secretary	Re-elected at AGM 24 th November 2025	Trustees
Jamie Huard	Trustee	Re-elected at AGM 24 th November 2025	Trustees
Ann Truin	Trustee	Re-elected at AGM 24 th November 2025	Trustees
David Tessier	Trustee/Treasurer	Re-elected at AGM 24 th November 2025	Trustees
Michelle Curtis	Trustee	Elected 24 th November 2025	

B. Structure, governance and management

Type of governing document: **Constitution**

How the Time 4 Children is constituted: **Registered Charity**

Trustee selection method: **Elected by other Trustees**

a. Method of appointment or election of Trustees.

Trustees are recruited and selected using a thorough recruitment process following the Charity Commission guidelines. The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Constitution.

b. Policies adopted for the induction and training of Trustees.

New Trustees are provided with an induction of their obligations under charity law and Time 4 Children's Constitution, decision making, accounts, performance of the charity and policies. New Trustees undertake NCVO eLearning on the roles and duties of Trustees.

c. Organisational Structure and Decision Making.

The Board of Trustees delegates the running of the day to day operations of the charity to the manager, Lisa Westbury. The Trustees are responsible for and approve operational matters including employment and performance related activity. The Trustees are responsible for and approve all financial matters. The Trustees accept ultimate responsibility for directing the affairs of Time 4 Children, ensuring that it is solvent, well-run, and meeting the needs for which it has been set up. Time 4 Children employs 4 part time additional staff members, Kate Sapara, 15 hours per week, child placement/volunteer coordinator. Jane Soares, 8 hours per week, child placement/volunteer coordinator. Claire Booth 10 hours per week, Home visitor. Beverley Thring 15 hours per week, Office Administrator/bookkeeper.

d. Risk Management.

The Board of Trustees acknowledge their responsibility for identifying, assessing and managing risks, along with providing good governance and leadership of Time 4 Children by following the Principles from The Charity Governance Code for small charities.

- 1. Organisation purpose:** The Board of Trustees are clear about the charity's aims and objectives and ensures that these are being delivered effectively and sustainably.
- 2. Leadership:** The Board of Trustees provide strategic leadership in line with the charity's aims and values.
- 3. Integrity:** The Board of Trustees acts with integrity. It adopts values, applies ethical principles to decisions and creates a welcoming and supportive culture which

helps achieve the organisation's charitable purposes. The board is aware of the significance of the public's confidence and trust in charities. It reflects the charity's ethics and values in everything it does. Trustees undertake their duties with this in mind.

- 4. Decision-making, risk and control:** The Board of Trustees make sure that its decision-making processes are informed, rigorous and timely and that effective delegation, control and risk assessment and management systems are set up and monitored.
- 5. Board effectiveness:** The Board of Trustees work as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions.
- 6. Equality, diversity and inclusion:** The board has a clear, agreed and effective approach to supporting equality, diversity and inclusion throughout the organisation and in its own practice. This approach supports good governance and the delivery of the organisation's charitable purposes.

The principles of equality, diversity and inclusion are embedded in the organisation and help to deliver the charity's public benefit. Obstacles to participation are reduced, with the organisation's work designed and open for everyone included within its charitable purposes. This supports the charity to challenge inequality and achieve improved equality of outcomes. The board is more effective because it reflects different perspectives, experiences and skills, including, where applicable, from current and future beneficiaries.

- 7. Openness and accountability:** The Board of Trustees lead the organisation in being transparent and accountable. The charity is open in its work, unless there is good reason not to be.

The Board of Trustees annually review and assess operational risks associated with working with children and young people and put in place procedures and policies to minimise risks. If a risk arises mid-year this is assessed and mitigating procedures are put in place. All staff and volunteers are provided with annually reviewed and updated policies and procedures.

The Board of Trustees annually review and assess financial, operational and governance risks and the procedures to manage risks.

Time 4 Children has an Exit Strategy.

Time 4 Children has a complaints policy and procedure.

Time 4 Children Trustee Meetings online meetings: Time 4 Children's Constitution does not have a rule regarding Trustee meetings by phone or digitally on line, the Trustees made the decision that the best course of action during the Covid-19 restrictions was to hold Trustee meetings on line. The practice of holding trustee meetings online will continue to apply when necessary.

C. Objectives and Activities

The Board of Trustees keep in mind at all times the guidance for public benefit set out in the Charities Act 2011 and comply with the objectives set out in Time 4 Children's Constitution (Governing Document), which are:

- The promotion of good mental health and thereby the advancement of education of children between the ages of four and twelve, and in particular those children with emotional and/or behavioural difficulties and those with special needs, through the provision of sessions using 'Reflective Listening' and 'Non-Directive' Play Techniques to help them express and communicate their thoughts and feelings positively, within a safe environment and within safe boundaries.
- To promote and undertake 'Reflective Listening' and 'Non-Directive Play' techniques within schools in Mid Sussex.
- To create an awareness of Time 4 Children to parents/carers, schools and other professionals who work closely with children.
- To provide workshops to parents/carers in the basic skills of 'Reflective Listening' and 'Non-Directive Play' techniques to develop communications between parents / carers and their children.
- To provide and continually develop quality training courses for those wanting to undertake voluntary work for Time 4 Children.

Time 4 Children offers a free service of providing individual sessions using Reflective Listening and Non-Directive Play techniques to support and help emotionally vulnerable children who have experienced emotional upset and/or have behavioural problems, and are unable to express and communicate their thoughts and feelings positively.

Time 4 Children provides a high standard of training for volunteers to support children through Time 4 Children.

Time 4 Children's Commitment

Time 4 Children is committed to increasing the emotional wellbeing of children by providing emotional listening support to children from all backgrounds who are trying to cope with

difficult and challenging circumstances. Individual emotional listening support is provided to children who have experienced emotional distress, have behavioural problems or special educational needs. The support we provide helps enable children to express and communicate their thoughts, feelings and experiences calmly in a safe space. Our support increases children's self-confidence, self-esteem and self-worth which increases their emotional resilience and emotional well-being. Our support has proven to be successful in helping children to access education by engaging more positively in their learning environment.

To ensure that children are in a safe environment our support takes place within a child's place of school. Time spent away from learning is carefully planned with school staff in order to reduce disruption to children's education.

Each child receives a one hour session of support once a week during term time. Most children have around 15 sessions.

In order that we can support children from all backgrounds, regardless of family income, our service is free of charge. We receive child referrals from West Sussex Early Help Team, other Family Support organisations and Schools. Parents or main carers can contact us for advice on the referral process.

We provide a high standard of training to volunteers who would like to support children through Time 4 Children. The training amounts to fifty hours in person and 6-10 hours online, plus a further supervised probationary placement of support to one child. Time 4 Children's training does not allow volunteers to practise on their own outside of Time 4 Children.

In our commitment to safeguarding children and young people, our volunteer recruitment policy and procedure is rigorous and we are guided by West Sussex Safeguarding Children Board. References are required before an interview can take place. In addition to the in person training all volunteer practitioners have NSPCC Child Protection Training which is regularly updated along with training in FGM and Prevent. Because Time 4 Children works in one-to-one placements with children, we require an Enhanced Disclosure and Barring Service check which is renewed every two years. Volunteers are encouraged to register with the Disclosure and Barring Update Service.

Volunteers are provided with individual weekly online supervision in response to submission of weekly session notes. Session notes and 6 weekly reviews with parents and referrers enable measuring and monitoring of children's progress and determines length of support. Individual supervision and group supervisions also ensure the emotional

difficult and challenging circumstances. Individual emotional listening support is provided to children who have experienced emotional distress, have behavioural problems or special educational needs. The support we provide helps enable children to express and communicate their thoughts, feelings and experiences calmly in a safe space. Our support increases children's self-confidence, self-esteem and self-worth which increases their emotional resilience and emotional well-being. Our support has proven to be successful in helping children to access education by engaging more positively in their learning environment.

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wellbeing of our volunteers. Volunteer group supervisions are provided every 6 weeks. We use experiences from children's sessions as a learning tool for volunteers in group supervision.

The contribution that our volunteers make to the work we do is invaluable. Without them we could not achieve all that we do and there would be very little in the way of emotional wellbeing support for local children.

In addition to supporting children, our volunteers actively help to raise funds by participating in and helping at fund raising events.

D. Summary of Time 4 Children's achievements for public benefit during 2025.

In 2025 we supported 43 children with a total of 512 one-to-one sessions.

The real time spent providing a one hour session to one child amounted to approximately 4 volunteer hours; approximately 2048 volunteer hours. In 2025 we provided emotional support to 25 boys (58%) and 18 girls (42%).

In summary: 17 (40%) children had high levels of anxiety and low self-esteem. 23 (53%) children struggled with the impact of family breakdown. 12 (28%) children had behavioural / anger issues. 14 (33%) children had a parent with mental health problems. 6 (14%) children had experienced/witnessed domestic abuse. 6 (14%) child had family intervention / support/Child Protection/CIN status. 4(9%) child had lived with parent/family substance/alcohol abuse. 6 (14%) children had own physical health needs. 3 (8%) children suffered physical abuse. 12 (28%) were SEN children (Special Educational Needs) and found learning stressful. 4 (9%) children suffered a bereavement. 14 (33%) children had a parent with mental health problems. 11 (26%) children had a sibling with high level needs. 1 (2%) child was in foster care.

Age	4	5	6	7	8	9	10	11
Girls	0	0	1	6	2	4	4	1
%	0	0	6	33	11	22	22	6

Age	4	5	6	7	8	9	10	11
Boys	1	2	4	4	5	4	5	0
%	4	8	16	16	20	16	20	0

Time 4 Children supported children in 22 primary schools throughout Mid Sussex during 2025.

Time 4 Children has a five point measuring system in place to monitor children's progress from beginning to end of support. Through this we can see the differences our support has

made to the children's lives. In addition regular 6 weekly reviews with parents, schools and other family support agencies took place to measure the children's progress.

The year ended with a team of 18 actively working volunteer practitioners. 6 volunteers stepped down this year, due to personal circumstances. Hilary McNulty left us in February 2025 as a child placement/volunteer coordinator and Jane Soares joined us to take over the role.

E. Financial review

Brief statement of the charity's policy on reserves:

Time 4 Children aims to hold designated reserves equal to approximately 6 months operating costs to cover shortfall in funding. We finished 2025 able to designate reserves for this purpose equal to 10 months from unrestricted cash funds at year end of £54266.91

Details of any funds materially in deficit:

None.

Further financial details

- **Principal sources of funds (Inc. any fundraising)**
- **How expenditure has supported the key objectives of our charity**

As stated in our Fundraising Strategy, our mission is reflected in our work, values and ethos. We are guided by this as to how we raise funds and what we raise funds for.

Fundraising Statement

Time 4 Children is committed to its charitable aims and objectives and fundraises in order to deliver its aims, objectives and activities. Time 4 Children respects the rights of its supporters to provide clear, truthful information on the work that we do and to openly report how we spend donated and restricted grant monies. We will do what we say we are going to do with donations we receive. We will comply with the Charity Commission and will be open, honest and respectful with our supporters and members of the public. Time 4 Children will not fundraise in a way which is an intrusion on a donor or member of the public's privacy or place undue pressure on a person to donate. We will never share a donor's personal information with a third party. Time 4 Children will take all reasonable steps to treat a donor fairly and not exploit any vulnerable circumstances we are made aware of, so that an informed decision can be made about any donation. Any complaint will be investigated thoroughly and fairly. Time 4 Children does not use professional fundraisers. No complaints were received in 2025.

All funds raised are used directly to meet the key objectives of the Charity, either through staffing costs, training and supporting volunteers and meeting operational costs as detailed below:

Unrestricted funds were directly used to meet Time 4 Children's objectives and activities - all aspects of supporting children by 5 part-time members of staff - coordinating volunteer child placements and liaising with primary schools, home visits to obtain parental consent, reviews with parents and referrers, measuring children's progress and recording accurate and confidential information, receiving weekly session notes and responding to each session observation, keeping child placement and volunteer registers, volunteer individual supervisions, volunteer group supervisions, Child Protection trainings, attending meetings and writing reports, insurance, office rental, phone, internet.

Unrestricted donations and grants were received from: The Tilley Foundation- £18,000, Lynn Foundation - £15,000 Great Walstead School - £1258.50, St John's Church Burgess Hill - £280.05, Greater Haywards Heath Bike Ride - £6,500, Holy Trinity Church Cuckfield - £50, Inner Wheel of Cuckfield and Lindfield - £100, Haywards Heath Swimathon - £213.75, Restless Development (Triathlon w/Great Walstead School) - £1651.25, Pembroke Financial Services - £360, MSDC - £2940, Sussex Community Foundation - £10,000.

In addition we held our own fundraising events, raising £1467.41, including a Winter Fayre, and stalls at various local fetes and fayres. We also received £990 from Pembroke Financial services to pay for children's gifts, hall hire and other costs associated with running Santas grotto and winter fayre.

Unrestricted income reached £62,486. With unrestricted expenses of £67,537.

Unrestricted reserves finished at £54,267

Section F. Additional information

Time 4 Children is registered with the ICO (Information Commissioner's Office) Certificate Reference Number: ZA366888 – Start date: 15 May 2018 (renewed May 2025).

Accurate and reliable financial records continued to be kept. The Trustees identify and planned for intended outcomes, measured outcomes and used the data to review progress, and learn from this.

Time 4 Children can report that no serious incidents occurred during 2025.

Plans for future periods

We will continue to explore new forms of income generation and to actively seek new income streams in order to apply the system of full cost recovery throughout 2026. The

charity has worked hard to build good relationships with funders and donors and will continue throughout 2026 and further, to build further relationships in order to sustain our aims and objectives as set out in the charity's Constitution. We will pay particular attention to the cost of living crisis and how this will affect charities and volunteers.

Time 4 Children will develop a new strategic plan and funding strategy to end 2026.

Time 4 Children will continue to clearly communicate what we do, and how we are different and will continue to work at communicating effectively to a wider audience.

Trustees Responsibilities Statement

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Charity Commissions Financial Reporting Standard.

The Trustees are responsible for preparing the Trustees' Annual Report and financial statements of payments and receipts.

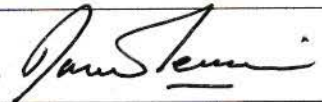
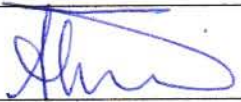
The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011.

Cash accounts, also known as receipts and payments accounts, are a simpler form of accounting. Cash-based accounts are not prepared on an accruals basis and therefore the SORP does not apply to their preparation. Instead these simpler accounts report the actual cash receipts and cash payments made in the reporting period.

G. Declaration

The Trustees declare that they have approved the Trustees report above.

Signed on behalf of Time 4 Children's Board of Trustees

Signature(s)		
Full name(s)	DAVID TESSLER	ANN TRUIN
Position(s)	TRUSTEE + TREASURER	TRUSTEE

Date:

20th July 2026



CHARITY COMMISSION
FOR ENGLAND AND WALES

Time 4 Children

1111837

Receipts and payments accounts

CC16a

For the period
from

01/01/2025

To

31/12/2025

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations and Funding	62,106	-	-	62,106	86,463
Interest	380	-	-	380	491
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	62,486	-	-	62,486	86,954
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	62,486	-	-	62,486	86,954
A3 Payments					
Salaries/PAYE/NI	50,093	-	-	50,093	51,692
Mileage	432	-	-	432	774
Rent/Rates/Insurance	4,521	-	-	4,521	4,770
Ongoing Vol, Staff, Trustee Costs	1,269	-	-	1,269	1,187
Costs of New Volunteers	149	-	-	149	1,423
Subscriptions & Monthly Bills	3,329	-	-	3,329	1,721
IT	1,338	-	-	1,338	1,553
Event Fees, Advertising	6,126	-	-	6,126	2,522
General/Ad Hoc Expenses	282	-	-	282	703
Sub total	67,537	-	-	67,537	66,345
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	67,537	-	-	67,537	66,345
Net of receipts/(payments)	- 5,050	-	-	- 5,050	20,609
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 5,050	-	-	- 5,050	20,609

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	3,399	-	-
	Online Savings Account	50,868	-	-
		-	-	-
	Total cash funds	54,267	-	-
	(agree balances with receipts and payments account(s))			

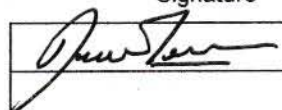
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	D. TESSIGER	20/7/2026



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Time 4 Children

On accounts for the year ended

31 December 2025

Charity no
(if any) 1111837

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 2025.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

The charity's gross income did not exceed £250,000 and I am qualified to undertake the examination by being a qualified member of the Chartered Institute of Management Accountants

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date: 08/07/2026

Name:

Richard Wolff T/A Tax and Accountancy Made simple

Relevant professional
qualification(s) or body
(if any):

Chartered Institute of Management Accountants

Address: 21 Noel Green

Burgess Hill

West Sussex RH158BS

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

No material matters of concern

Accounts

**Trustees' Annual Report for the period
From: 1st January 2024 to 31st December 2024.**

A. Reference and administration details

Charity Name: Time 4 Children

Registered Charity Number: 1111837

Charity's Principle Address: Room 2, 141 South Road
Haywards Heath
West Sussex
RH16 4LY

Names of the Trustees who manage the charity

<u>Trustee Name</u>	<u>Office</u>	<u>Dates acted (if not for whole year)</u>	<u>Name of person(s) (or body) entitled to appoint Trustee</u>
Anne Pithie	Chairperson / Trustee	Re-elected at AGM 25 th November 2024	Trustees
Kim Bell	Trustee	Re-elected at AGM 25 th November 2024	Trustees
Catherine Bridger	Trustee/Secretary	Re-elected at AGM 25 th November 2024	Trustees
Jamie Huard	Trustee	Re-elected at AGM 25 th November 2024	Trustees
Ann Truin	Trustee	Re-elected at AGM 25 th November 2024	Trustees
David Tessier	Trustee/Treasurer	Re-elected at AGM 25 th November 2024	Trustees

B. Structure, governance and management

Type of governing document: **Constitution**

How the Time 4 Children is constituted: **Registered Charity**

Trustee selection method: **Elected by other Trustees**

Method of appointment or election of Trustees.

Trustees are recruited and selected using a thorough recruitment process following the Charity Commission guidelines. The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Constitution.

Policies adopted for the induction and training of Trustees.

New Trustees are provided with an induction of their obligations under charity law and Time 4 Children's Constitution, decision making, accounts, performance of the charity and policies. New Trustees undertake NCVO eLearning on the roles and duties of Trustees.

Organisational Structure and Decision Making.

The Board of Trustees delegates the running of the day to day operations of the charity to the manager, Lisa Westbury. The Trustees are responsible for and approve operational matters including employment and performance related activity. The Trustees are responsible for and approve all financial matters. The Trustees accept ultimate responsibility for directing the affairs of Time 4 Children, ensuring that it is solvent, well-run, and meeting the needs for which it has been set up. Time 4 Children employs 4 part time additional staff members, Kate Sapara, 15 hours per week, child placement/volunteer coordinator. Hilary McNaulty, 8 hours per week, child placement/volunteer coordinator. Claire Booth 10 hours per week, Home visitor. Beverley Thring 15 hours per week, Office Administrator/bookkeeper.

Risk Management.

The Board of Trustees acknowledge their responsibility for identifying, assessing and managing risks, along with providing good governance and leadership of Time 4 Children by following the Principles from The Charity Governance Code for small charities.

- 1. Organisation purpose:** The Board of Trustees are clear about the charity's aims and objectives and ensures that these are being delivered effectively and sustainably.
- 2. Leadership:** The Board of Trustees provide strategic leadership in line with the charity's aims and values.
- 3. Integrity:** The Board of Trustees acts with integrity. It adopts values, applies ethical principles to decisions and creates a welcoming and supportive culture which helps achieve the organisation's charitable purposes. The board is aware of the significance of the public's confidence and trust in charities. It reflects the charity's ethics and values in everything it does. Trustees undertake their duties with this in mind.
- 4. Decision-making, risk and control:** The Board of Trustees make sure that its decision-making processes are informed, rigorous and timely and that effective

delegation, control and risk assessment and management systems are set up and monitored.

5. Board effectiveness: The Board of Trustees work as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions.

6. Equality, diversity and inclusion: The board has a clear, agreed and effective approach to supporting equality, diversity and inclusion throughout the organisation and in its own practice. This approach supports good governance and the delivery of the organisation's charitable purposes.

The principles of equality, diversity and inclusion are embedded in the organisation and help to deliver the charity's public benefit. Obstacles to participation are reduced, with the organisation's work designed and open for everyone included within its charitable purposes. This supports the charity to challenge inequality and achieve improved equality of outcomes. The board is more effective because it reflects different perspectives, experiences and skills, including, where applicable, from current and future beneficiaries.

7. Openness and accountability: The Board of Trustees lead the organisation in being transparent and accountable. The charity is open in its work, unless there is good reason not to be.

The Board of Trustees annually review and assess operational risks associated with working with children and young people and put in place procedures and policies to minimise risks. If a risk arises mid-year this is assessed and mitigating procedures are put in place. All staff and volunteers are provided with annually reviewed and updated policies and procedures.

The Board of Trustees annually review and assess financial, operational and governance risks and the procedures to manage risks.

Time 4 Children has an Exit Strategy.

Time 4 Children has a complaints policy and procedure

Time 4 Children Trustee Meetings online meetings, following the Covid-19 pandemic and its restrictions: Time 4 Children's Constitution does not have a rule regarding Trustee meetings by phone or digitally on line, the Trustees made the decision that the best course of action during the Covid-19 restrictions was to hold Trustee meetings on line. The practice of holding trustee meetings online will continue to apply when necessary.

C. Objectives and Activities

The Board of Trustees keep in mind at all times the guidance for public benefit set out in the Charities Act 2011 and comply with the objectives set out in Time 4 Children's Constitution (Governing Document), which are:

- The promotion of good mental health and thereby the advancement of education of children between the ages of four and twelve, and in particular those children with emotional and/or behavioural difficulties and those with special needs, through the provision of sessions using 'Reflective Listening' and 'Non-Directive' Play Techniques to help them express and communicate their thoughts and feelings positively, within a safe environment and within safe boundaries.
- To promote and undertake 'Reflective Listening' and 'Non-Directive Play' techniques within schools in Mid Sussex.
- To create an awareness of Time 4 Children to parents/carers, schools and other professionals who work closely with children.
- To provide workshops to parents/carers in the basic skills of 'Reflective Listening' and 'Non-Directive Play' techniques to develop communications between parents / carers and their children.
- To provide and continually develop quality training courses for those wanting to undertake voluntary work for Time 4 Children.

Time 4 Children offers a free service of providing individual sessions using Reflective Listening and Non-Directive Play techniques to support and help emotionally vulnerable children who have experienced emotional upset and/or have behavioural problems, and are unable to express and communicate their thoughts and feelings positively.

Time 4 Children provides a high standard of training for volunteers to support children through Time 4 Children.

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Time 4 Children is committed to increasing the emotional wellbeing of children by providing emotional listening support to children from all backgrounds who are trying to cope with difficult and challenging circumstances. Individual emotional listening support is provided to children who have experienced emotional distress, have behavioural problems or special educational needs. The support we provide helps enable children to express and communicate their thoughts, feelings and experiences calmly in a safe space. Our support increases children's self-confidence, self-esteem and self-worth which increases their emotional resilience and emotional well-being. Our support has proven to be successful

in helping children to access education by engaging more positively in their learning environment.

To ensure that children are in a safe environment our support takes place within a child's place of school. Time spent away from learning is carefully planned with school staff in order to reduce disruption to children's education.

Each child receives a one hour session of support once a week during term time. Most children have around 15 sessions.

In order that we can support children from all backgrounds, regardless of family income, our service is free of charge. We receive child referrals from West Sussex Early Help Team, other Family Support organisations and Schools. Parents or main carers can contact us for advice on the referral process.

We provide a high standard of training to volunteers who would like to support children through Time 4 Children. The training amounts to fifty hours in person and 6-10 hours online, plus a further supervised probationary placement of support to one child. Time 4 Children's training does not allow volunteers to practise on their own outside of Time 4 Children.

In our commitment to safeguarding children and young people, our volunteer recruitment policy and procedure is rigorous and we are guided by West Sussex Safeguarding Children Board. References are required before an interview can take place. In addition to the in person training all volunteer practitioners have NSPCC Child Protection Training which is regularly updated along with training in FGM and Prevent. Because Time 4 Children works in one-to-one placements with children, we require an Enhanced Disclosure and Barring Service check which is renewed every two years. Volunteers are encouraged to register with the Disclosure and Barring Update Service.

Volunteers are provided with individual weekly online supervision in response to submission of weekly session notes. Session notes and 6 weekly reviews with parents and referrers enable measuring and monitoring of children's progress and determines length of support. Individual supervision and group supervisions also ensure the emotional wellbeing of our volunteers. Volunteer group supervisions are provided every 6 weeks. We use experiences from children's sessions as a learning tool for volunteers in group supervision.

The contribution that our volunteers make to the work we do is invaluable. Without them we could not achieve all that we do and there would be very little in the way of emotional wellbeing support for local children.

In addition to supporting children, our volunteers actively help to raise funds by participating in and helping at fund raising events.

D. Summary of Time 4 Children's achievements for public benefit during 2024.

In 2024 we supported 37 children with a total of 462 one-to-one sessions.

The real time spent providing a one hour session to one child amounted to approximately 4 volunteer hours; approximately 1848 volunteer hours. In 2024 we provided emotional support to 19 boys (51%) and 18 girls (49%).

In summary: 20 (54%) children had high levels of anxiety and low self-esteem. 23 (62%) children struggled with the impact of family breakdown. 12 (32%) children had behavioural / anger issues. 16 (43%) children had a parent with mental health problems. 8 (21%) children had experienced/witnessed domestic abuse. 1 (3%) child had family intervention / support/Child Protection/CIN status. 1(3%) child had lived with parent/family substance/alcohol abuse. 2 (5%) children had own ill health. 3 (8%) children suffered physical abuse. 14 (38%) were SEN children (Special Educational Needs) and found learning stressful. 1 (3%) child suffered a bereavement. 8 (21%) children had a sibling with high level needs. 1 (3%) child was in foster care.

Age	4	5	6	7	8	9	10	11
Girls	0	3	0	3	2	4	6	1
%	0	16	0	16	10	21	32	5

Age	4	5	6	7	8	9	10	11
Boys	0	1	1	2	1	7	6	0
%	0	6	6	10	6	39	33	0

Time 4 Children supported children in 24 primary schools throughout Mid Sussex during 2024.

Time 4 Children has a five point measuring system in place to monitor children's progress from beginning to end of support. Through this we can see the differences our support has made to the children's lives. In addition regular 6 weekly reviews with parents, schools and other family support agencies took place to measure the children's progress.

To maintain the throughput of trained volunteers to support children, a 10 day volunteer training course was delivered in 2024 from 25th September to the 4th December. The year ended with a team of 16 actively working volunteer practitioners and 5 new volunteer practitioners to start Jan 2024. 3 volunteers stepped down this year, due to personal circumstances. We will start 2025 with 20 volunteer practitioners.

E. Financial review

Brief statement of the charity's policy on reserves:

Time 4 Children aims to hold designated reserves equal to approximately 6 months operating costs to cover shortfall in funding. We finished 2024 able to designate reserves for this purpose equal to 11 months from unrestricted cash funds at year end of £59,342.

Details of any funds materially in deficit:

None.

Further financial details

- **Principal sources of funds (Inc. any fundraising)**
- **How expenditure has supported the key objectives of our charity**

As stated in our Fundraising Strategy, our mission is reflected in our work, values and ethos. We are guided by this as to how we raise funds and what we raise funds for.

Fundraising Statement

Time 4 Children is committed to its charitable aims and objectives and fundraises in order to deliver its aims, objectives and activities. Time 4 Children respects the rights of its supporters to provide clear, truthful information on the work that we do and to openly report how we spend donated and restricted grant monies. We will do what we say we are going to do with donations we receive. We will comply with the Charity Commission and will be open, honest and respectful with our supporters and members of the public. Time 4 Children will not fundraise in a way which is an intrusion on a donor or member of the public's privacy or place undue pressure on a person to donate. We will never share a donor's personal information with a third party. Time 4 Children will take all reasonable steps to treat a donor fairly and not exploit any vulnerable circumstances we are made aware of, so that an informed decision can be made about any donation. Any complaint will be investigated thoroughly and fairly. Time 4 Children does not use professional fundraisers. No complaints were received in 2024.

All funds raised are used directly to meet the key objectives of the Charity, either through staffing costs, training and supporting volunteers and meeting operational costs as detailed below:

Unrestricted funds were directly used to meet Time 4 Children's objectives and activities - all aspects of supporting children by 5 part-time members of staff - coordinating volunteer

child placements and liaising with primary schools, home visits to obtain parental consent, reviews with parents and referrers, measuring children's progress and recording accurate and confidential information, receiving weekly session notes and responding to each session observation, keeping child placement and volunteer registers, volunteer individual supervisions, volunteer group supervisions, Child Protection trainings, attending meetings and writing reports, insurance, office rental, phone, internet.

Unrestricted donations and grants were received from: Hurstpierpoint Methodist Church £1000, Burgess Hill Town Council £500 The Tilley Foundation £18,000. Child Help Hassocks £1200. Cuckfield and Lindfield Rotary club £300. The Inner Wheel of Cuckfield and Lindfield £100. Frankland's Village exhibition WI £60. Haywards Heath Lions Swimarathon £12,000. BBC Children in need £15,000. Peter Kinsey £10,000. Ariel Re £7500. The Ernest Kleinwort Charitable trust. Vinci Foundation £3000. The Weald Theatre Group £2500. Jeffries Investment Bank £3845.16. Haywards Heath Mayors Fund £3449. Great Walstead School £506.10 Local Giving, Memory giving Benevity and other donations £2950.18

In addition we held our own fundraising events, raising £2043.56, including a Winter Fayre, and stalls at various local fetes and fayres.

Unrestricted income reached £86,954 With unrestricted expenses of £66,343.

Unrestricted reserves finished at £59,342. (£38,306.11- 2023)

Section F. Additional information

Time 4 Children is registered with the ICO (Information Commissioner's Office) Certificate Reference Number: ZA366888 – Start date: 15 May 2018 (renewed May 2024).

Accurate and reliable financial records continued to be kept. The Trustees identified and planned for intended outcomes, measured outcomes and used the data to review progress, and learn from this.

Time 4 Children can report that no serious incidents occurred during 2024.

Plans for future periods

We will continue to explore new forms of income generation and to actively seek new income streams in order to apply the system of full cost recovery throughout 2025. The charity has worked hard to build good relationships with funders and donors and will continue throughout 2025 and further, to build further relationships in order to sustain our aims and objectives as set out in the charity's Constitution. We will pay particular attention to the cost of living crisis and how this will affect charities and volunteers.

Time 4 Children will develop a new strategic plan and funding strategy to end 2025.

Time 4 Children will continue to clearly communicate what we do, and how we are different and will continue to work at communicating effectively to a wider audience.

Trustees Responsibilities Statement

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Charity Commissions Financial Reporting Standard.

The Trustees are responsible for preparing the Trustees' Annual Report and financial statements of payments and receipts.

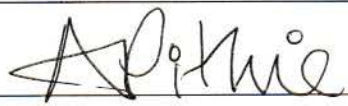
The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011.

Cash accounts, also known as receipts and payments accounts, are a simpler form of accounting. Cash-based accounts are not prepared on an accruals basis and therefore the SORP does not apply to their preparation. Instead these simpler accounts report the actual cash receipts and cash payments made in the reporting period.

G. Declaration

The Trustees declare that they have approved the Trustees report above.

Signed on behalf of Time 4 Children's Board of Trustees

Signature(s)		
Full name(s)	ANNE PITHIE	ANN TRUIN
Position(s)	CHAIR OF TRUSTEES	TRUSTEE

Date:

8	9	25
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CHARITY COMMISSION
FOR ENGLAND AND WALES

Form 4 (2024)

1111837

Receipts and payments accounts

CC16a

For the period
from

01/01/2024

To

31/12/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations and Funding	86,463	-	-	86,463	44,942
Interest	491	-	-	491	327
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	86,954	-	-	86,954	45,269
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	86,954	-	-	86,954	45,269
A3 Payments					
Salaries/PAYE/NI	50,820	-	-	50,820	52,121
Mileage	774	-	-	774	439
Rent/Rates/Insurance	4,770	-	-	4,770	4,377
Ongoing Vol, Staff, Trustee Costs	1,296	-	-	1,296	597
Costs of New Volunteers	1,451	-	-	1,451	2,479
Subscriptions & Monthly Bills	2,406	-	-	2,406	1,360
IT	867	-	-	867	542
Event Fees, Advertising	2,522	-	-	2,522	1,014
General/Ad Hoc Expenses	597	-	-	597	460
Sub total	65,503	-	-	65,503	63,389
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	65,503	-	-	65,503	63,389
Net of receipts/(payments)	21,450	-	-	21,450	18,120
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	21,450	-	-	21,450	18,120

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	5,039	-	-
	Online Savings Account	54,303	-	-
		-	-	-
	Total cash funds	59,342	-	-
	(agree balances with receipts and payments account(s))			

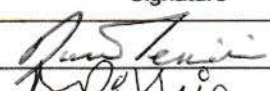
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	DAVID TESSIER	4/9/2025
	ANNE PITHIE	8/9/25



Section A

Independent Examiner's Report

Report to the trustees

Time 4 Children

On accounts for the year
ended

31 December 2024

Charity no
(if any)

1111837

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

15 July 2025

Name:

Richard Wolff

Relevant professional
qualification(s) or body
(if any):

Chartered Institute of Management Accountants

Address:

21 Noel Green

Burgess Hill

West Sussex RH158BS

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

There are no items of concern. Figures in the accounts match those held by the bank and reconcile to the formal bank statements. The largest area of spend (Pay) is supported by evidence of payslips which include any tax and NI deductions.

Accounts

**Trustees' Annual Report for the period
From: 1st January 2023 to 31st December 2023.**

A. Reference and administration details

Charity Name: Time 4 Children

Registered Charity Number: 1111837

Charity's Principle Address: Room 2, 141 South Road
Haywards Heath
West Sussex
RH16 4LY

Names of the Trustees who manage the charity

<u>Trustee Name</u>	<u>Office</u>	<u>Dates acted (if not for whole year)</u>	<u>Name of person(s) (or body) entitled to appoint Trustee</u>
Kim Bell	Chairperson / Trustee	Re-elected at AGM 28 th November 2023	Trustees
William Adler	Trustee	Re-elected at AGM 28 th November 2023	Trustees
Anne Pithie	Trustee	Re-elected at AGM 28 th November 2023	Trustees
Catherine Bridger	Trustee/Secretary	Co-opted in November 2022 Elected at AGM 2023	Trustees
Jamie Huard	Trustee	Re-elected at AGM 28 th November 2023	Trustees
Ann Truin	Trustee	Re-elected at AGM 28 th November 2023	Trustees
David Tessier	Trustee/Treasurer	Co-opted February 2023 Elected at AGM 2023	Trustees

B. Structure, governance and management

Type of governing document: **Constitution**

How the Time 4 Children is constituted: **Registered Charity**

Trustee selection method: **Elected by other Trustees**

a. Method of appointment or election of Trustees.

Trustees are recruited and selected using a thorough recruitment process following the Charity Commission guidelines. The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Constitution.

b. Policies adopted for the induction and training of Trustees.

New Trustees are provided with an induction of their obligations under charity law and Time 4 Children's Constitution, decision making, accounts, performance of the charity and policies. New Trustees undertake NCVO eLearning on the roles and duties of Trustees.

c. Organisational Structure and Decision Making.

The Board of Trustees delegates the running of the day to day operations of the charity to the manager, Lisa Westbury. The Trustees are responsible for and approve operational matters including employment and performance related activity. The Trustees are responsible for and approve all financial matters. The Trustees accept ultimate responsibility for directing the affairs of Time 4 Children, ensuring that it is solvent, well-run, and meeting the needs for which it has been set up. Time 4 Children employs 4 part time additional staff members, Kate Sapara, 15 hours per week, child placement/volunteer coordinator. Hilary McNaulty, 8 hours per week, child placement/volunteer coordinator. Claire Booth 8 hours per week, Home visitor. Beverley Thring 15 hours per week, Office Administrator/bookkeeper. In November 2023 events/fundraising coordinator Esther Featherstone left Time 4 Children due to family commitments.

d. Risk Management.

The Board of Trustees acknowledge their responsibility for identifying, assessing and managing risks, along with providing good governance and leadership of Time 4 Children by following the Principles from The Charity Governance Code for small charities.

- 1. Organisation purpose:** The Board of Trustees are clear about the charity's aims and objectives and ensures that these are being delivered effectively and sustainably.
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- To promote and undertake 'Reflective Listening' and 'Non-Directive Play' techniques within schools in Mid Sussex.
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Each child receives a one hour session of support once a week during term time. Most children have between 15 and 20 sessions.

In order that we can support children from all backgrounds, regardless of family income, our service is free of charge. We receive child referrals from West Sussex Early Help Team, other Family Support organisations, Schools, School Nurses and Social Workers. Parents or main carers can contact us for advice on the referral process.

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Volunteers are provided with individual weekly online supervision in response to submission of weekly session notes. Session notes and 6 weekly reviews with parents and referrers enable measuring and monitoring of children's progress and determines length of support. Individual supervision and group supervisions also ensure the emotional wellbeing of our volunteers. Volunteer group supervisions are provided every four to 6 weeks. We use experiences from children's sessions as a learning tool for volunteers in group supervision.

The contribution that our volunteers make to the work we do is invaluable. Without them we could not achieve all that we do and there would be very little in the way of emotional wellbeing support for local children.

In addition to supporting children, our volunteers actively help to raise funds by participating in and helping at fund raising events.

D. Summary of Time 4 Children's achievements for public benefit during 2023.

In 2023 we supported 34 children with a total of 452 one-to-one sessions. Our expected outcome was to support 40 children with approximately 650 individual sessions of Emotional Listening Support. However 2023 continued to be a challenging year due to absences amongst children and volunteers leading to missed sessions.

The real time spent providing a one hour session to one child amounted to approximately 4 volunteer hours; approximately 1808 volunteer hours. In 2023 we provided emotional support to 15 boys (44%) and 19 girls (56%).

In summary: 20 (81%) children had high levels of anxiety and low self-esteem. 20 (81%) children struggled with the impact of family breakdown. 15 (44%) children had behavioural / anger issues. 15 (44%) children had a parent with mental health problems. 3 (9%) children had experienced/witnessed domestic abuse. 3 (9%) children had family intervention / support/Child Protection/CIN status. 2 (6%) children had lived with parent/family substance/alcohol abuse. 9 (26%) children had own ill health/disability. 1 (3%) child had suffered neglect. 1 (3%) child suffered physical abuse. 4 (12%) were SEN children (Special Educational Needs) and found learning stressful. 4 (12%) children suffered a bereavement. 5 (15%) children had a parent with physical/ill health. 10 (29%) children had a sibling with high level needs. 1 (3%) child was in foster care.

Age	4	5	6	7	8	9	10	11
Girls	0	0	1	3	2	7	3	3
%	0	0	4	16	11	37	16	16

Age	4	5	6	7	8	9	10	11
Boys	0	1	1	0	2	2	6	3
%	0	7	7	0	13	13	40	20

Time 4 Children supported children in 19 primary schools throughout Mid Sussex during 2023.

Time 4 Children has a five point measuring system in place to monitor children's progress from beginning to end of support. There is also a review 6 weeks after sessions end. Through this we can see the differences our support has made to the children's lives. In

addition regular 4 – 6 weekly reviews with parents, schools and other family support agencies took place to measure the children's progress.

To maintain the throughput of trained volunteers to support children, a 10 day volunteer training course was delivered in 2023 from 14th September to the 7th December. The year ended with a team of 12 actively working volunteer practitioners and 7 new volunteer practitioners to start Jan 2023. 6 volunteers stepped down this year, due to personal circumstances. We will start 2024 with 19 volunteer practitioners.

E. Financial review

Brief statement of the charity's policy on reserves:

Time 4 Children aims to hold designated reserves equal to approximately 6 months operating costs to cover shortfall in funding. We finished 2023 able to designate reserves for this purpose equal to 7 months from unrestricted cash funds at year end of £38,306.11.

Details of any funds materially in deficit:

None.

Further financial details

- **Principal sources of funds (Inc. any fundraising)**
- **How expenditure has supported the key objectives of our charity**

As stated in our Fundraising Strategy, our mission is reflected in our work, values and ethos. We are guided by this as to how we raise funds and what we raise funds for.

Fundraising Statement

Time 4 Children is committed to its charitable aims and objectives and fundraises in order to deliver its aims, objectives and activities. Time 4 Children respects the rights of its supporters to provide clear, truthful information on the work that we do and to openly report how we spend donated and restricted grant monies. We will do what we say we are going to do with donations we receive. We will comply with the Charity Commission and will be open, honest and respectful with our supporters and members of the public. Time 4 Children will not fundraise in a way which is an intrusion on a donor or member of the public's privacy or place undue pressure on a person to donate. We will never share a donor's personal information with a third party. Time 4 Children will take all reasonable steps to treat a donor fairly and not exploit any vulnerable circumstances we are made aware of, so that an informed decision can be made about any donation. Any complaint

will be investigated thoroughly and fairly. Time 4 Children does not use professional fundraisers. No complaints were received in 2023.

All funds raised are used directly to meet the key objectives of the Charity, either through staffing costs, training and supporting volunteers and meeting operational costs as detailed below:

Restricted funds £1500 in restricted funding was donated by The Magdalen Hospital Trust this was used as required for payments towards a volunteer training course. All restricted funds are matched to spend in accordance to the terms of the funding agreement.

Unrestricted funds were directly used to meet Time 4 Children's objectives and activities - all aspects of supporting children by 6 part-time members of staff - coordinating volunteer child placements and liaising with primary schools, home visits to obtain parental consent, reviews with parents and referrers, measuring children's progress and recording accurate and confidential information, receiving weekly session notes and responding to each session observation, keeping child placement and volunteer registers, volunteer individual supervisions, volunteer group supervisions, Child Protection trainings, attending meetings and writing reports, insurance, office rental, phone, internet.

Unrestricted donations and grants were received from: The Inner Wheel of Cuckfield £130. South East Water £2000. East Grinstead Town council £500. The Postcode Society Trust £10,000. The Tilley Foundation £18,000. Child Help Hassocks £1200. The Tallulah Lewis Foundation £2000. £249.69 from Art in Mind event. £435 James Mann.

In addition we held our own fundraising events, raising £6048.97, including a Winter Fayre, a swoovathon, and an art shed painting evening, a nearly new sale, summer fairs and fetes and places in the Brighton marathon.

Unrestricted income reached £45,269.02, With unrestricted expenses of £63,389.05.
Unrestricted reserves finished at £38,306.11 (£56,426. -2022)

Section F. Additional information

Time 4 Children is registered with the ICO (Information Commissioner's Office) Certificate Reference Number: ZA366888 – Start date: 15 May 2018 (renewed 14rd May 2023).

Accurate and reliable financial records continued to be kept. The Trustees identify and planned for intended outcomes, measured outcomes and used the data to review progress, and learn from this.

Time 4 Children can report that no serious incidents occurred during 2023.

Plans for future periods

We will continue to explore new forms of income generation and to actively seek new income streams in order to apply the system of full cost recovery throughout 2024. The charity has worked hard to build good relationships with funders and donors and will continue throughout 2024 and further, to build further relationships in order to sustain our aims and objectives as set out in the charity's Constitution. We will pay particular attention to the cost of living crisis and how this will affect charities and volunteers.

Time 4 Children will develop a new strategic plan and funding strategy to end 2024.

Time 4 Children will continue to clearly communicate what we do, and how we are different and will continue to work at communicating effectively to a wider audience.

Through 2024 Time 4 Children plans to increase the number of trained volunteers to support children by holding a further Volunteer Training Course in order to manage the increasing number of children referred to our service.

Trustees Responsibilities Statement

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Charity Commissions Financial Reporting Standard.

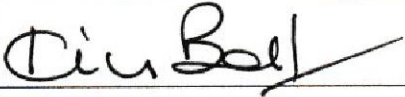
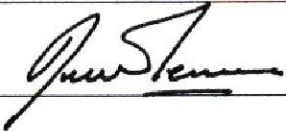
The Trustees are responsible for preparing the Trustees' Annual Report and financial statements of payments and receipts.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and 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 Charities Act 2011.

Cash accounts, also known as receipts and payments accounts, are a simpler form of accounting. Cash-based accounts are not prepared on an accruals basis and therefore the SORP does not apply to their preparation. Instead these simpler accounts report the actual cash receipts and cash payments made in the reporting period.

The Trustees declare that they have approved the Trustees report above.

Signed on behalf of Time 4 Children's Board of Trustees

Signature(s)		
Full name(s)	KIM BELL	DAVID TESSIER
Position(s)	Chairman / Trustee	Trustee & Treasurer

Date: 3/6/2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Page 4 Children

111837

Receipts and payments accounts

CC16a

For the period
from

01/01/2023

To

31/12/2023

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations and Funding	44,942	-	-	44,942	88,977
Interest	327	-	-	327	26
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	45,269	-	-	45,269	89,003
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	45,269	-	-	45,269	89,003
A3 Payments					
Salaries/PAYE/NI	52,121	-	-	52,121	49,473
Mileage	439	-	-	439	783
Rent/Rates/Insurance	4,377	-	-	4,377	3,930
Ongoing Vol, Staff, Trustee Costs	597	-	-	597	1,725
Costs of New Volunteers	2,479	-	-	2,479	1,165
Subscriptions & Monthly Bills	1,360	-	-	1,360	1,084
IT	542	-	-	542	2,566
Event Fees, Advertising	1,014	-	-	1,014	331
General/Ad Hoc Expenses	460	-	-	460	427
Sub total	63,389	-	-	63,389	61,484
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	63,389	-	-	63,389	61,484
Net of receipts/(payments)	- 18,120	-	-	- 18,120	27,519
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 18,120	-	-	- 18,120	27,519

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	4,338	-	-
	Online Savings Account	33,968	-	-
		-	-	-
	Total cash funds	38,306	-	-
	(agree balances with receipts and payments account(s))			

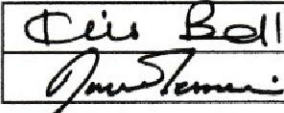
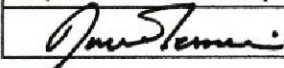
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	KIM BELL	2/6/24
	DAVID TESSLER	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Time 4 Children

On accounts for the year
ended

31 December 2023

Charity no
(if any)

1111837

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

14th May 2024

Name:

Richard Wolff

Relevant professional
qualification(s) or body
(if any):

Chartered Institute of Management Accountants

Address:

21 Noel Green

Burgess Hill

West Sussex RH15 8BS

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

No items requiring disclosure

Accounts

**Trustees' Annual Report for the period
From: 1st January 2022 to 31st December 2022.**

A. Reference and administration details

Charity Name: Time 4 Children

Registered Charity Number: 1111837

Charity's Principle Address: Room 2, 141 South Road
Haywards Heath
West Sussex
RH16 4LY

Names of the Trustees who manage the charity

<u>Trustee Name</u>	<u>Office</u>	<u>Dates acted (if not for whole year)</u>	<u>Name of person(s) (or body) entitled to appoint Trustee</u>
Kim Bell	Chairperson / Trustee	Re-elected at AGM 28 th November 2022	Trustees
William Adler	Treasurer / Trustee	Re-elected at AGM 28 th November 2022	Trustees
Anne Pithie	Trustee	Re-elected at AGM 28 th November 2022	Trustees
Lucinda Richardson	Secretary / Trustee	Re-elected at AGM 28 th November 2022	Trustees
Jamie Huard	Trustee	Re-elected at AGM 28 th November 2022	Trustees
Ann Truin	Trustee	Co-opted April 2022 Elected at AGM 28 th November 2022	Trustees

B. Structure, governance and management

Type of governing document: **Constitution**

How the Time 4 Children is constituted: **Registered Charity**

Trustee selection method: **Elected by other Trustees**

a. Method of appointment or election of Trustees.

Trustees are recruited and selected using a thorough recruitment process following the Charity Commission guidelines. The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Constitution.

b. Policies adopted for the Induction and training of Trustees.

New Trustees are provided with an induction of their obligations under charity law and Time 4 Children's Constitution, decision making, accounts, performance of the charity and policies. New Trustees undertake NCVO eLearning on the roles and duties of Trustees.

c. Organisational Structure and Decision Making.

The Board of Trustees delegates the running of the day to day operations of the charity to the manager, Lisa Westbury. The Trustees are responsible for and approve operational matters including employment and performance related activity. The Trustees are responsible for and approve all financial matters. The Trustees accept ultimate responsibility for directing the affairs of Time 4 Children, ensuring that it is solvent, well-run, and meeting the needs for which it has been set up.

d. Risk Management.

The Board of Trustees acknowledge their responsibility for identifying, assessing and managing risks, along with providing good governance and leadership of Time 4 Children by following the Principles from The Charity Governance Code for small charities.

- 1. Organisation purpose:** The Board of Trustees are clear about the charity's aims and objectives and ensures that these are being delivered effectively and sustainably.
- 2. Leadership:** The Board of Trustees provide strategic leadership in line with the charity's aims and values.
- 3. Integrity:** The Board of Trustees acts with integrity. It adopts values, applies ethical principles to decisions and creates a welcoming and supportive culture which helps achieve the organisation's charitable purposes. The board is aware of the significance of the public's confidence and trust in charities. It reflects the charity's ethics and values in everything it does. Trustees undertake their duties with this in mind.
- 4. Decision-making, risk and control:** The Board of Trustees make sure that its decision-making processes are informed, rigorous and timely and that effective delegation, control and risk assessment and management systems are set up and monitored.

5. Board effectiveness: The Board of Trustees work as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions.

6. Equality, diversity and inclusion: The board has a clear, agreed and effective approach to supporting equality, diversity and inclusion throughout the organisation and in its own practice. This approach supports good governance and the delivery of the organisation's charitable purposes.

The principles of equality, diversity and inclusion are embedded in the organisation and help to deliver the charity's public benefit. Obstacles to participation are reduced, with the organisation's work designed and open for everyone included within its charitable purposes. This supports the charity to challenge inequality and achieve improved equality of outcomes. The board is more effective because it reflects different perspectives, experiences and skills, including, where applicable, from current and future beneficiaries.

7. Openness and accountability: The Board of Trustees lead the organisation in being transparent and accountable. The charity is open in its work, unless there is good reason not to be.

The Board of Trustees annually review and assess operational risks associated with working with children and young people and put in place procedures and policies to minimise risks. If a risk arises mid-year this is assessed and mitigating procedures are put in place. All staff and volunteers are provided with annually reviewed and updated policies and procedures.

The Board of Trustees annually review and assess financial, operational and governance risks and the procedures to manage risks.

Time 4 Children has an Exit Strategy.

Time 4 Children has a complaints policy and procedure.

Time 4 Children Trustee Meetings following the Covid-19 pandemic and its restrictions: As Time 4 Children's Constitution does not have a rule regarding Trustee meetings by phone or digitally on line, the Trustees made the decision that the best course of action during the Covid-19 restrictions was to hold Trustee meetings on line. To demonstrate good governance of our charity, the reasons were recorded in all minutes of meetings. The practice of holding trustee meetings online continues to apply when necessary.

C. Objectives and Activities

The Board of Trustees keep in mind at all times the guidance for public benefit set out in the Charities Act 2011 and comply with the objectives set out in Time 4 Children's Constitution (Governing Document), which are:

- The promotion of good mental health and thereby the advancement of education of children between the ages of four and twelve, and in particular those children with emotional and/or behavioural difficulties and those with special needs, through the provision of sessions using 'Reflective Listening' and 'Non-Directive' Play Techniques to help them express and communicate their thoughts and feelings positively, within a safe environment and within safe boundaries.
- To promote and undertake 'Reflective Listening' and 'Non-Directive Play' techniques within schools in Mid Sussex.
- To create an awareness of Time 4 Children to parents/carers, schools and other professionals who work closely with children.
- To provide workshops to parents/carers in the basic skills of 'Reflective Listening' and 'Non-Directive Play' techniques to develop communications between parents / carers and their children.
- To provide and continually develop quality training courses for those wanting to undertake voluntary work for Time 4 Children.

Time 4 Children offers a free service of providing individual sessions using Reflective Listening and Non-Directive Play techniques to support and help emotionally vulnerable children who have experienced emotional upset and/or have behavioural problems, and are unable to express and communicate their thoughts and feelings positively.

Time 4 Children provides a high standard of training for volunteers to support children through Time 4 Children.

Time 4 Children's Commitment

Time 4 Children is committed to increasing the emotional wellbeing of children by providing emotional listening support to children from all backgrounds who are trying to cope with difficult and challenging circumstances. Individual emotional listening support is provided to children who have experienced emotional distress, have behavioural problems or special educational needs. The support we provide helps enable children to express and communicate their thoughts, feelings and experiences calmly in a safe space. Our support increases children's self-confidence, self-esteem and self-worth which increases their emotional resilience and emotional well-being. Our support has proven to be successful

in helping children to access education by engaging more positively in their learning environment.

To ensure that children are in a safe environment our support takes place within a child's place of school. Time spent away from learning is carefully planned with school staff in order to reduce disruption to children's education.

Each child receives a one hour session of support once a week during term time. Most children have between 15 and 20 sessions.

In order that we can support children from all backgrounds, regardless of family income, our service is free of charge. We receive child referrals from West Sussex Early Help Team, other Family Support organisations, Schools, School Nurses and Social Workers. Parents or main carers can contact us for advice on the referral process.

We provide a high standard of training to volunteers who would like to support children through Time 4 Children. The training amounts to sixty hours, plus a further supervised probationary placement of support to one child. Time 4 Children's training does not allow volunteers to practise on their own outside of Time 4 Children.

In our commitment to safeguarding children and young people, our volunteer recruitment policy and procedure is rigorous and we are guided by West Sussex Safeguarding Children Board. References are required before an interview can take place. In addition to the 60 hours training all volunteer practitioners have NSPCC Child Protection Training which is regularly updated along with training in FGM and Prevent. Because Time 4 Children works in one-to-one placements with children, we require an Enhanced Disclosure and Barring Service check which is renewed every two years. Volunteers are encouraged to register with the Disclosure and Barring Update Service.

Volunteers are provided with individual weekly online supervision in response to submission of weekly session notes. Session notes and 6 weekly reviews with parents and referrers enable measuring and monitoring of children's progress and determines length of support. Individual supervision and group supervisions also ensure the emotional wellbeing of our volunteers. Volunteer group supervisions are provided every four to 6 weeks. We use experiences from children's sessions as a learning tool for volunteers in group supervision.

The contribution that our volunteers make to the work we do is invaluable. Without them we could not achieve all that we do and there would be very little in the way of emotional wellbeing support for local children.

In addition to supporting children, our volunteers actively help to raise funds by participating in and helping at fund raising events.

D. Summary of Time 4 Children's achievements for public benefit during 2022.

In 2022 we supported 32 children with a total of 414 one-to-one sessions. Our expected outcome was to support 40 children with approximately 650 individual sessions of Emotional Listening Support. However 2022 continued to be a challenging year due to Covid-19, with further outbreaks of the omicron strain of the illness amongst children and volunteers in early to mid-2022 leading to missed sessions.

The real time spent providing a one hour session to one child amounted to approximately 4 volunteer hours; approximately 1500 volunteer hours. In 2022 we provided emotional support to 12 boys (37.5%) and 20 girls (62.5%). As in 2021, in 2022 we saw a further increase in the number of girls needing Emotional Listening Support than boys.

In summary: 27 (84%) children had high levels of anxiety and low self-esteem. 24 (75%) children struggled with the impact of family breakdown. 20 (75%) children had behavioural / anger issues. 4 (12.5%) children had suffered emotional neglect. 10 (31%) children had a parent with mental health problems. 9 (28%) children had experienced/witnessed domestic abuse. 10 (31%) children had family intervention / support/Child Protection/CIN status. 4 (12.5%) children had lived with parent/family substance/alcohol abuse. 4 (12.5%) children had own ill health/disability. 2 (6%) children had suffered neglect. 4 (12.5%) children suffered physical abuse. 4 (12.5%) were SEN children (Special Educational Needs) and found learning stressful. 1 (3%) child had a parent in prison. 1 (3%) child self-harmed. 1 (3%) child suffered a bereavement. 1 (3%) child was adapting to gender identity. 5 (16%) children had a parent with physical/ill health. 1 (3%) child adapting to parental gender reassignment/sexual identity. 8 (25%) children had a sibling with high level needs. 1 (3%) child suffered depression.

Age	4	5	6	7	8	9	10	11
Girls	0	1	1	2	4	5	3	4
%	0	5	5	12	20	25	15	20

Age	4	5	6	7	8	9	10	11
Boys	1	0	1	2	0	4	3	1
%	8	0	8	17	0	33	25	8

Time 4 Children supported children in 18 primary schools throughout Mid Sussex.

Time 4 Children has a five point measuring system in place to monitor children's progress from beginning to end of support. Through this we can see the differences our support has

made to the children's lives. In addition regular 4 – 6 weekly reviews with parents, schools and other family support agencies took place to measure the children's progress.

To maintain the throughput of trained volunteers to support children, a 12 day volunteer training course was delivered in 2022 from 14th September to the 7th December 2022. The year ended with a team of 13 actively working volunteer practitioners and 6 new volunteer practitioners to start Jan 2022. 1 volunteer having stepped down in September 2022 and 1 further in Dec 2022. We will start 2023 with 18 volunteer practitioners.

In 2022 Time 4 Children's manager of 17 years Vicky Chalmers retired. A new manager Lisa Westbury was appointed from 1st April 2022. She manages a team of 5 staff members: two child placement/volunteer co-ordinators, a home visitor, an office administrator and an events and fundraising co-ordinator. All staff are part time and their total hours combined equate to 2.5 full time members of staff.

E. Financial review

Brief statement of the charity's policy on reserves:

Time 4 Children aims to hold designated reserves equal to approximately 6 months operating costs to cover shortfall in funding. We finished 2022 able to designate reserves for this purpose equal to 10 months from unrestricted cash funds at year end of £56,426.00.

Details of any funds materially in deficit:

None.

Further financial details

- **Principal sources of funds (Inc. any fundraising)**
- **How expenditure has supported the key objectives of our charity**

As stated in our Fundraising Strategy, our mission is reflected in our work, values and ethos. We are guided by this as to how we raise funds and what we raise funds for.

Fundraising Statement

Time 4 Children is committed to its charitable aims and objectives and fundraises in order to deliver its aims, objectives and activities. Time 4 Children respects the rights of its supporters to provide clear, truthful information on the work that we do and to openly report how we spend donated and restricted grant monies. We will do what we say we are going to do with donations we receive. We will comply with the Charity Commission and

will be open, honest and respectful with our supporters and members of the public. Time 4 Children will not fundraise in a way which is an intrusion on a donor or member of the public's privacy or place undue pressure on a person to donate. We will never share a donor's personal information with a third party. Time 4 Children will take all reasonable steps to treat a donor fairly and not exploit any vulnerable circumstances we are made aware of, so that an informed decision can be made about any donation. Any complaint will be investigated thoroughly and fairly. Time 4 Children does not use professional fundraisers. No complaints were received in 2022.

All funds raised are used directly to meet the key objectives of the Charity, either through staffing costs, training and supporting volunteers and meeting operational costs as detailed below:

Restricted funds £8 was carried over from the previous year which was spent on stationery. All restricted funds are matched to spend in accordance to the terms of the funding agreement.

Unrestricted funds were directly used to meet Time 4 Children's objectives and activities - all aspects of supporting children by 6 part-time members of staff - coordinating volunteer child placements and liaising with primary schools, home visits to obtain parental consent, reviews with parents and referrers, measuring children's progress and recording accurate and confidential information, receiving weekly session notes and responding to each session observation, keeping child placement and volunteer registers, volunteer individual supervisions, volunteer group supervisions, Child Protection trainings, attending meetings and writing reports, insurance, office rental, phone, internet.

Unrestricted Donations were received from: DMT music school Concert £934, Magic Little Grants £500, Childhelp Hassocks £3,000, Mr McNulty's Marathon Sponsorship £864.25, Co Op Charity of the Year £2,047.09, St Francis Bowls Club £391.73, Cumnor House School £22,520, Haywards Heath Lions Swimathon £467.81, Independent State of Cuckfield £300, The Ernest Kleinwort Charitable Trust £3,000, The Albert Hunt Trust £1,000, Liz Miles's Wedding donations £500, Wellesley Charitable Foundation £5,000, The National Lottery Fund £10,000, The Sussex Community Foundation £10,000, Patrick Tilley £18,000.

In addition we held our own fundraising events, raising £5,047.90 and including a Winter Fayre £1,271.60, Pyjama book day in primary schools; swap til you drop clothes swap, summer fairs and fetes and places in the Brighton marathon.

Unrestricted income reached £89,003. with unrestricted expenses of £61,513. Unrestricted reserves finished at £56,426. (£28,760 -2020)

Section F. Additional information

Time 4 Children is registered with the ICO (Information Commissioner's Office) Certificate Reference Number: ZA366888 – Start date: 15 May 2018 (renewed 23rd May 2022).

Accurate and reliable financial records continued to be kept. The Trustees identify and planned for intended outcomes, measured outcomes and used the data to review progress, and learn from this.

Time 4 Children can report that no serious incidents occurred during 2022.

Plans for future periods

We will continue to explore new forms of income generation and to actively seek new income streams in order to apply the system of full cost recovery throughout 2023 / 2024. The charity has worked hard to build good relationships with funders and donors and will continue throughout 2023 and further, to build further relationships in order to sustain our aims and objectives as set out in the charity's Constitution. We will pay particular attention to the cost of living crisis and how this will affect charities and volunteers.

Time 4 Children will develop a new strategic plan and funding strategy to end 2024.

Time 4 Children will continue to clearly communicate what we do, and how we are different and will continue to work at communicating effectively to a wider audience.

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Trustees Responsibilities Statement

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Charity Commissions Financial Reporting Standard.

The Trustees are responsible for preparing the Trustees' Annual Report and financial statements of payments and receipts.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any

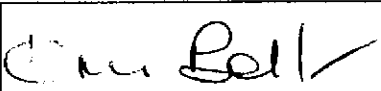
time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011.

Cash accounts, also known as receipts and payments accounts, are a simpler form of accounting. Cash-based accounts are not prepared on an accruals basis and therefore the SORP does not apply to their preparation. Instead these simpler accounts report the actual cash receipts and cash payments made in the reporting period.

G. Declaration

The Trustees declare that they have approved the Trustees report above.

Signed on behalf of Time 4 Children's Board of Trustees

Signature(s)		
Full name(s)	KIM BELL	ANN TRUIN
Position(s)	CHAIRMAN	TRUSTEE

Date:

15/5/2023



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/ members of	Time 4 Children		
On accounts for the year ended	31 December 2022	Charity no (if any)	1111837
Set out on pages	No additional pages		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

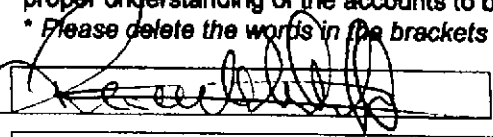
Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:  Date: 24/04/2023

Name: Richard Wolff

Relevant professional qualification(s) or body (if any):

Chartered Institute of Management Accountants

Address: 21 Noel Green

Burgess Hill

West
Sussex RH15 8BS

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

I have examined the records held electronically on the Charity's Accounting Software (XERO) and reconciled the balances on the system with those of the Two Lloyds Bank Accounts.

I am satisfied that the information prepared in the form CCXX R1 accounts (SS) by the charity for the year ended 31st December 2022 presents a True and Fair View of the financial position of the Charity.

In accordance with the rules of the Charity Commission I have not been asked to, nor have I carried out, a Full Audit of the Accounts but my examination of the accounts has found no reason to believe one is required.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Time 4 Children

No (if any)

CC16a

Receipts and payments accounts

For the period from	Period start date 01.01.22	To	Period end date 31.12.22
---------------------	-------------------------------	----	-----------------------------

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations & Funding	88,977	-	-	88,977	41,882
Interest	26	-	-	26	3
Job Retention Scheme	-	-	-	-	1,351
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	89,003	-	-	89,003	43,236
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	89,003	-	-	89,003	43,236
A3 Payments					
Sessions	2,102	-	-	2,102	1,414
Training	181	-	-	181	746
Administration/Salaries/Marketing	53,909	-	-	53,909	39,894
Travel	783	-	-	783	146
Insurance	555	-	-	555	561
Stationery/Equipment	607	-	-	607	1,682
Sundries	-	-	-	-	-
Rent	3,375	-	-	3,375	3,135
	-	-	-	-	-
Sub total	61,513	-	-	61,513	47,578
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	61,513	-	-	61,513	47,578
Net of receipts/(payments)	27,490	-	-	27,490	- 4,342
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	27,490	-	-	27,490	- 4,342

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	£ 4,996	£ -	£ -
	Deposit Account	£ 51,428	£ 8.00	£ -
		£ -	£ -	£ -
	Total cash funds	56,424	8	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK

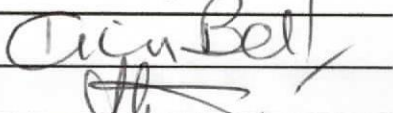
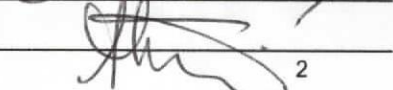
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	KIM BELL	
	ANN TRUIN	

Accounts

**Trustees' Annual Report for the period
From: 1st January 2021 to 31st December 2021.**

A. Reference and administration details

Charity Name: Time 4 Children

Registered Charity Number: 1111837

Charity's Principle Address: Room 2, 141 South Road
Haywards Heath
West Sussex
RH16 4LY

Names of the Trustees who manage the charity

<u>Trustee Name</u>	<u>Office</u>	<u>Dates acted (if not for whole year)</u>	<u>Name of person(s) (or body) entitled to appoint Trustee</u>
Kim Bell	Chairperson / Trustee	Elected at AGM 15 November 2021	Trustees
William Adler	Treasurer / Trustee	Re-elected at AGM 15 November 2021	Trustees
Anne Pithie	Trustee	Re-elected at AGM 15 November 2021	Trustees
Lucinda Richardson	Secretary / Trustee	Re-elected at AGM 15 November 2021	Trustees
Jamie Huard	Trustee	Elected at AGM 15 November 2021	Trustees
Derek Parlour	Trustee	To 23 March 2021	Trustees
Samantha East	Trustee	To 15 September 2021	Trustees
Janet Brailey	Deputy Chairperson / Secretary	To AGM 15 November 2021	Trustees
Debbie Parlour	Treasurer	To 31 December 2021	Trustees

B. Structure, governance and management

Type of governing document: **Constitution**

How the Time 4 Children is constituted: **Registered Charity**

Trustee selection method: **Elected by other Trustees**

a. Method of appointment or election of Trustees.

Trustees are recruited and selected using a thorough recruitment process following the Charity Commission guidelines. The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Constitution.

b. Policies adopted for the induction and training of Trustees.

New Trustees are provided with an induction of their obligations under charity law and Time 4 Children's Constitution, decision making, business plan, accounts, performance of the charity and policies. New Trustees undertake NCVO eLearning on the roles and duties of Trustees.

c. Organisational Structure and Decision Making.

The Board of Trustees delegates the running of the day to day operations of the charity to the manager, Victoria Chalmers. The Trustees are responsible for and approve operational matters including employment and performance related activity. The Trustees are responsible for and approve all financial matters. The Trustees accept ultimate responsibility for directing the affairs of Time 4 Children, ensuring that it is solvent, well-run, and meeting the needs for which it has been set up.

d. Risk Management.

The Board of Trustees acknowledge their responsibility for identifying, assessing and managing risks, along with providing good governance and leadership of Time 4 Children by following the Principles from The Charity Governance Code for small charities.

- 1. Organisation purpose:** The Board of Trustees are clear about the charity's aims and objectives and ensures that these are being delivered effectively and sustainably.
- 2. Leadership:** The Board of Trustees provide strategic leadership in line with the charity's aims and values.
- 3. Integrity:** The Board of Trustees acts with integrity. It adopts values, applies ethical principles to decisions and creates a welcoming and supportive culture which helps achieve the organisation's charitable purposes. The board is aware of the significance of the public's confidence and trust in charities. It reflects the charity's ethics and values in everything it does. Trustees undertake their duties with this in mind.
- 4. Decision-making, risk and control:** The Board of Trustees make sure that its decision-making processes are informed, rigorous and timely and that effective

delegation, control and risk assessment and management systems are set up and monitored.

5. Board effectiveness: The Board of Trustees work as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions.

6. Equality, diversity and inclusion: The board has a clear, agreed and effective approach to supporting equality, diversity and inclusion throughout the organisation and in its own practice. This approach supports good governance and the delivery of the organisation's charitable purposes.

The principles of equality, diversity and inclusion are embedded in the organisation and help to deliver the charity's public benefit. Obstacles to participation are reduced, with the organisation's work designed and open for everyone included within its charitable purposes. This supports the charity to challenge inequality and achieve improved equality of outcomes. The board is more effective because it reflects different perspectives, experiences and skills, including, where applicable, from current and future beneficiaries.

7. Openness and accountability: The Board of Trustees lead the organisation in being transparent and accountable. The charity is open in its work, unless there is good reason not to be.

The Board of Trustees annually review and assess operational risks associated with working with children and young people and put in place procedures and policies to minimise risks. If a risk arises mid-year this is assessed and mitigating procedures are put in place. All staff and volunteers are provided with annually reviewed and updated policies and procedures.

The Board of Trustees annually review and assess financial, operational and governance risks and the procedures to manage risks.

Time 4 Children has an Exit Strategy.

Time 4 Children has a complaints policy and procedure.

Time 4 Children Trustee Meetings during Covid-19 and its restrictions: As Time 4 Children's Constitution does not have a rule regarding Trustee meetings by phone or digitally online, the Trustees made the decision that the best course of action under Covid-19 circumstances was to continue holding Trustee meetings online during 2021. To demonstrate good governance of our charity, the reasons were recorded in all minutes of meetings. 11 Trustee meetings were held. Time 4 Children's AGM on the 15 November 2021 was held face to face.

C. Objectives and Activities

The Board of Trustees keep in mind at all times the guidance for public benefit set out in the Charities Act 2011 and comply with the objectives set out in Time 4 Children's Constitution (Governing Document), which are:

- The promotion of good mental health and thereby the advancement of education of children between the ages of four and twelve, and in particular those children with emotional and/or behavioural difficulties and those with special needs, through the provision of sessions using 'Reflective Listening' and 'Non-Directive Play Techniques' to help them express and communicate their thoughts and feelings positively, within a safe environment and within safe boundaries.
- To promote and undertake 'Reflective Listening' and 'Non-Directive Play' techniques within schools in Mid Sussex.
- To create an awareness of Time 4 Children to parents/carers, schools and other professionals who work closely with children.
- To provide workshops to parents/carers in the basic skills of 'Reflective Listening' and 'Non-Directive Play' techniques to develop communications between parents / carers and their children.
- To provide and continually develop quality training courses for those wanting to undertake voluntary work for Time 4 Children.

Time 4 Children offers a free service of providing individual sessions using Reflective Listening and Non-Directive Play techniques to support and help emotionally vulnerable children who have experienced emotional upset and/or have behavioural problems, and are unable to express and communicate their thoughts and feelings positively.

Time 4 Children provides a high standard of training for volunteers to support children through Time 4 Children.

Time 4 Children can further help children by offering a workshop for parents and carers in the basic skills of Reflective Listening and Non-Directive Play, to help them engage and communicate with their children better.

Time 4 Children's Commitment

Time 4 Children is committed to increasing the emotional wellbeing of children by providing emotional listening support to children from all backgrounds who are trying to cope with difficult and challenging circumstances. Individual emotional listening support is provided to children who have experienced emotional distress, have behavioural problems or special

needs. The support we provide helps enable children to express and communicate their thoughts, feelings and experiences calmly in a safe space. Our support increases children's self-confidence, self-esteem and self-worth which increases their emotional resilience and emotional well-being. Our support has proven to be successful in helping children to access education by engaging more positively in their learning environment.

To ensure that children are in a safe environment our support takes place within a child's place of school. Time spent away from learning is carefully planned with school staff in order to reduce disruption to children's education.

Each child receives a one hour session of support once a week during term time. Most children have between 15 and 20 sessions.

In order that we can support children from all backgrounds, regardless of family income, our service is free of charge. We receive child referrals from West Sussex Integrated Prevention and Earliest Help (IPEH), other Family Support organisations, Schools, School Nurses, Social Workers and parents or main carers can contact us for advice on the referral process.

We provide a high standard of training to volunteers who would like to support children through Time 4 Children. The training amounts to sixty hours plus a further supervised probationary placement of support to one child. Time 4 Children's training does not allow volunteers to practise on their own outside of Time 4 Children.

In our commitment to safeguarding children and young people, our volunteer recruitment policy and procedure is rigorous and we are guided by West Sussex Safeguarding Children Board. References are required before an interview can take place. In addition to the 60 hours training all volunteer practitioners have NSPCC Child Protection Training which is regularly updated along with training in FGM and Prevent. Because Time 4 Children works in one-to-one placements with children, we require an Enhanced Disclosure and Barring Service check which is renewed every two years. Volunteers are encouraged to register with the Disclosure and Barring Update Service.

Volunteers are provided with individual weekly online supervision in response to submission of weekly session notes. Session notes and 6 weekly reviews with parents and referrers enable measuring and monitoring of children's progress and determines length of support. Individual supervision and group supervisions also ensure the emotional wellbeing of our volunteers. Two separate volunteer group supervisions are provided every four to 6 weeks. We use experiences from children's sessions as a learning tool for volunteers in group supervision.

The contribution that our volunteers make to the work we do is invaluable. Without them we could not achieve all that we do and there would be very little in the way of emotional wellbeing support for local children.

In addition to supporting children, our volunteers actively help to raise funds by participating in and helping at fund raising events.

D. Summary of Time 4 Children's achievements for public benefit during 2021.

In 2021 we supported 35 children with a total of 530 one-to-one sessions. Our expected outcome was to support 40 to 42 children with approximately 650 to 675 individual sessions of Emotional Listening Support. However 2021 continued to be a challenging year due to Covid-19 restrictions at the beginning of 2021, which prevented face to face, one-to-one sessions with children and our expected outcome could not be reached. Online / video / zoom sessions was not an appropriately safe way for young children to have their sessions.

Sessions were resumed at the end of the lockdown, however from September through to December 2021 many children were absent due to Covid-19 / Omicron infections and self-isolating. Three of our Volunteers were also absent during this time due to their own children having to self-isolate.

4 volunteer practitioners supported two additional children back to back at times throughout the year.

The real time spent providing a one hour session to one child amounted to approximately 4 volunteer hours; approximately 1,855 volunteer hours. In 2021 we provided emotional support to 13 boys (37%) and 22 girls (63%). As in 2020, in 2021 we saw a further increase in the number of girls needing Emotional Listening Support than boys.

In summary: 32 (91%) children had high levels of anxiety and low self-esteem. 27 (77%) children struggled with the impact of family breakdown. 17 (48%) children had behavioural / anger issues. 14 (40%) children had suffered emotional neglect. 14 (40%) children had a parent with mental health problems. 13 (37%) children had experienced/witnessed domestic abuse. 11 (33%) children had family intervention / support with 5 of these children having Child Protection plans in place. 9 (26%) children had lived with parent/family substance/alcohol abuse. 6 (17%) children had own ill health/disability. 4 (12%) children had suffered neglect. 2 (6%) children suffered physical abuse. 2 (6%) were SEN children (Special Educational Needs) and found learning stressful. 2 (6%) children had a parent in prison. 1 (3%) child self-harmed. 1 (3%) child suffered a bereavement. 1 (3%) child was a looked after child. 1 (3%) child had a parent

with physical/ill health. 1 (3%) child adapting to parental gender reassignment/sexual identity. 1 (3%) child had a sibling with high level needs.

Age	4	5	6	7	8	9	10	11
Girls	0	0	4	3	3	5	5	2
%	0	0	18	13.5	13.5	23	23	9

Age	4	5	6	7	8	9	10	11
Boys	0	0	0	1	1	6	4	1
%	0	0	0	8	8	46	30	8

Time 4 Children supported children in 17 primary schools throughout Mid Sussex.

Time 4 Children has a five point measuring system in place to monitor children's progress from beginning to end of support. Through this we can see the differences our support has made to the children's lives. In addition regular 4 – 6 weekly reviews with parents, schools and other family support agencies took place to measure the children's progress.

To maintain the throughput of trained volunteers to support children, a 12 day volunteer training course was delivered in 2021 from 15th September to the 8th December 2021. During the continuation of Covid-19, 6 volunteer practitioners had to cease volunteering. The year ended with a team of 9 actively working volunteer practitioners and 6 new volunteer practitioners to start Jan 2022. We will start 2022 with 15 volunteer practitioners.

E. Financial review

Brief statement of the charity's policy on reserves:

Time 4 Children aims to hold designated reserves equal to approximately 6 months operating costs to cover shortfall in funding. We finished 2021 able to designate reserves for this purpose equal to 7 months from unrestricted cash funds at year end of £28,760.

Details of any funds materially in deficit:

None.

Further financial details

- **Principal sources of funds (Inc. any fundraising)**
- **How expenditure has supported the key objectives of our charity**

As stated in our Fundraising Strategy, our mission is reflected in our work, values and ethos. We are guided by this as to how we raise funds and what we raise funds for.

Fundraising Statement

Time 4 Children is committed to its charitable aims and objectives and fundraises in order to deliver its aims, objectives and activities. Time 4 Children respects the rights of its supporters to provide clear, truthful information on the work that we do and to openly report how we spend donated and restricted grant monies. We will do what we say we are going to do with donations we receive. We will comply with the Charity Commission and will be open, honest and respectful with our supporters and members of the public. Time 4 Children will not fundraise in a way which is an intrusion on a donor or member of the public's privacy or place undue pressure on a person to donate. We will never share a donor's personal information with a third party. Time 4 Children will take all reasonable steps to treat a donor fairly and not exploit any vulnerable circumstances we are made aware of, so that an informed decision can be made about any donation. Any complaint will be investigated thoroughly and fairly. Time 4 Children does not use professional fundraisers. No complaints were received in 2021.

All funds raised are used directly to meet the key objectives of the Charity, either through staffing costs, training and supporting volunteers and meeting operational costs as detailed below:

Restricted funds £8 was carried over from the Rocking Horse Charity the previous year which was spent on stationery. All restricted funds are matched to spend in accordance to the terms of the funding agreement.

Unrestricted funds were directly used to meet Time 4 Children's objectives and activities - all aspects of supporting children by 4 part-time members of staff - coordinating volunteer child placements and liaising with primary schools, home visits to obtain parental consent, reviews with parents and referrers, measuring children's progress and recording accurate and confidential information, receiving weekly session notes and responding to each session observation, keeping child placement and volunteer registers, volunteer individual supervisions, volunteer group supervisions, Child Protection trainings, attending meetings and writing reports, insurance, office rental, phone, internet.

Unrestricted donations were received from: Cuckfield Mayoral Annual Charity £5,000; Mr Patrick Tilley £1,500 per month; PayPal Giving Fund £1,210.78; Masters & Son Funeral Directors £665; Bolnore Village Co-op £400; Easy Fundraising £56.53; Mrs S Lambert £200; St Francis Bowls Club £550; Rotary Club Lindfield £500; Charlities Trust through Barclays £147.50; Haywards Heath Mayors Marathon £3,000; Super Emily's 84k run £2,270; Brilliant Star Noah's run challenge £1,000; Ollie's Key Rings £145; The Entertainer Toy Shop Haywards Heath £1,000; Terracycle Burgess Hill £425.

In addition we held our own fundraising events with donation via Local Giving - Big Quiz; Easter Goody Bags; Pyjama book day in primary schools; Online cooking class; Cuckfield Market stall; 2 Yard Sale & Trails; Summer solstice Stretch; Geo Caching /World Walking Challenge; Swap 'till you drop; Christmas Wreath Making; Winter Craft Fayre.

Unrestricted income reached £43,236 with unrestricted expenses of £47,583. Unrestricted reserves finished at £28,760 (£33,101 -2020)

Section F. Additional Information

Time 4 Children is registered with the ICO (Information Commissioner's Office) Certificate Reference Number: ZA366888 – Start date: 15 May 2018 (renewed 14 May 2021).

Accurate and reliable financial records continued to be kept. The Trustees identify and planned for intended outcomes, measured outcomes and used the data to review progress, and learn from this.

Time 4 Children can report that no serious incidents occurred during 2021.

Plans for future periods

We will continue to explore new forms of income generation and to actively seek new income streams in order to apply the system of full cost recovery throughout 2022 / 2023. The charity has worked hard to build good relationships with funders and donors and will continue throughout 2022 and further, to build further relationships in order to sustain our aims and objectives as set out in the charity's Constitution.

Time 4 Children will develop a new strategic plan and funding strategy to end 2024.

Time 4 Children will continue to clearly communicate what we do, and how we are different and will continue to work at communicating effectively to a wider audience.

Time 4 Children will continue to seek to increase its Board of Trustees in the forthcoming year (2022).

Through 2022 Time 4 Children plans to increase the number of trained volunteers to support children by holding a further Volunteer Training Course in order to manage the increasing number of children referred to our service.

Trustees Responsibilities Statement

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of

Recommended Practice applicable to charities preparing their accounts in accordance with the Charity Commissions Financial Reporting Standard.

The Trustees are responsible for preparing the Trustees' Annual Report and financial statements of payments and receipts.

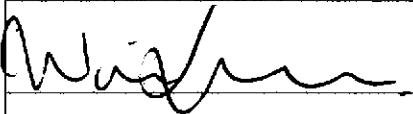
The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011.

Cash accounts, also known as receipts and payments accounts, are a simpler form of accounting. Cash-based accounts are not prepared on an accruals basis and therefore the SORP does not apply to their preparation. Instead these simpler accounts report the actual cash receipts and cash payments made in the reporting period.

G. Declaration

The Trustees declare that they have approved the Trustees report above.

Signed on behalf of Time 4 Children's Board of Trustees

Signature(s)		
Full name(s)	WILLIAM ADLER	KIM BELL
Position(s)	TREASURER	CHAIRMAN.

Date: 25/4/22



Section A

Independent Examiner's Report

Report to the trustees/
members of

TIME 4 CHILDREN

On accounts for the year
ended

31 DEC 2021

Charity no
(if any)

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

8/5/2022

Name:

RICHARD WOLFF

Relevant professional
qualification(s) or body
(if any):

CHARTERED INSTITUTE OF
MANAGEMENT ACCOUNTANTS

Address:

2, NOEL GREEN

BURGESS HILL

WEST SUSSEX

RH15 8BS

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

I have examined the accounts of the charity Time 4 children and found nothing of concern.
I have not carried out a full Audit but am satisfied that the accounts have been prepared in accordance with the Charities Act 2011



Receipts and payments accounts

CC16a

For the period from	Period start date 01/01/2021	To	Period end date 31/12/2021
------------------------	---------------------------------	----	-------------------------------

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations & Funding	41,882	-	-	41,882	34,018
Interest	3	-	-	3	9
Grant - Job Retention Scheme	1,351	-	-	1,351	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	43,236	-	-	43,236	34,027
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	43,236	-	-	43,236	34,027
A3 Payments					
Sessions	1,414	-	-	1,414	1,871
Training	746	-	-	746	513
Administration / Salaries / Marketing	39,894	-	-	39,894	32,386
Travel	146	-	-	146	61
Insurance	561	-	-	561	556
Stationery / Equipment	1,682	6	-	1,688	-
Sundries	-	-	-	-	-
Rent	3,135	-	-	3,135	3,105
	-	-	-	-	-
Sub total	47,577	6	-	47,583	38,492
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	47,577	6	-	47,583	38,492
Net of receipts/(payments)	- 4,341	- 6	-	- 4,347	- 4,465
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	33,101	14	-	33,115	37,580
Cash funds this year end	28,760	8	-	28,768	33,115

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	959	-	-
	Deposit Account	27,301	8	-
	Prepaid Credit Card	500	-	-
	Total cash funds (agree balances with receipts and payments account(s))	28,760	8	-
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	Details		-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Details		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Details		-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

Kim Bell
William Adger 2

KIM BELL
WILLIAM ADGER

23/5/2022
23/8/2022
14/03/2022

Accounts

**Trustees' Annual Report for the period
From: 1st January 2020 to 31st December 2020.**

A. Reference and administration details

Charity Name: Time 4 Children

Registered Charity Number: 1111837

Charity's Principle Address: 30 Bruce Close
Haywards Heath
West Sussex
RH16 4QE

Names of the Trustees who manage the charity

<u>Trustee Name</u>	<u>Office</u>	<u>Dates acted (if not for whole year)</u>	<u>Name of person(s) (or body) entitled to appoint Trustee</u>
William Adler	Chairperson	Re-elected at AGM November 2020	Trustees
Janet Brailey	Deputy Chairperson / Secretary	Re-elected at AGM November 2020	Trustees
Debbie Parlour	Treasurer	Re-elected at AGM November 2020	Trustees
Anne Pithie	Trustee	Re-elected at AGM November 2020	Trustees
Derek Parlour	Trustee	Re-elected at AGM November 2020	Trustees
Samantha East	Trustee	Co-opted August 2020. Elected at AGM November 2020	Trustees
Lucinda Richardson	Trustee	Co-opted December 2020	Trustees
Emily Rockey	Trustee	To 19/5/2020	Trustees

B. Structure, governance and management

Type of governing document: **Constitution**

How the Time 4 Children is constituted: **Registered Charity**

Trustee selection method: **Elected by other Trustees**

a. Method of appointment or election of Trustees.

Trustees are recruited and selected using a thorough recruitment process following the Charity Commission guidelines. The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Constitution.

b. Policies adopted for the induction and training of Trustees.

New Trustees are provided with an induction of their obligations under charity law and Time 4 Children's Constitution, decision making, business plan, accounts, performance of the charity and policies. New Trustees undertake NCVO eLearning on the roles and duties of Trustees.

c. Organisational Structure and Decision Making.

The Board of Trustees delegates the running of the day to day operations of the charity to the manager, Victoria Chalmers. The Trustees are responsible for and approve operational matters including employment and performance related activity. The Trustees are responsible for and approve all financial matters. The Trustees accept ultimate responsibility for directing the affairs of Time 4 Children, ensuring that it is solvent, well-run, and meeting the needs for which it has been set up.

d. Risk Management.

The Board of Trustees acknowledge their responsibility for identifying, assessing and managing risks, along with providing good governance and leadership of Time 4 Children by following the Principles from The Good Governance Code for the Voluntary and Community Sector.

- 1. Organisation purpose:** The Board of Trustees are clear about the charity's aims and objectives and ensures that these are being delivered effectively and sustainably.
- 2. Leadership:** The Board of Trustees provide strategic leadership in line with the charity's aims and values.
- 3. Integrity:** The Board of Trustees act with integrity, adopt values and create a culture which help achieve the organisation's charitable purposes. The board is aware of the importance of the public's confidence and trust in charities, and trustees undertake their duties accordingly.
- 4. Decision-making, risk and control:** The Board of Trustees make sure that its decision-making processes are informed, rigorous and timely and that effective

delegation, control and risk assessment and management systems are set up and monitored.

- 5. Board effectiveness:** The Board of Trustees work as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions.
- 6. Diversity:** The Board of Trustees approach to diversity supports its effectiveness, leadership and decision-making.
- 7. Openness and accountability:** The Board of Trustees lead the organisation in being transparent and accountable.

The Board of Trustees annually review and assess operational risks associated with working with children and young people and put in place procedures and policies to minimise risks. If a risk arises mid-year this is assessed and mitigating procedures are put in place. All staff and volunteers are provided with annual reviewed and updated policies and procedures.

The Board of Trustees annually review and assess financial, operational and governance risks and the procedures to manage risks.

Time 4 Children has an Exit Strategy.

Time 4 Children has a complaints policy and procedure.

Time 4 Children Trustee Meetings during Covid-19 and its restrictions: As Time 4 Children's Constitution does not have a rule regarding Trustee meetings by phone or digitally on line, the Trustees made the decision in March that the best course of action under Covid-19 circumstances was to hold Trustee meetings and the AGM on line. To demonstrate good governance of our charity, the reasons were recorded in all minutes of meetings. 9 Trustee meetings were held with the AGM being included in the November meeting.

C. Objectives and Activities

The Board of Trustees keep in mind at all times the guidance for public benefit set out in the Charities Act 2011 and comply with the objectives set out in Time 4 Children's Constitution (Governing Document), which are:

- The promotion of good mental health and thereby the advancement of education of children between the ages of four and twelve, and in particular those children with emotional and/or behavioural difficulties and those with special needs, through

the provision of sessions using 'Reflective Listening' and 'Non-Directive Play Techniques to help them express and communicate their thoughts and feelings positively, within a safe environment and within safe boundaries.

- To promote and undertake 'Reflective Listening' and 'Non-Directive Play' techniques within schools in Mid Sussex.
- To create an awareness of Time 4 Children to parents/carers, schools and other professionals who work closely with children.
- To provide workshops to parents/carers in the basic skills of 'Reflective Listening' and 'Non-Directive Play' techniques to develop communications between parents / carers and their children.
- To provide and continually develop quality training courses for those wanting to undertake voluntary work for Time 4 Children.

Time 4 Children offers a free service of providing individual sessions using Reflective Listening and Non-Directive Play techniques to support and help emotionally vulnerable children who have experienced emotional upset and/or have behavioural problems, and are unable to express and communicate their thoughts and feelings positively.

Time 4 Children provides a high standard of training for volunteers to support children through Time 4 Children.

Time 4 Children can further help children by offering a workshop for parents and carers in the basic skills of Reflective Listening and Non-Directive Play, to help them engage and communicate with their children better.

Time 4 Children's Commitment

Time 4 Children is committed to increasing the emotional wellbeing of children by providing emotional listening support to children from all backgrounds who are trying to cope with difficult and challenging circumstances. Individual emotional listening support is provided to children who have experienced emotional distress, have behavioural problems or special needs. The support we provide helps enable children to express and communicate their thoughts, feelings and experiences calmly in a safe space. Our support increases children's self-confidence, self-esteem and self-worth which increases their emotional resilience and emotional well-being. Our support has proven to be successful in helping children to access education by engaging more positively in their learning environment.

To ensure that children are in a safe environment our support takes place within a child's place of school. Time spent away from learning is carefully planned with school staff in order to reduce disruption to children's education.

Each child receives a one hour session of support once a week during term time. Most children have between 15 and 20 sessions.

In order that we can support children from all backgrounds, regardless of family income, our service is free of charge. We receive child referrals from West Sussex Integrated Prevention and Earliest Help (IPEH), other Family Support organisations, Schools, School Nurses, Social Workers and parents or main carers can contact us for advice on the referral process.

We provide a high standard of training to volunteers who would like to support children through Time 4 Children. The training amounts to sixty hours plus a further supervised probationary placement of support to one child. Time 4 Children's training does not allow volunteers to practise on their own outside of Time 4 Children.

In our commitment to safeguarding children and young people, our volunteer recruitment policy and procedure is rigorous and we are guided by West Sussex Safeguarding Children Board. References are required before an interview can take place. In addition to the 60 hours training all volunteer practitioners have NSPCC Child Protection Training which is regularly updated along with training in FGM and Prevent. Because Time 4 Children works in one-to-one placements with children, we require an Enhanced Disclosure and Barring Service check which is renewed every two years. Volunteers are encouraged to register with the Disclosure and Barring Update Service.

Volunteers are provided with individual weekly online supervision in response to submission of weekly session notes. Session notes and 6 weekly reviews with parents and referrers enable measuring and monitoring of children's progress and determines length of support. Individual supervision and group supervisions also ensure the emotional wellbeing of our volunteers. Two separate volunteer group supervisions are provided every four to six weeks. We use experiences from children's sessions as a learning tool for volunteers in group supervision.

The contribution that our volunteers make to the work we do is invaluable. Without them we could not achieve all that we do and there would be very little in the way of emotional wellbeing support for local children.

In addition to supporting children, our volunteers actively help to raise funds by participating in and helping at fund raising events.

D. Summary of Time 4 Children's achievements for public benefit during 2020.

In 2020 we supported 33 children with 341 individual sessions. Our expected outcome was to support 41 to 42 children with approximately 600 individual sessions, however 2020 was a challenging year due to Covid-19 restrictions preventing face to face, one-to-

one sessions with children and our expected outcome could not be reached. Online / video / zoom sessions was not an appropriately safe way for young children to have their sessions.

From the beginning of lock down in March, children who had started receiving sessions of emotional listening support were put on hold with 6 of these children having had only 2 sessions each. During Covid-19 lockdown through to September, regular contact reviews by phone took place with parents / carers of children. The reviews were documented and transferred to every child's confidential file.

Appointments with parents for child assessment home visits to gain family information and consent could not be made. All appointments were completed via phone and consent provided via email forms.

Covid-19 Policies and Procedures were introduced for volunteer practitioners and schools.

When schools began to re-open in June, all but two volunteer practitioners made the decision to wait for September to resume sessions with children. From September sessions resumed and by November new children started having sessions. Sessions were continually disrupted due to children being in Covid-19 bubbles and waiting on test results. 3 volunteer practitioners also had to self-isolate for two weeks. Hence, not reaching our expected outcome.

5 volunteer practitioners supported an additional child each so that 33 children were provided with a total 321 individual sessions.

The real time spent providing a one hour session to one child amounted to approximately 4 volunteer hours; approximately 1,285 volunteer hours. In 2020 we provided emotional support to 14 boys (42%) and 19 girls (58%).

In summary: 29 (88%) children had high levels of anxiety and stress. 27 (82%) children suffered with low self-esteem. 24 (73%) children struggled with the Impact of family breakdown. 22 (67%) children were experiencing low mood /sadness. 22 (67%) children had behavioural/anger issues. 11 (33%) children had other family intervention/support and child protection plans in place. 8 (24%) children had experienced domestic abuse.

8 (24%) children had a sibling with high level needs. 7 (21%) children had suffered emotional neglect. 7 (21%) children had a parent with mental health problems. 6 (18%) children had lived with parent/family substance/alcohol abuse. 5 (15%) children had suffered neglect. 5 (15%) children had suffered a bereavement. 3 (9%) were SEN children (Special Educational Needs) and found learning difficult. 3 (9%) children had a parent with physical/ill health. 2 (6%) children had own ill health/disability. 2 (6%) children were looked after by a family relative. 1 (3%) child adapting to parental gender reassignment/sexual identity. 1 (3%) child had self-harmed.

Age	4	5	6	7	8	9	10	11
Girls	1	0	0	3	3	7	5	0
%	5	0	0	16	16	37	26	0

Age	4	5	6	7	8	9	10	11
Boys	0	0	2	2	4	2	3	1
%	0	0	14	14	29	14	22	7

Four Team Around the Family meetings were attended to further help 2 children.

Time 4 Children supported children in 15 primary schools throughout Mid Sussex.

Time 4 Children has a five point measuring system in place to monitor children's progress from beginning to end of support. Through this we can see the differences our support has made to the children's lives. In addition regular 4 – 6 weekly reviews with parents, schools and other family support agencies took place to measure the children's progress.

To maintain the throughput of trained volunteers to support children, a 12 day volunteer training course had been planned to start October 2020 but did not go ahead due to the uncertainty around Covid-19 and any further restrictions. The year ended with a team of 15 actively working volunteer practitioners and a further 3 volunteer practitioners resting.

E. Financial review

Brief statement of the charity's policy on reserves:

Time 4 Children aims to hold designated reserves equal to approximately 6 months operating costs to cover shortfall in funding. We finished 2020 able to designate reserves for this purpose equal to 6 months from unrestricted cash funds at year end of £33,101.

Details of any funds materially in deficit:

None.

Further financial details

- **Principal sources of funds (Inc. any fundraising)**
- **How expenditure has supported the key objectives of our charity**

As stated in our Fundraising Strategy, our mission is reflected in our work, values and ethos. We are guided by this as to how we raise funds and what we raise funds for.

Fundraising Statement

Time 4 Children is committed to its charitable aims and objectives and fundraises in order to deliver its aims, objectives and activities. Time 4 Children respects the rights of its supporters to provide clear, truthful information on the work that we do and to openly

report how we spend donated and restricted grant monies. We will do what we say we are going to do with donations we receive. We will comply with the Charity Commission and will be open, honest and respectful with our supporters and members of the public. Time 4 Children will not fundraise in a way which is an intrusion on a donor or member of the public's privacy or place undue pressure on a person to donate. We will never share a donor's personal information with a third party. Time 4 Children will take all reasonable steps to treat a donor fairly and not exploit any vulnerable circumstances we are made aware of, so that an informed decision can be made about any donation. Any complaint will be investigated thoroughly and fairly.

All funds raised are used directly to meet the key objectives of the Charity, either through staffing costs, training and supporting volunteers and meeting operational costs as detailed below:

Restricted funds were matched to spending in accordance to the terms of the funding agreement.

During 2020 Time 4 Children received £300 restricted funding from Child Help Hassocks towards a part time volunteer coordinator salary.

Unrestricted funds were directly used to meet Time 4 Children's objectives and activities - all aspects of supporting children by 4 part-time members of staff - coordinating volunteer child placements and liaising with primary schools, home visits to obtain parental consent, reviews with parents and referrers, measuring children's progress and recording accurate and confidential information, receiving weekly session notes and responding to each session observation, keeping child placement and volunteer registers, volunteer individual supervisions, volunteer group supervisions, Child Protection trainings, attending meetings and writing reports, insurance, office rental, phone, internet.

Unrestricted donations were received from: Mr Patrick Tilley £1,000 per month; Lindfield Club £4,800; Eliza Batten £2,500; Masonic Order – The Red Cross of Constantine Sussex £2,500; Katie Yarde Staycation Magazine £300; Lindfield Afternoon WI £200; The Inner Wheel Club of Cuckfield & Lindfield £100; Cuckfield & Lindfield Rotary Club £150; Reflections Nursery £120.70; We also received a one-off cash grant of £10,000 from the local council as part of the Covid support scheme.

In addition small private one off donations were received.

Due to Covid-19 all Time 4 Children's own events were cancelled. Haywards Heath Mayor's Charity Ball along with Burgess Hill's Party in the Park were cancelled.

Unrestricted income reached £33,727 with unrestricted expenses of £34,931. Unrestricted reserves finished at £33,101 (£34,444 – 2019).

Section F. Additional Information

3 of Time 4 Children's paid staff were put on the Government's furlough scheme (April 2020 to August 2020, with 2 members of staff remaining on furlough for September 2020)

Time 4 Children is registered with the ICO (Information Commissioner's Office) Certificate Reference Number: ZA366888 – Start date: 15 May 2018 (renewed 14 May 2020).

Accurate and reliable financial records continued to be kept. The Trustees identify and planned for intended outcomes, measured outcomes and used the data to review progress, and learn from this.

Time 4 Children can report that no serious incidents occurred during 2020.

Plans for future periods

After an unprecedented and difficult 2020 due to Covid-19, we will continue to explore new forms of income generation and to actively seek new income streams in order to apply the system of full cost recovery throughout 2021. The charity has worked hard to build good relationships with funders and donors and will continue throughout 2021 to build further relationships in order to sustain our aims and objectives as set out in the charity's Constitution.

Time 4 Children will develop a new strategic plan and funding strategy to end 2023.

Time 4 Children will continue to clearly communicate what we do, and how we are different and will continue to work at communicating effectively to a wider audience.

Time 4 Children will continue to seek to increase its Board of Trustees in the forthcoming year (2021).

Through 2021 to 2022 Time 4 Children plans to increase the number of trained volunteers to support children by holding a further Volunteer Training Course in order to manage the increasing number of children referred to our service.

Trustees Responsibilities Statement

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014.

The Trustees are responsible for preparing the Trustees' Annual Report and financial statements of payments and receipts.

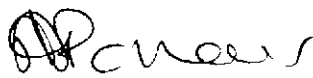
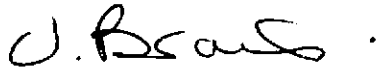
The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011.

Cash accounts, also known as receipts and payments accounts, are a simpler form of accounting. Cash-based accounts are not prepared on an accruals basis and therefore the SORP does not apply to their preparation. Instead these simpler accounts report the actual cash receipts and cash payments made in the reporting period.

G. Declaration

The Trustees declare that they have approved the Trustees report above.

Signed on behalf of Time 4 Children's Board of Trustees

Signature(s)		
Full name(s)	DEBORAH PARLOUR	JANET BRAILEY
Position(s)	TREASURER	TRUSTEE

Date:

22-6-21



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name

Reg No

Receipts and payments accounts

CC16a

For the period
from

01/01/2020

To

31/12/2020

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations & Funding	33,718	300	-	34,018	46,860
Interest	9	-	-	9	17
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	33,727	300	-	34,027	46,877
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	33,727	300	-	34,027	46,877
A3 Payments					
Sessions	-	1,871	-	1,871	2,238
Training	23	490	-	513	283
Administration / Salaries / Marketing	31,186	1,200	-	32,386	30,174
Travel	61	-	-	61	1,479
Insurance	556	-	-	556	553
Stationery / Equipment	-	-	-	-	1,707
Sundries	-	-	-	-	32
Rent	3,105	-	-	3,105	3068
	-	-	-	-	-
Sub total	34,931	3,561	-	38,492	39,534
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	34,931	3,561	-	38,492	39,534
Net of receipts/(payments)	- 1,204	- 3,261	-	- 4,465	7,343
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	34,305	3,275	-	37,580	30,484
Cash funds this year end	33,101	14	-	33,115	37,827

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	3,157	-	-
	Deposit Account	29,944	14	-
			-	-
	Total cash funds	33,101	14	-
(agree balances with receipts and payments account(s))				
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			DEBORAH PARLOR	22-6-21



Section A

Independent Examiner's Report

Report to the trustees/
members of

TIME 4 CHILDREN

On accounts for the year
ended

31 DEC 2020

Charity no
(if any)

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

13 JUNE 2021

Name:

RICHARD WOUFF

Relevant professional
qualification(s) or body
(if any):

CHARTERED INSTITUTE OF
MANAGEMENT ACCOUNTANTS

Address:

21 NOEL GREEN
BURBESS HILL
W-SUSSEX

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

The figures in the accounts reconcile to those on the bank statements and all income and expenditure has been recorded correctly.

Overall, funds have decreased by £4,712 compared to the previous year but given that 2020 was an exceptionally unusual year this decrease should not be seen as cause for concern.