

Chapelton Community Nursery

Charity number 1011670

A company limited by guarantee number 02704190

Annual Report and Financial Statements for the year ended 31 March 2019



West Yorkshire Community Accounting Service

Chapelton Community Nursery

Annual Report and Financial Statements for the year ended 31 March 2019

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Prepared by West Yorkshire Community Accounting Service

Chapelton Community Nursery

Trustees' report for the year ended 31 March 2019

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Megan Waugh	Chair	
Stuart Hodgkinson	Treasurer	
Britta Turner		Resigned May 2019
Joanne Kiernan		Appointed September 2019
Zoe Rosindale		Appointed September 2019
Nicholas Oakshett		Appointed July 2019
Geraldine Montgomerie		Appointed November 2018
Zoe Riley		Appointed January 2019
		Resigned May 2019

Charity number 1011670 Registered in England and Wales

Company number 02704190 Registered in England and Wales

Registered and principal address	Bankers
Reginald Street	CAF Bank Ltd
Chapelton	25 Kings Hill Avenue
Leeds	Kings Hill
LS7 3HL	West Malling
	Kent
	ME19 4JQ

Independent examiner

Simon Bostrom FCIE

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 6 Apr 1992. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Chapelton Community Nursery

Trustees' report (continued) for the year ended 31 March 2019

Objectives and activities

The charity's objects

To promote the physical mental and social well being of children resident in the area of benefit.

The charity's main activities

Chapelton Community Nursery is an early years childcare provider for children aged 20 months to 5 years. Apart from providing full day childcare 5 days a week from 8am to 6pm, the Nursery also has on-site catering facilities and outdoor play spaces.

We celebrate a diversity of cultural events and faith-based festivals and take children and parents on an annual day trip to Scarborough.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

Achievements and performance

Providing high quality, low-cost day care facilities for children from diverse and disadvantaged backgrounds.

Providing play opportunities for children including routine outdoors play.

Providing stay and play sessions for families.

Financial review

The net income for the year was £5,385, including net expenditure of £4,400 on unrestricted funds and net income of £9,785 on restricted funds.

Reserves policy

Management policy is always to hold at least three months trading costs at bank, estimated at £50,000.

The charity's free reserves, excluding fixed assets, at the year end were £69,611.

In the current year, expenditure will exceed income and the charity's reserves will be nearer the policy level by the year end.

Chapeltown Community Nursery

Trustees' report (continued) for the year ended 31 March 2019

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts 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, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and 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 have been followed, subject to any material departures disclosed and explained in the financial statements;

- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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 to enable them to ensure that the financial accounts comply with the Companies Act 2006. They 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.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed.....Stuart Hodkinson..... (Trustee)

Name.....Stuart Hodkinson.....

Date.....20/12/19.....

Chapeltown Community Nursery

Independent examiner's report to the trustees of Chapeltown Community Nursery

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2019, which are set out on pages 6 to 11.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I 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 company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Signed:Simon Bostrom..... Name: Simon Bostrom

Relevant professional qualification or body: FCIE

Date:21/12/19.....

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Chapeltown Community Nursery
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2019

	Notes	2019 Unrestricted funds £	2019 Restricted funds £	2019 Total funds £	2018 Total funds £
Income from:					
Fee income		91,328	-	91,328	84,299
Grants and donations	(2)	83,981	10,000	93,981	71,530
Other earned income		2,542	-	2,542	2,449
Bank interest		92	-	92	104
Total income		177,943	10,000	187,943	158,382
Expenditure on:					
Salaries NI and pensions	(3)	152,536	-	152,536	143,467
Agency staff		3,585	-	3,585	8,285
Staff travel		169	-	169	222
Staff training		570	-	570	-
Food and subsistence		5,648	-	5,648	5,429
Toys and materials		1,187	115	1,302	1,083
Trips and activities		227	-	227	301
Photography		34	-	34	123
Marketing		140	100	240	-
Memberships and subs		648	-	648	629
Rates and insurance		3,726	-	3,726	3,966
Heat and light		5,389	-	5,389	5,602
Cleaning and waste		459	-	459	557
Security and fire protection		637	-	637	763
Repairs and maintenance		3,741	-	3,741	6,850
Office costs		817	-	817	513
Phone, internet and website		1,467	-	1,467	1,532
Independent examination		660	-	660	550
Professional fees		-	-	-	1,485
Bank charges		60	-	60	60
Depreciation		643	-	643	857
Total expenditure		182,343	215	182,558	182,274
Net income / (expenditure)		(4,400)	9,785	5,385	(23,892)
Fund balances brought forward		75,941	-	75,941	99,833
Fund balances carried forward	(4)	71,541	9,785	81,326	75,941

All incoming resources and resources expended derive from continuing activities.

Chapeltown Community Nursery

Balance sheet

as at 31 March 2019

		2019 Unrestricted £	2019 Restricted £	2019 Total £	2018 Total £
Fixed assets					
Tangible assets	(5)	1,930	-	1,930	2,573
Total fixed assets		<u>1,930</u>	<u>-</u>	<u>1,930</u>	<u>2,573</u>
Current assets					
Debtors and prepayments	(6)	819	-	819	1,319
Cash at bank and in hand	(7)	69,876	9,785	79,661	74,479
Total current assets		<u>70,695</u>	<u>9,785</u>	<u>80,480</u>	<u>75,798</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(8)	1,084	-	1,084	2,430
Total current liabilities		<u>1,084</u>	<u>-</u>	<u>1,084</u>	<u>2,430</u>
Net current assets / (liabilities)		<u>69,611</u>	<u>9,785</u>	<u>79,396</u>	<u>73,368</u>
Net assets		<u>71,541</u>	<u>9,785</u>	<u>81,326</u>	<u>75,941</u>
Funds					
Unrestricted funds		71,541	-	71,541	75,941
Restricted funds		-	9,785	9,785	-
Total funds		<u>71,541</u>	<u>9,785</u>	<u>81,326</u>	<u>75,941</u>

For the year ending 31 March 2019 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2015).

The financial statements were approved by the board of trustees on

Date:21/12/19.....

Signed:Stuart Hodkinson.....

(Trustee)

NameStuart Hodkinson.....

Chapelton Community Nursery

Notes to the accounts

for the year ended 31 March 2019

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice:

Accounting and Reporting by 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)

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a reducing balance basis over their expected useful economic lives as follows:

Equipment: 25%

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Chapeltown Community Nursery

Notes to the accounts continued

for the year ended 31 March 2019

1 Accounting policies continued

Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

2 Grants and donations

	2019	2019	2019	2018
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Nursery Education Grant	74,265	-	74,265	64,552
Deprivation uplift	7,150	-	7,150	3,923
Milk subsidy	1,092	-	1,092	1,072
National Lottery Community Fund	-	10,000	10,000	-
Donations	1,474	-	1,474	1,983
	<u>83,981</u>	<u>10,000</u>	<u>93,981</u>	<u>71,530</u>

3 Staff costs and numbers

	2019	2018
	£	£
Gross salaries	143,638	143,467
Social security costs	5,309	
Pensions	3,589	
	<u>152,536</u>	<u>143,467</u>

The average number employees during the year was 10, being an average of 7.4 full time equivalent (2018: 10).

There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2019	2018
	£	£
Costs of the scheme to the charity for the year	3,589	-

4 Restricted funds

	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
National Lottery	-	10,000	215	-	9,785
	<u>-</u>	<u>10,000</u>	<u>215</u>	<u>-</u>	<u>9,785</u>

Fund name

Purpose of restriction

National Lottery For the making space project to fund a new baby room and associated improvements to the nursery.

Chapeltown Community Nursery

Notes to the accounts continued

for the year ended 31 March 2019

5 Tangible assets

	Equipment	Total
<u>Cost</u>	£	£
At 1 April 2018	31,734	31,734
Additions	-	-
At 31 March 2019	<u>31,734</u>	<u>31,734</u>
<u>Depreciation</u>		
At 1 April 2018	29,161	29,161
Charge for year	643	643
At 31 March 2019	<u>29,804</u>	<u>29,804</u>
<u>Net book value</u>		
At 31 March 2019	<u>1,930</u>	<u>1,930</u>
At 31 March 2018	<u>2,573</u>	<u>2,573</u>

6 Debtors and prepayments

	2019	2018
	£	£
Debtors	819	1,319
Prepayments	-	-
	<u>819</u>	<u>1,319</u>

7 Cash at bank and in hand

	2019	2018
	£	£
Cash at bank	79,646	74,395
Cash in hand	15	84
	<u>79,661</u>	<u>74,479</u>

8 Creditors and accruals

	2019	2018
	£	£
Creditors	424	1,880
Accruals	660	550
	<u>1,084</u>	<u>2,430</u>

9 Related party transactions

Trustee remuneration

No trustee received any remuneration during this year or the previous year.

Trustee expenses

No trustee received any expenses during this year or the previous year.

Key management personnel

The key management personnel of the charity comprises the Nursery Manager only. The total employee benefits of the key management personnel of the charity were £27,806.

There were no other related party transactions during this year or the previous year.

Chapeltown Community Nursery

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2019

	2019 Unrestricted funds £	2018 Unrestricted funds £	2019 Restricted funds £	2018 Restricted funds £	2019 Total funds £	2018 Total funds £
Income						
Fee income	91,328	84,299	-	-	91,328	84,299
Grants and donations	83,981	71,530	10,000	-	93,981	71,530
Other earned income	2,542	2,449	-	-	2,542	2,449
Bank interest	92	104	-	-	92	104
Total income	177,943	158,382	10,000	-	187,943	158,382
Expenditure						
Salaries NI and pensions	152,536	143,467	-	-	152,536	143,467
Agency staff	3,585	8,285	-	-	3,585	8,285
Staff travel	169	222	-	-	169	222
Staff training	570	-	-	-	570	-
Food and subsistence	5,648	5,429	-	-	5,648	5,429
Toys and materials	1,187	1,083	115	-	1,302	1,083
Trips and activities	227	301	-	-	227	301
Photography	34	123	-	-	34	123
Marketing	140	-	100	-	240	-
Memberships and subs	648	629	-	-	648	629
Rates and insurance	3,726	3,966	-	-	3,726	3,966
Heat and light	5,389	5,602	-	-	5,389	5,602
Cleaning and waste	459	557	-	-	459	557
Security and fire protection	637	763	-	-	637	763
Repairs and maintenance	3,741	6,850	-	-	3,741	6,850
Office costs	817	513	-	-	817	513
Phone, internet and website	1,467	1,532	-	-	1,467	1,532
Independent examination	660	550	-	-	660	550
Professional fees	-	1,485	-	-	-	1,485
Bank charges	60	60	-	-	60	60
Depreciation	643	857	-	-	643	857
Total expenditure	182,343	182,274	215	-	182,558	182,274
Net income / (expenditure)	(4,400)	(23,892)	9,785	-	5,385	(23,892)
Fund balances brought forward	75,941	99,833	-	-	75,941	99,833
Fund balances carried forward	71,541	75,941	9,785	-	81,326	75,941