



# Trustees' Annual Report & Accounts 2019

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Registered Charity No. 1069714 | Ofsted Registration No. 221911



# Trustees' Annual Report

for the period  
from 01 February 2018 to 31 January 2019

## **REFERENCE & ADMINISTRATION DETAILS:**

Charity Name	The Meadows Day Care Centre
Other Names	The Meadows Centre (Chatteris) - Old Name
Registered Charity No.	1069714
Charity's Principal Address	The Meadows Day Care Centre Farriers Gate Chatteris Cambridgeshire PE16 6QP.

## **Names of the Charity Trustees who have managed the Charity (1 Feb 2018 to 31 Jan 2019).**

Trustee Name	Office (if any)	Dates Acted (if not for whole year)	Name of person (or body) entitled to appoint trustee (if any)
John Smith	Chair		
Susan Kelly	Manager		
Tanya Southern			

## **Names of the Trustees for the charity.**

Trustee Name	Dates Acted (if not for whole year)
Pauline Bell	
Samantha Mandley	

## **Names and Addresses of advisors:**

Type of Advisor	Name	Address
Independent Examiner	Mark Saunders	7, Tribune Close, Chatteris, Cambridgeshire. PE16 6UY

## **STRUCTURE, GOVERNANCE & MANAGEMENT**

<b>Type of Governing Document</b>	Constitution adopted 26 Feb 1998, as amended 17 Apr 1998, as amended 17 Oct 2007, as amended 20 May 2014.
<b>How the Charity is constituted</b>	Association made-up from members and users of the Centre.
<b>Trustee selection methods</b>	Trustees are appointed/re-appointed annually at the AGM or by adoption to the Management Committee during the year.
<b>Additional governance issues</b>	<p>The Centre has a number of policies which act as governance and guidance to the trustees, staff and volunteers which include a Safeguarding and Child Protection policy.</p> <p>The Centre ensures that all staff and volunteers are deemed suitable through Disclosure and Barring Service (DBS) checks.</p> <p>It is a requirement of the Centre's Ofsted registration that all committee members are deemed suitable to form part of the 'registered person'* through their own checks and through Disclosure and Barring Service (DBS) checks.</p> <p><i>*The Childcare Act 2006 uses the concept of the registered person. 'Person' covers both individuals and organisations, such as companies, partnerships and committees who have overall responsibility for the provision of childcare.</i></p> <p>All trustees give their time voluntary and receive no remuneration or other benefits.</p>

## **OBJECTIVES & ACTIVITIES:**

<b>Summary of the objectives of the charity set out in its governing document.</b>	<p>To educate and assist children and young persons living in or attending full time education within the town of Chatteris or the surrounding villages ("the locality") during their pre-school and out of school time so to develop their mental, physical, spiritual and social capacities that they may grow as individuals and members of society.</p> <p>To offer appropriate play, education and care facilities, extended hours groups ensuring that all inhabitants of the locality are offered the same opportunities whatever their gender, race, culture, religion, means or ability.</p> <p>To provide and assist in the provision of facilities for the recreation and leisure time occupation of inhabitants of the locality in the interests of social welfare and so that their conditions of life may be improved.</p>
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**Summary of the main activities undertaken for the public benefit in relation to these objects.**

Childcare:

The focus of the Charity's main activities remains the provision of childcare for children and young people from the age of 2 years old to 12 years old within the local area through a nursery and after school club.

The Centre is required to follow the Statutory Framework for Early Years Foundation Stage (EYFS), which specifies requirements for learning and development and safeguarding children promoting their welfare.

The Centre's childcare activities benefit those who attend the Centre by educating them, developing their social skills whilst; in the case for the nursery preparing them for full time education. The Centre believes in encouraging children's and young people's independence to foster their self-esteem.

The Centre welcomes children and young people from all backgrounds regardless of race and religion, gender, personal circumstances or educational needs.

The nursery also welcomes young people on work experience placements from local further education colleges who are studying towards a childcare qualification. As well as providing work experience placements for local school children.

Community Centre:

The Charity also makes its facilities (building and equipment) available to the local area for parties, meetings, and other leisure and recreational activities.

The Centre is often used by families to hold children's parties, has seen the occasional organisation hold meetings/training sessions.

**Additional details of objectives and activities.**

The Charity is thankful for the contribution made by volunteers from the parents of children who attend the Centre and others from the community. This volunteer help is greatly appreciated.

## **ACHIEVEMENTS & PERFORMANCE:**

### **Summary of the main achievements of the Charity during the year.**

#### Childcare - Nursery:

At the start of the reporting period, the nursery had 63 children on the roll. These children were made-up of children between the ages of 2 years to 4 years attending the nursery on a private paying or nursery education funded basis.

The numbers had fallen to 56 by the end of the 2017/18 academic year.

The new academic year in September 2018 saw a healthy 47 children on the roll that had risen to 50 children by the end of January 2019.

The long-term waiting list for the nursery was healthy, however it had been noted the projected numbers of children due to start in the September 2019 could be lower than seen for many years.

The nursery continues to benefit from taking children from the age of 2 as those children are more likely to finish their nursery education at the Centre prior to starting full-time primary education at the age of 4. This means some children are on the roll for almost 3 years.

The continued implementation of 30 hours extended nursery education for eligible children and families has also benefited the nursery from the increased funding. However, as reported in previous periods the 30 hours offer has an impact on the number of children in total that could be offered session places.

#### Childcare - After School:

The after school club continues to offer 2¾ hours of childcare every afternoon during term time for up to 44 children.

The year has seen mixed fortunes for the after school club due in some part to the opening of an after school club facility at the adjacent primary school in September 2018.

Given this, the numbers attending the ASC have been relatively stable and remain higher than attendance seen in some previous years.

#### Staff:

The Charity continues to ensure that all staff are trained to the statutory level required, and we have seen staff attending many different courses as well as the regular 1<sup>st</sup> Aid and Child Protection courses.

During the period we did see some small changes to staffing. One of our ASC staff was lost to the primary school to run their new ASC while another nursery lunchtime assistants moved on to a full time role at another childcare setting.

We have also seen the return of a former employee to cover maternity leave.

Ofsted:

The centre's childcare activities were inspected by Ofsted in May 2018. The outcome of this inspection meant we once again received a rating of Good across all areas.

## **FINANCIAL REVIEW:**

**Brief statement of the Charity's policy on reserves.**

The Centre holds a balance at Bank in two accounts - one current account and one deposit account.

In addition a balance is held in a PayPal account.

The reserves held in the current account are used for day-to-day running of the Centre whilst the reserves held in the deposit account are held for the following:

- To meet any unforeseen expenditure that may occur, for example repairs and renewals to the premises.
- To meet any redundancy costs should The Centre cease to operate. It is advised to hold approximately three months payroll costs in reserves for this purpose. Should the situation arise, the cost to the centre would be in the region of £33,000

**Details of any funds materially in deficit.**

The Centre has seen a surplus from its activities this last financial year with no funds in material deficit.

**Further financial review details.**

The surplus from all activities this financial year has fallen by 22% when compared to the previous financial year. This reduction is mainly down to a reduction in surplus made at the ASC in the year (-27.2%).

The nursery continues to operate a healthy surplus (when comparing nursery specific revenue and costs). However, this period did see a slight reduction by 3.5% compared to the previous year.

During the reporting period, nursery revenues from nursery education and associated funding increased slightly by 2.2% whilst the nursery revenues from non-funded; private paying; childcare fell by 7.2%. This reduction could be down to the fact that some of the

children and families receiving the 30 hours extended offer may have previously privately paid for childcare over and above the 15 hours universal offer.

Should this be the case, the nursery has benefited due to the per-hour funding being greater than the fees charged.

Following the review of fees in September 2017, as reported in 2017/18, there has been no need to review fees charged in this period. This also applies to the ASC fees.

The ASC revenues in the period have fallen by 14.8% in comparison to the previous year. This could have been caused partly by the number of children reaching the age where we no longer offer childcare, and partly by the new ASC at the adjacent primary school as mentioned above. The real reason is not known but those factors could have affected revenues. Future monitoring is being conducted to monitor the situation.

The ASC continues to make a surplus (when comparing ASC specific revenue and costs) and although this has reduced by 27.2% year on year the surplus remains healthy.

The biggest costs to the Centre remain staff wages and other staffing costs. This year the wage bill has increased by a modest 2.6% and accounted for 75.7% of income and 81.7% of total expenditure.

One staff associated cost which has seen a large increase in the year is in the area of Workplace Pension. Due to contribution rates changing in April 2018, costs to the Centre have increased 110.9% year on year. A further rise in April 2019 is the last rise planned under the Auto Enrolment rules.

Income received by the charity and its activities have allowed the Centre to provide affordable childcare for children and young people from the local area, from any background whilst being able to accommodate every need of that child or young person.

The Centre aims to keep childcare fees as low as possible whilst providing the best quality childcare.

The Centre is also able to offer out its facilities to the local community for recreational leisure activities at an affordable rental.



## **OTHER INFORMATION:**

### **Centre Building:**

The Centre building, opened in September 1998 for the purpose of providing childcare and a community centre, is held in Permanent Endowment by the Charity with all initial construction costs being 100% funded by Community Fund Lottery grant. All balances relating to the Centres fixed assets (Centre Building) are restricted funds which the Charity is not able to release.

The land which the building is sited is owned by The Diamond Learning Partnership Trust; transferred from Cambridgeshire County Council ownership with Glebelands Primary School on 1<sup>st</sup> February 2017; and is leased to the Charity on a 'long lease' at peppercorn rent.

## **DECLARATION:**

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the Charity's Trustees

Signed

A handwritten signature in black ink, appearing to read 'John Smith', with a long horizontal stroke extending to the right.

**Full Name** John Richard Smith

**Position** Chairman

**Date** 31 October 2019



**THE MEADOWS DAYCARE CENTRE**

**ANNUAL ACCOUNTS**

**FOR THE YEAR ENDED**

**31 JANUARY 2019**

## **THE MEADOWS DAYCARE CENTRE**

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# THE MEADOWS DAYCARE CENTRE

## Statement of Financial Activities ( incorporating an Income and Expenditure Account ) For The Year Ended 31 January 2019

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2019 £	Total 2018 £
<b>Incoming Resources</b>					
Local Authority Grants	108,513.81			108,513.81	106,182.29
Fees Received	33,285.86			33,285.86	37,680.49
Hire of Centre	60.00			60.00	30.00
Other Income	344.09			344.09	247.75
Interest received	160.24			160.24	13.51
<b>Total Incoming Resources</b>	<b>142,364.00</b>	<b>0.00</b>	<b>0.00</b>	<b>142,364.00</b>	<b>144,154.04</b>
<b>Resources Expended</b>					
<b>Costs of Activities for Charitable Objectives</b>					
Salaries, N.I and Pension Contributions	109,423.25			109,423.25	106,175.20
Repair & Maintenance	2,093.23			2,093.23	3,414.10
Cleaning & Skip Hire	2,572.53			2,572.53	2,872.34
Equipment/Activities	4,018.37			4,018.37	4,578.97
Refreshments/Snacks	1,723.57			1,723.57	1,720.69
Other Consumables	2,009.20			2,009.20	2,319.81
Depreciation - Building	0.00		4,767.00	4,767.00	4,767.00
<b>Sub - Total</b>	<b>121,840.15</b>	<b>0.00</b>	<b>4,767.00</b>	<b>126,607.15</b>	<b>125,848.11</b>
<b>Management &amp; Administration</b>					
Audit	175.00			175.00	175.00
NNDR	1,109.25			1,109.25	1,077.75
Water Rates	1,033.01			1,033.01	966.87
Energy Costs	2,430.59			2,430.59	2,102.99
Telephone	1,247.68			1,247.68	1,305.91
Insurance	1,632.64			1,632.64	1,572.38
Subscriptions	954.95			954.95	890.64
Stationery, Printing & Postage	1,421.05			1,421.05	1,489.06
<b>Sub - Total</b>	<b>10,004.17</b>	<b>0.00</b>	<b>0.00</b>	<b>10,004.17</b>	<b>9,580.60</b>
<b>Total Resources Expended</b>	<b>131,844.32</b>	<b>0.00</b>	<b>4,767.00</b>	<b>136,611.32</b>	<b>135,428.71</b>
<b>Net Incoming / (Outgoing) Resources</b>	<b>10,519.68</b>	<b>0.00</b>	<b>(4,767.00)</b>	<b>5,752.68</b>	<b>8,725.33</b>
<b>Transfer to Restricted Funds</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Movement in Funds</b>	<b>10,519.68</b>	<b>0.00</b>	<b>(4,767.00)</b>	<b>5,752.68</b>	<b>8,725.33</b>
Total Funds brought forward 1 February 2018	98,381.98	5,000.00	195,427.00	298,808.98	290,083.65
<b>Total Funds carried forward 31 January 2019</b>	<b>108,901.66</b>	<b>5,000.00</b>	<b>190,660.00</b>	<b>304,561.66</b>	<b>298,808.98</b>

# THE MEADOWS DAYCARE CENTRE

## Balance Sheet as at 31 January 2019

	£	2019 £	£	2018 £
<b>Fixed Assets</b>				
Tangible Assets    Centre Building		190,660.00		195,427.00
<b>Current Assets</b>				
Cash at Bank	112,670.23		102,367.86	
Cash in Hand	299.74		297.99	
Debtors & Prepayments	2,272.37		2,300.62	
	<u>115,242.34</u>		<u>104,966.47</u>	
<b>Current Liabilities</b>				
Creditors : amounts due within one year	<u>1,340.68</u>		<u>1,584.49</u>	
<b>Net Current Assets</b>		113,901.66		103,381.98
<b>Net Assets</b>		<u><b>304,561.66</b></u>		<u><b>298,808.98</b></u>
<b>Funds</b>				
Unrestricted Fund				
General Fund - Undesignated		108,901.66		98,381.98
Restricted Funds				
Replacement Funds (Heating)		5,000.00		5,000.00
Capital Fund				
Building Fund - Endowment		190,660.00		195,427.00
<b>Total Funds</b>		<u><b>304,561.66</b></u>		<u><b>298,808.98</b></u>

## Notes to the Accounts for the year to 31 January 2019

## General

## Depreciation

Centre Building 60 Years - Straight Line basis

## 2. Fixed Assets

The above values relate to the centre building only. The land these are sited on is owned by Cambridgeshire County Council and is leased to the Charity on a 'long lease' at peppercorn rent.

### 3. Unrestricted Funds

The General fund represents the free funds of the charity which are not designated for particular purposes.

#### 4. Restricted Funds

The Heating Replacement Fund (£5,000) and Storage Container Replacement Fund (£8,000) were established in 2015 to set aside funds for the future replacement of these items. In 2016/17 the £8,000 Storage Container Fund was utilised and transferred back to the Income & Expenditure Account.

## 5. Permanent Endowment Funds

All transactions within the Endowment Funds category relate to the building and equipping of the new Centre building which opened in September 1998 and has been 100% funded by Community Fund Lottery Grant.

The balance on this fund represents the net book value of the new building and is not available for any other purpose.

**6. Movement in Funds**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Endowment Funds £</b>	<b>TOTAL £</b>
<b>Balance at 1 February 2018</b>	98,381.98	5,000.00	195,427.00	298,808.98
Incoming Resources	142,364.00	0.00	0.00	142,364.00
Outgoing Resources	(131,844.32)	(0.00)	(4,767.00)	(136,611.32)
<b>Balance at 31 January 2019</b>	<u>108,901.66</u>	<u>5,000.00</u>	<u>190,660.00</u>	<u>304,561.66</u>

**7. Net Assets by Funds**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Endowment Funds £</b>	<b>TOTAL £</b>
Fixed Assets	0.00	0.00	190,660.00	190,660.00
Current Assets	110,242.34	5,000.00	0.00	115,242.34
Current Liabilities	1,340.68	0.00	0.00	1,340.68
	<u>108,901.66</u>	<u>5,000.00</u>	<u>190,660.00</u>	<u>304,561.66</u>

## **Independent Examiner's Report to the Trustees of The Meadows Daycare Centre**

I report on the accounts of the Trust for the year ended 31 January 2019, which are set out on pages 1 to 4.

### **Respective responsibilities of trustees and 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; and
- \* to state whether particular matters have come to my attention.

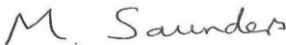
### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no 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 2011 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.

Signed :   
Name : Mark Saunders B.Sc (Hons), MAAT  
Address : 7 Tribune Close  
Chatteris  
Cambs  
PE16 6UY  
Date : 17 October 2019