



Association of **Jersey** Charities

2008 SERVICE STRATEGY

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Introduction

The Association of Jersey Charities is the representative body of approximately 248 charitable organisations operating in Jersey. Our members represent a wide and diverse section of island life and range from large organisations providing essential services to smaller organisations representing the needs and concerns of particular groups within the Island.

This strategy was launched at the start of 2004 after a review of the then current services and it was agreed to produce a new one every year thereafter.

Once again this year's review of the strategy first gives a brief summary of the history of the Association, its objectives and a statement of its values. It also sets out in some detail the services provided to members and examines the progress made on the goals set twelve months ago and what still needs to be achieved in 2008.

Summary

The Association was founded in 1971 and is incorporated under the "Loi (1862) sur les teneures en fideicommiss et l'incorporation d'associations, as amended".

Originally the Association had no charitable funds of its own but from 1981 the then States of Jersey Gambling Control Committee donated the Jersey share of the profits from the Battle of Flowers and Christmas Lotteries, which the Association distributed to its members. Since 2001 the Committee has donated the Jersey share of the profits of all lottery draws.

In 2005 and 2006 the Association received grants from the Ministry for Economic Development equivalent to the Jersey share of the Channel Islands lottery profits amounting to £262,000 and £412,000 respectively. In 2007 the Association received a grant amounting to £325,764, the Minister having retained (with the Association's approval) the sum of £81,441. The latter amount was retained to build up a contingency fund to be a source of

future funding for the Association in the event that there is a lesser amount raised in the future either due to a reduction in takings from the C I Lottery or to a change to the UK National Lottery. Whilst it is envisaged that if Jersey moved to be part of the UK National Lottery receipts would be substantially higher than the C I Lottery receipts, due to the other "good causes" of art, heritage and sport that will be entitled to apply for funding the amount available to distribution to Charities may be reduced.

Donations were also received by the Association from parishes, charitable trusts and private individuals.

Objectives

- ◆ To encourage charitable and community work in Jersey and, in particular, to encourage co-operation and co-ordination of activities between members and prospective members, and discussion and exchange of ideas regarding service to the community.
- ◆ To administer the distribution to members of funds available to the Association principally from the proceeds of Jersey's share of the Channel Islands lottery.
- ◆ To give the public confidence in the integrity of charities operating in the Island.

Values

- ◆ The Executive Committee encourages every member to aspire to high standards of governance in order to attract public confidence and support.
- ◆ We work closely with members and are committed to acting as a community resource through the provision of advice and information.
- ◆ We will be open in the conduct of our affairs, except where there is a need to respect confidentiality.
- ◆ We ensure that grants made to members are applied directly or

indirectly for the benefit of residents of Jersey, and that our monitoring procedures comply with the terms of our Service Level Agreement entered into in April 2005 with the Ministry for Economic Development and subject to the approval of the States of Jersey.

Services provided to members

Advice and Guidance

The Executive Committee offers advice and guidance to members and prospective members on all aspects of charitable and community work in the Island through the services of its part-time administrator, Lyn Roach.

Lyn can be contacted on 840138 or by email on info@assocofjerseycharities.org.je

Training

Training events are also organised by the Association and in 2007 it seconded David Newman as a training and events organiser and he arranged four training sessions on basic accounts, fundraising, good governance and best practice for charities and the duties of trustees and committee members

Grants to members

Grant applications from members up to a maximum of £20,000 over a two year period are considered by the Executive Committee and voted on by the members at their quarterly meetings.

Committee Meetings

The Executive Committee meets at least 4 times a year approximately 10 days in advance of the quarterly Members meetings to consider the Treasurer's report, applications for membership and grant applications. In addition ad hoc meetings are convened to consider particular matters such as submissions to the Jersey Law Commission on the Law of Charities, the JAVO working party report, policy on grant applications, updating forms for applications for membership and grants and organising the Volunteers Fair

and training events. Members of the Committee also visit members to carry out an audit of how grant monies have been spent.

Member's Meetings

Members are invited to four quarterly meetings, currently held in the Don Theatre, Fort Regent, to hear reports from the Executive Committee, vote on the admission of new members and on grant applications from members. The AGM is held in June.

Guest speakers are invited to general meetings on occasions to speak on subjects relevant to the membership. This year has included GST and the UK Lottery.

Free Advertising

The Association pays for a quarter page advert in the JEP every Thursday for the purpose of advertising fund raising and other events for members who may not otherwise be able to afford to do so.

The Association has also organised a weekly spot on BBC Radio Jersey whereby the production team will visit a member charity at their place of work to promote their organisation and raise their public profile.

Web Site

The Association has its own very comprehensive website, www.assocofjerseycharities.org.je which is regularly updated and improved. In addition each member has its own page on the website which is also accessible worldwide. All information held on our website complies with Data Protection regulations.

The 'News' page carries up to date information, offers and details of meetings.

'Minutes and Agenda' has details of forthcoming meetings and minutes of previous members meetings.

The 'Diary' informs the public of forthcoming events and helps members organise their events so as not to clash with others on the same day.

The 'Downloads' page has copies of useful documents such as a model constitution, application for membership form and grant application form as well as other information such as how to apply for exemption from income tax and arranging for tax efficient donations.

The 'List of members' is regularly updated and gives details of who to contact and further information about the charity.

Email News Service

A news service is offered to members through the email system providing up to date information affecting charities and special offers available to members. These offers are mostly in the form of free furniture and equipment, but occasionally include offers of volunteer help and of available premises.

In order to cut down on postage and stationery costs, the Association encourages as many members as possible to go 'on-line'. Our email news service means that not only are members helping with this exercise, they receive agenda packs for meetings by email and the details of the offers mentioned above.

Newsletter

A quarterly newsletter is sent to all members with the agenda for the next general meeting.

Discounts to members

The AJC have negotiated favourable discounts for members with various businesses and retailers such as printers, stationers and computer hardware and software specialists.

Annual Review and Annual Return

Our Annual Review is published in December and distributed Island wide, together with our brochure, to help raise awareness of the Association and its members.

The Annual Return is a means by which up to date information on members can be held in a central place.

Subscriptions and Funding

Members pay subscriptions of £15 per year. It is the intention of the Executive Committee to recommend to members that subscriptions should remain at this level for at least another two years.

In 2006 it was proposed to introduce a direct debit system to collect the subscriptions more easily but after discussions with the Association's bankers it became clear that the cost of implementing this would be prohibitive. This proposal has therefore been abandoned.

The Association receives an annual grant from the Minister for Economic Development in accordance with the terms of our Service Level Agreement.

Donations are also received from parishes, charitable trusts and private individuals.

New Initiatives implemented in 2007

In October 2007 the Association held its first Volunteering Fair to raise the profile of the member charities and seek new volunteers. The event was "Tagged on" to the annual book sale held at the RJA&HS premises at Trinity as this event attracts several hundred visitors and we thought that this would give the greatest potential exposure. 30 Member charities had a stand at the Fair and whilst the numbers that filtered through into the marquee occupied by the Volunteer Fair which adjoined the main hall where the book sale took place was about 10% of those that attended the book sale, from a satisfaction survey carried out after the event members were reasonably pleased with the results and would like this to become an annual event.

Developments for the last 12 months

Identified objectives	Task(s)	Status
To continue to improve governance	Request relevant documents from members	Achieved first step but this is a continuing aim
Database to be maintained	Annual Returns to be introduced	Database now Achieved but members are dilatory in providing information to update same
Provide up to four training events for members	Secure funding and identify suitable topics	Achieved;4 courses run: regarding basic accounts, fundraising, roles and responsibilities of trustees and committee members and good governance and best practice for charities
Develop link with Senior Civil Servants	Consider appropriate link/individuals	SLA introduced - contact Dr Jason Lane of Economic Development Department
Produce an Annual Review	Gather information	Achieved. Need to repeat annually
Secure long term funding for Administrator post	Approach States committee	Achieved via SLA
Greater compliance re Annual Returns -achieve 80% compliance by 2007	A firmer approach to members	Only achieved 65 %
Respond to the Jersey Law Commission's 2 nd consultation document on a Charity Law	Seek the views of members and formulate response	Achieved
Organise an annual 'Volunteering Fair'	Approach potential sponsors and book a venue	Achieved
Increase membership of the Association	Publicise the Association and its activities more widely (e.g JEP, 24 Seven, BBC radio Jersey, CTV) and pro-active work with charities & charitable Trusts which are not	Achieved

	currently members	
Attract additional non-lottery funding	Do mail shot to private trusts in finance sector and approach individual wealthy residents	Achieved

Proposed developments for the next 12 months

Identified objectives	Task(s)	Resources required	How will we monitor	Responsibility
Produce an Annual Review for 2008	Prepare content and arrange printing	Administrator's time	Feedback from members and general public	Chairman /Administrator /Publicity Officer
Organise up to 4 training events for Members	Identify suitable topics	Appropriate speakers and dedicated organiser	Feedback from Members	Training organiser and Executive Committee
Respond to the EDC consultation document on UK lottery	Seek the views of members and formulate response	Executive Committee's time	N/A	Administrator /Chairman
Greater compliance re Annual Returns -achieve [80]% compliance by 2008	A firmer approach to Members	Administrator's time	N/A	Administrator
Maintain and improve Diary pages on website	Ensure all charities know of and make use of Diary	Administrator's time	Feedback from members and general public	Administrator
Organise another annual 'Volunteering Fair'	Approach potential sponsors and book a venue	Member's input and participation	Feedback from Members and general public	Training /events organiser Committee / Administrator

Increase membership of the Association	Publicise the Association and its activities more widely (e.g. JEP, BBC radio Jersey, CTV) and proactive work with charities & charitable Trusts which are not currently members	Administrator's time	N/A	Administrator / Executive Committee
Full subscription payments received from members	Send invoices to members in January	Administrator's time		Administrator/ Treasurer
Attract additional non-lottery funding	Do mail shot to private trusts in finance sector	Time of Administrator / Executive Committee		Administrator / Executive Committee
To continue to improve governance	Monitor response to annual returns from members	Time of Administrator / Executive Committee	monitor accounts being received	Administrator / Executive Committee

Long-term developments

- ◆ The Jersey Law Commission continues to discuss the need for new legislation governing the work of charities and the possible introduction of a local style Charity Commission. The Association having submitted detailed comments to the consultation paper is awaiting the outcome of the second consultation document
- ◆ The Ministry of Economic Development has advised that the Channel Islands lottery is likely to be replaced by a share in the UK national Lottery sometime in 2008 or 2009. The Minister has promised to liaise

closely with the Association and consult with it before any decision is made. The Association is replying to the initial consultation document but this does not really deal with the likely quantum of funding that charities will receive or the body that will administer the distribution of the Charities funding

- ◆ The Goods and Services Tax Law comes into force in May 2008. Further detail is still awaited by way of regulations as to exactly how this will apply to charities.
- ◆ JAVO- the Association has commented in detail on the consultation paper issued by the Working Party of the "Jersey Association of Voluntary Organisations" which is aimed at an umbrella organisation for charities in the health and social services sector. The Association is concerned that JAVO may be seen as a break away organisation from the Association and will duplicate services, cause confusion (mainly by its name) as to its aims and how these differ from those of the Association and also spread resources.

28 December 2007

**Christopher Renouf
Chairman**



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