

The Healthcare Play Specialist Education Trust

Registered Charity number 292218

**Trustees Report
&
Financial Statements**

Year ended 30th September 2019

The Healthcare Play Specialist Education Trust
Registered Charity number 292218
Trustees Report & Financial Statements
Year ended 30th September 2019

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

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

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 2019

The trustees have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 30th September 2019

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, unless otherwise stated, served the charity during the period and up to the date of this report were as follows:

Rhonda Alexander	Appointed 28 January 2019
Christina Clegg	Chair
Joy Clapham	Vice Chair
Aimee Coltman	
Frances Barbour	
Judith Dibble	
Irene O'Donnell	
Emma Eardley	
Christina Freeman	Resigned 26 November 2018
Catherine Gardner	
Norma Jun-Tai	
Janet Morris	
Laila Paulsen-Becejac	
Lee Pryor	
Lynn Ann Randall	
Richard Spicer	Treasurer
Tracy Sutherland	Appointed 28 January 2019
Alison Tonkin	Secretary
Nicola Voos	Appointed 30 September 2019

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

Year ended 30th September 2019

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-appointment 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. Registration of those who have successfully completed an approved course, and those on the register who meet the continuous professional development standards for re-registration.

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 2019

ACHIEVEMENTS AND PERFORMANCE

HPSET key developments of 2019 have included the approval of the Higher Apprenticeship Award for the profession. A successful process completed in 9 months. Apprentices will be awarded the Foundation Degree in Healthcare Play Specialism and the Higher Apprenticeship Award.

The Foundation Degree Course is being delivered at Leeds City College, maintaining delivery of a course in the North of England.

Investment in the website has continued to facilitate the online re-registration process. 2019 saw the implementation of the annual online registration process and listing on the Public Register.

Comprehensive work has taken place to develop the online three yearly audit of practice for registered practitioners. All registrants will submit a profile once every three years. Revised Code of Professional Conducts and Standards, format for audit profiles and criteria registrants need to meet to maintain registration have been published. The new process was published in September for submission to selected profiles in 2020.

A Fitness to Practice standard and process has been developed and published. One concern has been raised and been taken through the process during 2019.

HPSET working with the National Association of Health Play Staff (NAHPS) have been working in partnership to develop an action plan and the commitments of both Charities to investigate the opportunity for the profession to join the Professional Standards Authority.

HPSET & NAHPS have started to investigate the merger of both charities.

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

Year ended 30th September 2019

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 £22,457 (2018: £6,254) 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 2019 unrestricted reserves amounted to approximately 25 months of expenditure (2018: 41 months), based upon expenditure incurred during the year.

PLANS FOR FUTURE

The Higher Apprenticeship in England will be delivered in all the English Colleges.

Applications to the Welsh & Scottish Assembly have been made for the development of Higher Apprenticeships and work will continue so the course can be delivered across the UK. We will investigate the opportunities to develop a course in Northern Ireland.

The new audit profile will be live in January 2020. A third of registrants will submit an online profile, the markers have received training to support the standards and fairness in marking and listing on the Public Register.

HPSET & NAHPS will continue to work in Partnership to research and write the application for Professional Standards Authority membership. It is estimated that this work will take three years to complete.

HPSET & NAHPS plan to merge the Charities with the support of the profession, our Boards and the Charity Commission in 2020.

All the work we undertake in 2020 will focus on the merger of the charities and to support the application to the Professional Standards Authority.

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

Year ended 30th September 2019

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

25 November 2019

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 2019, 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
..... 2019

The Healthcare Play Specialist Education Trust
Registered Charity number 292218
Statement of Financial Activities
for the year ended 30th September 2019

	<u>2019</u>			<u>2018</u>
	Unrestricted funds	Restricted funds	Total	Total
	£	£	£	£
Incoming resources				
Investment income	832	-	832	687
Bank interest receivable	22	-	22	5
Charitable trading activities	14,571	-	14,571	22,591
Other incoming resources	-	-	-	100
Total unrestricted income	15,425	-	15,425	23,383
Resources expended				
Charitable activities	1,067	-	1,067	1,151
Governance costs	13,497	-	13,497	14,108
Office expenses	22,718	-	22,718	13,778
Financial costs	600	-	600	600
Total expenditure	37,882	-	37,882	29,637
Net movements in funds for the year	(22,457)	-	(22,457)	(6,254)
Total funds brought forward	102,481	-	102,481	108,735
Total funds carried forward	80,024	-	80,024	102,481

There were no recognised losses for 2018 or 2019 other than those included in the financial statements.

The Healthcare Play Specialist Education Trust
Registered Charity number 292218
Balance sheet as at 30th September 2019

	Note	<u>2019</u>		<u>2018</u>	
		£	£	£	£
Fixed Assets					
Investment - Income Bond	2		73,000		73,000
Current Assets					
Cash at bank and in hand		<u>7,624</u>		<u>30,081</u>	
		<u>7,624</u>		<u>30,081</u>	
Current Liabilities					
Accruals		<u>600</u>		<u>600</u>	
		<u>600</u>		<u>600</u>	
Net Current Assets			7,024		29,481
Total Assets less current liabilities			<u><u>80,024</u></u>		<u><u>102,481</u></u>
Capital					
Unrestricted Funds			<u><u>80,024</u></u>		<u><u>102,481</u></u>

Approved by the trustees on 25 November 2019

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 2019

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

	2019	2018
	£	£
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 1.15% 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.

	2019	2018
	£	£
Trustee expenses and costs.	<u>10,740</u>	<u>12,136</u>
	<u>10,740</u>	<u>12,136</u>

The Healthcare Play Specialist Education Trust
Registered Charity number 292218
Income and expenditure account
for the year ended 30th September 2019

	<u>2019</u>		<u>2018</u>	
	£	£	£	£
INCOME				
Investment	854		692	
Charitable activities	15,536		22,591	
Refunds	(965)		-	
Other income	-		100	
	<u> </u>	15,425	<u> </u>	23,383
EXPENDITURE				
Governance costs				
Hire of room	2,757		1,972	
Trust board costs	10,740		12,136	
	<u>13,497</u>		<u>14,108</u>	
Office expenses				
Office expenses	2,143		1,868	
Office fees	9,300		9,000	
Bank charges	120		-	
Website	11,155		2,910	
	<u>22,718</u>		<u>13,778</u>	
Other costs				
Insurance	1,067		1,051	
Prize	-		100	
	<u>1,067</u>		<u>1,151</u>	
Financial costs				
Independent examination	600		600	
	<u>600</u>		<u>600</u>	
		37,882		29,637
(DEFICIT) FOR THE YEAR		<u><u>(22,457)</u></u>		<u><u>(6,254)</u></u>