

ASHFIELD PLAY CARE SCHEME
(Registered Charity No. 1047469)

Trustees Annual Report Year Ending September 2018

With the continued enthusiasm of the Staff, Trustees, Committee Members and Parents/Guardians we continue in making this Scheme possibly the best Out of School setting in what is a recognised as one of the most deprived areas in the country.

With the continued help of the Parents/Guardians, the local community, and grants from the Council and local businesses, we have been able to continue this service and offer all round support to families that need it.

We are continuing enjoying and making full use of the fully equipped building and the children appreciate the equipment and environment the scheme offers. Where we have received grants this has been used for the essential items and emergency repairs.

Whilst some of the equipment we have on hand is donated second-hand it is in good order and will be serviceable for sometime in the future.

Our staff strive in continuing to make this a happy environment for the children and whilst our initial aim is to support children in low income families we endeavour to help all the children to achieve, socialise and prepare for their secondary school with consideration to their social and emotional development. The staff continue to engage with the children regarding activities, trips and encourage input from the children at all times, which in turn encourages the Parents/Guardians to feel confident that their children are well looked after, respected and safe. A good cross section of talents lends to the planning of the activities provided for the children which the children also contribute their ideas too. Interactive play for children will continue to be encouraged and we are conscious of the need to promote the statutory Early Years Foundation Stage to improve outcomes for children and to reduce inequalities.

It is with great pleasure that during the last year we had our Ofsted inspection and was granted "Outstanding" status, further highlighting the commitment of staff and committee members.

The Trustees remain constantly aware of the purpose of the scheme which is to supply affordable, inclusive and sustainable childcare for working Parents/Guardians on low incomes, to give financial support to those Parents/Guardians who require it and to encourage Parents/Guardians to take up work to improve their quality of life and to enable them to remain solvent in the present economic climate.

Ofsted registered the Scheme and we accommodate children aged 4 – 11 years and is open 51 weeks in the year. During school holidays opening times are from 8 – 6 pm. Part-time sessions during holidays are 8 – 1 p.m. and 1 – 6 p.m. The After School Scheme collects children from local schools at the end of the day and is open from 3 – 6 p.m. and provides a warm and caring environment for them.

After School and Holiday attendance is sustainable but rises in wages, cost of food, heating etc. have required a small increase, but we ensure this is kept to a minimum. We have managed to maintain current costs by good housekeeping to keep the contributions affordable. The situation will be assessed by the relevant committees on a regular basis. Overall the Scheme has managed to continue to give support to families when required whilst still remaining financially sustainable. The quality and level of Trustees

and Volunteers is at present very good and there is still a good deal of interest from Parents/Guardians wishing to support the Scheme in carrying out maintenance and fund raising activities.

2/3

The Scheme is open to children from the surrounding areas but the children attending the After School Scheme mostly reside in the local areas of Sutton-in-Ashfield which is situated in the Ashfield District which in turn is regarded as one of the most deprived areas in England. Unemployment rates for the Ashfield District as a whole are relatively low compared to national and regional benchmarks but this disguises a high concentration of and a dependence on benefits and jobs depending on the national minimum wage in the areas which we service. Children attending holiday schemes reside in outlying areas as well as Sutton in Ashfield such as Mansfield, Kirkby in Ashfield and over the border in to Derbyshire which helps maintain our attendance levels.

Administration of the scheme remains on a voluntary basis with paid qualified staff to care for the children and to carry out the day to day administration. The Trustees and Staff work as a team to expedite and carry out the work as efficiently and quickly as possible. The Trustees are aware that they should focus on the strategic direction of the Scheme and avoid direct involvement in the day to day operational decisions connected to childcare and separate as much as possible their strategic and operational roles. The excellent quality of care carried out by the staff and management complies with Ofsted and EYFS requirements and is strongly supported by the Trustees to ensure that the Scheme provides the best service possible and the Commission directives are complied with.

Staff members are our most important resource and are encouraged to improve their skills and qualifications. All members of staff are supported financially to take training courses to improve their childcare qualifications and it is mandatory for staff to have either attained or be working towards certificated courses in Health & Safety, Paediatric First Aid, Food & Hygiene, Moving & Handling and Safeguarding Children and to achieve a minimum Level 2 in childcare. We also have in place a Senior Play Leader who must hold a minimum level 3 in childcare. The Scheme has found in-house training to be the most economical method taking into account the number of staff we employ and they attend the local Training facilities for Special Needs, Child Development and Play-work courses if required. Staff wages are in line with other settings and annual pay increases reflect the qualifications held, working experience and the latest government recommendations.

We liaise with local colleges and educational institutes to offer personnel under training the opportunity to do part of their work experience within the Scheme and endeavour to employ a variety of age groups and continue to encourage young people into childcare as a long term career.

We are aware that the present economic situation could alter. This is manifested by the number of redundancies, fewer work opportunities and the increase in dysfunctional or one parent families in the areas we serve and more families requiring two Parents/Guardians to work to support their present income. The special needs children who have access to the Scheme on a regular basis help to keep the numbers on a sustainable level and promote our aims. Proactive marketing, word of mouth and expansion of individual families ensures our numbers still show positive and we continue to be in a sustainable financial position.

3/3

Parents/Guardians in a better financial position and who are eligible to do so are urged to sign a declaration for Gift Aid. This helps support those children with Parents/Guardians on a low wage and for

whose support we were founded. This enables us to keep the childcare costs to a minimum but we are aware that the withdrawal of funding to independent voluntary groups, changes in Gift Aid and forthcoming budgets with regard to benefits etc., may well affect charitably supported settings such as ours.

The Committee remain committed to further improve the standard of childcare within the Scheme and to promote facilities for special needs, further encourage training and to improve and maintain the building and equipment for its intended purpose.

The Committee intend to continue to achieve the following:

- i) to promote and achieve the Early Years Foundation Stage.
- ii) to further encourage staff involvement in the running of the scheme
- iii) to encourage the children to take an active part in choosing and preparing the activities in the scheme
- iv) to continue to work towards providing the best possible working conditions for the staff and to ensure that training opportunities are available.,
- v) to continue to maintain and improve the building to sustain the present comfortable, warm environment for the children in our care.
- vi) to continue to seek grants to be able to carry through general maintenance and improvements when necessary. The Scheme is on the Nottinghamshire County Council Childcare Preferred Provider Register.
- vii) to network and work closely with local Community organisations and other settings with regard to staffing and to sharing training
- viii) to consider and appreciate the work of other charities in the area and if possible to give support i.e. fund raising etc when finances permit.
- ix) to continue to work alongside our feeder schools in maintaining a safe handover for the children in our mutual care and maintain adequate risk assessments for the movement of children to the scheme from the school.
- x) to endeavour to use publicity effectively to maintain the levels of attendance to the play scheme by encouraging Parents/Guardians to become involved by word of mouth, advertising in the Local Press, FIS, on Internet and other media.
- xi) In addition that we are as strategic as possible when we undertake the above activities to ensure maximum impact i.e. to ensure that leaflets are in feeder school packs as well as public places to ensure best possible coverage.

The Scheme accounts are audited annually and the present income sustains the out-goings of the Scheme. A nominated Finance Committee meet regularly to review the financial situation so that it remains stable. The Trustees of the Scheme have formed a Risk Assessment Committee to regularly assess the Managing Risks of the Scheme, to identify and put into practice the necessary actions to either mitigate or remove any risks which come to light as a result of these assessments.

Adrian Hunt, Chair, Ashfield Play Care Scheme

ASHFIELD PLAY CARE SCHEME
Charity number 1047469
Statement of Accounts
For the year ended
30th September 2018

SWANDEC
Chartered Accountants
550 Valley Road
Basford
Nottingham
NG5 1JJ

ASHFIELD PLAY CARE SCHEME

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES/MEMBERS ON THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2018

RESPONSIBILITIES OF THE TRUSTEES

The charity's trustees are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

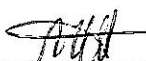
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINER

Mrs R Molloy has been re-appointed as independent examiner for the ensuing year.

Signed by order of the trustees:



Michelle Chadwick
Treasurer

21/1/19
Date



Adrian Hunt
Chairperson

21/1/19
Date

ASHFIELD PLAY CARE SCHEME

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES/MEMBERS ON THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2018

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, as amended; and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

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 I do not express an audit opinion on whether the accounts present a 'true and fair view'.

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 trustees have not met the requirements:

- to keep accounting records are kept in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Mrs R Molloy ACA
Swandec
Chartered Accountants
550 Valley Road
Basford
Nottingham
NG5 1JJ


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ASHFIELD PLAY CARE SCHEME

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 SEPTEMBER 2018

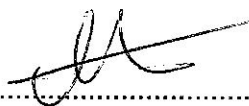
INCOMING RESOURCES	Note	2018	2017
		£	£
Parents Contributions		74,969.11	81,418.03
Donations and Fund Raising	5	2,866.45	1,153.51
Bank Interest		1.89	0.94
		<u>77,837.45</u>	<u>82,572.48</u>
Light and Heat		2,024.00	2,867.00
Wages and National Insurance (childcare)	4	56,653.05	64,848.34
Wages and National Insurance (admin)	4	1,298.91	1,621.70
Employee pension costs	4	661.80	450.45
Refreshments		1,373.26	1,217.32
Insurance, Inspection and Membership Fees, Licences		4,426.59	4,142.03
Postage, Stationery and Telephone		2,937.79	3,651.36
Website and Internet Costs		59.99	46.51
Outings and Entertainment		1,391.39	1,752.88
Travel Expenses		1,464.20	1,696.70
Accountant's Examination Fee	3	540.00	540.00
Cleaning		339.71	311.90
Repairs, Maintenance and Running Costs		1,228.52	983.24
Crafts, Play Equipment & Resources		1,942.83	1,967.80
Donations		50.00	136.00
Bank Charges		176.00	68.00
Staff Training (including EYFS,NVQ and Mandatory Courses)		234.06	585.94
Unpaid fees written off		135.00	532.00
		<u>76,937.10</u>	<u>87,419.17</u>
NET (OUTGOING)/INCOMING RESOURCES FROM NORMAL ACTIVITIES		900.35	(4,846.69)
DEPRECIATION OF FIXED ASSETS	6	2,411.80	2,837.41
Loss on Disposal of Fixed Assets		<u>0.00</u>	<u>24.56</u>
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR		(1,511.45)	(7,708.66)
Net Fund Balances Brought Forward		128,110.54	135,819.20
NET FUND BALANCES		<u>126,599.09</u>	<u>128,110.54</u>
Revaluation Reserve	7	87,613.88	87,613.88
TOTAL FUND BALANCES		<u><u>214,212.97</u></u>	<u><u>215,724.42</u></u>

ASHFIELD PLAY CARE SCHEME

BALANCE SHEET AS AT 30 SEPTEMBER 2018

	Note	2018 £	2017 £
TANGIBLE FIXED ASSETS	6	201,692.88	204,104.68
CURRENT ASSETS			
Closing Stock	8	559.70	973.45
Debtors	9	5,644.20	6,880.28
Cash at Bank and in Hand	10	9,219.61	6,290.51
TOTAL ASSETS		<u>217,116.39</u>	<u>218,248.92</u>
SHORT TERM CREDITORS	11	(2,903.42)	(2,524.50)
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>214,212.97</u>	<u>215,724.42</u>
Represented by:-			
TOTAL FUND BALANCES (ALL UNRESTRICTED)		<u>214,212.97</u>	<u>215,724.42</u>

Signed on behalf of the trustees



Date: 21-1-19.

ASHFIELD PLAY CARE SCHEME

NOTES TO THE ACCOUNTS

1. ACCOUNTING POLICIES

Basis of accounting

These accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities and the Charities SORP.

Change in basis

There has been no change to the valuation rules and methods of accounting since last year.

Changes to previous accounts

No changes have been made to accounts for previous years.

Cash from fund raising

This is reported gross in the Statement of Financial Activities.

Tangible fixed assets and depreciation

Tangible fixed assets are capitalised if they can be used for more than one year. They are valued at cost or a reasonable value on receipt.

Depreciation is provided at rates calculated to write off the cost of fixed assets over their expected useful lives on the following basis:

Fixtures, Fittings & Equipment – 15% per annum on a reducing balance basis.

The freehold building is recorded at its market value – see note 7.

2. Trustees

No amount of remuneration or other benefits were paid to the charity's trustees, or people connected with them, from the charity or any entity connected with it.

No transactions were undertaken by or on behalf of the charity in which the trustee or connected person had a material interest.

3. Independent examiner's remuneration

	2018	2017
	£	£
Examination Fee	540.00	540.00

4. Paid employees

	2018	2017
	£	£
Childcare employees	52,627.34	60,275.40
Admin employees	1,298.91	1,621.70
PAYE and national insurance	4,025.71	4,572.94
Employee pension costs	661.80	450.45
	<u>58,613.76</u>	<u>66,920.49</u>

5. Grants, donations and fundraising

	2018	2017
	£	£
Fundraising events	866.46	503.51
Pattionair	600.00	0.00
Anonymous and parent donations	1,400.00	0.00
Ashfield Independents donation	0.00	400.00
Rotary Club donation	0.00	250.00
	<u>2,866.46</u>	<u>1,153.51</u>

The donation from Pattionair was specifically for play equipment. This is included in Crafts, Play Equipment and Resources.

6. Tangible fixed assets

	Freehold Buildings	Fixtures, Fittings & Equip	Total
	£	£	£
Balance as at 1 October 2017	188,026.00	16,078.68	204,104.68
Additions	0.00	0.00	0.00
Less disposals	0.00	0.00	0.00
	<u>188,026.00</u>	<u>16,078.68</u>	<u>204,104.68</u>
Revaluation of building (note 7)	0.00	0.00	0.00
	<u>188,026.00</u>	<u>16,078.68</u>	<u>204,104.68</u>
Add disposals depreciation	0.00	0.00	0.00
Less Depreciation for the year	0.00	2,411.80	2,411.80
Balance as at 30 September 2018	<u>188,026.00</u>	<u>13,666.88</u>	<u>201,692.88</u>

7. Revaluation of freehold property

In 2013 the Trustees disclosed the value of the property at its insured amount of £188,000.00, which they believe is its approximate open market value.

The next revaluation review of the building will take place in the year to 30th September 2019.

The revaluation reserve is made up as follows:

	£
Cost of building @ 30 th September 2013	100,386.12
Revaluation in year ended 30 th September 2013	87,613.88
	<u>188,000.00</u>

8. Closing stock

	2018	2017
	£	£
Crafts and resources	475.20	645.95
Staff uniforms	84.50	327.50
	<u>559.70</u>	<u>973.45</u>

9. Debtors

The following amounts are owed to Ashfield Play Care Scheme:

	2018	2017
	£	£
Parents contributions	2,144.15	1,797.50
HMRC Charity payment	3,500.05	5,082.78
	<u>5,644.20</u>	<u>6,880.28</u>

10. Bank and cash in hand

	2018	2017
	£	£
Current account	1,556.94	3,206.94
Business reserve account	7,021.78	2,442.68
Petty cash	640.89	640.89
	<u>9,219.61</u>	<u>6,290.51</u>

11. Short term creditors

	2018	2017
	£	£
Accountancy fee accrual	540.00	540.00
Fees overpaid by parents	2,363.42	1,984.50
	<u>2,903.42</u>	<u>2,524.50</u>

12. General Notes

There are no commitments provided for in the accounts.

The charity has not given any guarantees.

The charity has not incurred any loss secured on any of its assets.

There were no contingent liabilities at 30 September 2018

None of the charity's functional fixed assets have been re-valued during the year.

The charity has no material uncapitalised fixed assets.

No significant donations in kind were received during the year, other than those disclosed in note 5 to the accounts.

ASHFIELD PLAY CARE SCHEME
Charity number 1047469
Statement of Accounts
For the year ended
30th September 2018

SWANDEC
Chartered Accountants
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ASHFIELD PLAY CARE SCHEME

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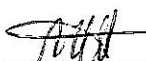
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Signed by order of the trustees:



Michelle Chadwick
Treasurer

21/1/19
Date



Adrian Hunt
Chairperson

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ASHFIELD PLAY CARE SCHEME

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Mrs R Molloy ACA
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Chartered Accountants
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ASHFIELD PLAY CARE SCHEME

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 SEPTEMBER 2018

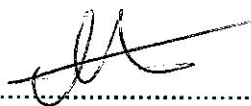
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Represented by:-			
TOTAL FUND BALANCES (ALL UNRESTRICTED)		<u>214,212.97</u>	<u>215,724.42</u>

Signed on behalf of the trustees



Date: 21-1-19.

ASHFIELD PLAY CARE SCHEME

NOTES TO THE ACCOUNTS

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2. Trustees

No amount of remuneration or other benefits were paid to the charity's trustees, or people connected with them, from the charity or any entity connected with it.

No transactions were undertaken by or on behalf of the charity in which the trustee or connected person had a material interest.

3. Independent examiner's remuneration

	2018	2017
	£	£
Examination Fee	540.00	540.00

4. Paid employees

	2018	2017
	£	£
Childcare employees	52,627.34	60,275.40
Admin employees	1,298.91	1,621.70
PAYE and national insurance	4,025.71	4,572.94
Employee pension costs	661.80	450.45
	<u>58,613.76</u>	<u>66,920.49</u>

5. Grants, donations and fundraising

	2018	2017
	£	£
Fundraising events	866.46	503.51
Pattionair	600.00	0.00
Anonymous and parent donations	1,400.00	0.00
Ashfield Independents donation	0.00	400.00
Rotary Club donation	0.00	250.00
	<u>2,866.46</u>	<u>1,153.51</u>

The donation from Pattionair was specifically for play equipment. This is included in Crafts, Play Equipment and Resources.

6. Tangible fixed assets

	Freehold Buildings	Fixtures, Fittings & Equip	Total
	£	£	£
Balance as at 1 October 2017	188,026.00	16,078.68	204,104.68
Additions	0.00	0.00	0.00
Less disposals	0.00	0.00	0.00
	<u>188,026.00</u>	<u>16,078.68</u>	<u>204,104.68</u>
Revaluation of building (note 7)	0.00	0.00	0.00
	<u>188,026.00</u>	<u>16,078.68</u>	<u>204,104.68</u>
Add disposals depreciation	0.00	0.00	0.00
Less Depreciation for the year	0.00	2,411.80	2,411.80
Balance as at 30 September 2018	<u>188,026.00</u>	<u>13,666.88</u>	<u>201,692.88</u>

7. Revaluation of freehold property

In 2013 the Trustees disclosed the value of the property at its insured amount of £188,000.00, which they believe is its approximate open market value.

The next revaluation review of the building will take place in the year to 30th September 2019.

The revaluation reserve is made up as follows:

	£
Cost of building @ 30 th September 2013	100,386.12
Revaluation in year ended 30 th September 2013	87,613.88
	<u>188,000.00</u>

8. Closing stock

	2018	2017
	£	£
Crafts and resources	475.20	645.95
Staff uniforms	84.50	327.50
	<u>559.70</u>	<u>973.45</u>

9. Debtors

The following amounts are owed to Ashfield Play Care Scheme:

	2018	2017
	£	£
Parents contributions	2,144.15	1,797.50
HMRC Charity payment	3,500.05	5,082.78
	<u>5,644.20</u>	<u>6,880.28</u>

10. Bank and cash in hand

	2018	2017
	£	£
Current account	1,556.94	3,206.94
Business reserve account	7,021.78	2,442.68
Petty cash	640.89	640.89
	<u>9,219.61</u>	<u>6,290.51</u>

11. Short term creditors

	2018	2017
	£	£
Accountancy fee accrual	540.00	540.00
Fees overpaid by parents	2,363.42	1,984.50
	<u>2,903.42</u>	<u>2,524.50</u>

12. General Notes

There are no commitments provided for in the accounts.

The charity has not given any guarantees.

The charity has not incurred any loss secured on any of its assets.

There were no contingent liabilities at 30 September 2018

None of the charity's functional fixed assets have been re-valued during the year.

The charity has no material uncapitalised fixed assets.

No significant donations in kind were received during the year, other than those disclosed in note 5 to the accounts.