

The Healthcare Play Specialist Education Trust

Registered Charity number 292218

**Trustees Report
&
Financial Statements**

Year ended 30th September 2018

The Healthcare Play Specialist Education Trust
Registered Charity number 292218
Trustees Report & Financial Statements
Year ended 30th September 2018

Contents

	Pages
Charity Information	1
Trustees Report	2-6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance sheet	9
Notes to the Accounts	10
Income & Expenditure Account	11

The Healthcare Play Specialist Education Trust
Registered Charity number 292218
Charity Information

Registered Charity Name The Healthcare Play Specialist Education Trust

Charity Number 292218

Trustees

Mrs Christina Clegg	Chair
Ms Joy Clapham	Vice Chair
Ms Aimee Coltman	
Mrs Frances Barbour	
Mrs Judith Dibble	
Ms Irene O'Donnell	
Ms Emma Eardley	
Ms Christina Freeman	
Ms Catherine Gardner	
Mrs Norma Jun-Tai	
Mrs Janet Morris	
Mrs Laila Paulsen-Becejac	
Mr Lee Pryor	
Ms Lynn Ann Randall	
Mr Richard Spicer	Treasurer
Ms Alison Tonkin	Secretary

Correspondence Address Box 205
44-46 Morningside Road
Edinburgh EH10 4BF

Independent Examiner S E Faire BA FCA
Edward Thomas Peirson & Sons
Chartered Accountants
21 The Point
Market Harborough
Leicestershire LE16 7NU

Principal Office 155 Portland Crescent
Stanmore
Middlesex HA7 1LR

Bankers National Westminster Bank Plc
4/6 Grove Street
Wilmslow
Cheshire SK9 1EE

The Healthcare Play Specialist Education Trust
Registered Charity number 292218
Trustees Annual Report

Year ended 30th September 2018

The trustees have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 30th September 2018.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown on the schedule of Charity Information on page 1 of this report.

THE TRUSTEES

The trustees who served the charity during the period and up to the date of this report were as follows:

Mrs Christina Clegg	Chair
Ms Joy Clapham	Vice Chair
Ms Aimee Coltman	
Mrs Frances Barbour	
Mrs Judith Dibble	
Ms Irene O'Donnell	
Ms Emma Eardley	
Ms Christina Freeman	
Ms Catherine Gardner	
Mrs Norma Jun-Tai	
Mrs Janet Morris	
Mrs Laila Paulsen-Becejac	
Mr Lee Pryor	Appointed 29 January 2018
Ms Lynn Ann Randall	
Mr Richard Spicer	Treasurer
Mrs Meriel Tootell	Resigned 24 September 2018
Ms Alison Tonkin	Secretary

**The Healthcare Play Specialist Education Trust
Registered Charity number 292218
Trustees Annual Report (continued)**

Year ended 30th September 2018

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Healthcare Specialist Education Trust (HSPET) is a registered charity (Number 292218) and is governed by a trust deed. The trust was established under a trust deed dated 25th June 1985 which was amended by deeds of variation dated 19th May 1994, 26th July 2006 and 29th January 2014.

Organisation

The charity is governed by its trust deed which specifies that there must be a minimum of fifteen and a maximum of twenty four trustees.

Trustees must be appointed for a term of three years or less by resolution of the Trustees passed at a Special Meeting and may stand for re-appointmnet for a further period of three years. In exceptional circumstances a trustee may be allowed to exceed the six year maximum where this is deemed to be in the best interest of the Trust.

The Board is required to meet at least two times a year and in practice meets four times a year.

OBJECTIVES AND ACTIVITIES

Principal activity

The charity's principal activity is to advance education with particular reference to the study of developmental and therapeutic play, including psycho-social care, in hospital of children and their families.

Investment Powers and Restrictions

Investments are held for the long term generation of income. The charity will not knowingly invest in securities that do not accord with its principles.

The Healthcare Play Specialist Education Trust
Registered Charity number 292218
Trustees Annual Report (continued)

Year ended 30th September 2018

ACHIEVEMENTS AND PERFORMANCE

The Board completed a risk assessment and action plan for the implementation of the new GDPR legislation. Significant work was undertaken to review and write new policies.

The website and email systems were upgraded with a SLL certificate to ensure personal data and communication by email are secure. All Trustees had a new email account allocated for HPSET business.

The data base with an historical and current list of those who hold the qualification has been reviewed. All had been sent a GDPR notification by email or post to the address we hold on the record for them. This data base will now have a regular review to ensure compliance.

Student indexation has been re-designed to meet GDPR standards.

The re-registration process was redesigned and is moving to an online annual process from January 2019 with a minimal increase in fees.

A Public Register has been introduced and is accessible for the HPSET website.

HPSET and the National Association of Play Staff (NAHPS) formally wrote to the Health & Care Professions Council seeking membership. Access has been closed for new professions by an Act of Parliament, we were advised to seek membership with the Professional Standards Authority (PSA).

Negotiation with The University of West London and a college continue for the development of a course in the North of England to replace Bolton College.

The work continues in the application for a Higher Apprenticeship Award for the profession, a Trailblazer meeting has been held and work is progressing well.

The Healthcare Play Specialist Education Trust
Registered Charity number 292218
Trustees Annual Report (continued)

Year ended 30th September 2018

FINANCIAL REVIEW

The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting for Charities' issued in March 2015 in preparing the annual report and financial statements of the charity.

Results for the year

Financially there was a deficit of £6,254 (2017: £2,043) in the net movement of funds for the year.

The main sources of income continued to be in indexation and re-registration fees.

Reserves Policy

The trustees aim to retain unrestricted reserves equivalent to at least twelve months of forecasted expenditure. As at 30th September 2018 unrestricted reserves amounted to approximately 44 months of expenditure (2017: 54 months), based upon expenditure incurred during the year.

PLANS FOR FUTURE

Complete the Higher Apprenticeship Award application for the start of the academic year and investigate the launching of a play assistant and degree entry apprenticeship.

The new code of conduct and professional standards will be launched in December 2018 along with the new online re-registration process.

Research application for the profession to PSA and undertake a risk, cost and benefits review and present to the board and NAHPS.

Develop an action plan for the collection of data and changes that will have to be made to meet the standards for an application to the PSA in the seven key sections, taking any actions as agreed by the board.

Write and publish a National Strategy for Play services with the NHS Improvement Institute.

The Healthcare Play Specialist Education Trust
Registered Charity number 292218
Trustees Annual Report (continued)

Year ended 30th September 2018

RESPONSIBILITIES OF THE TRUSTEES

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year. Under that law trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the surplus or deficit 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
- * Make judgements and estimates that are reasonable and prudent
- * 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 which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011. The trustees 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.

Approved and signed on behalf of the trustees



Mrs Christina Clegg
Chair

26 November 2018

The Healthcare Play Specialist Education Trust
Registered Charity number 292218

Independent Examiner's Report to the Trustees of The Healthcare Play Specialist Education Trust

I report on the accounts of the Healthcare Play Specialist Education Trust (charity number 292218) for the year ended 30th September 2018, which are set out on pages 8 to 11.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's statement

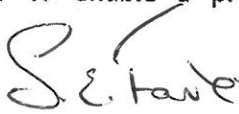
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or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

Independent examiner's statement

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

1. Which gives me reasonable cause to believe that in, any material respect, the requirements
 - * to keep accounting records in accordance with section 130 of the Charities Act; and
 - * to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Edward Thomas Peirson & Sons
Chartered Accountants
21 The Point
Market Harborough
Leicestershire LE16 7NU


S E Faire BA FCA
10 December 2018

The Healthcare Play Specialist Education Trust
Registered Charity number 292218
Statement of Financial Activities
for the year ended 30th September 2018

	<u>2018</u>			<u>2017</u>
	Unrestricted funds £	Restricted funds £	Total £	Total £
Incoming resources				
Investment income	687	-	687	667
Bank interest receivable	5	-	5	1
Charitable trading activities	22,591	-	22,591	21,180
Other incoming resources	-	100	100	100
Total unrestricted income	23,283	100	23,383	21,948
Resources expended				
Charitable activities	1,051	100	1,151	1,096
Governance costs	14,108	-	14,108	9,108
Office expenses	13,778	-	13,778	13,187
Financial costs	600	-	600	600
Total expenditure	29,537	100	29,637	23,991
Net movements in funds for the year	(6,254)	-	(6,254)	(2,043)
Total funds brought forward	108,735	-	108,735	110,778
Total funds carried forward	102,481	-	102,481	108,735

There were no recognised losses for 2017 or 2018 other than those included in the financial statements.

The Healthcare Play Specialist Education Trust
Registered Charity number 292218
Balance sheet as at 30th September 2018

	Note	<u>2018</u>		<u>2017</u>	
		£	£	£	£
Fixed Assets					
Investment - Income Bond	2		73,000		73,000
Current Assets					
Cash at bank and in hand		<u>30,081</u>		<u>36,335</u>	
		<u>30,081</u>		<u>36,335</u>	
Current Liabilities					
Accruals		<u>600</u>		<u>600</u>	
		<u>600</u>		<u>600</u>	
Net Current Assets			29,481		35,735
Total Assets less current liabilities			<u><u>102,481</u></u>		<u><u>108,735</u></u>
Capital					
Unrestricted Funds			<u><u>102,481</u></u>		<u><u>108,735</u></u>

Approved by the trustees on 26 November 2018

and signed on their behalf by:



Mrs Christina Clegg
Chair



Mr Richard Spicer
Treasurer

The Healthcare Play Specialist Education Trust
Registered Charity number 292218
Notes to the accounts for the year ended 30th September 2018

1 Accounting policies

1.1 Basis of preparation of accounts

These accounts are prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note to the accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Charities Act 2011.

1.2 Investment

All investments are in National Saving bonds and valued at cost

1.3 Income

Voluntary income and donations are accounted for as received by the charity. No permanent endowment have been received in the period.

1.4 Value Added Tax

Value added tax is not recoverable by the charity.

2 Investment - Income Bond

	2018	2017
	£	£
Historical cost	<u>73,000</u>	<u>73,000</u>
Market value	<u>73,000</u>	<u>73,000</u>

The Income Bonds are held with National Savings and Investments and currently pay 1.0% interest per annum.

3 Employees

The charity has no employees.

4 Transactions with trustees and related parties

None of the trustees have been paid any remuneration from the charity. Trustees are reimbursed for expenses incurred attending meetings and undertaking duties related to their duties as trustees as authorised by the governing trust deed.

	2018	2017
	£	£
Trustee expenses and costs.	<u>12,136</u>	<u>7,614</u>
	<u>12,136</u>	<u>7,614</u>

The Healthcare Play Specialist Education Trust
Registered Charity number 292218
Income and expenditure account
for the year ended 30th September 2018

	<u>2018</u>		<u>2017</u>	
	£	£	£	£
INCOME				
Investment	692		667	
Charitable activities	22,591		21,180	
Other income	<u>100</u>		<u>101</u>	
		23,383		21,948
EXPENDITURE				
Governance costs				
Hire of room	1,972		1,494	
Trust board costs	<u>12,136</u>		<u>7,614</u>	
	<u>14,108</u>		<u>9,108</u>	
Office expenses				
Office expenses	1,868		1,043	
Office fees	9,000		9,000	
Website	2,910		3,020	
Shredding	<u>-</u>		<u>124</u>	
	<u>13,778</u>		<u>13,187</u>	
Other costs				
Insurance	1,051		996	
Prize	<u>100</u>		<u>100</u>	
	<u>1,151</u>		<u>1,096</u>	
Financial costs				
Independent examination	<u>600</u>		<u>600</u>	
	<u>600</u>		<u>600</u>	
		29,637		23,991
(DEFICIT) FOR THE YEAR		<u><u>(6,254)</u></u>		<u><u>(2,043)</u></u>