



**The
Harley Jae
Trust**

Annual report and financial statements

1 April 2022 - 31 March 2023

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Our reference and administrative information

The Trustees of The Harley Jae Trust present their report and financial statements for the year ended 31 March 2023.

Charity name	The Harley Jae Trust	The Harley Jae Trust is for the public benefit, to contribute to the relief of children in Nottinghamshire, up to the age of 18 who are in need through the suffering of ill health by reason of a life limiting or life changing condition.
Charity registration No.	1160377	
Registered office	Chesterfield House, 1 Station St, Nottingham NG13 8AQ	
Board of Trustees	Joseph Rafter – Chairman Jemma Christian Jason Bailey Adam Cavell Thomas Holmes	February 2015 - current March 2015 - current April 2015 - current January 2018 - current January 2019 - current
Secretary and lead volunteer	Anna Tomlinson	November 2022 - current
Advisory Committee	Adelle Frost Carole Taylor	Long Term Ventilation Nurse Specialist Health Play Specialist Paediatric Critical Care/LTV
Policy Committee	Joseph Rafter	Chair
Accountants	Beeston-Clarke Accountants Chartered Certified Accountants 242 Leicester Road Markfield Leicester LE67 9RG	
Bankers	Barclays Bank plc High Street Nottingham	

Structure, governance, and management of the trust

The Harley Jae Trust is a CIO – Foundation Registered 09 Feb 2015.

Trustees (Directors) take overall financial and strategic planning responsibility. The operational management is carried out by our CEO. A yearly development plan is developed by Trustees and CEO.

As we grow as an organisation, we understand every project needs a clear leadership to ensure success. We will ensure establishment of policies and continuous monitoring of proper implementation is in place as we develop as a Non-profit Organization. We will balance the powers of the members (with associated accountability), and their primary duty of enhancing the prosperity and viability of our organisation. We will establish Steering Committees to allow us to deliver projects to their full potential.

Employees and volunteers

The charity has Anna Tomlinson as lead volunteer and Secretary.

Risk and Uncertainties

The Trustees have considered the major risks to which the charity is exposed and have reviewed those risks and established systems and procedures to manage those risks.

Objectives, activities and aims

The Harley Jae Trust's objectives are to improve the lives of children in Nottinghamshire, up to the age of 18 who are living with a life limiting or life changing condition.

Our promise

The Harley Jae Trust has a promise to support the advancement of health, save the lives and improve the care for children living with life limiting and life changing conditions as well as their families.

Our vision

Our vision is to improve the quality of lives of children who suffer from ill health due to life limiting conditions by providing vital health related equipment or other items that improve the livelihood or emotional wellbeing of the child and thro families.

We want them to thrive not just survive and will research the need and improve our services to do so.

Our aims

- To provide equipment that aids or relieves the symptoms of children that suffer with ill health due to a life limiting or life changing condition.
- To provide equipment and support to medical units that enables them to provide high quality care for children with life limiting and life changing conditions.
- To raise awareness of life limiting conditions that affect children through promoting community involvement in fundraising initiatives.

Our Core Values

At The Harley Jae Trust, we believe in the following core values:

- To reduce the length of stays in hospital of children living with life limiting and life changing conditions.
- To transform and improve the lives of children with life limiting and life changing conditions.
- To provide services to improve the wellbeing of children with life limiting and life changing conditions and their families.
- To research and keep up to date with the services that are available and that are required for children living with life limiting conditions and their families.
- To raise awareness of life limiting and life changing conditions that affect children.

How we achieve our core values

- Provide vital equipment that is required to enable a child's discharge and cannot be funded by any other means.
- Provide resources that enhance the health and emotional wellbeing of children with life limiting and life changing conditions.
- Support advancing the care skills of parent/carers and staff working with these children to ensure the best quality of care is received.
- Form relationships with paediatric medical units, in particular but not exclusive by High Dependency Units and Paediatric Intensive Care Units, Community Nursing Teams, specialised schools, Children's Charities and Children's Hospice's.
- Raise public awareness of life limiting and life changing conditions that affect children.

What we do to ensure we can deliver

- Raise funds through supporting and forming fundraising events.
- Approach and welcome but not exclusive to, Individual, Private and Corporate sponsorship and fundraising.
- Apply for funding bids to trusts and foundations that share our values.
- Identify and administer for growth to fulfil the need for our services.
- Identify families who require additional support with caring for their child which have resulted as part of their life limiting condition and working directly with them.
- Form relationships to create strong and trusted delivery in our services.

Trustees have had regard to the Charity Commission's guidance on public benefit, and believe that the above activities are in accordance with that guidance.

Our future

In 2023/2024 we will continue to support new needs to tackle improving the health and well-being of children living with life limiting conditions and their families in Nottinghamshire.

As well as our 'business as usual' activities our three strategic priorities are:

- To help improve families experiences when caring for their child with complex health needs
- To help improve the quality of lives.
- To support families to care for their children whilst in hospital

Our approach to fundraising

This year we will continue to work on our new fundraising strategy by applying for grants to ensure we maintain and meet the urgent need to further improve the lives of our beneficiaries and ensure sustainable growth.

We will adapt our public fundraising to the current climate and ensure we fall in line with our financial plan



Message from the chair

The Harley Jae Trust continues to provide essential support for children with life limiting conditions, their families and the health professionals that work tirelessly to improve their health and wellbeing.

The Harley Jae Trust has now completed its eighth year of operation which once again has predominantly involved holding private fundraising events in order to raise money for vital equipment and resources as well as gifts for the children and families.

The cost-of-living crisis in the UK has presented many challenges for the charity sector and as a small charity we have experienced real pressures due to increased difficulties in fundraising alongside increases in referrals from families in need.

We have seen significant increases in families experiencing financial difficulties whilst caring for their children who are admitted to hospital long term. Basic living expenses such as food, travel, clothing and equipment are at times, a luxury for parents who are having to make the choice between going to work or remaining by their child's side in hospital.

In response to this, the Harley Jae Trust establish a small grants scheme to help ease such pressures for families whose child has been admitted on to Nottingham's PCCU long term. These grants are to cover living expenses, going home expenses/wishes and or specialist equipment.

Sourcing funding opportunities will be a main focus over the next twelve months, and we are confident that with these funds we can deliver vital and crucial work that will help improve lives.

To all our supports, volunteers, donors and sponsors, we thank you for your commitment, generosity and hard work. Despite the challenges ahead we look forward to working with all you again next year. Together we can truly make a difference.

Joe Rafter
Chairman

Achievements and performance highlights

See some of the notable events from The Harley Jae Trust throughout 2021-22.

Apr 22



Easter Egg delivery

On 15th April 2022, we were able to drop off some amazing donations from 'Biffa' who kindly donated 190 eggs, colouring books and Easter rabbit teddies to the PCCU to celebrate Easter

May 22



Harley Jae's 17th Birthday!

We celebrated Harley Jae's 17th birthday.

Jul 22



Sailability

We are incredibly proud to have helped towards funding 2022 Sailability and fun day at Carsington Water. The event took place on Saturday 23rd July 2022. It involved children with disabilities and their families enjoying the peace and tranquillity of the water by embarking on a sailing boat around Carsington Water. The day also involved sensory tents, family entertainment, crafts, live music, games, informal meeting of likeminded families and so much more. Thank you to all our volunteers to help make this happen.

Nov 22



Anna joins The Harley Jae Trust

We appointed a new charity volunteer leader, Anna Tomlinson who plans and organises the fundraising for the charity. Anna is also the secretary arranging trustee meetings and taking minutes. Anna will focus on event planning, fundraising, marketing and social media. Anna will be increasing the charity's profile, encouraging donations, managing our merchandise and keeping our administration up to date.

Dec 22



Playgroup and coffee morning

A playgroup and coffee morning opened at the local community centre, Monty Hall Hind Hall in Lenton to support families. The group meets once a month and we have agreed to pay for the rent of the room at the community centre. We have received positive feedback from the nurses and support workers who are very thankful.



Christmas present to PCCU

We completed our annual trip delivering Christmas presents and decorating the ward at QMC on 14th December 2022. Santa Claus met parents and their children. We received some lovely comments from parents who were thrilled we turned up and handed out gifts.



PCCU hampers

We also delivered food hampers to the families on the ward on Christmas eve.

Mar 23



Zephyrs Charity visit

Joe and Anna visited Carly Williams from Zephyrs Charity in Nottingham. Zephyrs support bereaved parents and discussions were held on how The Harley Jae Trust can work together with Zephyrs in the future. We have already made a donation so that parents can receive counselling services.

Financial review

The total income generated in the year came to £23,242 [2022: £57,971]. The majority of our income came from donations - £15,615 [2022: £12,900]. All income received was unrestricted.

Our donations to the ward, transitioning children home and supporting them in the community totalled £12,686 [2022: £12,552].

This is a reflection of the number of referrals received for support with 100% of referrals being approved.

General overheads were significantly lower than the previous reporting year at a total cost of £2,366 [2022: £20,202]. This is due to the Harley Jae Trust now being run by volunteers with no paid employees.

This left us with an overall net spend in the year to 31 March 2023 of £591 [2022: net income of £5,988], which is reflected in the slight decrease in the bank balance.

At 31 March 2023 there are no longer any restricted funds held in reserves [2022: £5,513]. Unrestricted reserves which are available for use towards the general objectives of the charity are now £25,984 [2022: £21,062].

No gift aid has been claimed for the year [2022: £nil].

Liabilities at the year-end relate to accounts preparation fees.

Reserves Policy

The charity no longer has any significant overheads. This is due to no longer being charged any office rent and no longer having paid employees. All work carried out for the charity is currently on a voluntary basis. Therefore the current reserves policy of holding 6 months of operational costs will need to be reviewed during the following reporting year.

We raised
£23,242
through donations,
grants and events!

Trustees' responsibilities in relation to the Financial Statements

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that 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, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature



Full name

Joseph Rafter

Position

Chairman

Date

30 Jan 2024

Accountants report for the year ended 31 march 2023

Report to the Trustees on the unaudited statutory accounts of The Harley Jae Trust for the year ended 31 March 2023.

In order to assist you to fulfil your duties under the Charities Act 2011 and the Statement of Recommended Practice applicable to Charities, we have prepared for your approval the accounts of The Harley Jae Trust for the year ended 31 March 2023 as set out on pages 14 to 21 from the charity's accounting records and from information and explanations you have given us.

As a member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <https://www.accaglobal.com/gb/en/about-us/regulation/rulebook.html>

This report is made solely to the board of trustees of The Harley Jae Trust, as a body, in accordance with the terms of our engagement letter dated 25 August 2020. Our work has been undertaken in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at <https://www.accaglobal.com/gb/en/technical-activities/technical-resources-search/2009/october/factsheet-163-audit-exempt-companies.html>. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than The Harley Jae Trust and its board of trustees as a body for our work or for this report.

We have not been instructed to carry out an independent examination or review of the accounts for The Harley Jae Trust. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the Receipts & Payments accounts.



Beeston-Clarke Accountants Ltd
Chartered Certified Accountants
242 Leicester Road
Markfield
Leicester
LE67 9RG

Date: 30 January 2024

Receipts & payments account

For the year ended 31 March 2023

	Note	2023			2022		
		Unrestricted funds	Restricted Funds	Total	Unrestricted funds	Restricted Funds	Total
Receipts	1						
Grants		-	-	-	-	19,580	19,580
Donations & Events		22,832	-	22,832	34,856	-	34,856
Other income		410	-	410	3,535	-	3,535
Total receipts		23,242	-	23,242	38,391	19,580	57,971
Payments	1						
Charitable activities							
Donations		7,173	5,513	12,686	2,060	10,492	12,552
General overheads		2,366	-	2,366	12,382	7,820	20,202
Other		1,149	-	1,149	64	-	64
Costs of generating funds							
Fundraising cost		7,633	-	7,633	18,785	381	19,166
Total payments		18,321	5,513	23,834	33,291	18,693	51,983
Net receipts/(payments)		4,922	(5,513)	(591)	5,101	887	5,988
Transfers between funds		-	-	-	(258)	258	-
Cash funds @ 31.3.2022	2	21,062	5,513	26,575	16,220	4,367	20,598
Cash funds @ 31.3.2023	2	25,984	-	25,984	21,062	5,513	26,586

Statement of assets & liabilities

As at 31 March 2023

	2023			2022		
	Unrestricted funds	Restricted Funds	Total	Unrestricted funds	Restricted Funds	Total
Cash Funds						
Cash at bank	25,984	-	25,984	21,062	5,513	26,575
Total cash funds & other monetary assets	25,984	-	25,984	21,062	5,513	26,575
Debtors						
Charity Ball income	-	-	-	7,360	-	-
Sundry debtors	11	-	11	11	-	11
	11	-	1	11	-	11
Liabilities						
Independent Examination	-	-	-	960	-	960
Accountancy	600	-	600	-	-	-
Suppliers	-	-	-	3,352	-	3,352
	600	-	600	4,312	-	4,312

The receipts & payments accounts were approved by the Trustees on 30 Jan 2024 and were signed on their behalf by:



Joseph Rafter
Chairman

Notes to the Receipts & Payments Accounts

1. Detailed receipts & payments account

Analysis for the year ended 31 March 2023

	2023			2022		
	Unrestricted funds	Restricted Funds	Total	Unrestricted funds	Restricted Funds	Total
Receipts						
Grants						
Nottingham City Council	-	-	-	-	3,580	3,580
National Lottery Awards for All	-	-	-	-	10,000	10,000
Duke of Devonshire	-	-	-	-	3,000	3,000
Freemason Fund	-	-	-	-	1,000	1,000
Albert Hunt Trust	-	-	-	-	2,000	2,000
	-	-	-	-	19,580	19,580
Donations						
Monthly	6,302	-	6,302	7,569	-	7,569
One off	9,313	-	5,081	5,081	-	5,081
Charity collection boxes	250	-	250	250	-	250
	15,615	-	15,615	12,900	-	12,900
Events						
Present dash	36	-	36	1,313	-	1,313
Charity ball	6,950	-	6,950	10,940	-	10,940
Mount Snowdon	-	-	-	6,313	-	6,313
Golf days	-	-	-	3,390	-	3,390
Swap shop	231	-	231	-	-	-
	7,217	-	7,217	21,956	-	21,956

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Notes to the Receipts & Payments Accounts

1. Detailed receipts & payments account (Continued)

Analysis for the year ended 31 March 2023

	2023			2022		
	Unrestricted funds	Restricted Funds	Total	Unrestricted funds	Restricted Funds	Total
Fundraising						
Charity ball auctions	410	-	410	3,535	-	3,535
Christmas Raffle	-	-	-	-	-	-
Zoom DJ Set	-	-	-	-	-	-
	410	-	410	3,535	-	3,535
Total receipts	23,242	-	23,242	38,391	19,580	57,971

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Notes to the Receipts & Payments Accounts

1. Detailed receipts & payments account (Continued)

Analysis for the year ended 31 March 2023

	2023			2022		
	Unrestricted funds	Restricted Funds	Total	Unrestricted funds	Restricted Funds	Total
Payments						
Donations & Grants						
Wellbeing Service	-	-	-	-	1,910	1,910
Home Safe Project	-	-	-	-	3,017	3,017
Equipment	-	-	-	-	3,000	3,000
Transitions home	-	-	-	912	2,565	3,478
Ward	7,173	364	7,537	1,147	-	1,147
Community support	-	5,149	5,149	-	-	-
	7,173	5,513	12,686	2,060	10,492	12,552
Merchandise						
Accessories	1,096	-	1,096	64	-	64
Leisure Wear	53	-	53	-	-	-
	1,149	-	1,149	64	-	64
Fundraising costs						
HJT Events	6,342	-	6,342	17,531	-	17,531
Marketing	1,291	-	1,291	1,254	381	1,635
	7,633	-	7,633	18,785	381	19,166

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Notes to the Receipts & Payments Accounts

1. Detailed receipts & payments account (Continued)

Analysis for the year ended 31 March 2023

	2023 Unrestricted funds			2022 Unrestricted funds		
	Unrestricted funds	Restricted Funds	Total	Unrestricted funds	Restricted Funds	Total
General overheads						
Office costs	3	-	3	-	9	9
Rent	-	-	-	2,800	-	2,800
Staff costs	-	-	-	7,230	7,486	14,717
Subscriptions	188	-	188	142	-	142
Accountancy/Payroll	1,008	-	1,008	780	-	780
IT Software	402	-	402	64	-	64
Giving Platform Charges	60	-	60	258	-	258
Coaching	-	-	-	753	-	753
Insurance	705	-	705	356	324	680
	2,366	-	2,366	12,382	7,820	20,202
Total payments	18,321	5,513	23,834	33,291	18,693	51,983
Net receipts/(payments)	4,922	(5,513)	(531)	5,101	887	5,988

2. Funds analysis

Analysis for the year ended 31 March 2023

	B/fwd 1 April 2022	Income	Expenditure	Transfers	C/fwd 31 March 2023
Restricted funds					
National Lottery Awards for All	3,513	-	3,513	-	-
Albert Hunt Trust	2,000	-	2,000	-	-
	5,513	-	5,513	-	-
Unrestricted funds	21,062	23,242	18,320	-	25,984
Total funds	26,575	23,242	23,833	-	25,984

3. Restricted Grants

National Lottery Awards for All

This grant was provided for Wellbeing Sessions for children and families in Nottinghamshire with life limiting or life changing conditions. Due to a change in staffing at Harley Jae Trust, change of use of funds has been agreed with the funder and the balance was spent on a Sailability event and sailing sessions in summer 2022.

Albert Hunt Trust

Funding for a Wellbeing Service. An application is being made to Albert Hunt Trust for a change of use of funding.

4. Related Parties

Footsteps to Futures Ltd

Trustee J Rafter is a director of Footsteps to Futures Ltd. During the year, donations and fundraising events income was received from Footsteps to Futures of £4,000 (£2022: £5,560). Payments were made to Footsteps to Futures Ltd for a pushchair of £1,215. In 2022 payments were made to Footsteps to Futures Ltd for rent of £2,800, no rent payments were made in 2023.

Trustee J Rafter

J Rafter received £350 during the year as reimbursement for purchases made in respect of the Charity Ball (2022: £nil).

Alicia Cavell

Alicia, sister of trustee Adam Cavell, received £559 during the year for marketing services (2022: £nil).

Other related party transactions

Trustees donated £50 to the charity on aggregate (2022: nil).



**The
Harley Jae
Trust**



info@theharleyjaetrust.org



theharleyjaetrust.org

Registered Charity Number: 1160377