

Pen Green Centre
Report of the Trustees and Audited Financial Statements
For the year ended 31 March 2017

Pen Green Centre
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For the year ended 31 March 2017

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**Pen Green Centre
Report of the Trustees
For the year ended 31 March 2017**

The Trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements for the charitable company for the year ended 31 March 2017. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objects of the charity are

To assist in the advancement of education and training for children and their families, staff and others working in the fields of early years, family support and community development.

To undertake research of early years and family policy and practice, to disseminate such findings both nationally and internationally.

The charity takes advantage of grants available to ensure it reaches its objectives.

The trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

Volunteers

The charity is grateful for the support and effort of its volunteers.

Significant activities

The charity has been working on two projects during the year under the National Prospectus Grant Programme for early Education and Childcare.

The first project was to establish and maintain collaborative locality networks of outstanding centres to improve the availability of learning for all 2 year olds and in particular children with SEND. To increase the confidence, understanding, skills and capability of nursery staff working with under 2's and their families and especially families with children at risk of social exclusion and children with SEND.

The objectives were to build assessment work and develop a celebratory strengths based assessment framework that supports practitioners in PVI's; to develop a bank of resources and video vignettes to demonstrate a range of approaches for working with children with a range of disabilities and complex needs; to provide strong exemplars of parental engagement in the assessment process and to create an expert task group to write supporting materials.

In the second project, Pen Green Centre has worked with Charnwood Nursery, Stockport and Rowland Hill and Haringey to provide accredited training for staff working in PVI's with children with SEND. Each centre will work in a locality self-improvement model supporting local nurseries and building Senco capacity. The charity will provide exemplification material for assessment of children with SEND and develop accredited training for Senco's in PVI settings and roll it out across three localities.

Achievements against objectives

The charity feels that it has achieved its objective with its first project as it has culminated in the publication of a booklet "An Holistic Approach to SEND Assessment in the Early Years", providing templates, interactive links and video vignettes. The booklet is to be uploaded on to the DfE website to be accessed nationally by practitioners.

In the second project the charity has identified three aims: -

AIM 1 (Training)

To design, develop and deliver a CACHE endorsed training award for Senco's in PVI settings from three regions and provide IPSEA training at Level 2 across three associate centres.

AIM 2 (Locality Support to PVI Sencos)

To develop through three associate centres across three regions a systematic locality based approach to supporting PVI settings to work effectively with children with SEND and their families.

AIM 3 (Assessment materials and ICT hyperlinks and webinars)

To improve the quality of developmental assessment of children with SEND across associate centres and the forty five (plus) PVI's in their localities.

Pen Green Centre
Report of the Trustees Continued
For the year ended 31 March 2017

FINANCIAL REVIEW

Significant events

The charity has focused on two specific projects during the year which have been funded by the Department for Education and carried out under the workforce training restricted fund. The Trustees are pleased with the success of the work which came out slightly under budget. The surplus at the year-end of £9,455 has been transferred to general reserves.

Principal funding sources

Funding for the charity's projects has come from the Department for Education under the National Prospectus Grant Programme for early Education and Childcare. The total amounts received during the year amounted to £362,554.

Reserves

The charity operates with a general fund which covers all normal charitable costs and a restricted fund which holds grant funded charitable projects. At the year end the charity held £38,345 (2016: £57,030) in general reserves and £nil (2016: £5,671) in the restricted fund.

As the charity's work and research is project based all future cost should be covered by grant funding and that the general reserve is sufficient to provide support for the foreseeable future.

Going concern

The charity has suffered a deficit during the year of £24,356 (2016: £4,125) although project based charitable costs have been fully covered by grant funding.

The charity will not incur significant costs unless it has already secured funding for a relevant project and is always likely to have reserves to cover activities for the foreseeable future and on that basis the charity is a going concern.

PLANS FOR FUTURE PERIODS

The charity will work with six associate centres (Accrington, Birmingham, Corby, Haringey, Liverpool and Stockport) to extend the offer of accredited training to staff working in PVI settings with children with SEND. Each centre will work in a locality self-improvement model supporting local PVI's and enhancing SENCO capacity. The training will focus on locality support to PVI's and SENCO capacity, workforce training and parental engagement.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Pen Green Centre is a company limited by guarantee governed by its Memorandum and Articles of Association dated 13 February 2007, as amended on 15 October 2013. It is registered as a charity with the Charities Commission.

Anyone over the age of 18 can become a member of the company; there are currently ten members, each of whom agrees to contribute £10 in the event of the charity winding up.

Recruitment and appointment of trustees

The current trustees have been recruited from employees holding management positions and directors. Recruitment is advertised internally for vacancies and approaches made to parents.

Induction and training of trustees

Trustees are given a copy of the Memorandum and Articles of Association and instructed on the duties and responsibilities of a charity trustee. All trustees are familiar with the work of Pen Green Centre as they are also members.

Organisational structure

The charity had ten trustees at the year-end, all of whom have been appointed directors. Collectively they will make the final decisions with regard to staffing, recruitment, policy making and finance. They meet twice a year. Sub-groups dealing with finance and day to day management meet on a monthly basis.

Pay policy for senior staff

The charity does not directly engage staff but is charged for the use of staff that it requires to fill positions with the requisite expertise. The external body will set pay policy.

Risk management

Risk managements are made at the centre on an ongoing basis and fully reviewed whenever significant changes are made.

The risk management strategy comprises: -

An annual review of the risks the charity may face.

Its systems and procedures.

The impact of future funding and the financial implications on the centre.

Pen Green Centre
Report of the Trustees Continued
For the year ended 31 March 2017

REFERENCE AND ADMINISTRATIVE INFORMATION

Name of Charity	Pen Green Centre
Charity registration number	1122618
Company registration number	06227100
Principal address	Pen Green Research Base Rockingham Road Corby Northamptonshire NN17 1AG

Trustees

The trustees and officers serving during the year and since the year end were as follows:

D Morley
(Resigned: 08 July 2016)
Prof. C Trevarthen
J L Armstrong
K J Bartley
Prof. C Pascal
R J Orr
R Scott
T Smith
A Prodger
(Appointed: 06 December 2016)
F Norton
(Appointed: 06 December 2016)
Dr M Whalley

Auditors

Murray & McIntyre
Hawthorn House
Medlicott Close
Oakley Hay, Corby
Northamptonshire
NN18 9NF

Bankers

HSBC plc
22-24 Corporation Street
Corby
Northamptonshire
NN17 1NY

Pen Green Centre
Report of the Trustees Continued
For the year ended 31 March 2017

RESPONSIBILITIES OF THE TRUSTEES

The Trustees, who are also directors for the purposes of company law, are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources of the charitable company for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommend practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that this basis applies.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are 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.

In so far as the Trustees are aware:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Approved by the Board of Trustees and signed on its behalf by

A Prodger
Trustee

26 October 2017

Pen Green Centre
Independent Auditors Report to the Members
For the year ended 31 March 2017

We have audited the financial statements of Pen Green Centre for the year ended 31 March 2017 which comprise the Statement of Financial Activities, the Statement of Financial Position and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement, the trustees, who are also directors for the purposes of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at year ended 31 March 2017 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Trustees' Annual Report.



Michael Marray FCA
Senior Statutory Auditor
For and on behalf of Marray & McIntyre
Statutory Auditor

Hawthorn House
Medlicott Close
Oakley Hay, Corby
Northamptonshire
NN18 9NF

26 October 2017

Pen Green Centre
Statement of Financial Activities (including Income and Expenditure Account)
For the year ended 31 March 2017

	Notes	Unrestricted funds	Restricted funds	2017	2016
		£	£	£	£
Income and endowments from:					
Donations and legacies	2	-	362,554	362,554	461,988
Investments	3	22	-	22	27
Total		22	362,554	362,576	462,015
Expenditure on:					
Charitable activities	4/5	(28,162)	(358,770)	(386,932)	(466,140)
Total		(28,162)	(358,770)	(386,932)	(466,140)
Transfers between funds		9,455	(9,455)	-	-
Net movement in funds		(18,685)	(5,671)	(24,356)	(4,125)
Reconciliation of funds					
Total funds brought forward		57,030	5,671	62,701	66,826
Total funds carried forward		38,345	-	38,345	62,701

Pen Green Centre
Statement of Financial Position
For the year ended 31 March 2017

	Notes	2017 £	2016 £
Fixed assets			
Tangible assets	10	299	408
		<u>299</u>	<u>408</u>
Current assets			
Debtors	11	-	160,294
Cash at bank and in hand		253,539	100,909
		<u>253,539</u>	<u>261,203</u>
Creditors: amounts falling due within one year	12	(215,493)	(198,910)
Net current assets		<u>38,046</u>	<u>62,293</u>
Total assets less current liabilities		<u>38,345</u>	<u>62,701</u>
Net assets		<u>38,345</u>	<u>62,701</u>
The funds of the charity			
Restricted income funds	13	-	5,671
Unrestricted income funds	13	38,345	57,030
Total funds		<u>38,345</u>	<u>62,701</u>

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies

The financial statement were approved and authorised for issue by the Board and signed on its behalf by:

A Prodger
Trustee

26 October 2017

Pen Green Centre
Notes to the Financial Statements
For the year ended 31 March 2017

1. Accounting Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets and in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Companies Act 2006.

Pen Green Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Going concern

The charity has suffered a deficit for the year and a fall in total reserves.

The trustees are of the view that as the charity undertakes project bases research which is fully funded that it has sufficient general reserves to ensure that it will operate for the foreseeable future and on that basis the charity is a going concern.

Statement of cash flows

The Trustees have taken advantage of the exemption in SORP FRS 102 from including a cash flow statement in the financial statements on the grounds that the charitable company is small.

Change in accounting policy

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS102 and the Charities SORP FRS012 the re-statement of comparative items was required. The trustees believe that no adjustments are required to be made.

Funds

Unrestricted funds:

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general activities of the charity.

Restricted funds:

Restricted funds are subject to restrictions on their expenditure imposed by the donors through the form of the grant.

Incoming resources

All incoming resources are included in the statement of financial activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Donated goods, services and facilities

The value of services provided by volunteers are not incorporated into these financial statements. Further details can be found in the Trustees' Report.

Resources expended

Liabilities are recognised as resources expended when there is a legal or constructive obligation committing the Charity to the expenditure:

Charitable activities

Expenditure on charitable activities includes recharged staff costs, professional and consultancy fees of trainers and consultants together with their associated travel and accommodation costs, relating to the delivery of workforce training.

Taxation

As a charity, Pen Green Centre, is exempt from tax on income and gains falling within Section 478 of the Corporation Taxes Act 2010, or Section 256 of Taxation of Chargeable Gains Act 1992. No charges have arisen.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

Pen Green Centre
Notes to the Financial Statements Continued
For the year ended 31 March 2017

Irrecoverable VAT

Irrecoverable VAT is included in the Statement of Financial Activities, and is reported as part of the expenditure to which it relates.

Transition to FRS102

No adjustments were required to be made as a result of transition to FRS102. The date of transition was 1 April 2016.

2. Income from donations and legacies

	2017 £	2016 £
Restricted funds		
Donations received	-	518
Grants received	362,554	461,470
	<u>362,554</u>	<u>461,988</u>

Analysis of grants received

	2017 £	2016 £
Department for Education	362,554	461,470
	<u>362,554</u>	<u>461,470</u>

3. Investment income

	2017 £	2016 £
Unrestricted funds		
Bank interest receivable	22	27
	<u>22</u>	<u>27</u>

4. Costs of charitable activities by fund type

	Unrestricted funds £	Restricted funds £	2017 £	2016 £
Early years childcare and education	900	215,787	216,687	224,640
Support costs	27,262	142,983	170,245	241,500
	<u>28,162</u>	<u>358,770</u>	<u>386,932</u>	<u>466,140</u>

Pen Green Centre
Notes to the Financial Statements Continued
For the year ended 31 March 2017

5. Costs of charitable activities by activity type

	Activities undertaken directly	Support costs	2017	2016
	£	£	£	£
Early years childcare and education	216,687	170,245	386,932	466,140

6. Analysis of support costs

	2017	2016
	£	£
Early years childcare and education		
Information Technology	-	612
Travel and Subsistence	68,166	92,229
Professional Services	91,246	141,086
Office Costs	6,330	3,179
Governance costs	4,503	4,394
	170,245	241,500

7. Net income/(expenditure) for the year

This is stated after charging/(crediting):

	2017	2016
	£	£
Depreciation of owned fixed assets	109	150
Examiner's fees	4,200	4,100

8. Staff costs

Total staff costs for the year ended 31 March 2017 were:

	2017	2016
	£	£
Salaries and wages	117,352	148,480
	117,352	148,480

No employee received remuneration of more than £60,000.

There are no employees employed directly by Pen Green Centre.

These costs have been attributed to charitable activities of the project for delivering workforce training and charged to the restricted fund.

Pen Green Centre
Notes to the Financial Statements Continued
For the year ended 31 March 2017

9. Comparative for the Statement of Financial Activities

	Unrestricted funds	Restricted funds	2016
	£	£	£
Income and endowments from:			
Donations and legacies	518	461,470	461,988
Investments	27	-	27
Total	545	461,470	462,015
Expenditure on:			
Charitable activities	(2,731)	(463,409)	(466,140)
Total	(2,731)	(463,409)	(466,140)
Net expenditure	(2,186)	(1,939)	(4,125)
Reconciliation of funds			
Total funds brought forward	59,216	7,610	66,826
Total funds carried forward	57,030	5,671	62,701

10. Tangible fixed assets

Cost or valuation	Fixtures and fittings	Computer equipment	Total
	£	£	£
At 01 April 2016	4,317	3,256	7,573
At 31 March 2017	4,317	3,256	7,573
Depreciation			
At 01 April 2016	3,997	3,168	7,165
Charge for year	80	29	109
At 31 March 2017	4,077	3,197	7,274
Net book values			
At 31 March 2017	240	59	299
At 31 March 2016	320	88	408

11. Debtors

	2017	2016
	£	£
Amounts due within one year:		
Prepayments and accrued income	-	160,294
	-	160,294

Pen Green Centre
Notes to the Financial Statements Continued
For the year ended 31 March 2017

12. Creditors: amounts falling due within one year

	2017	2016
	£	£
Trade creditors	73,955	110,283
Accruals and deferred income	141,538	88,627
	<u>215,493</u>	<u>198,910</u>

13. Movement in funds

Unrestricted Funds

	Balance at 01/04/2016	Incoming resources	Outgoing resources	Transfers	Balance at 31/03/2017
	£	£	£	£	£
<i>General</i>					
General	57,030	22	(28,162)	9,455	38,345
	<u>57,030</u>	<u>22</u>	<u>(28,162)</u>	<u>9,455</u>	<u>38,345</u>

Unrestricted Funds - Previous year

	Balance at 01/04/2015	Incoming resources	Outgoing resources	Transfers	Balance at 31/03/2016
	£	£	£	£	£
<i>General</i>					
General	59,216	545	(2,731)	-	57,030
	<u>59,216</u>	<u>545</u>	<u>(2,731)</u>	<u>-</u>	<u>57,030</u>

Purpose of unrestricted Funds

General

The general fund is maintained to provide resources for the charity's non-project based charitable objectives of assisting in the advancement of education for children, their families, staff and others working in the fields of early years and to undertake research of early years and family policy and practice.

Restricted Funds

	Balance at 01/04/2016	Incoming resources	Outgoing resources	Transfers	Balance at 31/03/2017
	£	£	£	£	£
Workforce Training	5,671	362,554	(358,770)	(9,455)	-
	<u>5,671</u>	<u>362,554</u>	<u>(358,770)</u>	<u>(9,455)</u>	<u>-</u>

Pen Green Centre
Notes to the Financial Statements Continued
For the year ended 31 March 2017

Restricted Funds - Previous year

	Balance at 01/04/2015	Incoming resources	Outgoing resources	Transfers	Balance at 31/03/2016
	£	£	£	£	£
Workforce Training	7,610	461,470	(463,409)	-	5,671
	<u>7,610</u>	<u>461,470</u>	<u>(463,409)</u>	<u>-</u>	<u>5,671</u>

Purpose of restricted funds

Workforce Training

A project for delivering workforce training to improve settings in early years education and childcare.

14. Analysis of net assets between funds

	Tangible fixed assets	Net current assets / (liabilities)	Net Assets
	£	£	£
Unrestricted funds			
<i>General</i>			
General	299	49,798	50,097
Restricted funds			
Workforce Training	-	(11,752)	(11,752)
	<u>299</u>	<u>38,046</u>	<u>38,345</u>

Previous year

	Tangible fixed assets	Net current assets / (liabilities)	Net Assets
	£	£	£
Unrestricted funds			
<i>General</i>			
General	408	56,623	57,031
Restricted funds			
Workforce Training	-	5,670	5,670
	<u>408</u>	<u>62,293</u>	<u>62,701</u>

Pen Green Centre
Notes to the Financial Statements Continued
For the year ended 31 March 2017

15. Commitments

Capital commitments

There were no commitments for future capital expenditure at the balance sheet date.

16. Guarantees and contingent assets and liabilities

There were no contingent liabilities at the balance sheet date.

17. Company limited by guarantee

Pen Green Centre is a company limited by guarantee and accordingly does not have a share capital.

The liability of each member is £10. At the date of signing these financial statements the number of members was ten.

Pen Green Centre
Detailed Statement of Financial Activities
For the year ended 31 March 2017

	2017 £	2016 £
INCOME AND ENDOWMENT		
Donations and legacies		
Donations	-	518
Grants receivable - Department for Education	362,554	461,470
	<hr/> 362,554	<hr/> 461,988
Investments		
Bank interest receivable	22	27
	<hr/> 22	<hr/> 27
Total incoming resources	<hr/> 362,576	<hr/> 462,015
EXPENDITURE		
Charitable activities		
Project delivery costs (non-staff)	1	(73,160)
Recharged staff costs	(117,352)	(148,480)
Staff training	-	(3,000)
Course registration fees	(16,317)	-
Supply cover	(83,019)	-
	<hr/> (216,687)	<hr/> (224,640)

Pen Green Centre
Detailed Statement of Financial Activities Continued
For the year ended 31 March 2017

SUPPORT COSTS

Information Technology

Project IT software	-	(612)
	<u>-</u>	<u>(612)</u>

Travel and Subsistence

Consultants travel costs	(10,257)	(22,298)
Room and venue hire	(28,401)	(52,111)
Catering provision	(8,847)	(11,308)
Staff subsistence and travel	(1,500)	(6,512)
Accommodation	(19,161)	-
	<u>(68,166)</u>	<u>(92,229)</u>

Professional Services

Professional services (Curriculum)	(91,246)	(141,086)
	<u>(91,246)</u>	<u>(141,086)</u>

Office Costs

Office expenses and stationery	(6,330)	(2,872)
Postage and carriage	-	(77)
Consumables	-	(230)
	<u>(6,330)</u>	<u>(3,179)</u>

Governance costs

Audit fees	(4,200)	(4,100)
Depreciation of owned assets	(109)	(150)
Annual return filing fee	(13)	(13)
Bank charges	(181)	(131)
	<u>(4,503)</u>	<u>(4,394)</u>

Total resources expended

<u>(386,932)</u>	<u>(466,140)</u>
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Net Expenditure

<u>(24,356)</u>	<u>(4,125)</u>
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