

**BOLTON UNDER FIVES FORUM**

**ANNUAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2020**

**CHARITY REGISTRATION NUMBER 519403**

## **BOLTON UNDER FIVES FORUM**

### **OFFICERS AND ADVISORS**

<b>Trustees</b>	Philip Riding Janet Halton Lynn Stokes Janet Southern Nicola Wareing
<b>Chairperson</b>	Lynn Stokes
<b>Secretary</b>	Lynn Stokes
<b>Treasurer</b>	Peter Syddall
<b>Solicitor</b>	David Porter Fieldings Porter Silverwell House Silverwell Street Bolton
<b>Bankers</b>	Barclays Bank PLC Leicester LE87 2BB
<b>Office</b>	The Childrens Centre Castle Hill Centre Castleton Street Tonge Moor Bolton BL2 2JW

## **BOLTON UNDER FIVES FORUM**

### **REPORT OF THE TRUSTEES**

#### **FOR THE YEAR ENDED 31ST MARCH 2020**

On behalf of the Trustees, it is pleasing to report the activities of the Bolton Under Fives Forum.

#### **Structure, Governance and Management**

##### Governing Document

Bolton Under Fives Forum is a Registered Charity, No 519403, governed by a constitution adopted on 24 September 1987 as amended on 5 October 2004.

##### Recruitment and Appointment of Trustees

During the financial period covered by these accounts there has been no recruitment of new Trustees. The Executive Committee, who are the Trustees for the purposes of charity law, are elected to serve for a period of one year after which they must be re-elected at the next Annual General Meeting.

##### Organisational Structure

At present the Executive Committee has six members drawn from the member organisations. The day to day responsibility for the provision of services rests with the Project Worker who is responsible for ensuring that the charity delivers the services specified .

#### **Objectives and Activities**

The charity's object and principal activity is to:

- a) advance the education and welfare of all children, including children with special educational needs and disabilities.

Bolton Under Fives Forum (BUFF), based at the Castle Hill Centre has continued to support member groups and develop services for children within the local community. At a local level daily stay and play sessions provide a range of activities for parents, carers and children. Supporting training for early years practitioners BUFF continues to work alongside Bolton Council, providing a comprehensive programme of training to all early years providers and schools as part of Bolton Council's service delivery for Early Years Foundation Stage Training.

BUFF has continued to work in partnership with Bolton CVS, our member groups and other voluntary organisations to develop services for families and children across Bolton providing representation on Bolton Together and Bolton CVS Voluntary Sector Forum.

#### **Achievements and Performance**

The main areas of charitable activity are the provision of advice, information and support to families and children across Bolton including those with additional needs.

Access to good quality, affordable training for those working within the early years sector to develop early years provision within Bolton.

The charity continues to work to the guidance of their Award for Bolton Mark Inclusion. Accreditation is a mark of high quality for organisations working within communities who comply with all operating standards set by Bolton Council deeming the organisation safe, friendly and effective.

##### Advice Information and Support

The charity acts as an umbrella organisation for the providers of early years services in the Bolton Metropolitan Borough.

## **BOLTON UNDER FIVES FORUM**

### **REPORT OF THE TRUSTEES (continued)**

#### **FOR THE YEAR ENDED 31ST MARCH 2020**

##### First Aid Training

The charity co-ordinates a comprehensive training programme to provide first aid training to those working in the early years sector. During 2019/20 we continued to develop our programme to offer First Aid Awareness, Paediatric First Aid & First Aid at Work training.

The demand for our training programme has been overwhelming with our development officer co-ordinating 70 courses within the 12 month period, training 1049 learners within the Early Years Sector including 44 Paediatric First Aid, 8 Emergency First Aid at Work, 10 First Aid at Work and 8 First Aid Awareness training courses. Working in partnership with Bolton Council we provide training data to support their monitoring of Early Years Workforce Development across Bolton.

##### Supporting parents, carers and children

Based in the Tonge Moor area of Bolton children are the heart of our service. Our daily stay and play sessions relieve social isolation for children and their parents and carers by providing a range of activities to enhance a child's learning opportunities having a positive impact and providing better outcomes for those we support in our local community.

September 2019 saw the sad passing of our Honorary President Elizabeth Tatman MBE. Elizabeth was instrumental in establishment of Bolton Under Fives Forum and worked tirelessly to support the work of our organisation, early years and the voluntary sector across Bolton.

##### Reserves Policy

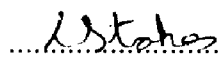
The Executive Committee considers that, whilst the current level of reserves stand at a relatively high level, the uncertainty about future income streams means that the charity must adopt a cautious policy to ensure the continuation of its current activities.

##### **Independent Examiner**

Mrs Kathryn Hodgkiss has been appointed as the Independent Examiner for this year. She will be eligible for re-appointment subject to mutual consent.

##### **Statement of Trustees' Responsibilities**

- 1) The Trustees are responsible for keeping proper records which disclose with reasonable accuracy, at any time, the financial position of the Trust.
- 2) The Trustees are also responsible for the safeguarding of assets of the Trust and hence for taking reasonable steps for the prevention of loss or other irregularities.
- 3) The Trustees are responsible for ensuring the efficient, economical and effective management of the resources and expenditure of the Trust, including funds, capital assets and equipment.
- 4) The Trustees are responsible for preparing financial statements for each financial period, which show the current state of affairs of the Trust and the surplus or deficit of the Trust for that period.

  
.....  
**L Stokes (Trustee)**

## **BOLTON UNDER FIVES FORUM**

### **REPORT OF THE INDEPENDENT EXAMINER**

#### **FOR THE YEAR ENDED 31ST MARCH 2020**

I report on the Accounts of Bolton Under Fives Forum for the year ended 31st March 2020.

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

As trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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**

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Kathryn Hodgkiss FCA

J F Balshaw & Co

20 Old Kiln Lane

Heaton

Bolton BL1 5PD

Date: 11 APRIL 2021

*K Hodgkiss*  
11/04/2021

**BOLTON UNDER FIVES FORUM**  
**STATEMENT OF ASSETS AND LIABILITIES**

**31ST MARCH 2020**

	Restricted Funds £	Unrestricted Funds £	2020 £	2019 £
<b>MONETARY ASSETS</b>				
Cash	-	199	199	147
Bank Current Account	-	60,265	60,265	68,195
COIF Deposit Account	-	9,800	9,800	9,740
	<u>£ -</u>	<u>£ 70,264</u>	<u>£ 70,264</u>	<u>£ 78,082</u>

**Accounting Policies**

The accounts are prepared on a Receipts and Payments basis and include all the financial matters relating to the Charity.

The accounts were approved by the trustees on ....10/4/21.....

Signed Usteha.....Trustee

# **BOLTON UNDER FIVES FORUM**

## **GENERAL FUND RECEIPTS AND PAYMENTS ACCOUNT**

**YEAR ENDED 31ST MARCH 2020**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>RECEIPTS</b>		
Sale of toys		-
Training fees collected	61,312	68,171
Grant	-	-
Donation	-	-
Drop-In	182	277
Bank interest received	60	46
	<u>61,554</u>	<u>68,494</u>
<b>PAYMENTS</b>		
Salaries	25,121	23,871
Printing, stationery & postage	679	642
Training consultants' fees	40,994	49,670
Catering and Room Hire	613	2,238
Travel	3	3
Advertising	195	309
Computer costs	290	164
Telephone	602	645
Independent examination	300	300
Insurance	464	425
Sundry expenses	111	572
	<u>69,372</u>	<u>78,839</u>
<b>Excess of Payments over Receipts</b>	- 7,818	- 10,345
<b>General Fund balance at 1 April 2019</b>	78,082	88,427
<b>General Fund balance at 31 March 2020</b>	<u><u>70,264</u></u>	<u><u>78,082</u></u>