

BALLYNAHINCH CHILD CONTACT CENTRE

ANNUAL REPORT

FOR THE YEAR ENDED 31st DECEMBER 2018

BALLYNAHINCH CHILD CONTACT CENTRE

**ANNUAL REPORT FOR THE YEAR ENDED 31st
DECEMBER 2018**

Management Committee 2018

Report of the Management Committee

Treasurer's report

Independent Examiner's report

Ballynahinch Contact Centre Committee 2018

Kelly Breen	(Chair)
Margaret Wilson	(Minutes Secretary)
Peter O'Hare	(Treasurer)
Liz Stuart	(Health and Safety)
Jennifer Carson	(Child Protection)
Jane Dinnen	(Data Protection)

Staff

Naomi Stewart	(Coordinator)
Ruth Stewart	(Trainor)

Update on Committee and Staff

Jane Dinnen has been welcomed on to the Committee and will be responsible for Data Protection.

BALLYNAHINCH CONTACT CENTRE
REPORT OF THE MANAGEMENT COMMITTEE
FOR THE YEAR ENDED 31st DECEMBER 2018

The Management Committee present their report and the audited financial statements for the year ended 31st December 2018

PRINCIPAL ACTIVITIES

The principal activity of the Ballynahinch Child Contact Centre is to provide a neutral, relaxed environment where children of separated parents can meet with non-resident parents and extended family members, in a safe and comfortable setting. This is made possible through the dedication and skills of over 30 volunteers

The Centre's usage for the year 2018 was as follows:

A total of 103 sessions 52 Saturdays and 51 Wednesdays

	Saturday	Wednesday	Total
Families	32	12	44
Children	44	17	61
Family Visits	415	209	624
Children Visits	601	304	905

26 families left the Centre during the year with 19 of these moving on to family or community based contact

Usage for 2017

A total of 103 sessions. 52 Saturdays and 51 Wednesdays

	Saturday	Wednesday	Total
Families	45	12	57
Children	61	20	81

Family Visits	551	258	809
Children's Visits	728	464	1192

Usage for 2016

A total of 104 sessions. 52 Saturdays and 52 Wednesdays

	Saturday	Wednesday	Total
Families	38	21	59
Children	57	33	90
Family Visits	371	163	534
Children's Visits	490	306	796

Usage for 2015

A total of 104 sessions. 52 Saturdays and 52 Wednesdays

	Saturday	Wednesday
Total		
Families 46	34	12
Children 70	51	19
Family Visits 721	420	301

**BALLYNAHINCH CHILD CONTACT
CENTRE
REPORT OF THE MANAGEMENT
COMMITTEE
FOR THE YEAR ENDED 31st DECEMBER
2018**

PLANS FOR THE FUTURE

Future developments are monitored and approved by the Management Committee. These Include:

- ❖ Ensuring a funding strategy is in place to provide long-term sustainability.
- ❖ Ensuring the continued efficient and effective running of the Centre offering a valued and cost-effective service to children and their families.
- ❖ Ensuring the Management Committee continues to have the appropriate skills to manage the organization.
- ❖ Liaising with the National Association of Child Contact Centres (NACCC) and the Northern Ireland Network of Child Contact Centres to ensure agreed standards in policy, procedure and practice.
- ❖ Continuing to work in partnership with the Trust to provide Child Contact Centre Services.
- ❖ Continuing to source and provide equipment and facilities to make the Centre a place for enjoyable and meaningful contact.

CONSTITUTION

Ballynahinch Contact Centre is governed by a constitution

ORGANISATION

The Management Committee has overall responsibility for the Organization. The Management Committee, which meets on a regular basis, has the authority to administer the Organization. The day-to-day management of operational matters lies with the Coordinator who is responsible to the Management Committee. There is an informal structure for appointment and training of Management Committee members.

A copy of our policies are available at the reception desk for external people to read.

OBJECTIVES

The 2018 objectives included the following:

- ❖ Maintaining a service to children and families at Ballynahinch Contact Centre on Wednesday afternoons and Saturday mornings.
- ❖ Maintaining links with other Child Contact Centres through the Network of Child Contact Centres in Northern Ireland.
- ❖ Ensuring consistency of practice through engagement with and attainment of accreditation through the National Association of Child Contact Centres (NACCC).
- ❖ The maintaining of an outside play facility.
- ❖ Ensuring the long-term sustainability of the Ballynahinch Child Contact Centre.

All major objectives were delivered during the year.

STATEMENT OF MANAGEMENT COMMITTEE RESPONSIBILITIES

The Management Committee is required to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the Centre and of the surplus or deficit of the Centre for that period. In preparing those financial statements, the Management Committee is required to:

- ❖ Select suitable accounting policies and then apply them consistently;
- ❖ 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 Centre will continue in business.

The Management Committee is responsible for keeping proper accounting records, which disclose, with reasonable accuracy at any time, the financial position of the Centre. It is also responsible for safeguarding the assets of the Centre and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

STATEMENT OF INFORMATION TO INDEPENDANT EXAMINERS

In so far as the Management Committee are aware:

- ❖ there is no relevant audit information of which the Independent examiner is unaware; and
- ❖ the Management Committee have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the Independent examiner is aware of that information.

RISK MANAGEMENT

The Management Committee has examined and assessed the major risks to which the Centre is exposed, in particular those related to the operations and finances of the Centre, and are satisfied that adequate systems are in place to mitigate any exposure to the major risks.