

Woolpit Childcare Centre Ltd

# Annual Report

Report and Financial Statements for the Year End 31st August 2019

Company Number 6255868

Charity Number 1121387



# Contents

1.	Directors' Forward	3
2.	Reference and Administration Information	4
3.	Structure, Governance and Management	5
4.	Objectives	7
5.	Our Services	8
6.	Our Staff	10
7.	Fundraising and Donations	11
8.	Achievements	12
9.	Plans for the Future	13
10.	Financial Review	14-17
11.	Acknowledgements	18
12.	Declaration	18

## **Financial Statements**

Independent Examination	19
Statement of Financial Activities	20
Balance Sheet	21
Notes to the Financial Statements	22-25

## 1. Directors' Forward

Woolpit Childcare Centre (ARC- 'All Round Care') was established in 2007, merging 'Woolpit Playgroup' and 'Woolpit After School Play Scheme' using grant funding from Suffolk County Council. The Business Plan, building design and construction were developed and managed from the resources within the parent group together with the experience of the committed staff. Many of those staff and parents are still heavily involved at the setting twelve years on!

The ARC continues to provide much needed wrap around childcare to the local carers and families of Woolpit and surrounding areas. We are open weekdays from 8am to 6pm including the school holidays (other than Christmas Holidays). Our purpose built unit sits on the Woolpit Primary Academy site enabling close working with our colleagues in education as well as being convenient for families with siblings attending the school.

The Directors would like to thank everyone who works at the ARC for all their continuing hard work in making the organisation as lively and valued as it is by children and families alike. Our twelfth year has offered varied challenges, surprises and opportunities for growth which has demonstrated just how fortunate we are to have such a hardworking and loyal team. This does not go unnoticed by all of the Directors and is hugely appreciated.

Holiday Club continues to be a generally well-supported and an important service to the local community, so we hope to continue with the 5 days a week provision during 2019-20 (subject to ongoing monitoring with the aim of achieving minimum 9 children booked per operating session, to minimise further losses).

Our intention now is to put an even more focussed effort in to increasing awareness of our setting, in the local area including surround villages. In particular we need to attract more children to our fantastic Pre School and After School Club, which are very competitively priced in comparison to other local provisions.

Following the newly installed entrance and exits to the setting during 2018 we have worked closely with parents and staff to ensure the children's safety and security is paramount. To this end, we have given continued training to staff on the drop off and collection procedure and communicated to parents the importance of adhering to this process for everyone involved. As ever the relationship between parent/carers and the ARC team is a priority to gain the most from the setting and achieve happy children!

The ARC would not be able to operate without the support of the families who use our services and in particular the efforts of those on our Committees. They work hard to maintain our profile, market our services, fundraise for events and help with events. Thank you to the volunteer Directors & fundraisers without whom there could be no childcare centre.

Catherine Wyles, Chair \_\_\_\_\_

Victoria Smithies, Secretary \_\_\_\_\_

Gemma Warnekey, Treasurer \_\_\_\_\_

## 2. Reference and Administration Information

The Management Committee presents the report and financial statements for the year ended 31st August 2019



*Improving Physical & Co-ordination Skills playing in the garden*

### Woolpit Childcare Centre Ltd (Woolpit ARC)

<b>Charity Name:</b>	Woolpit Childcare Centre Ltd
<b>Charity Registration Number:</b>	1121387
<b>Company Registration Number:</b>	6255868
<b>Registered Office &amp; Operational Address:</b>	Woolpit Childcare Centre Ltd Heath Road, Woolpit Bury St Edmunds, IP30 9RU

### Directors

<b>Chairperson</b>	Catherine Wyles
<b>Secretary</b>	Victoria Smithies
<b>Treasurer</b>	Gemma Warnekey
<b>Director</b>	Shona Lingham
<b>Director</b>	Catherine Brain

### 3. Structure, Governance and Management

#### Governing Document

The Woolpit Childcare Centre Limited operates as a Charitable Company Ltd by Guarantee, incorporated on 22nd May 2007 and registered as a Charity on 26th October 2007. The company was established under a Memorandum and Articles of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

#### Appointment of Management Committee and Membership

The Volunteer Directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected from existing users of the services to serve for a period of one year after which they must be re-elected at the next AGM, up to a maximum of six consecutive years. The Management Committee meet once a quarter to discuss business/building and staffing related matters.

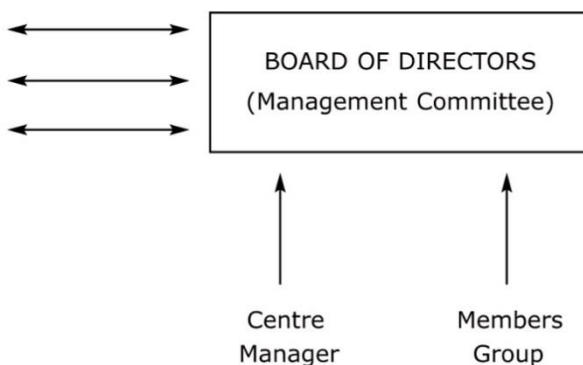
#### Organisational Structure and Wider Network

Head Teacher

Governing Body

Foundation Stage

School teacher representative



## Consideration of major risks and the system and procedures to manage them

Holding regular meetings enables the early identification of any major risk, be they financial, staffing, Ofsted related, Health and Safety, etc. Any additional support required is discussed - for example, if a significant fundraising event is required or if additional staffing resources are needed. No major risks have been identified for this period.

The setting is now required (since Sept 2012) to carry out all checks on any new manager appointed (as we currently do for all other staff). Ofsted will check at the next inspection that we have suitable thorough process in place for checking suitability.

Health & Safety risk assessments of all obvious and significant hazards are regularly reviewed, especially if circumstances or equipment change or if there is a reason to suspect a problem. The review is recorded and appropriate control measures put in place to reduce the risk. Staff are involved in the discussions. Health & Safety is also discussed at each staff meeting.



*Creative 'cooking' in the mud kitchen*

## 4. Objectives

The Arc's main objectives as set out in its Governing Document are to:

Enhance and provide for the development and education of children from Pre-School age to eleven (11) years of age; encouraging parents to understand and provide for the needs of their children through community groups; including making facilities and services available to children in and out of school hours and during school holidays by:

Offering appropriate play, education and care facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of such groups ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;

Encourage the study of the needs of such children and their families and promoting public interest in and recognition of such needs.



*Cup of tea anyone?*



*Sharing a magazine on the sofa*

### **Summary of the principal activities in relation to these objectives:**

The service recruits school age children from Woolpit Primary Academy and surrounding villages and meets the needs of the families in these villages. We attract pre-schoolers mainly from the same catchment area, though both Pre-School sessions and the Holiday Club are available to any parent or carer wishing to access it.

The Early Years Foundation Stage (EYFS) applies throughout the setting and covers statutory welfare requirements and educational support following the EYFS curriculum.

More information is available to Parents/Carers on request.

## 5. Our Services

Ofsted approved places available*	Age range	Times of opening
<b>Breakfast Club</b>	28	Age 2 - Age 11 8.00am – 9.00am
<b>Pre-School</b>	28	Age 2 - Rising 5s 9.00am – 12.00pm 12.00pm – 3.00pm
<b>Lunch Club</b>	26	Age 2 - Rising 5s 12.00pm – 1.00pm <i>(for morning children not staying for the pm session)</i>
<b>After School Club</b>	32	Age 2 - Age 11 3.15pm – 6.00pm
<b>Holiday Club</b>	28	Age 2 - Age 11 8.00am – 6.00pm

\*The EYFS now allows us to adjust our provision - we can assess the numbers and ages of children we can care for exceeding the normal ratios in exceptional circumstances with no need to seek Ofsted approval first.

### Breakfast Club

This club provides a welcoming and relaxed environment where children enjoy a healthy breakfast consisting of but not limited to cereals, toast, milk, fruit juice.

We provide a selection of activities such as arts & crafts, iPads, board games, card games, music and table top games. The enclosed outside area is also available to the Breakfast Club children.

### Pre-School

Here we continue to provide a welcoming and stimulating environment, providing a variety of activities and opportunities for the children. These include sensory sand and water play, construction toys, arts and crafts, writing area, home corner/role-play area, as well as opportunities for outside play. We also have a snack café where healthy snacks are provided.

We provide a wide and varied curriculum based on Early Years Foundation Stage (EYFS), offering activities and opportunities to encourage confident and independent learning. The staff use information gained through observation and assessment to inform their planning to ensure that individual children's needs are met. Individual progress records are regularly maintained and shared with parents using an online system called Tapestry. We ensure that children are involved in the planning of activities & future purchases of equipment/resources by means such as discussions with the children, and questionnaires.

We use the key-person system to enable us to work closely with families and help us meet individual children's needs and further enhance the education and care we provide.

### Lunch Club

Parents have the option of buying a hot, healthy lunch from the school kitchen, or sending in a packed lunch for their child. A variety of activities are available, such as arts and crafts, sand and water, role-play and a quiet area. The outside play area is also accessible.



### **After School Club**

We provide a variety of activities, including arts and crafts, role play/drama, iPads, interactive whiteboard and games, homework area, chill out zone, tabletop games etc. We also use the outside play area. The After School Club also provides the children with a healthy snack.

### **Holiday Club**

Activities offered are similar to that of the After School Club. In addition, we include special days where we provide, planned activities such as archery, dance, Lego Club, craft activities such as pebble painting and cooking.

Holiday Club Booking Form Leaflets are emailed to all local schools. We also produce a flyer for each of our Holiday Clubs which shows a detailed programme of activities for each day, to attract the children's (and parents') interest. The flyer is shared on social media sites, such as our own Facebook Page and we also advertise in our local village magazine.

Holiday Club dates are made available up to a year in advance to assist parents in planning their holiday childcare.



*Water Pistol fights at Holiday Club*

### **Partnership with Parents and Local Community**

We have good partnerships with parents/carers. We recognise that parents/carers are their children's primary educators and the importance in working with those closest to the children. We achieve this by ensuring that parents/carers have the opportunity to discuss their children's progress with staff through regular meetings. Staff are also available at the start and end of each session. Parents/carers have access to their children's learning journeys which document the child's progress under the EYFS guidelines. We use **Tapestry** which is an online learning journal that enables us to give parents/carers instant access to our observations, photos and videos of their children in the setting. It also provides them with the opportunity to comment and share their insights into their child's learning. This has also proven to be an excellent tool to improve communication. We actively support parents/carers to attend a session at the provision, if they wish, or to be involved in the organisation of the group by being a committee member or regular volunteer.

We have good links with the local school, with regular visits throughout the school year. Staff meet termly with the headteacher and work closely with teachers in Reception Class throughout the year.

We invite members of the local community such as the Dental Nurse, Fire Brigade, Police etc. to talk to the children. We strive to seek new links within our local community.

## 6. Our Staff



### **Jackie Grant ~ Centre Manager & SENCO Level 4**

Jackie has worked for the ARC since it opened in 2007 and prior to that she ran the 'Woolpit After School Play Scheme (WASPS)' and 'Woolpit Playgroup'. Jackie began her career in childcare as a committee member when her children attended Playgroup. As Manager, Jackie manages a lot of the administration for the ARC and ensures that the centre is compliant with OFSTED regulations. Jackie is also the assistant SENCO contact at the setting.



### **Sarah Barlow ~ Centre Manager Level 5**

Sarah has also worked for the ARC since it opened and prior to that she also ran the 'Woolpit Playgroup'. Sarah plans all the topics and themes for the Pre-School children and leads the team in providing fun and innovative learning opportunities for the children. She is especially good at developing children's learning with 'on the spot' activities that follow individual children's interests.



### **Marie Hassall ~ Play Assistant Level 3**

Marie has also worked for us for many years and is a popular member of staff with the children. She has completed her level 3 training and having lived in Woolpit for a long time, she works closely with the community to strengthen relationships with the local area.



### **Hayley Clifton ~ Play Assistant Level 3 & Lead SENCO**

Hayley joined the team in 2015 after initially coming to join us as a student. She has her level 3 and is now our main key SENCO member of the team. She is extremely well respected by staff and loved by the children!



### **Jane Jacob ~ Deputy Manager Level 3**

Jane is another long standing member of staff who brings expertise in working with children with special educational needs.



### **Nichola Richards ~ Play Assistant Level 3**

Nichola has worked with us as a part time member of staff for a number of years, working in our Breakfast Club, Pre-school, After School Club and Holiday Club sessions. She also provides valuable relief cover.










### **Sara Hursey ~ Office Administrator**

Sara is office based and works tirelessly keeping the office marketing, administration, attendance and finance running smoothly.

## 7. Fundraising and Donations

We have had another good year in terms of fundraising and donations and have been able to invest more money into renewals for the setting. Here are some of this year's fundraising highlights!

**Monies made through Fundraising/Donations this year approx. £ 3,000 including:**

-  Bags2School Clothes Collections £84
-  Raffles £155
-  Tropic Party £105
-  Bunny Hop £224
-  Woolpit Steam Fair £1500
-  Poor's bid £805 - spent on sensory and outdoor equipment (details below)
-  Parent Donation £150

### Woolpit Steam Fair

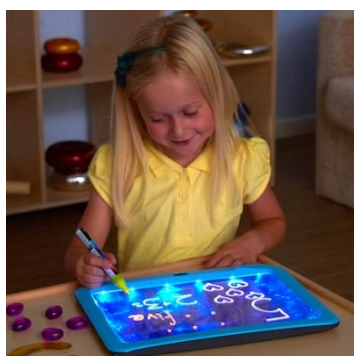
Our regular fundraiser of 'manning the gates' at this local high-profile event in return for a donation. Once again, we received the fabulous sum of £1,500 to be spent next year.

### Sponsored Bunny Hop

This is always a favourite with the children and this year they bounced and hopped their way to raising £224! This is a great event for bringing parents, staff and children together as well as being lots of fun and a healthy activity.

### Poor's Land Bid

Poor's Land invited us to bid for funding again this year and for which we are enormously grateful. We have bought lots of lovely items, including some glo-boards and pens, a new sand and water tray, and a remote controlled wonderbug!



**THANK YOU** again to The Poor's Land, Woolpit Steam and all the parents/carers and families who have donated to us over this past year.

**THANK YOU EVERYONE FOR YOUR SUPPORT!**

## 8. Achievements

- ✚ We have continued to enjoy our outdoor space and bought a lovely new arch to grow clematis round.
- ✚ We have formed a fabulous, enthusiastic and energetic new fundraising committee. This made up of parent volunteers and also has staff members who go to meetings and support.
- ✚ We have also bought some brightly coloured hanging flowerpots which decorate our fence and look lovely with the beautiful flowers growing in them.
- ✚ We have bought a new swinging bar for the garden which helps children with all round physical developments as well as spatial awareness, sense of self, sensory integration and it has a relaxing and calming effect on the children. It is very soothing.
- ✚ Staff and parents came together and helped do a deep clean and redecorate indoors. We Received donations from local companies for the materials to do this.
- ✚ We hung new multi-coloured paper fans from the ceiling. We have bought a new realistic looking indoor tree and a rubber plant which really enhance our indoor space in particular the home area.
- ✚ The nappy change area has been painted and decorated with 3D butterflies to give a lovely colourful and interesting area for the children to look at while having their nappy changed.
- ✚ We completed the 'Unlocking Potential' project with Suffolk County Council. This has given the staff more of an in-depth knowledge and understanding of the Prime areas of learning.
- ✚ We hired in the ever-popular living eggs project again so children can learn about lifecycles and nurturing animals. We received the eggs and had the excitement of watching them hatch and grow into cute little fluffy chicks. This was popular with all ages, so much fun for children at Breakfast and After School Club as well as the Pre School children. The chicks were also transported to visit an elderly housebound member of the local community which was a wonderful experience to see his face light up when he held the chicks.
- ✚ We hired a children's entertainer for our Christmas party again in December 2018. The children were totally absorbed in the comedy magic and then enjoyed being lively and showing off their dancing skills at the disco at the end of the party. Parents stayed with the children and chatted to staff while watching the children enjoying themselves.
- ✚ Replaced all thermostats and had work done to improve operation of our underfloor heating.

## 9. Plans for the Future

- ✚ To focus on staff development, using peer observations to guide us on individuals learning needs.
- ✚ To continually assess and improve the setting to strengthen the provision by developing a quality improvement plan.
- ✚ To grow community interaction and get involved in some community activity to heighten awareness of our great facility.
- ✚ Continued investment in staff training to further strengthen staff retention rates and high staff satisfaction.
- ✚ To implement several strategies aiming to minimise/overcome future ongoing financial losses, for improved financial stability, please refer to details set out in section 10.
- ✚ To negotiate a renewed lease with Suffolk County Council for the premises (ongoing).
- ✚ To strengthen our partnership with parents/carers further, by providing ideas for continuing their child's learning at home.
- ✚ To complete a survey with users of the setting (parents or carers) for ways to improve the setting and feedback of provision.
- ✚ To increase fundraising levels and grow the fundraising committee to enable further investments in the setting.
- ✚ To look at replacing the small carpet area just inside our entrance.
- ✚ To stain the outside fence of our setting.
- ✚ To look at replacing the fire escape doors at the rear of the building.

### Staff

We were able to again award staff with a cost of living pay rise and we have also continued to run our professional development half days.

We are committing to review the staff reward programme which includes a salary structure review measured against length of service and qualification.

We continue to provide development and training opportunities for our staff.

We have committed to providing the living wages by 2020 as set out in the financial review below.

We are working further to raise the profile of the Management Committee in order to increase understanding of how we operate and gain more support from our families.

## 10. Financial Review 2018/19

As the Woolpit Childcare Centre is a 'not for profit' provision, the staff and Directors set out at the AGM 2018 to utilise previous years' surplus income going forwards (received pre 2018) to improve the setting: building; facilities; and activities, as follows:

### Previously Committed Additional Budgets for 2018/19:

1. Legal costs relating to the building lease renewal (£2000)-*ongoing, carry forward*
  2. Staff Pay rise Oct - to keep up with minimum wage increases (£4500)- *achieved*
  3. General budget (£3500)- *achieved*
  4. Staff treat/team building event (£300)- *achieved*
  5. Spend the Steam donation from 2017 (£1600)- *achieved*
  6. Subsidise Pre-School annual outing (£500) -*carry forward*
  7. 'Bought-in' educational experiences (£300)- *achieved*
- Total (**£12,700** approx.)

The principal sources of funds are from fee income and Early Years grant.

Monies made through Fundraising/Donations this year approx. £ 3,000 including:

Phil the bag £56	Raffles £155
Bunny Hop £224	Steam Fair £1500
Poor's bid £805	Skin care £105

In our twelfth year 2018/19 overall, the ARC returned a **loss** of approx. **£12,000**.

Overall *income* remained steady, with EYFS grant increasing slightly on last year (but not returning to the higher levels as seen in 2017 and 2016). However, a reduction was seen again in incoming parent/ carer fees of £4,000 (on top of last year's reduction of £5,400). Overall, since 2016, income has reduced year on year, from £145,000 to £122,000.

Staffing costs *outgoings* increased compared with last year (by £4,000), for detailed reasons see below. Overall, since 2016, expenditure has increased year on year, from £102,000 to £134,000, resulting in the year on year losses recently experienced.

As reported previously, these recent and coming years bring two additional financial challenges, as a result of Government initiatives:

- 1) The Chancellor announced last year that the 'Living Wage' i.e. *minimum wage* as currently known, would increase by 2020 from £7.83 as currently to £9. This clearly impacts on all the staff salary grades to ensure there continues to be a career grade profile to the ARC salary scales. The financial implication of this Government statement would be an increase of 36% in salary costs from 2015 to 2020 i.e. approx. £23,000 additional outgoings over the five-year period with little ability to offset with a corresponding 7.5% increase in income that would be required.

Approx. additional Staff year on year costs to achieve the living wage by 2020 (over and above typical 3% annual rise):

2015/16 £4000

2016/17 £4200

2017/18 £4500

2018/19 £4900

2019/20 £5400

Total £23,000

- 2) The Government has introduced the requirement for all small businesses to offer Company pensions by 1 Jan 2016. The Woolpit Childcare Centre offered the pension scheme to all staff from October 2017. The majority of staff members have chosen to enter the scheme. This has impacted financially, £1837 in this, the second operational year with employer contributions at 1% until 1 April 2018. The employer contributions then increased to 2% and then further increases to 3% employer contributions from April 19. The cost of running the staff payroll has also increased due to the requirement to buy into the new scheme that includes the option of pension provision.

For these reasons the Woolpit Childcare Centre will continue to operate financially cautiously and has set aside funds of £23,000 from the current assets since 2015 for use over the next five-year period to help cushion the charity against these additional outgoings whilst building additional incomes going forwards to sustain the Government directed higher outgoings.

The Management Committee will set aside funds of £23,000 x 1/5= **£4,600** from the current assets to be used to offset the additional salary costs as a result of the Governments planned increases in the 'living wage' by 2020.

### **Strategies to overcome/minimise future losses:**

#### ***Fees***

Fee changes: From April 2019 Pre-School fees were increased (3hr sessions) to £12.00 (previously £11.00), Lunch Club to £4.00 (previously £3.60), After School Club to £4.00 (1hr) (previously £3.60), £7.00 (2hrs) (previously 6.70), £8.10 (max. charge) (previously £7.75). Breakfast Club fees remain at £3.50 to be competitive with the school provision. We restructured Holiday Club fees from Summer 2019 to be based on £4.00 per hour to a maximum of 6hrs for £21.90. Any time over 6hrs is charged at the Full Day rate which remained at £25.00, to remain competitive with other provisions.

The Directors have set out that they would continue to be financially cautious. It had been agreed to hold the fees at present rates (recently increased April 2019) to continue to be accessible to all.

Fees are set at a competitive, but financially realistic rate, to attract parents and maintain financial viability. Discounts are offered to families with more than 1 child in each session

(now excluding Holiday Club as we have substantially reduced our full day rate). The fees are reviewed annually. We have cash flow forecasts in place and income is monitored on a regular (monthly) basis against the budget.

The Working Family Tax Credit and Childcare Voucher Scheme are promoted in order to underline the affordability of childcare. We also offer the 30 hour free childcare scheme to our working parents (for those who are eligible).

### ***Child numbers***

The number of new pre-school enquiries from prospective new parents and numbers attending after school club, have reduced. It is believed that this is related to the co-located Woolpit school's reputation (Ofsted '*Requires Improvement*') and recent poor behaviour issues at the school. By comparison, the ARC setting was recently graded as a '*Good*' provider by Ofsted. The adjacent school issues have seen a lot of children (including prospective new children) moving to other local schools, which has impacted on the numbers in after school club as well.

Numbers of children attending each session will be monitored closely, together with staffing levels, to ensure staffing is optimised to avoid unnecessary expenditure. Session number monitoring and future pre-school booking enquiries will regularly be discussed by the Board of Directors (comprising managers and volunteer directors) to ensure only demand-led sessions are operated in future. If anticipated pre-school numbers don't increase by September 2020, the Board of Directors will need to consider reducing the number of pre-school sessions delivered, but also Holiday Club sessions as was the case several years ago whilst growing the business.

Holiday Club continues to be a generally well-supported and an important service to the local community, so we will hope to continue with the 5 days a week provision during 2019-20, subject to ongoing monitoring with the aim of achieving minimum 9 children booked per operating session, to minimise further losses.

### ***Staffing***

To respond to the increasing staffing costs and lower child numbers, staffing hours have been reduced for all staff which equates to one person off each shift. This will be monitored for continued cost efficiency going forward.

### ***Marketing / Promotion***

With the aim of increasing new enquiries for children attending pre-school, a new parent advisor will assist to raise our profile, to market the ARC and the various delivered sessions in a better way. This will include emphasising that the ARC is not a part of Woolpit school and that ARC staff have experience of and plans in place, for a positive and smooth school transition to other local village schools.



## ***Fundraising***

Fundraising programme: We maintain a calendar of fund-raising/awareness raising events. Next year this will include a Halloween Disco Party, Psychic night, raffles, Bunny Hop and Woolpit Steam.

### Committed Additional Budgets for 2019/20:

1. Legal costs relating to the building lease renewal (£2000)
2. Staff Pay rise Oct - to keep up with minimum wage increases (£4600)
3. General budget (£3500)
4. Staff treat/team building event (£350)
5. Spend the Steam donation from 2019 (£1500)
6. Subsidise Pre-School annual outing (£500)
7. 'Bought-in' educational experiences (£350)

Total (**£12,700** approx.)

Service enhancements- the Woolpit Childcare Centre staff and Directors will continue to review ways to further develop and enhance the services provided. For example, consideration will be given to employing additional staff and administration support and reviewing Holiday Club availability.

### Reserves Policy

The Management Committee has examined the Charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be 3 months of expenditure and, since AGM 2016, reserves were **£32,000** general funds. The reserves are needed to meet the working revenue requirements for the charity and the Management committee are confident that at this level they would be able to continue the current activities of the charity in the event of a significant drop in funding.

The reserves were increased in December 2018, following the year 11 accounts, to **£34,000**. However, due to exceptionally low operational cash flow during year 12 (lowest level since year 5) the reserves were required in order to pay the wages, pension and HMRC bill in March. Thus, the ongoing reserves have been reduced to **£27,000** general funds going forwards, which is sufficient to cover 3 months of staff costs expenditure.

### Balance Sheet

Committed budgets together with the needed reserves £12,700+£27,000 = **£ 39,700**

### Details of Any funds in Deficit

There are no funds materially in deficit.

### Audit

This is a small company therefore no audit is required.

### Independent examination

Refer to page 19.

## 11. Acknowledgements

The Management Committee of Woolpit ARC is very grateful to all the individuals and organisations who have helped the ARC in a variety of ways during the eleventh year of operation.

We would like to thank people for their financial help whether it is a donation, contribution to snack money, or attending one of our fundraising events. The ARC received other contributions that are much appreciated such as goods, which can be used by the children in the setting. People also give up their time to help the ARC in many ways (helping with Charity Collections, and Fundraising Events). We rely on our raffles, fundraising etc. to be able to keep providing an excellent service and facilities.

Woolpit ARC would like to extend their thanks to the people who were responsible for giving out grants and those who helped with donations. We would like to extend our particular thanks this year, to the Woolpit Steam organisers for their kind donation in return for ARC volunteers helping with the entry admissions and the Poor's Land Charity who kindly donated £1500 for us to enhance our outdoor education equipment.

## 12. Declaration

The trustees declare that they have approved the trustees' report above at the Management Committee on 6<sup>th</sup> November 2018 and signed on behalf of the charity's trustees by:

Signature(s) \_\_\_\_\_

Full name(s) Gemma Warnekey

Position Treasurer

Date \_\_\_\_\_

### **Independent examiner's report to the trustees of Woolpit Childcare Centre Limited**

I report on the accounts of the company for the year ended 31st August 2019, which are set out on pages 20 to 25.

### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

The trustees consider that an audit is not required for this year under Part 16 of the 2006 Act and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

### **Basis of independent examiner's report**

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 you as 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 material matters have come to my attention which give me cause to believe that in, any material respect:

- \* the accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- \* the accounts do not accord with the accounting records; or
- \* the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- \* the accounts have not been prepared in accordance with the Charities SORP (FRS 102)

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Michael Would  
38 Newstead Street  
Hull  
HU5 3NQ  
25th October 2019

**Woolpit Childcare Centre Limited**

**Statement of Financial Activities (including Income & Expenditure Account)**

**for the Year Ended 31st August 2019**

	<u>Notes</u>	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>31/08/2019 Total Funds</u> £	<u>31/08/2018 Total Funds</u> £
<b>Incoming resources</b>					
<b>Incoming resources from:</b>					
Donations and legacies	2	2,433	0	2,433	2,800
Charitable activities	3	570	0	570	1,245
Investments	4	374	0	374	266
Other trading activities	5	118,909	0	118,909	117,906
<b>Total incoming resources</b>		<u>122,286</u>	<u>0</u>	<u>122,286</u>	<u>122,217</u>
<b>Resources expended</b>					
<b>Costs of generating funds</b>					
Fundraising trading: cost of goods sold and other costs	6	0	0	0	0
<b>Other trading activities</b>					
Childcare services	7	132,282	0	132,282	134,170
<b>Governance costs</b>	8	2,250	0	2,250	2,000
<b>Total resources expended</b>		<u>134,532</u>	<u>0</u>	<u>134,532</u>	<u>136,170</u>
<b>Net (expenditure) for the year</b>		<u>-12,246</u>	<u>0</u>	<u>-12,246</u>	<u>-13,953</u>
<b>Total funds brought forward</b>		<u>52,325</u>	<u>0</u>	<u>52,325</u>	<u>66,278</u>
<b>Total funds carried forward</b>		<u>40,079</u>	<u>0</u>	<u>40,079</u>	<u>52,325</u>

The notes form part of these financial statements

**Woolpit Childcare Centre Limited**

**Balance Sheet**

**as at 31st August 2019**

	<u>Notes</u>	<u>31/08/2019</u> £	<u>31/08/2018</u>
<b>Fixed Assets</b>			
Tangible assets	11	125,690	134,627
<b>Current Assets</b>			
Debtors	12	3,442	3,329
Cash at bank and in hand		<u>48,329</u>	<u>41,669</u>
		51,771	44,998
<b>Creditors</b>			
Amounts falling due within one year	13	<u>17,760</u>	<u>1,032</u>
<b>Net Current Assets</b>		34,011	43,966
<b>Total Assets Less Current Liabilities</b>		<u>159,701</u>	<u>178,593</u>
<b>Creditors</b>			
Amounts falling due after more than one year	14	<u>119,622</u>	<u>126,268</u>
<b>Net Assets</b>		<u>40,079</u>	<u>52,325</u>
<b>Funds</b>			
Unrestricted funds:			
General fund		<u>40,079</u>	<u>52,325</u>

For the year ended 31st August 2019 the company was entitled to exemption from audit under s477(2) of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Trustees on 28th October 2019 and were signed on its behalf by:

Gemma Warnekey - Treasurer

The notes form part of these financial statements

Page 21

**Woolpit Childcare Centre Limited**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31st August 2019**

**1. Accounting policies**

**Basis of preparation**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these 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 with the Charities Act 2011

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life.

Equipment, fixtures and fittings	-15% on reducing balance
Freehold building	30yrs straight line

**Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

**Taxation**

The charity is exempt from corporation tax on its activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charities objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes.

**Woolpit Childcare Centre Limited**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31st August 2019**

**2. Donations and Legacies**

	<b>31/08/2019</b>	<b>31/08/2018</b>
	<b>£</b>	<b>£</b>
Donations	2,433	2,800

Donations include amounts received from the Poor's Land funding of £805 and Woolpit Steam of £1,500. The funding was used for I.T equipment and outdoor education apparatus, etc. Reference to the funding has been made in the Annual Report - Funding and donations section.

**3. Charitable activities**

	<b>31/08/2019</b>	<b>31/08/2018</b>
	<b>£</b>	<b>£</b>
Fundraising events	570	1,245

**4. Investments**

	<b>31/08/2019</b>	<b>31/08/2018</b>
	<b>£</b>	<b>£</b>
Interest received	374	266

**5. Other trading activities**

	<b>31/08/2019</b>	<b>31/08/2018</b>
	<b>£</b>	<b>£</b>
Childcare fees (received from parents)	47,135	51,610
Childcare fees (received from Suffolk County Council - Early Years Foundation Stage Funding; Two Year Olds Funding; Disadvantaged Children; SEN; EYPP )	71,774	66,296
	118,909	117,906

**6. Fundraising Trading: Cost of Goods Sold and Other Costs**

	<b>31/08/2019</b>	<b>31/08/2018</b>
	<b>£</b>	<b>£</b>
Sundry expenses relating to fundraising activities	0	0

**7. Direct Costs of Other trading activities**

	<b>31/08/2019</b>	<b>31/08/2018</b>
	<b>£</b>	<b>£</b>
Wages, national insurance and pension costs	114,225	109,600
Food, milk, cleaning, etc	2,712	3,341
Legal and professional fees, (including payroll and pension charges)	458	909
Telephone and internet	829	792
Water rates	330	322
Light and heat	1,381	1,251
Insurance	1,977	1,900
Printing, postage and stationery	587	590
Committed expenditure	635	1,437
Creative and learning materials	1,998	3,190
Holiday club activity expenses	130	502
Sundry expenses	1,940	2,324
Repairs and renewals	2,397	4,691
Staff training	260	495
Bank charges	132	32
Depreciation	8,937	9,440
Deferred income credit: Government grant	(6,646)	(6,646)
	132,282	134,170

**Woolpit Childcare Centre Limited**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31st August 2019**

**8. Governance Costs**

	<b>31/08/2019</b>	<b>31/08/2018</b>
	<b>£</b>	<b>£</b>
Management charges	1,600	1,450
Accountancy	650	550
	2,250	2,000

**9. Trustees' Remuneration and Benefits**

There were no trustees' remuneration or other benefits for the year ended 31st August 2019, (2018 £nil).

**Trustees' Expenses**

There were no trustees' expenses paid for the year ended 31st August 2019, (2018 £nil).

**10. Staff Costs**

	<b>31/08/2019</b>	<b>31/08/2018</b>
	<b>£</b>	<b>£</b>
Salaries and wages	93,977	89,989
Social security costs	18,714	18,755
Pension costs	1,534	856
Total staff costs	114,225	109,600

The average number of employees during the year was 8 (2018 - 8)

**11. Tangible Fixed Assets**

	<b>Leasehold Land &amp; Freehold Building</b>	<b>Equipment, Fixtures &amp; Fittings</b>	<b>Total</b>
<b>Cost or valuation</b>			
At 1 September 2018	182,481	36,898	219,379
Additions	0	0	0
At 31 August 2019	182,481	36,898	219,379
<b>Depreciation</b>			
At 1 September 2018	66,874	17,878	84,752
Charge for the year	6,084	2,853	8,937
At 31 August 2019	72,958	20,731	93,689
<b>Net Book Value</b>			
At 31 August 2019	109,523	16,167	125,690
At 31 August 2018	115,607	19,020	134,627



**Woolpit Childcare Centre Limited**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31st August 2019**

**12. Debtors: Amounts Falling Due Within One Year**

	<u>31/08/2019</u>	<u>31/08/2018</u>
	<u>£</u>	<u>£</u>
Trade debtors	2,352	2,139
Prepayments and accrued income	1,090	1,190
	<u>3,442</u>	<u>3,329</u>

**13. Creditors: Amounts Falling Due Within one Year**

	<u>31/08/2019</u>	<u>31/08/2018</u>
	<u>£</u>	<u>£</u>
Trade Creditors	807	482
Taxation and social security	0	0
Accruals and deferred income	16,953	550
	<u>17,760</u>	<u>1,032</u>

**14. Creditors: Amounts Falling Due After More Than One Year**

	<u>31/08/2019</u>	<u>31/08/2018</u>
	<u>£</u>	<u>£</u>
Deferred income - Government Grant b/fwd	126,268	
Transfer 1/30th to revenue	(6,646)	
	<u>119,622</u>	<u>126,268</u>

Grant funding was received from Suffolk County Council for the purpose of business planning, building design and construction and initial start up costs. It is of the directors opinion that the building will have an estimated useful life of approximately 30 years, therefore the deferred income will be credited to the SOFA in equal instalments over the remaining 18 years.