

# **TRUSTEES ANNUAL REPORT**

## **MATCHBOX DAY NURSERY LIMITED**

**1 – 2 Butler House,**

**Burdett House,**

**London E14 7AB**

**Company Registration Number: 4869234**

**Charity Registration Number: 1103781**

## **DIRECTORS, MANAGERS & STAFF REPORT – April 2019 to March 2020**

### **Charity Trustees**

**Rufus Clarke – Chairperson**

**Louise Traversi – Secretary**

**Diane Aston – Trustee**

**Kim Hogger – Trustee**

Matchbox is a Community Nursery which opened in 2003, at the time offering a combination of part time and full-time places; for up to 68 full time equivalent children. Since then, the nursery has expanded due to the need for childcare in the community that the nursery serves. The nursery now offers 98 full time equivalent places for children aged from 3 months to 5 years of age.

The 15 hour free entitlement provided by the government for 2, 3 and 4 year olds is used by a high proportion of our parents. The introduction of the 30 hours free childcare is now used by a high percentage of eligible parents. This has continued to increase year on year. We continue encourage parents to apply for this funding and will help as much as possible with the process.

Matchbox is run by a Management Team who take care of the day to day running of the nursery and also has a Committee which is made up of interested people from the local area, who meet 4 times a year.

Our staff team consists of Nursery Manager, Deputy Manager, Office Administrator, Early Years Teachers, Room Deputy's and Childcare Practitioners. There is also a Cook, who provides daily cooked meals and a Domestic Assistant.

Our staff members have a variety of qualifications and experiences which all add up to the service we offer. We are committed to continuing the professional development of all of our staff and all staff attend further training.

The nursery also provides Apprenticeships for new people wanting to pursue a career in childcare. Our Early Years Teachers supervise and support the students during their time at the nursery, with the support of staff within the rooms.

The nursery is open Monday to Friday 8.00am to 6.00pm throughout the year, excluding staff training days, Bank Holidays and 1 Week at Christmas.

Most of the management team and trustees have been involved with not only this nursery but other setting over the last 30 years around this area. We have seen many changes over this time and vast changes to the area surrounding the nursery over the last 5 years. The result of these changes and additional housing is the higher need for childcare places. We are now based in an area of higher numbers of working parents than previously. We remain consistently full, with waiting lists for all ages.

I continue to be amazed by the variety of activities that goes on to make up the life at Matchbox. All the incredible hard work from all the staff and other volunteers and helpers combine to provide such a rich, diverse and fun environment for all our children.

We have had another good year at Matchbox. We continue to use our outside area to the utmost. Much of our days are spent outside exploring and learning. It continues to be a great success in all weathers. We continue make a lot of use of our forest school area for the children from Red and Blue Rooms. We have added to the numbers of staff trained in Forest School this year.

As in previous years we have had some visits from other people within our community. More were planned for during the summer months. A company that brings different reptiles into the nursery for the children to see (Spiders/Snakes/lizards/tortoise/crocodile). But as the nursery has had to follow the coronavirus guidelines set out by the government the planned visits will now not go ahead. We again celebrated notable awareness raising days, such as World Book Day, Sports Relief and Children in Need, International Mud Day, Den Day.

We continue to have a good relationship with local schools, Unfortunately the transition visits with local schools will not be able to go ahead this year, due to the Coronavirus guidelines. The nursery has had to close to all but keyworkers children from 23<sup>rd</sup> March 2020 until further notice.

We have tried to support the children and parents that are unable to attend, by sending home lots of idea for activities for them to do at home. A very difficult time for everybody at present.

The numbers of children attending the nursery had continued to be high, until the country had to go into lockdown but that is across all of the country, indeed across the world. We are proud of the diverse community we serve. Many of our families live locally but we also welcome families from other boroughs.

We have continued to support children with additional needs over the past year, and our staff has continued to be supported and trained by the community nursing team.

We would again like to thank all the staff involved in this, as well as the nursing team and all other professionals involved in this.

The staff team have been consistent this year. We continue to have 28 room-based staff and our 2 Early Years Teachers who oversee the rooms and guide planning and observations of the children. We continue to work closely with the playgroup and crèche and staff support each other.

As stated previously Training and developing the expertise of our staff remains a high priority at the Nursery. This year we have all taken part in a variety of training as part of our Continuous Professional Development. The whole staff team have completed update training in many areas. Well done to everybody.

We are all extremely proud of the achievements of our staff and would like to thank them for the dedication and commitment that is required to deliver our service and that they have shown throughout the last year and especially in the current difficult times.

We expect the next year to be quite different to our past years. We have had to adapt our service in line with Government guidelines around the Coronavirus. We are offering our service to Keyworkers children and vulnerable children, but the numbers are obviously much lower, and this will reflect in our finances and what we are able to do over the next year. We will also continue to keep our parents and their children who are unable to attend up to date with things at the nursery and look forward to a time when we can welcome all children back into the nursery.

I and the rest of the Committee and staff would like to thank everybody who has been involved in the smooth running of the Nursery and playgroup especially: -

Volunteers  
Students  
LBTH Early Years Service  
Poplar HARCA  
Children's Community Nursing Team.  
Child Development Team

R. Clarke  
Chairperson



Company Number: 4869234  
Charity Number: 1103781

**MATCHBOX DAY NURSERY LTD**  
(a company limited by guarantee)

**FINANCIAL STATEMENTS  
FOR YEAR ENDED 31<sup>ST</sup> MARCH 2020**

## **MATCHBOX DAY NURSERY LTD**

The Management Committee presents its report and independently examined financial statements for the year ended 31<sup>st</sup> March 2020

### **Reference and Administration information**

Charity Name	Matchbox Day Nursery Ltd
Charity Registration Number	1103781
Company Registration No	4869234

### **Registered Office and Operational address**

1 – 2 Butler House  
Burdett Road  
London E14 7AB

### **Management Committee**

Mr R Clarke	Chair
Mrs L Traversi	Vice Chair
Ms K Hogger	Treasurer
Ms T Weddell	
Ms D Aston	

### **Secretary**

Mr A Webb

### **Senior Management Team**

Mrs K Arrowsmith MBE	Manager
Mrs B Webb	Deputy Manager

### **Independent Examiner**

N Condron BA FCCA  
11 Pilgrims Cloisters, Sedgmoor Place, London SE5 7RQ

### **Bankers**

HSBC Plc  
115 High Street, Sittingbourne, Kent, ME10 4AL

## **Structure, Governance and Management**

### Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 18<sup>th</sup> August 2003 and registered as a charity on 17<sup>th</sup> May 2004. The company was established under a Memorandum 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.

### Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes 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 annually and must be re-elected at the next Annual General Meeting.

All Committee offer themselves for re-election

The Management Committee seeks to ensure that the needs of the nursery are appropriately reflected through diversity of the trustees. To enhance the potential pool of trustees the charity actively encourages all nursery parents and users to become Committee Members.

### Trustee Induction and Training

Most trustees are already familiar with the practical work of the charity. Additionally new trustees are invited and encouraged to attend training sessions. These are led by Tower Hamlets Early Years Service and cover

- The obligations of Management Committee members
- The main documents which set out the operational framework for the charity including the Memorandum and Articles
- Resourcing and the current financial position as set out in the latest published accounts
- Future plans and objectives

### Risk Management

All appropriate risk assessments are in place and are reviewed annually

### Organisational Structure

The Matchbox Day Nursery has a Management Committee of up to 8 members who meet regularly and are responsible for the strategic direction and policy of the charity. At present the Committee has 5 members from a variety of backgrounds. The Secretary also sits on the Committee but has no voting rights. A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the Nursery Managers. They are responsible for Finance and Administration, Day to Day operational management of the Nursery, individual supervision of the staff team and also

ensuring that the team continue to develop their skills and working practices in line with good practice.

### Related Parties

In so far as it is complimentary to the charity's objects, the charity is guided by both local and national policy. At national level childcare is steered by the ten-year childcare strategy. At local level the Nursery works with the Local Authority, health and voluntary sector agencies, to improve the outcomes for local children and their families.

### **Objectives and Activities**

The company's object and principal activities are to

- To provide good quality affordable childcare for local parents wishing to return to work and/or training
- To advance the education of children under statutory school age primarily but not exclusively in Poplar, London,

### **Achievements and Performance**

The nursery had been busy again this year. We ensure that we continue to fill places quickly when children move on. More of our staff have completed training this year and we continue to support them in CPD. We also continue to support our apprentices, those that have completed have moved on and we have had new ones start. We continue to provide placements for students completing their Early Years Teacher status.

### **Financial Review**

The charity with the aid of sound financial management and the support of its staff has generated a positive outcome for the period due to the making full use of places available for future years thus generating additional income to enable future sustainability.

### Reserves Policy

The Management Committee has examined the charity's requirements for reserves in light of main risks to the organisation. It has established that the unrestricted funds not committed or invested in tangible assets held by the charity should aim to be between 3 and 6 months of the expenditure.

### Plans for Future Periods

The charity plans to continue the activities outlined above in the forthcoming years subject to satisfactory funding. We also continue to develop working schemes with local authority health and other voluntary sector organisations.

### Responsibilities of the Management Committee

Company law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the management committee should follow best practice and

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are responsible and prudent and
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis

The Management Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Management Committee is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

### Members of the Management Committee

Members of the Management Committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to date of this report are as set out previously

**MATCHBOX DAY NURSERY LTD**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2020**

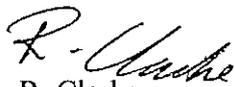
**DIRECTORS RESPONSIBILITIES**

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company that period. In preparing those financial statements, the directors are required to

1. Select suitable accounting policies and then apply them consistently
2. Make judgements and estimates that are responsible and prudent
3. Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The directors are reasonable for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Board of Directors on the 06 May 2020 and signed on their behalf by:-

  
R. Clarke  
Director.

## INDEPENDENT EXAMINERS REPORT

Report to the trustees/members of	Matchbox Day Nursery Ltd
On the accounts for the year ended	31 March 2020
Set out on pages	9 to 16
Respective responsibilities of Trustees and examiner	<p>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), as amended, and that an independent examination is needed.</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none"><li>• Examine the accounts under section 145 of the Charities Act,</li><li>• To follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and</li><li>• To state whether particular matters have come to my attention</li></ul>
Basis of independent examiner's Statement	<p>My examination was carried out in accordance with 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.</p>

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;
- To prepare accounts which accord with the accounting  
records and comply with the accounting requirements  
of the Charities Act have 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.

Signed



N Condron  
Chartered Certified Accountant,  
11 Pilgrims Cloisters,  
Sedgmoor Place,  
London SE5 7RQ

6 May 2020

**MATCHBOX DAY NURSERY LTD**  
**INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 MARCH 2020**

	<u>2020</u>	<u>2019</u>
	£	£
Income	983408	998407
Expenditure	<u>989616</u>	<u>996239</u>
Surplus /(Deficiency)	<u>(6208)</u>	<u>2168</u>

**MATCHBOX DAY NURSERY LTD**  
**BALANCE SHEET**  
**AS AT 31<sup>st</sup> MARCH 2020**

	2020	£	2019	£
<b>FIXED ASSETS</b>				
Tangible		395385		390934
<b>CURRENT ASSETS</b>				
Debtors	10782		24778	
Bank and Cash	<u>487594</u>		<u>420746</u>	
	<u>498376</u>		<u>445524</u>	
<b>CURRENT LIABILITIES</b>				
Creditors Amounts Falling Due Within one year	<u>(70992)</u>	<u>427384</u>	<u>(5313)</u>	<u>440211</u>
		<u>822769</u>		<u>831145</u>
<b>FUNDS</b>				
Designated		-		-
Restricted		-		-
Unrestricted		<u>822769</u>		<u>831145</u>
		<u>822769</u>		<u>831145</u>

- (a) For the period ending 31<sup>st</sup> March 2020 the company is entitled to the exemption under Section 477(2) of the Companies Act 2006 relating to the small companies' regime.
- (b) The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- (c) The directors acknowledge their responsibilities for:
1. Ensuring that the company keeps accounting records which comply with Section 386; and
  11. Preparing accounts which gives a true and fair view of the state of affairs of the company as at the end of the financial year and of its profits or loss for the financial year, in accordance with the requirements of Section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.
- (d) The accounts have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime.

Approved by the board

And signed on their behalf by:



R. Clarke

Director

6 May 2020

**MATCHBOX DAY NURSERY LTD**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2020**

	Designated £	Restricted £	Unrestricted £	2020 Total £	2019 Total £
<b>Incoming Resources</b>					
Incoming Resources for					
Acquisition of fixed assets		-			
Revenue Grants	-	-	-	-	-
Other Income	-	-	982606	982606	997796
Bank Interest	-	-	<u>802</u>	<u>802</u>	<u>611</u>
Total Incoming Resources	<u>-</u>	<u>-</u>	<u>983408</u>	<u>983408</u>	<u>998407</u>
<b>Resources Expended</b>					
Management Administration	-		<u>989616</u>	<u>989616</u>	<u>996239</u>
	-	<u>-</u>	<u>989616</u>	<u>989616</u>	<u>996239</u>
Surplus/(Deficiency)	-	-	(6208)	(6208)	2168
Fund Balances brought					
Forward at 1 <sup>st</sup> April 2019	<u>-</u>	<u>-</u>	<u>831145</u>	<u>831145</u>	<u>828977</u>
Fund balances carried					
Forward at 31 <sup>st</sup> March 2020	<u>-</u>	<u>-</u>	<u>822769</u>	<u>822769</u>	<u>831145</u>

**MATCHBOX DAY NURSERY LTD**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2020**  
**SCHEDULE OF INCOME**

	Designated Funds £	Restricted Funds £	Unrestricted Funds £	Total 2020 £	Total 2019 £
<b>INCOME</b>					
FEES	-	-	596374	596374	609873
NHS/MHT	-	-	----	----	966
LBTH – NEF	-	-	292335	292335	287777
LBTH – ELF			92040	92040	96450
LBTH – SEN			1857	1857	1230
Donations			-----	---	1500
	<u>-</u>	<u>-</u>	<u>982606</u>	<u>982606</u>	<u>997796</u>

**MATCHBOX DAY NURSERY LTD**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR TO 31<sup>ST</sup> MARCH 2020**

**Accounting Policies**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

All incoming resources are included in 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 when costs cannot be directly attributed to particular headings that have been allocated to activities on a basis consistent with the use of resources.

**Fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation

Depreciation has been provided at the following rates in order to write the assets (less their expected residual value) over their estimated useful economic lives

A regular annual review of the likelihood of asset impairment is undertaken

Building Refurbishment                      5.0% reducing balance

Equipment                                      12.8% straight line

**Capital Grants**

The board of trustees consider that in order to comply with the statement of Recommendation Practice for Accounting and Reporting issued by the Charity Commissioners for England and Wales (effective 2011) Grants of a capital nature given for specific purposes and fully utilized in the furtherance of the objects of the charity should be credited to the fixed assets funds after the sums have been properly expended on the restricted purpose. The related asset is shown in the balance sheet at the cost of acquisition or subsequent revaluation.

The related assets are subject to restrictions by the grant making organizations on their use and disposal and these restrictions are noted in the fixed assets section of these accounts. The fixed assets fund so created is treated as a restricted fund.

In so far as this policy relates to Government grants then this is a departure from the statement of Standard Accounting Practice number 4 in order to comply with the statement Recommendation Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales.

### Taxation

As a registered charity the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company and is therefore included in the relevant cost in the statement of financial activities.

### Land Structure Policy

The charity maintains a general unrestricted fund which represents funds which are expendable at discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investments.

Restricted funds have been provided to the charity for particular purposes and it is the policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them

There is no formal policy on allocation of funds to designated funds.

There is formal policy of transfer between funds other than that described under the Capital Grants policy above. Any proposed transfer between funds would be considered on the particular circumstances.

### GOVERNANCE COSTS

	<b>Unrestricted Funds £</b>	<b>Total Funds 2020 £</b>	<b>Total Funds 2019 £</b>
Independent Examiner	1750	1750	1750

### **STAFF COSTS AND EMOLUMENTS**

**Total staff costs were as follows:**

	<b>2020 £</b>	<b>2019 £</b>
Salaries including NIC payments	832151	854433
Pensions	35772	24213

### **Particulars of employees:**

The average number of employees during the years, calculated on the basis of full-time equivalents, was as follows

<b>2020 No</b>	<b>2019 No</b>
37	37

No employees received remuneration of more than £60,000.00 during the year

## TRUSTEES' REMUNERATION

There was no remuneration or expenses paid to

### Tangible Fixed Assets

	<b>Building Refurbishment £</b>	<b>Equipment £</b>	<b>Total £</b>
Cost	845853	196684	1042537
Additions	<u>-</u>	<u>14592</u>	<u>14592</u>
Total	<u>845853</u>	<u>211276</u>	<u>1057129</u>

### DEPRECIATION

Charge to date	481039	170564	651603
Charge for period	<u>8000</u>	<u>2141</u>	<u>10141</u>
Total	<u>489039</u>	<u>172705</u>	<u>661744</u>

### NET BOOK VALUE

31/03/2020	<u>356814</u>	<u>38571</u>	<u>395385</u>
31/03/2019	<u>364814</u>	<u>26120</u>	<u>390934</u>

### DEBTORS

	<b>2020 £</b>	<b>2019 £</b>
Parents Fees	10782	23812
NHS/MHT	<u>----</u>	<u>966</u>
	<u>10782</u>	<u>24778</u>

	<b>2020 £</b>	<b>2019 £</b>
Bank & Cash		
Bank	487571	420545
Cash	<u>23</u>	<u>201</u>
	<u>487594</u>	<u>420746</u>

### CREDITORS Amount Due

<b>Within one year</b>	<b>2020 £</b>	<b>2019 £</b>
Parents Fees	69242	3563
Accruals	<u>1750</u>	<u>1750</u>
	<u>70992</u>	<u>5313</u>

**MATCHBOX DAY NURSERY LTD**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2020**

**MANAGEMENT AND ADMINISTRATION**

**(costs directly related to activity)**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Staff Costs	832151	854433
Pension Costs	35772	24213
Rent, Rates Light & Heat	35852	33855
Telephone	5527	5263
Advertising	--	1129
Insurance	2708	2599
Accountancy	1750	1750
Baby & Food Shopping	45958	32426
Clothing	543	575
Consumables	1315	382
DBS Renewals	1611	807
Subscriptions	3425	3403
Security	2244	2178
Building Maintenance	3930	18131
Xmas Costs/AGM/Ent	6328	4237
General Expenses	361	-
Training	--	687
Depreciation	<u>10141</u>	<u>10141</u>
	<u>989616</u>	<u>996239</u>

Company Number: 4869234  
Charity Number: 1103781

**MATCHBOX DAY NURSERY LTD**  
(a company limited by guarantee)

**FINANCIAL STATEMENTS  
FOR YEAR ENDED 31<sup>ST</sup> MARCH 2020**

## **MATCHBOX DAY NURSERY LTD**

The Management Committee presents its report and independently examined financial statements for the year ended 31<sup>st</sup> March 2020

### **Reference and Administration information**

Charity Name	Matchbox Day Nursery Ltd
Charity Registration Number	1103781
Company Registration No	4869234

### **Registered Office and Operational address**

1 – 2 Butler House  
Burdett Road  
London E14 7AB

### **Management Committee**

Mr R Clarke	Chair
Mrs L Traversi	Vice Chair
Ms K Hogger	Treasurer
Ms T Weddell	
Ms D Aston	

### **Secretary**

Mr A Webb

### **Senior Management Team**

Mrs K Arrowsmith MBE	Manager
Mrs B Webb	Deputy Manager

### **Independent Examiner**

N Condron BA FCCA  
11 Pilgrims Cloisters, Sedgmoor Place, London SE5 7RQ

### **Bankers**

HSBC Plc  
115 High Street, Sittingbourne, Kent, ME10 4AL

## **Structure, Governance and Management**

### Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 18<sup>th</sup> August 2003 and registered as a charity on 17<sup>th</sup> May 2004. The company was established under a Memorandum 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.

### Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes 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 annually and must be re-elected at the next Annual General Meeting.

All Committee members offer themselves for re-election.

The Management Committee seeks to ensure that the needs of the nursery are appropriately reflected through diversity of the trustees. To enhance the potential pool of trustees the charity actively encourages all nursery parents and users to become Committee Members.

### Trustee Induction and Training

Most trustees are already familiar with the practical work of the charity. Additionally new trustees are invited and encouraged to attend training sessions. These are led by Tower Hamlets Early Years Service and cover

- The obligations of Management Committee members
- The main documents which set out the operational framework for the charity including the Memorandum and Articles
- Resourcing and the current financial position as set out in the latest published accounts
- Future plans and objectives

### Risk Management

All appropriate risk assessments are in place and are reviewed annually.

### Organisational Structure

The Matchbox Day Nursery has a Management Committee of up to 8 members who meet regularly and are responsible for the strategic direction and policy of the charity. At present the Committee has 5 members from a variety of backgrounds. The Secretary also sits on the Committee but has no voting rights. A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the Nursery Managers. They are responsible for Finance and Administration, Day to Day operational management of the Nursery, individual supervision of the staff team and also

ensuring that the team continue to develop their skills and working practices in line with good practice.

### Related Parties

In so far as it is complimentary to the charity's objects, the charity is guided by both local and national policy. At national level childcare is steered by the ten-year childcare strategy. At local level the Nursery works with the Local Authority, health and voluntary sector agencies, to improve the outcomes for local children and their families.

### **Objectives and Activities**

The company's object and principal activities are to

- To provide good quality affordable childcare for local parents wishing to return to work and/or training
- To advance the education of children under statutory school age primarily but not exclusively in Poplar, London,

### **Achievements and Performance**

The nursery had been busy again this year. We ensure that we continue to fill places quickly when children move on. More of our staff have completed training this year and we continue to support them in CPD. We also continue to support our apprentices, those that have completed have moved on and we have had new ones start. We continue to provide placements for students completing their Early Years Teacher status.

### **Financial Review**

The charity with the aid of sound financial management and the support of its staff has generated a positive outcome for the period due to the making full use of places available for future years thus generating additional income to enable future sustainability.

### Reserves Policy

The Management Committee has examined the charity's requirements for reserves in light of main risks to the organisation. It has established that the unrestricted funds not committed or invested in tangible assets held by the charity should aim to be between 3 and 6 months of the expenditure.

### Plans for Future Periods

The charity plans to continue the activities outlined above in the forthcoming years subject to satisfactory funding. We also continue to develop working schemes with local authority health and other voluntary sector organisations.

### Responsibilities of the Management Committee

Company law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the management committee should follow best practice and

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are responsible and prudent and
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis

The Management Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Management Committee is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

### Members of the Management Committee

Members of the Management Committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to date of this report are as set out previously

**MATCHBOX DAY NURSERY LTD**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2020**

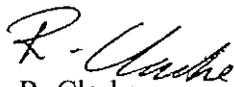
**DIRECTORS RESPONSIBILITIES**

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company that period. In preparing those financial statements, the directors are required to

1. Select suitable accounting policies and then apply them consistently
2. Make judgements and estimates that are responsible and prudent
3. Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The directors are reasonable for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Board of Directors on the 06 May 2020 and signed on their behalf by:-

  
R. Clarke  
Director.

## INDEPENDENT EXAMINERS REPORT

Report to the trustees/members of	Matchbox Day Nursery Ltd
On the accounts for the year ended	31 March 2020
Set out on pages	9 to 16
Respective responsibilities of Trustees and examiner	<p>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), as amended, and that an independent examination is needed.</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none"><li>• Examine the accounts under section 145 of the Charities Act,</li><li>• To follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and</li><li>• To state whether particular matters have come to my attention</li></ul>
Basis of independent examiner's Statement	<p>My examination was carried out in accordance with 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.</p>

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;
- To prepare accounts which accord with the accounting  
records and comply with the accounting requirements  
of the Charities Act have 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.

Signed



N Condron  
Chartered Certified Accountant,  
11 Pilgrims Cloisters,  
Sedgmoor Place,  
London SE5 7RQ

6 May 2020

**MATCHBOX DAY NURSERY LTD**  
**INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 MARCH 2020**

	<u>2020</u>	<u>2019</u>
	£	£
Income	983408	998407
Expenditure	<u>989616</u>	<u>996239</u>
Surplus /(Deficiency)	<u>(6208)</u>	<u>2168</u>

**MATCHBOX DAY NURSERY LTD**  
**BALANCE SHEET**  
**AS AT 31<sup>st</sup> MARCH 2020**

	2020	£	2019	£
<b>FIXED ASSETS</b>				
Tangible		395385		390934
<b>CURRENT ASSETS</b>				
Debtors	10782		24778	
Bank and Cash	<u>487594</u>		<u>420746</u>	
	<u>498376</u>		<u>445524</u>	
<b>CURRENT LIABILITIES</b>				
Creditors Amounts Falling Due Within one year	<u>(70992)</u>	<u>427384</u>	<u>(5313)</u>	<u>440211</u>
		<u>822769</u>		<u>831145</u>
<b>FUNDS</b>				
Designated		-		-
Restricted		-		-
Unrestricted		<u>822769</u>		<u>831145</u>
		<u>822769</u>		<u>831145</u>

- (a) For the period ending 31<sup>st</sup> March 2020 the company is entitled to the exemption under Section 477(2) of the Companies Act 2006 relating to the small companies' regime.
- (b) The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- (c) The directors acknowledge their responsibilities for:
1. Ensuring that the company keeps accounting records which comply with Section 386; and
  11. Preparing accounts which gives a true and fair view of the state of affairs of the company as at the end of the financial year and of its profits or loss for the financial year, in accordance with the requirements of Section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.
- (d) The accounts have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime.

Approved by the board

And signed on their behalf by:



R. Clarke

Director

6 May 2020

**MATCHBOX DAY NURSERY LTD**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2020**

	Designated £	Restricted £	Unrestricted £	2020 Total £	2019 Total £
<b>Incoming Resources</b>					
Incoming Resources for Acquisition of fixed assets		-			
Revenue Grants	-	-	-	-	-
Other Income	-	-	982606	982606	997796
Bank Interest	-	-	<u>802</u>	<u>802</u>	<u>611</u>
Total Incoming Resources	<u>-</u>	<u>-</u>	<u>983408</u>	<u>983408</u>	<u>998407</u>
<b>Resources Expended</b>					
Management Administration	-		<u>989616</u>	<u>989616</u>	<u>996239</u>
	-	<u>-</u>	<u>989616</u>	<u>989616</u>	<u>996239</u>
Surplus/(Deficiency)	-	-	(6208)	(6208)	2168
Fund Balances brought Forward at 1 <sup>st</sup> April 2019	<u>-</u>	<u>-</u>	<u>831145</u>	<u>831145</u>	<u>828977</u>
Fund balances carried Forward at 31 <sup>st</sup> March 2020	<u>-</u>	<u>-</u>	<u>822769</u>	<u>822769</u>	<u>831145</u>

**MATCHBOX DAY NURSERY LTD**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2020**  
**SCHEDULE OF INCOME**

	Designated Funds £	Restricted Funds £	Unrestricted Funds £	Total 2020 £	Total 2019 £
<b>INCOME</b>					
FEES	-	-	596374	596374	609873
NHS/MHT	-	-	----	----	966
LBTH – NEF	-	-	292335	292335	287777
LBTH – ELF			92040	92040	96450
LBTH – SEN			1857	1857	1230
Donations			-----	---	1500
	<u>-</u>	<u>-</u>	<u>982606</u>	<u>982606</u>	<u>997796</u>

**MATCHBOX DAY NURSERY LTD**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR TO 31<sup>ST</sup> MARCH 2020**

**Accounting Policies**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

All incoming resources are included in 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 when costs cannot be directly attributed to particular headings that have been allocated to activities on a basis consistent with the use of resources.

**Fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation

Depreciation has been provided at the following rates in order to write the assets (less their expected residual value) over their estimated useful economic lives

A regular annual review of the likelihood of asset impairment is undertaken

Building Refurbishment                      5.0% reducing balance

Equipment                                      12.8% straight line

**Capital Grants**

The board of trustees consider that in order to comply with the statement of Recommendation Practice for Accounting and Reporting issued by the Charity Commissioners for England and Wales (effective 2011) Grants of a capital nature given for specific purposes and fully utilized in the furtherance of the objects of the charity should be credited to the fixed assets funds after the sums have been properly expended on the restricted purpose. The related asset is shown in the balance sheet at the cost of acquisition or subsequent revaluation.

The related assets are subject to restrictions by the grant making organizations on their use and disposal and these restrictions are noted in the fixed assets section of these accounts. The fixed assets fund so created is treated as a restricted fund.

In so far as this policy relates to Government grants then this is a departure from the statement of Standard Accounting Practice number 4 in order to comply with the statement Recommendation Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales.

### Taxation

As a registered charity the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company and is therefore included in the relevant cost in the statement of financial activities.

### Land Structure Policy

The charity maintains a general unrestricted fund which represents funds which are expendable at discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investments.

Restricted funds have been provided to the charity for particular purposes and it is the policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them

There is no formal policy on allocation of funds to designated funds.

There is formal policy of transfer between funds other than that described under the Capital Grants policy above. Any proposed transfer between funds would be considered on the particular circumstances.

### GOVERNANCE COSTS

	<b>Unrestricted Funds £</b>	<b>Total Funds 2020 £</b>	<b>Total Funds 2019 £</b>
Independent Examiner	1750	1750	1750

### **STAFF COSTS AND EMOLUMENTS**

**Total staff costs were as follows:**

	<b>2020 £</b>	<b>2019 £</b>
Salaries including NIC payments	832151	854433
Pensions	35772	24213

### **Particulars of employees:**

The average number of employees during the years, calculated on the basis of full-time equivalents, was as follows

<b>2020 No</b>	<b>2019 No</b>
37	37

No employees received remuneration of more than £60,000.00 during the year

## TRUSTEES' REMUNERATION

There was no remuneration or expenses paid to

### Tangible Fixed Assets

	<b>Building Refurbishment £</b>	<b>Equipment £</b>	<b>Total £</b>
Cost	845853	196684	1042537
Additions	<u>-</u>	<u>14592</u>	<u>14592</u>
Total	<u>845853</u>	<u>211276</u>	<u>1057129</u>

### DEPRECIATION

Charge to date	481039	170564	651603
Charge for period	<u>8000</u>	<u>2141</u>	<u>10141</u>
Total	<u>489039</u>	<u>172705</u>	<u>661744</u>

### NET BOOK VALUE

31/03/2020	<u>356814</u>	<u>38571</u>	<u>395385</u>
31/03/2019	<u>364814</u>	<u>26120</u>	<u>390934</u>

### DEBTORS

	<b>2020 £</b>	<b>2019 £</b>
Parents Fees	10782	23812
NHS/MHT	<u>----</u>	<u>966</u>
	<u>10782</u>	<u>24778</u>

	<b>2020 £</b>	<b>2019 £</b>
Bank & Cash		
Bank	487571	420545
Cash	<u>23</u>	<u>201</u>
	<u>487594</u>	<u>420746</u>

### CREDITORS Amount Due

<b>Within one year</b>	<b>2020 £</b>	<b>2019 £</b>
Parents Fees	69242	3563
Accruals	<u>1750</u>	<u>1750</u>
	<u>70992</u>	<u>5313</u>

**MATCHBOX DAY NURSERY LTD**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2020**

**MANAGEMENT AND ADMINISTRATION**

**(costs directly related to activity)**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Staff Costs	832151	854433
Pension Costs	35772	24213
Rent, Rates Light & Heat	35852	33855
Telephone	5527	5263
Advertising	--	1129
Insurance	2708	2599
Accountancy	1750	1750
Baby & Food Shopping	45958	32426
Clothing	543	575
Consumables	1315	382
DBS Renewals	1611	807
Subscriptions	3425	3403
Security	2244	2178
Building Maintenance	3930	18131
Xmas Costs/AGM/Ent	6328	4237
General Expenses	361	-
Training	--	687
Depreciation	<u>10141</u>	<u>10141</u>
	<u>989616</u>	<u>996239</u>