

# **Millie's Trust Annual Trustee Report and Accounts 2020**

**Registered Charity No. 1151410 (England and Wales) SC046409  
(Scotland)**

**MILLIE'S TRUST**  
**LEGAL AND ADMINISTRATIVE INFORMATION**

<b>Trustees</b>	Mrs S L Kilty Mrs S L Harris Dr H Frizzell
<b>Charity Number</b>	1151410
<b>Principal Address</b>	Lansdowne House Oak Green Business Park Earl Road Cheadle Hulme Cheshire SK8 6QA
<b>Independent Examiner</b>	Clarke Nicklin LLP 4 Brooks Drive Cheadle Royal Business Park Cheadle Cheshire SK8 3TD

## **MILLIE'S TRUST**

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The trustees present their report and accounts for the period ended 31 December 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005 and the Charity (Accounts and Reports) Regulations 2008. It is also responsible for safeguarding the assets of the Charity and group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Structure, governance and management**

#### *Millie's Trust Trustees during 2020*

Heather Frizzell  
Sara Harris  
Sarah Kilty

#### *Millie's Trust Employees during 2020*

Chief Executive: Joanne Thompson  
Commercial Operations Director: Daniel Thompson  
Fundraising and Office Admin: Julia Heap  
Finance and Office Coordinator: Deborah Sidderley  
Office Admin: Joanne Vaughan  
Office Admin: Sophie Bloom  
Office Admin: Harry Sidderley

### **Objectives, activities and achievements**

Millie's Trust was established in December 2012 by Millie's parents, Joanne and Dan Thompson after Millie passed away in a choking incident in a nursery in Cheadle Hulme in October 2012. Millie's parents want to offer everyone the chance to train in Paediatric First Aid, whether they are a parent, grandparent, baby-sitter or educational establishment or place of employment. Millie's Trust believes that this training should be available to everyone, regardless of their financial situation.

The objectives of Millie's Trust as set out in the governing document are:

- To raise awareness and funds to promote First Aid and provide courses to those who could not otherwise afford them.
- To promote awareness of Paediatric First Aid

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

2020 has been a very unexpected and tough year for many charities due to COVID-19 and we would like to say a thank you from the bottom of our hearts to everyone who has continued to support us.

Whether that be through a monetary donation, attending a course, taking part in an online fundraising activity or simply sharing a social media post – every tiny bit of support has helped us through the toughest year since we were established.

We have ended the year in a place where we can look forward to what is come in 2021 and enjoy having people back into the office and at our fundraising events.

Thank you for your continued support.

Millie's Trust Team.

Throughout 2020 Millie's Trust has trained 1655 people across the UK in various First Aid courses.

Qualification Courses (Inc MHFA)	1240
Family First Aid Awareness Courses	168
School Children	183
2 hour short course sessions	64
<b>Total</b>	<b>1655</b>

Covid-19 has had a huge impact on the work of Millie's Trust this year as you can see from the figures above in comparison to 2019 when we trained 7526 people, a decrease of 78%. This is the first time that we have seen a decrease in our training figures since we launched in 2012. As the majority of our work is face to face, as per government guidelines for COVID-19, we had to close from March 2020 until Mid August 2020 when it was deemed safe for us to open again following COVID procedures.

We brought procedures into place to keep staff, trainers and course attendees safe which included; (these have been updated as further guidance has been issued).

1. Social Distancing restrictions of 1m+ in your training room between candidates
2. Mandatory COVID Questions on arrival
3. Face coverings will be mandatory when you are in our building taking part in the course
4. Electronic hand sanitising stations have been placed in various areas throughout the building for your use
5. Individual Manikins each
6. Your own individual Dressings, Triangular Bandage and Facial Shield
7. Limited contact with admin team – only if needed
8. Maximum of 12 attendees per course
9. No babies can currently attend our Family Courses
10. Mandatory Temperature check

We are very pleased to report that due to following COVID procedures we have had no COVID issues within any of our courses since we re-opened in August 2020.

We began to teach online during Covid and these allowed us to reach a new range of geographical locations including and not limited to Kent, Berkshire, London, Exeter, Pwllheli, Kilmarnock, Argyll & Bute.

During 2020 Millie's Trust have continued to work in partnership with the National Day Nurseries Association NDNA on Millie's Mark ([www.milliesmark.com](http://www.milliesmark.com)). This has slowed in 2020 because of COVID but we have seen more nurseries renewing their awards and continual applications. We are looking forward to seeing these numbers increase in 2021 as restrictions begin to ease.

Millie's Trust employed 7 members of staff to manage the courses and attendance at fundraising events and to support one physical location for Millie's Trust activities. We also have a pool of freelance trainers that we regularly use for our work across the UK.

## **Financial Review**

Millie's Trust has three major funding streams: public donations, donations from course participants and merchandise sales.

Spending during 2020 has funded the costs of trainers and equipment to teach our First Aid courses as well as office overheads to ensure that the administration of courses is effective and efficient. Salaries for 2020 have remained consistent to 2019 and have seen no increase. Millie's Trust did make use of the Furlough scheme during COVID 19 while staff were unable to work or deliver courses, this enabled us to ensure that no unnecessary redundancies were made. As things began to change, we continued to make use of the part time COVID-19 Furlough scheme to bring back employees as and when it was found necessary and we intend all employees to return to the office in 2021.

We had already made the decision to return our shop location prior to COVID-19.

Dan Thompson has taken a larger role in the delivery of courses since re-opening and this is a cost saving move which can help us to re- coup some of the financial stress of 2020. During the period of Aug 2020 – December 2020, Dan's immediate training cost savings were £4050 which is huge financial difference for that period.

We were able to ensure that our reserves policy was maintained during 2020. By making use of the Furlough scheme, this ensured that we didn't use all the Reserves Policy which was a risk when COVID – 19 closed us down but we are extremely pleased that we managed to retain it and have successfully re-opened when we have been able to.

Our income stream became active again in 2020 once we were able to open but unfortunately a large proportion of our external fundraising came to a halt as social distancing regulations closed events down across the UK.

We expected to be attempting to run external events again by the end of 2020 but that was not possible due to the continued restrictions. This is something that we will be monitoring in 2021 to ensure that we can host fundraising events properly again as restrictions ease.

Safety is of course paramount for all of our employees and anyone who attends our courses and events, so government restrictions will provide the timeline of when and how we can work going forward with regards to fundraising events.

We are in a very fortunate position that we have a strong income from our courses and our online sales that has helped us through 2020.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation on Just Giving.

## Risk Management

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

## Due Diligence

As a Charity during COVID-19 in particular it was extremely important that we did due diligence as the situation progressed. Below is listed areas that we looked at closely to ensure the Charity would survive COVID-19.

Use of Furlough	Reviewed and the scheme has been successfully used up until December 2020 and will continue to be used as we see fit with the extensions issued in 2021.
Staff Numbers Reviewed	We reviewed the amount of employed staff that we had within the company and it has been noted that if Fundraising does not return to a Pre-COVID situation then we will have to consider either shorter hours for members of staff (through Contract Changes) or a possible redundancy.
Use of Internal Member of Staff teaching courses more (DT)	We put this in place and this saved the Charity over £4,000 between August 2020 and December 2020.
Suppliers Review for First Aid Course Resources	Suppliers were reviewed and changes made/discounts applied from current companies
Individual Resources needed for Attendees	This led to a decision to increase course prices by £5 to cover the costs for each person.
Review possible use of Online Training	Qualification courses could not be taught online. Family First Aid Courses were moved online MHFA moved online
Working from home procedures	Reviewed as staff returned to work. We put a rota system in place for staff to ensure minimal contact between the administration team. JT & DT did not attend the office at the same time to ensure one or the other could cover any trainer courses. This ensured that course cancellations for attendees were minimal.
COVID-19 Safety	<ol style="list-style-type: none"><li>1) The office layout was changed to ensure that social distancing legislation was adhered to and this ensured that the administration team were in a separate room away from daily course attendees.</li><li>2) Temperature Checks on all attendees at the door.</li><li>3) Individual One Use Training Packs used</li><li>4) FFA courses moved online.</li><li>5) Face Masks mandatory for attendees/trainers and staff as per government advice unless medically exempt.</li><li>6) Mandatory COVID questionnaire on arrival to site.</li><li>7) Automatic Sanitising Stations put in place</li></ol>

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|  | 8) Limited numbers for courses.<br>9) Deep Sanitation for Manikins |
|--|--|

### Plans for Future Period

In 2021 Millie's Trust will continue to provide First Aid courses mainly based in the North West Region. We will continue to host private courses throughout the UK when requested but courses such as the FFA need to currently be held in our are due to COVID regulations and the struggle to receive donated locations due to increasing COVID procedures for venues.

The demand for Level 3 Paediatric First Aid courses is continually increasing and we plan to continue to offer as many as we can under COVID restrictions. We have been successful in filling many of our courses since we re-opened and we have been lucky that even with social restrictions imposed that we can still teach our usual maximum of 12 per course on our in house courses.

We began to teach short online Family First Aid Courses via zoom around once a month but as a general consensus people would rather wait until they can come back in to train practically with us.

Millie's Trust have entered the Mental Health First Aid Training Sector in 2019 and this was a positive income for the charity in 2020 as the trainer was able to convert to successfully teach online and was able to re-start these again when allowed and this has also enabled us to open up the courses nationally rather than locally which is a benefit that we didn't foresee in 2019 as they weren't able to be taught online this point.

CEO Joanne Thompson is trained by MHFA England and upskilled from an Adult Mental Health First Aid trainer to also now train the Youth Mental Health Course which led us to receive around £10,000 from AVIVA community fund to run Youth Mental Health courses throughout 2020. Due to COVID 19, the start was delayed slightly and they will continue to run in 2020 to enable the project to be completed. We are very grateful to AVIVA for the donation as it will eventually lead to over 120 people being trained in a very important course – especially as Mental Health is more on the radar because of COVID 19.

As Millie's Trust continues to develop we will be reviewing the longer term strategic direction of the charity and this will include a review of our current premises and position for a 5 year plan to be in place and also working towards the charity's 10 year anniversary in 2022.

On behalf of the board of trustees



Trustee

Dated: 22/09/21

## **MILLIE'S TRUST INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MILLIE'S TRUST**

I report to the trustees on my examination of the accounts of the charity for the year ended 31 December 2020, which are set out on pages 7 to 11.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Charities Act 2011. The charity trustees consider that the audit requirements of Regulation 10(1) (a) to (c) of the Charities Accounts (Scotland) Regulations 2006 and section 144 of the Charities Act 2011 do not apply.

It is my responsibility to:

- (i) examine the accounts under section 44(1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 and section 145 of the Charities Act 2011
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011
- (iii) To state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (the 2006 Accounts Regulations) and the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

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

- (a) Which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act, Regulation 4 of the 2006 Accounts Regulations (as amended) and section 130 of the Charities Act 2011
  - (ii) to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations (as amended) and the requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 of the Charities Act 2011;Have not been met; or
- (b) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Andrew Baggott ACA CTA**  
**Clarke Nicklin LLP**  
**Chartered Accountants**  
**Clarke Nicklin House**  
**Cheadle Royal Business Park**  
**Cheadle**  
**Cheshire**  
**SK8 3TD**

Dated: 27<sup>th</sup> September 2021

**MILLIE'S TRUST**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Notes	Unrestricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
<b>INCOMING RESOURCES</b>				
<b>Incoming resources from generated funds</b>				
Donations and legacies	2	54,858	54,858	109,588
Investment income	3	253	253	398
Income resources from charitable activities	4	110,865	110,865	154,295
Income resources from other activities	5	42,380	42,380	
<b>Total incoming resources</b>		<b>208,356</b>	<b>208,356</b>	<b>264,281</b>
<b>RESOURCES EXPENDED</b>	6			
<b>Cost of generating funds</b>				
Costs of generating voluntary income		5,989	5,989	9,882
Fundraising trading: costs of goods sold		10,701	10,701	16,003
		<b>16,691</b>	<b>16,691</b>	<b>25,885</b>
<b>NET INCOMING RESOURCES AVAILABLE</b>		<b>191,666</b>	<b>191,666</b>	<b>238,396</b>
<b>Charitable activities</b>				
First aid awareness courses		45,369	45,369	84,245
Charitable expenditure		105,932	105,932	110,084
Governance costs		81,734	81,734	102,492
<b>Total resources expended</b>		<b>249,726</b>	<b>249,726</b>	<b>322,706</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>(41,370)</b>	<b>(41,370)</b>	<b>(58,425)</b>
Fund balances brought forward		132,951	132,951	191,376
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>91,581</b>	<b>91,581</b>	<b>132,951</b>

**MILLIE'S TRUST****BALANCE SHEET  
AS AT 31 DECEMBER 2020**

		<b>2020</b>	<b>2019</b>
	<b>Note</b>	<b>£</b>	<b>£</b>
<b>FIXED ASSETS</b>			
Tangible assets	<b>9</b>	1,067	3,533
<b>CURRENT ASSETS</b>			
Stock		21,605	26,195
Debtors	<b>10</b>	15,508	18,111
Cash and bank		65,629	95,653
		<u>102,742</u>	<u>139,959</u>
<b>CREDITORS: Amounts due within one year</b>	<b>11</b>	(12,228)	(10,541)
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>91,581</u>	<u>132,951</u>
<b>THE FUNDS OF THE CHARITY</b>			
Unrestricted funds		<u>91,581</u>	<u>191,376</u>
<b>TOTAL CHARITY FUNDS</b>		<u>91,581</u>	<u>132,950</u>

**ON BEHALF OF THE TRUSTEES**

.....  
Trustee - Mrs S L Harris

Date: .....

**MILLIE'S TRUST****NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020****1 ACCOUNTING POLICIES****Basis of preparation**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', the Charities Accounts (Scotland) Regulations 2006 and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

**Income**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

**Resources expended**

Expenditure has been charged to the income and expenditure account on the accruals basis. The irrecoverable element of VAT is included with the item of expense to which it relates.

Charitable expenditure comprises these costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting constitutional and statutory requirements of the charity and include the fees and costs linked to the strategic management of the charity

**Stock**

Stock is valued at the lower of cost and net realisable value.

**Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life.

Promotional Equipment	20% Straight line
Fixtures and Fittings	33% Straight line
Motor vehicles	20% Straight line

**2 DONATIONS AND LEGACIES**

	2020 £	2019 £
Donations and gifts	54,858	109,588

**3 INVESTMENT INCOME**

	2020 £	2019 £
Interest receivable	253	398

**MILLIE'S TRUST****NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

<b>4 INCOMING RESOURCES FOR CHARITABLE ACTIVITIES</b>					<b>2020</b>	<b>2019</b>
					<b>£</b>	<b>£</b>
Fundraising events					93,950	134,010
Merchandise sales					16,915	20,285
					<b>110,865</b>	<b>154,295</b>
<b>5 INCOMING RESOURCES FOR OTHER ACTIVITIES</b>					<b>2020</b>	<b>2019</b>
					<b>£</b>	<b>£</b>
Grants					10,000	-
CJRS Furlough Receipts					32,380	-
					<b>42,380</b>	<b>-</b>
<b>6 TOTAL RESOURCES EXPENDED</b>					<b>Total</b>	<b>Total</b>
					<b>2020</b>	<b>2019</b>
					<b>£</b>	<b>£</b>
<b>Costs of generating funds</b>						
Costs of generating voluntary income					5,989	9,882
Fundraising trading: costs of goods sold					10,701	16,003
Total					16,691	25,885
<b>Charitable activities</b>						
<b>First aid awareness courses</b>						
Activities undertaken directly					45,369	84,245
Charitable expenditure	105,932				105,932	110,084
<b>Governance costs</b>						
		4,066	77,668		81,734	102,492
	<b>105,932</b>	<b>4,066</b>	<b>139,728</b>		<b>249,726</b>	<b>284,511</b>

**7 TRUSTEES**

None of the trustees (or any persons connected with them) received any remuneration during the year nor for the year ended 31 December 2019.

**MILLIE'S TRUST****NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020****8 EMPLOYEES****Number of employees**

The average monthly number of employees during the year was:

2020	2019
<u>7</u>	<u>7</u>

**Employment Costs**

Wages and salaries

102,859 102,907

Social security costs

3,073 7,177

<u>105,932</u>	<u>110,084</u>
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There were no employees whose annual remuneration was £60,000 or more.

**9 TANGIBLE FIXED ASSETS**

	Promotional Equipment £	Fixtures & Fittings £	Motor Vehicles £	Total £
<b>Cost</b>				
At 1 January 2020	6,366	30,066	33,664	70,096
Disposals	-	-	-	-
Additions	-	1,600	-	1,600
<b>At 31 December 2020</b>	<u>6,366</u>	<u>31,666</u>	<u>33,664</u>	<u>71,696</u>
<b>Depreciation</b>				
At 1 January 2020	6,366	30,066	30,131	66,563
Eliminated on disposal	-	-	-	-
Charge for the period	-	533	3,533	4,066
<b>At 31 December 2020</b>	<u>6,366</u>	<u>30,600</u>	<u>33,664</u>	<u>70,630</u>
<b>Net Book Value</b>				
<b>At 31 December 2020</b>	<u>-</u>	<u>1,067</u>	<u>-</u>	<u>1,067</u>
At 31 December 2019	-	-	3,533	3,533

**MILLIE'S TRUST****NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

<b>10 DEBTORS</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Trade debtors	5,537	3,305
Prepayments	9,970	14,806
	<hr/>	<hr/>
	<b>15,508</b>	<b>18,111</b>
	<hr/>	<hr/>
<b>11 CREDITORS</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Trade creditors	2,976	6,196
Other creditors	2,527	1,862
Accruals	6,725	2,483
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	<b>12,228</b>	<b>10,541</b>
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