FAKENHAM CHILDREN'S DAYCARE CENTRE ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2019

MONDAY



A09 18/05/2020 COMPANIES HOUSE #120

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees G B Allcock

S J Cornwall

Charity number 1069990

Company number 02784445

Principal address Highfield Lawn

Field Lane Fakenham Norfolk NR21 9QR

Registered office Highfield Lawn

Field Lane Fakenham Norfolk NR21 9QR

Independent examiner Mapus- Smith & Lemmon LLP

48 King Street King's Lynn Norfolk

United Kingdom PE30 1HE

CONTENTS

	Page
Trustees report	1 - 3
Independent examiner's report	4
Statement of financial activities	5
Balance sheet	6
Notes to the financial statements	7 - 15

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 AUGUST 2019

The trustees present their report and financial statements for the year ended 31 August 2019.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

The charity's object and its principal activity continues to be that of providing child care facilities in the Fakenham area. The organisation provides day care facilities for children up to 14 years of age including special facilities for six babies.

The main aims of the charity are;

- To provide affordable, flexible and inclusive, good quality childcare for children aged between 0-14 years, (16 with Additional or Special needs) that live in the Fakenham and District area.
- To provide a service that meets the needs of our families and enables parents to leave their children feeling confident and reducing anxiety in their childcare arrangements.
- To provide a programme of activities in which the welfare, security and development of children is of
 primary importance. Encouraging all children to grow and develop at an individual pace, promoting an
 awareness of their self worth and expanding their understanding of themselves and of others and to
 be a valued and valuable member of our Centre community.
- To make provision, with regard to the diverse needs of the community. To actively consult parents, schools and outside agencies involved with any child in our care ensuring that they meet their full potential. Recognising that each individual child has different needs relating to personal characteristics and pre-school experiences and that such needs require early identification, in order to build a programme of ongoing development.
- Create a loving and secure environment, where making choices, mistakes and trying things out are
 valued and celebrated. Where building self-esteem, independence of action and thought are
 encouraged, building children's confidence in all activities and providing opportunities for play and talk
 through observing, imagining, experimenting, exploring, identifying, choosing and practising.
- Praise and encourage good behaviour building self-esteem, fostering a caring attitude towards others
 and property. Learning to value everyone regardless of gender, race, class or disability, ensuring that
 all children have equality of opportunity and access to a broad, balanced, relevant and different
 curriculum, within a safe, secure and stimulating environment.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2019

Achievements and performance

The Day Care centre continues to work closely with all local providers and working with school on transitions and the local early years team.

Training continues, with staff having undergone the following training; First Aid, Child Protection, and Safeguarding, which are all Ofsted requirements. Other training included Level 3 and 4 in Childcare and Education, Health and Safety, Risk Assessment, Fire Hazard, one member of staff awarded Level 3 in Special Needs and one member of staff awarded Apprentice of the year. Numerous other short courses to were undertaken to enhance personal development and the setting.

Our high standard of care to children in our rural area culminated in being awarded "Outstanding" by Ofsted in May 2018.

Within the year the Baby room has been redecorated as well as enhancing the outside areas.

Financial review

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

From September 2017 the Government introduced the extra free entitlement for working parents of an extended 15 hours funding. This rise in funding and the high intake of children during this period has seen a significant rise in finances, leaving us with a more satisfactory outcome for the Centre's future.

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risk.

To ensure that the centre continues it's policy of ensuring all children are equally involved.

Structure, governance and management

The charity is constituted as a company limited by guarantee, and is therefore governed by a memorandum and articles of association.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

C W Wood

(Resigned 12 August 2019)

G B Allcock

S J Cornwall

New trustees are invited and encouraged to attend a series of short training sessions to familiarise themselves with the charity and the context within which it operates. These training sessions cover -

- · The obligations of Management Committee members.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles.
- Resourcing and the current financial position as set out in the latest published accounts.
- · Future plans and objectives.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2019

The charity is organised so that the trustees meet regularly to manage its affairs. The trustees delegate the day to day responsibility to a centre manager.

The remaining staff employed at the centre provide a pre school breakfast club, care for young children during the day and after school facilities until 6.00 pm in the evening.

The trustees report was approved by the Board of Trustees.

S J Cornwa

Trustee

Dated: 27.4.20

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF FAKENHAM CHILDREN'S DAYCARE CENTRE

I report to the trustees on my examination of the financial statements of Fakenham Children's Daycare Centre (the charity) for the year ended 31 August 2019.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no 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 charity as required by section 386 of the 2006 Act;
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

Mrs Sharon Edwards, F.C.A. Mapus- Smith & Lemmon LLP		
48 King Street .		
King's Lynn		
Norfolk		
PE30 1HE		

Dated:	 	•••	 ••		•••	••	•	
Dated:	 	•••	 ••	• • •		••	•	

United Kingdom

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2019

	Uı	nrestricted funds 2019	Restricted funds 2019	Total 2019	Total 2018
	Notes	£	£	£	£
Income and endowments from:					
Donations and legacies	2	-	700	700	9,076
Charitable activities	3	360,459	-	360,459	386,836
Other trading activities	4	4,378	-	4,378	3,353
Investments	5	5	-	5	3
Other income	6	-	2,000	2,000	-
Total income		364,842	2,700	367,542	399,268
Expenditure on:					
Charitable activities	7	341,583	6,305	347,888	325,312
Net income/(expenditure) for the year/ Net movement in funds	1	23,259	(3,605)	19,654	73,956
Fund balances at 1 September 2018		121,099	113,892	234,991	161,035
Fund balances at 31 August 2019		144,358	110,287	254,645	234,991

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BALANCE SHEET AS AT 31 AUGUST 2019

		201	19	201	8
	Notes	£	£	. £	£
Fixed assets					
Tangible assets	11		133,039		120,115
Current assets					
Debtors	12	33,012		36,601	
Cash at bank and in hand		95,115		82,711	
		128,127		119,312	
Creditors: amounts falling due within	40	(0.504)		(4.420)	
one year	13	(6,521) ———		(4,436)	
Net current assets			121,606		114,876
Total assets less current liabilities			254,645		234,991
Income funds					
Restricted funds	14		110,287		113,892
Unrestricted funds			144,358		121,099
			254,645		234,991
			204,040 ———		234,551 ————

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 August 2019.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

S J Cornwall

Trustee

Company Registration No. 02784445

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2019

1 Accounting policies

Charity information

Fakenham Children's Daycare Centre is a private company limited by guarantee incorporated in England and Wales. The registered office is Highfield Lawn, Field Lane, Fakenham, Norfolk, NR21 9QR.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2019

1 Accounting policies

(Continued)

1.5 Resources expended

Expenditure is recognised when a liability is incurred. Contractual arrangements and performance related grants are recognised as goods or services are supplied. Other grant payments are recognised when a constructive obligation arises that result in the payment being unavoidable.

Costs of generating funds are those costs incurred in trading activities that raise funds.

Charitable activities are those costs incurred by the charity in meeting its charitable objectives.

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with the constitutional and statutory requirements.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold buildings 2% straight line
Plant and equipment 20% reducing rate
Fixtures and fittings 20% reducing rate
Motor vehicles 20% reducing rate
Play equipment 20% reducing rate

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Intangible assets with indefinite useful lives and intangible assets not yet available for use are tested for impairment annually, and whenever there is an indication that the asset may be impaired.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2019

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Total
	2019	2019	2019	2018
	£	£	£	£
Donations and gifts		700	700	7,076
Grants	-	-	-	2,000
		700	700	9,076
	===	———		===
For the year ended 31 August 2018	6,576	2,500		9,076
	===			_
Grants receivable for core activities	•			
Tesco grant	-	-	-	2,000
	-	-	-	2,000
	====			

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2019

3	Charitable activities		
		2019 £	2018 £
	Nursery fees & funding	360,459	386,836
4	Other trading activities		
		Unrestricted funds	Total
		2019 £	2018 £
	Fundraising events	<u>4,378</u>	3,353
5	Investments		
		Unrestricted funds	Total
		2019 £	2018 £
	Interest receivable	5	3
6	Other income		
		Restricted funds	Total
	• • •	2019 £	2018 £
	Other income	2,000	-

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2019

7Charitable activities

	2019	2018
,	£	£
Staff costs	284,538	263,743
Depreciation and impairment	10,430	6,493
Playgroup materials	17,090	18,131
NNDC	2,665	2,078
HP Interest	-	101
Rates	5,349	5,811
Phone	1,377	1,284
Repairs & Renewals	5,180	4,336
Cleaning	6,936	6,484
Insurance	1,242	1,379
Recruitment service	330	1,345
Motor expenses	1,376	895
Sundry	4,378	4,083
Other charitable expenditure	1,001	2,870
	341,892	319,033
Share of governance costs (see note 8)	5,996	6,279
	347,888	325,312
		
Analysis by fund		
Unrestricted funds	341,583	320,956
Restricted funds	6,305	4,356
	347,888	325,312
	*	
For the year ended 31 August 2018		
Unrestricted funds	320,956	
Restricted funds	4,356	
	 325,312	
	===	

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2019

8	Support costs	Support Go	vernance	2019	2018
		costs	costs		
		£	£	£	£
	Accountancy	<u>-</u>	2,868	2,868	3,364
	Office costs	-	2,374	2,374	2,139
	Bank charges	-	754	754	776
			5,996	5,996	6,279
	Analysed between				
	Charitable activities	-	5,996	5,996	6,279

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

10 Employees

Number of employees

The average monthly number of employees during the year was:

The average monthly number of employees during the year was.	2019 Number	2018 Number
	23	23
Employment costs	2019	2018
	£	£
Wages and salaries	280,000	262,773
Other pension costs	4,538	970
	284,538	263,743
	====	====

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2019

11	Tangible fixed assets						
		Freehold buildings	Plant and equipment	Fixtures and Mo fittings	otor vehicles	Play equipment	Total
		£	£	£	£	£	£
	Cost						
	At 1 September 2018	170,141	3,553	1,373	22,065	25,156	222,288
	Additions	-	-	23,354	-	-	23,354
	At 31 August 2019	170,141	3,553	24,727	22,065	25,156	245,642
	Depreciation and impairment						
	At 1 September 2018	60,061	3,099	1,324	15,083	22,606	102,173
	Depreciation charged in the year	3,403	91	4,681	1,745	510	10,430
	At 31 August 2019	63,464	3,190	6,005	16,828	23,116	112,603
	Carrying amount						
	At 31 August 2019	106,677	363	18,722	5,237	2,040	133,039
	At 31 August 2018	110,080	454	49	6,982	2,550	120,115

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2019

		•	
12	Debtors		
		2019	2018
	Amounts falling due within one year:	£	£
	Trade debtors	30,628	35,479
	Prepayments and accrued income	2,384	1,122
		33,012	36,601
		===	
13	Creditors: amounts falling due within one year		
		2019	2018
		£	£
	Other taxation and social security	3,467	2,550
	Trade creditors	230	282
	Other creditors	1,714	884
	Accruals and deferred income	1,110	720
		6,521	4,436

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2019

14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				
		Incoming resources	Resources expended 3	Balance at 31 August 2019	
	£	£	£	£	
Freehold building - Daycare centre Highfield Lawn,					
Fakenham	110,080	-	(3,403)	106,677	
Playgroup Equipment - Tables and chairs	1,812	-	(362)	1,450	
Tesco Grant - Fencing	2,000	-	(400)	1,600	
Donation towards Water Tower	-	200	(40)	160	
Donation towards Wooden Gazebo	-	500	(100)	400	
	113,892	700	(4,305)	110,287	

The Daycare Centre's main building, address Highfield Lawn, Field Lane, Fakenham, Norfolk NR21 9QR has been funded with money which means the building can only be used for the purpose of providing day care services to children under the age of 14. The building can not be sold on for any other purpose. Depreciation and property improvements will be the only movements against the restricted funds value in relation to this building.

The playgroup equipment consists of tables and chairs which were funded by a grant received from North Norfolk District Council in January 2017 to improve facilities at the playgroup.

Tesco's donated £2,000 for fencing panels to be constructed around the premises.

The parents donated £200 for a water tower to improve the facilities at the playgroup.

The wooden gazebo was purchased using a £500 donation and £250 from fundraising, the gazebo was purchased to replace the princess tower.

15 Analysis of net assets between funds

•	Unrestricted funds	Restricted funds	Total	Total
	2019	2019	2019	2018
	£	£	£	£
Fund balances at 31 August 2019 are represented by:				
Tangible assets	22,751	110,288	133,039	120,115
Current assets/(liabilities)	121,606	-	121,606	114,876
	144,357	110,288	254,645	234,991
	=====			

16 Related party transactions

There were no disclosable related party transactions during the year (2018 - none).