

MILLIE'S TRUST
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE PERIOD ENDED 31 DECEMBER 2019

MILLIE'S TRUST

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mrs S L Kilty
Mrs S L Harris
Dr H Frizzell

Charity Number

1151410

Principal Address

Lansdowne House
Oak Green Business Park
Earl Road
Cheadle Hulme
Cheshire
SK8 6QA

Independent Examiner

Clarke Nicklin LLP
4 Brooks Drive
Cheadle Royal Business Park
Cheadle
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MILLIE'S TRUST

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MILLIE'S TRUST TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2019

The trustees present their report and accounts for the period ended 31 December 2019.

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 2019

Heather Frizzell
Sara Harris
Sarah Kilty

Millie's Trust Employees during 2019

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.

Throughout 2019 Millie's Trust has trained 7526 people across the UK in Paediatric First Aid (45% increase on the previous year) and once again has experienced a significant increase in demand for courses. This increase in demand has been across all the various types of courses that Millie's Trust runs however there

has been many more school children being trained through the charity in 2019. The table below shows the breakdown of types of courses and the specific numbers of attendees for each course.

Qualification Courses	1989
Family First Aid Awareness Courses	513
School Children	4461
2-hour short course sessions	563
Total	7526

The changes in the Early Years Foundation Stage Statutory Framework as a result of Millie's Trust Campaigning is still having a pleasing effect on Level 3 Paediatric First Aid course attendance.

To meet this increase in demand for courses across the UK the team of trainers has grown to include 15 regular freelance trainers and once again in particular in the North West where Millie's Trust are based. It is important for Millie's Trust that we can be confident that this larger and geographically spread out team provide quality First Aid training in a consistent manner. Millie's Trust therefore continues to be a fully accredited First Aid provider with Quasafe Awards meaning that all of our training is quality monitored externally on a regular basis.

Feedback for Millie's Trust courses continues to be commendable throughout the UK and once again continues to indicate the strength of the whole Millie's Trust team and continues to represent the charity in an extremely positive light.

"The trainer provided excellent service. He explained everything well and in detail and made sure we understood. He made me feel comfortable and also confident."

Course Attendee July 2019

"I have thoroughly enjoyed the training and gained up to date information and knowledge in a way that will allow me to retain and remember for future emergency situations."

Course Attendee August 2019

"One of the best training courses which I have ever attended. (Not just first aid- all) Kept our interest, loads of examples and has given me confidence. "

Course Attendee September 2019

"Absolutely brilliant course. By far the best first aid course which I have done so far. Paul was amazing- very engaging and full of knowledge and interesting. I feel more confident and able to complete first aid willingly as a result of Paul's delivery of the course. So glad I completed it. "

Course Attendee October 2019

"The best first aid course I've ever been on. (I have had many through the NHS). Paul is an excellent and competent teacher who not only knows his subject but also made me feel very at ease as part of a group. Thanks!"

Course Attendee November 2019

"The course was very well delivered, interesting and very practical. The trainer was engaging and regularly checked our knowledge and understanding throughout the session. Thank you."

Course Attendee December 2019

During 2019 Millie's Trust have continued to work in partnership with the National Day Nurseries Association NDNA and in conjunction with the government on Millie's Mark (www.milliesmark.com). Three years on from the launch of the Mark, over 500 nurseries have been awarded the prestigious Mark with the first nursery in Scotland looking to be awarded in Jan 2020 and we highly anticipate to have over 600 providers registered by the end of 2020.

The awards are regularly attracting the attention of MPs and MSPs where the nurseries have been/are to be awarded and this is a positive contribution to the community and the attendance of MPs at celebrations shows the continued support for the Mark.



Dan Thompson of Millie's Trust seen with Children's Minister Maree Todd MSP launching Millie's Mark in Scotland in June 2019.

"Ms Todd said: "The Scottish Government is committed to continual training opportunities for early learning and childcare workers, and Millie's Mark provides a great opportunity to upskill staff to be able to do their best for children in their care in an emergency."

"Nurseries that have signed up to Millie's Mark will be able to tell parents that they are trained to a high standard in first aid for babies and toddlers, and I'm very pleased that staff have already undertaken these additional training opportunities where they are available."

Co-op Childcare became the first national nursery to achieve 100% Millie's Mark accreditation across all of their nurseries nationwide.



Dan Thompson of Millie's Trust seen here with Andy Burnham, Mayor of Greater Manchester

"Andy Burnham, Mayor of Greater Manchester, said: "We all want our youngest children to grow up in the safest possible environment but any parent will know that anything can happen in an instant. That's why it's so important that all staff caring for children have the first aid skills and confidence to respond to any incident. I have seen first-hand the difference it can make when someone confident in first aid skills can step into a life-threatening situation. People do not automatically know what to do or how to help."

"The work of Dan and Joanne in setting up Millie's Trust and getting nurseries accredited through their work with NDNA is a great credit to them. I am really impressed that Co-Op Childcare has achieved Millie's Mark across their group. It's a great example of nurseries going above and beyond and has to be very reassuring for parents."

Sally Bonnar, Chief Operating Officer at Co-op Childcare, commented: "We know how important it is to ensure that all colleagues within our nurseries have the skills that might one day enable them to save a child's life, and we are incredibly proud of our practitioners and training team for achieving Millie's Mark across all our nurseries. The parents that put their children in our care every day tell us that the Mark gives them peace of mind and reassurance, so we hope we will soon see this widely implemented across the industry."

To achieve this, Co-op Childcare's learning and development team rolled out an extensive paediatric first aid training course across its entire estate of nurseries. This on-going programme ensures the training of all Co-op Childcare practitioners and regular refresh sessions. To deliver this, the team first had to achieve accreditation to become certified paediatric first aid trainers and then visited all nurseries to conduct the two-day sessions. So far, 1,300 practitioners have benefited from the training.

The award provides parents with a simple way of knowing the level of first aid knowledge and skill held when considering which nursery to place their child in. Millie's Mark came about following the petition that Joanne and Dan Thompson started and that Millie's Trust has campaigned for.

Millie's Trust employed 7 members of staff to manage the demand of courses and attendance at fundraising events and to support two physical locations for Millie's Trust activity.

Financial Review

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

Spending during 2019 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. In 2018, salary payments saw a slight increase due to 2 members of staff returning from maternity leave.

Millie's Trust has a reserves policy of £80 000 which would support the running costs of the charity if needed. This reserve policy will be reviewed in 2019.

There has been an increase in income for the charity from 2018 to 2019 of £24,720 which we will be aiming to increase again in 2019, in particular with a view to the increase of course attendees. There has also been an increase in expenditure from 2018 to 2019 of £38,195.

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

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.

Plans for Future Period

In 2020 Millie's Trust will continue to provide Paediatric First Aid courses across the UK and will look to expand the number of locations in which courses are held.

The demand for Level 3 Paediatric First Aid courses is continually increasing and we plan to continue to offer as many as we can. We intend to decrease the school children training as there was a very large increase this year due to receiving a large donation through AVIVA Community Fund and to continue to offer Emergency First Aid at Work Courses to attract a different audience than usual.

Millie's Trust applied for £9840 from the Aviva Fund in October 2018 to support our work with children in schools in North West England and we were awarded the funds in Feb 2019 and we successfully trained 4461 school children in 2019 and this can largely be attributed to this funding.

The charity will continue to work with the Department for Education on the development and implication of Millie's Mark. To have a nationwide quality mark by which parents can judge the standard of a nurseries First Aid training is huge achievement for Millie's Trust and it is an achievement that Millie's parents and their team continue to be proud of.

Millie's Trust intended to enter the Mental Health First Aid Training Sector in 2019 with the view of opening a further income stream. This has led to CEO Joanne Thompson being trained by MHFA England and is now an Adult Mental Health First Aid Trainer which we intend to build on further in 2020. This will also include Joanne continuing her training and gaining the qualification to teach Youth Mental Health First Aid Courses.

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 2019, 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
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Cheshire
SK8 3TD

Dated: 30th September 2020

MILLIE'S TRUST

**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2019**

	Notes	Unrestricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
INCOMING RESOURCES				
Incoming resources from generated funds				
Donations and legacies	2	109,588	109,588	117,271
Investment income	3	398	398	991
Income resources from charitable activities	4	154,295	154,295	121,299
Total incoming resources		264,281	264,281	239,561
RESOURCES EXPENDED	5			
Cost of generating funds				
Costs of generating voluntary income		9,882	9,882	17,218
Fundraising trading: costs of goods sold		16,003	16,003	14,269
		25,885	25,885	31,487
NET INCOMING RESOURCES AVAILABLE		238,396	238,396	208,074
Charitable activities				
First aid awareness courses		84,245	84,245	72,806
Charitable expenditure		110,084	110,084	92,990
Governance costs		102,492	102,492	87,227
Total resources expended		322,706	322,706	284,510
NET MOVEMENT IN FUNDS		(58,425)	(58,425)	(44,949)
Fund balances brought forward		191,376	191,376	236,325
TOTAL FUNDS CARRIED FORWARD		132,951	132,951	191,376

MILLIE'S TRUST**BALANCE SHEET
AS AT 31 DECEMBER 2019**

		2019	2018
	Note	£	£
FIXED ASSETS			
Tangible assets	8	3,533	13,985
CURRENT ASSETS			
Stock		26,195	28,755
Debtors	9	18,111	16,780
Cash and bank		95,653	139,019
		<u>139,959</u>	<u>184,554</u>
CREDITORS: Amounts due within one year	10	(10,541)	(7,163)
TOTAL ASSETS LESS CURRENT LIABILITIES		<u><u>132,951</u></u>	<u><u>191,376</u></u>
THE FUNDS OF THE CHARITY			
Unrestricted funds		<u>132,951</u>	<u>191,376</u>
TOTAL CHARITY FUNDS		<u><u>132,951</u></u>	<u><u>191,376</u></u>

ON BEHALF OF THE TRUSTEES


Trustee - Mrs S L Harris

Date: 29/9/2020

MILLIE'S TRUST**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019****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

	2019 £	2018 £
Donations and gifts	<u>109,588</u>	<u>117,271</u>

3 INVESTMENT INCOME

	2019 £	2018 £
Interest receivable	<u>398</u>	<u>991</u>

MILLIE'S TRUST**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

4 INCOMING RESOURCES FOR CHARITABLE ACTIVITIES	2019	2018
	£	£
Fundraising events	134,010	106,983
Merchandise sales	20,285	14,316
	154,295	121,299

5 TOTAL RESOURCES EXPENDED

	Staff costs	Depreciation	Other costs	Total 2019	Total 2018
				£	£
Costs of generating funds					
Costs of generating voluntary income			9,882	9,882	17,218
Fundraising trading: costs of goods sold			16,003	16,003	14,269
Total			25,885	25,885	31,487
Charitable activities					
First aid awareness courses					
Activities undertaken directly			84,245	84,245	72,806
Charitable expenditure	110,084			110,084	92,990
Governance costs		10,452	92,040	102,492	87,227
	110,084	10,452	202,170	322,706	284,511

6 TRUSTEES

None of the trustees (or any persons connected with them) received any remuneration during the year nor for the year ended 31 December 2018.

7 EMPLOYEES**Number of employees**

The average monthly number of employees during the year was:

2019	2018
7	7

Employment Costs

Wages and salaries	102,907	88,378
Social security costs	7,177	4,612
	110,084	92,991

There were no employees whose annual remuneration was £60,000 or more

MILLIE'S TRUST**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

8 TANGIBLE FIXED ASSETS	Promotional Equipment £	Fixtures & Fittings £	Motor Vehicles £	Total £
Cost				
At 1 January 2019	6,366	30,066	33,664	70,096
Disposals	-	-	-	-
Additions	-	-	-	-
At 31 December 2019	6,366	30,066	33,664	70,096
Depreciation				
At 1 January 2019	6,366	23,147	26,598	56,111
Eliminated on disposal	-	-	-	-
Charge for the period	-	6,920	3,533	10,453
At 31 December 2019	6,366	30,067	30,131	66,564
Net Book Value				
At 31 December 2019	-	-	3,533	3,532
At 31 December 2018	-	6,919	7,066	13,985

9 DEBTORS	2019 £	2018 £
Trade debtors	3,305	6,610
Prepayments	14,806	10,170
	18,111	16,780

10 CREDITORS	2019 £	2018 £
Trade creditors	6,196	2,676
Other creditors	1,862	2,179
Accruals	2,483	2,308
	10,541	7,163

As Millie's Trust continues to develop we will be reviewing the long 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, working towards the charity's 10 year anniversary in 2022.

On behalf of the board of trustees



Trustee

Dated: 29/9/20