

Company Number 3673253
Charity Number 1089950

BURMANTOFTS COMMUNITY NURSERY

DIRECTORS' AND TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2014

AMENDING COPY

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COMPANIES HOUSE

BURMANTOFTS COMMUNITY NURSERY

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2014

The directors and trustees present their report and the accounts for the year ended 31 March 2014

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISORS

Burmantofts Community Nursery is a charitable company. The charity was registered on 3rd January 2002 (No. 1089950) and the company on 19th November 1998 (No. 03673253).

The registered office and operating address is -

Rigton Drive
Ebor Gardens
Leeds
LS9 7PY

The directors of the company, who are the charity trustees and who served during the year and up to the date of this report, were -

P Urry (Chair)
D Howley – (resigned 13 February 2014)
S Percival
N Diamond
K Brown
C Radelaar

Company Secretary Pinsent Masons

Principal staff -

K Johnson (Nursery Manager)
S Noble-Steeple (Deputy Nursery Manager)

Bankers:

HSBC plc
PO Box 105
Park Row
Leeds
LS1 1LD

Independent examiner:

Ian Pickup BSc ACA DChA
Ian Pickup & Co
Chartered Accountants
123 New Road Side
Horsforth
Leeds
LS18 4QD

BURMANTOFTS COMMUNITY NURSERY

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2014

STRUCTURE, GOVERNANCE AND MANAGEMENT

The company was incorporated on 19 November 1998 under the Companies Act 1985. The charity is constituted as a company limited by guarantee, and is therefore governed by a memorandum and articles of association.

The nursery has a voluntary Board of Trustees with advisers responsible for the governance of the charity. We are fortunate to have had unstinting service from a core number of Board Trustees, some of whom have been with the nursery since its inception in 2002. Whilst the Board remains small, we are fortunate to have representatives from major companies volunteering their time in the key positions e.g. Company Secretary (Pinsent Masons).

The Trustees give their time voluntarily. Any expenses reclaimed by Trustees from the charity are set out in Note 6 to the accounts.

The Board addresses training needs as they arise and encourages Trustees to attend any courses available to staff. In addition, Trustees in key positions provide in-depth information to other Trustees on key areas of charity management e.g. financial planning, legal matters, health and safety, risk assessment etc.

All the directors of the company are also trustees of the charity, and there are no other trustees. The trustees who served during the period are set out on page 2. In accordance with the articles of association, by order of rotation Neil Diamond and Sarah Percival were to retire. Both offered to resign, but offered themselves for re-appointment. Donna Howley has since stepped down. Pat Urry and Kairen Brown will retire by rotation at the next annual general meeting and being eligible plan to offer themselves for re-election.

The charity is organised so that the trustees meet regularly to manage its affairs. The charity employs a nursery manager together with a number of support staff.

The management committee has conducted its own review of the major risks to which the charity is exposed.

Safeguarding Children policies are in place, as are health and safety policies. Consideration has been given to the risks associated with employment matters and financial risks have been managed by a detailed consideration of future cash flows within the charity. During the risk review the requirements of OFSTED were taken full account of.

In addition to systems being established to minimise the above areas of risk, internal risks have been minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charity.

The above procedures are under continuous review to ensure they still meet the needs of the charity.

BURMANTOFTS COMMUNITY NURSERY

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2014

STRUCTURE, GOVERNANCE AND MANAGEMENT (CONTINUED)

Nursery Manager Karen Johnson has been in post for 9 ½ years and worked for the nursery for 12 ½ years. She has established a strong and committed team around her.

Sarah Noble-Steeple has continued as Deputy Manager and Cath Martin has continued to be our Senior Nursery Officer. Jenny Ducey has continued as Nursery Officer. Clare Donachie, Anne-marie Lomax and Rachael Sharpe decided to leave our employment. Three new staff started in our employment in 2014. Natasha Kennedy joined us in January 2014 though only stayed for 2 weeks. Lindsay Charlton and Sarah Mars joined the staff team in February 2014 and their employment continues. Danielle Hammond returned to our employment in October 2013. The whole staff team continues to be fully qualified to Level 3 or above.

The nursery currently has a Manager, Deputy, 8 Nursery Nurses, plus a part time cook and cleaner providing a very high standard of care.

OBJECTIVES AND ACTIVITIES

The charity's objects are

- to advance the education of children and in particular those below compulsory school age by the promotion and provision of day care facilities which stimulate their growth and development through play,
- in the interests of social welfare, to promote and provide recreational facilities and other leisure-time activities for children so that their life chances may be improved,
- to facilitate the training and employment of adults through the provision of childcare facilities for their children of a secure and appropriate nature while such training and or employment is taking place.

As Chair I can report on a successful year for Burmantofts Community Nursery as we continue to learn and strive to provide a vital quality service to the community we serve.

The nursery relies on the hard work and commitment of our professional, caring and responsive staff. Overall, we benefit enormously from having a very supportive and active community of staff, parents/carers, volunteers and service users.

The aims and differences the charity seeks to make are noted above in the charity's objects.

The main objectives for the year 2013/14 continued with the same general themes as in 2012/13.

- 1 To minimise staff turnover in a time of major change within childcare settings in Leeds and nationally, and where change occurs to ensure the best fit between the working patterns of staff and the demand for care,
- 2 To review the ongoing five year financial projections based on all major grants having ceased and the nursery's 100% reliance on income from fees and grants,
- 3 To position the nursery as a key player within the childcare agenda in Leeds,
- 4 To maintain occupancy levels at 85%

BURMANTOFTS COMMUNITY NURSERY

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2014

STRATEGIES (for 2013-2014)

To minimise staff turnover in a time of major change within childcare settings in Leeds and nationally, and where change occurs to ensure the best fit between the working patterns of staff and the demand for care,

- Offer ongoing training and development opportunities to all staff as identified in appraisals and reviews
- To ensure that effective communication systems are in operation
- To continually review the remuneration the nursery can offer to staff

To review the ongoing five year financial projections based on all major grants having ceased and the nursery's 100% reliance on income from fees and grants;

- Each Board meeting, monitor the actual and budgeted position for the month and year
- The Manager to work to budget controls and make formal requests to the Board for any expenditure that falls out of the budget areas
- To work within a budget which aims to achieve a modest surplus for 2014/15 in keeping with plans to bolster the reserve and plan for future budgets operating within credit, taking account of known future demands e.g. the establishment of a pension scheme for staff, so that the reserve reaches a safe level to enable the charitable objects to be delivered and reduce risks to the organisation's future viability

To position the nursery as a key player within the childcare agenda in Leeds

- To maintain contact with the Early Years agenda in Leeds, particularly Shakespeare Children's Centre
- To maintain discussions with the Leeds Children's Services about business planning and the forward position of the nursery in relation to other settings
- The Manager to continue to attend all local network meetings and contribute to the developing agenda
- To develop new contacts and alliances that can further develop the nursery

To maintain occupancy levels at 85%

- To develop a marketing campaign to promote the nursery
- To increase publicity about the nursery and maintain its profile in the local area
- To develop a visiting programme which can maintain the nursery in the minds of local agencies who may wish to refer people to the services of the nursery
- To continue with the register of the 2 year old FEEE (Free Early Education Entitlement) status
- To maintain the OFSTED "good" rating

Burmantofts Community Nursery encourages volunteers at all levels within the organisation, whilst taking care to ensure that appropriate DBS (Disclosure and Barring Service) checks are in place

The Board members are all volunteers and generously commit their time and attention to the governance of the charity. In addition, the nursery offers student placements to Leeds city colleges

BURMANTOFTS COMMUNITY NURSERY

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2014

ACHIEVEMENTS AND PERFORMANCE (for the period 2013-2014)

To minimise staff turnover in a time of major change within childcare settings in Leeds and nationally, and where change occurs to ensure the best fit between the working patterns of staff and the demand for care

- All staff continued to go on courses to enhance their knowledge and understanding of children and their needs e.g. HENRY, Food Safety, Safe Guarding
- Communications structures are in place for regular board, management and staff meetings including appraisals and reviews, in addition to external links to the local Nursery Network, etc

To review the ongoing five year financial projections based on all major grants having ceased and the nursery's 100% reliance on income from fees and grants;

- The Manager has worked within the budget set and where this has not happened the Board has been made aware through board meetings with information gathered from the Nursery Manager
- The nursery has been required to make varying fee increases over the past few years, though it was decided that fees would not be increased this year, therefore they remain at £22 per session, £44 per day and £212 per full week
- Our income is reliant on fee/grant income and we maintain a tight watch on any bad debt position. We continue to work to a tight payment policy and maintain a fees and finance sub group of the Board to review any potential problems with regard to fees not been paid. Our terms and conditions as well as the payment policy have been reviewed so we are now more confident about managing the payment of fees. All parents to pay either in cash or by standing order. We no longer accept cheques from parents although we do receive cheques from Leeds City Council and local universities or colleges who are paying on the parent's behalf

To position the nursery as a key player within the childcare agenda in Leeds

- The Manager has continued to attend all local network meetings and Children's Services meetings contributing to the developing agenda and gaining information to aid forward planning
- The nursery was the subject of an Ofsted inspection in September 2013 and was rated "good". The report was very complimentary and the board and staff were happy with this outcome as a fair representation of the work of the nursery. Minor suggestions re improvements to the provision have been actioned
- The Manager has continued to actively develop new contacts and alliances to help the Nursery's position in the local childcare market. The refreshed board is majoring on ways to ensure the Nursery's position as a stand-alone organisation

BURMANTOFTS COMMUNITY NURSERY

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2014

To maintain occupancy levels at 85%

- The Nursery has continued to promote the nursery by word of mouth, and active management of the waiting list
- The Nursery achieved the OFSTED rating 'good' which enabled the Nursery to continue to offer FEEE for both 2 Year Olds and 3/4 Year Olds
- The Nursery continued their partnership with Shakespeare Children's Centre

How our activities deliver public benefit

Burmantofts Community Nursery, when established, was restricted by its funding sources to provide childcare to parents/carers of children in the Burmantofts area of Leeds (an identified area of social disadvantage) In addition a % of parents/carers were to be under 25 Whilst the grants to the nursery have now finished the nursery does still respond to the initial ethos and help parents/carers living within the inner city area of Burmantofts and support those who require childcare support to access education, training or employment However to maintain sustainability the nursery does increasingly offer care to some parents who do not fully meet the initial ethos

Our interest is in supporting those parents/carers most in need of childcare and this is evidenced by the high % of parents/carers who have their fees paid through some form of state support The nursery provides a very important service by helping families identify sources of subsidy and support so that they can use the nursery

Our level of fees is set at a rate which allows us to make a small surplus at the end of the financial year We set fee levels paying close attention to what parents/carers will be able to manage and access through other forms of subsidy and to what we need to do to remain solvent

Events are held involving parents/carers which provide a social dimension to the work of the nursery Any funding raised from events such as a summer fete are then used to subsidise trips for parents with their children or to buy new resources

During this year we were asked by Leeds City Council to respond to the need for more places for 2-year-olds under the terms of the Achieving Two Year Olds Project This is a national scheme which makes some 40 per cent of 2-year-olds eligible for 15 hours of free Early Years education per week

As a result the nursery applied to LCC for a capital grant to extend and provide up to 63 new places At the time of writing we await the final outcome and are hopeful that the extension will go ahead in 14/15 This will have a significant bearing on our future strategic direction which will be reflected in future reports

When reviewing the aims and objectives of the charity and in planning future activities the trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission

BURMANTOFTS COMMUNITY NURSERY

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2014

PLANS FOR THE FUTURE:

Key developing issues which the nursery needs to pay due attentions to over the coming year are -

- To maintain our GOOD OFSTED rating,
- To develop a comprehensive marketing campaign through promotional material and visits to maintain occupancy levels at 85% or above,
- To ensure that there is a smooth transition as new Trustees arrive and long standing Trustees step down,
- To work locally to respond to any interest in the nursery from potential partners and Trustees to take the nursery into its next ten years of operation,
- To continue to respond to the reformed requirements for Early Years Foundation Stage Framework introduced in September 2012, including provision for a much larger number of 2-year-olds eligible for 15 hours per week OS FEEE subject to receipt of the capital grant referred to on the previous page

I finish by thanking everyone who works and cares for the nursery for your determination, energy and belief in what we set out to achieve. We have another complex year ahead of us but it is one in which we shall put the interests of all our children, parents/carers and staff at the forefront of the developing agenda in Leeds

FINANCIAL REVIEW

The Statement of Financial Activities shows a net surplus for the year of £68,164. The surplus consists of an unrestricted surplus of £69,755 and a restricted deficit of £1,591 after depreciation charged on the building of £10,000 and nursery equipment of £4,794. The reserves stand in total at £316,272 at 31 March 2014. The net current assets have increased during the year from £112,609 to £194,596. The financial position of the charity is satisfactory.

Reserves policy

The management committee have established a policy whereby unrestricted funds not committed or invested in tangible fixed assets ('the free reserves') held by the charity should be approximately 3 months of resources expended, which amounts to £47,150.

The current level of free reserves is £179,529, which is well above the target level outlined above. The trustees nevertheless consider it prudent to consider setting aside additional reserves for future currently unplanned contingencies e.g. the need to set up a pension scheme for the staff.

The trustees will review the reserves policy annually and prioritise a major review in 14/15 which will dictate our future approach to maintaining a safe level of reserves.

Principal funding sources

The principal funding source is the income received from fees and grants. Burmantofts Community Nursery was set up with the understanding that it would receive grants for the first few years and would then need to operate self-sufficiently. We continue at this point with increasing fees accordingly when appropriate.

BURMANTOFTS COMMUNITY NURSERY

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2014

STATEMENT OF RESPONSIBILITIES OF THE TRUSTEES

Company law 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 company as at the end of the financial year and of the surplus or deficit of the company for that period

In preparing those financial statements the trustees are required to

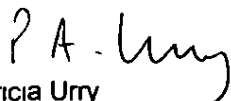
- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking steps for the prevention and detection of fraud and other irregularities

SMALL COMPANY RULES

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

It was approved by the board on 6 May 2014



Patricia Urry
Director and Trustee

BURMANTOFTS COMMUNITY NURSERY

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BURMANTOFTS COMMUNITY NURSERY

I report on the accounts of the company for the year ended 31 March 2014, which are set out on pages 11 to 19

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the financial statements. 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. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

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

This report, including my statement, has been prepared for and only for the charity's trustees as a body. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body for my examination work, for this report, or for the statements I have made.

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.

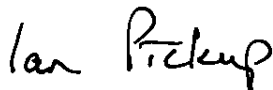
Independent examiner's statement

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 386 of the Companies Act 2006, and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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



Ian C Pickup BSc ACA DChA
Ian Pickup & Co
Chartered Accountants and Registered Auditors
123 New Road Side
Leeds LS18 4QD

Date

9 May 2014

BURMANTOFTS COMMUNITY NURSERY

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2014 (Including Income and Expenditure Account)

	Note	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS 2014	TOTAL FUNDS 2013
		£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income:					
Donations		380	-	380	-
Investment income		58	-	58	72
Incoming resources from Charitable activities:					
Grants and contracts	2	121730	23838	145568	52330
Nursery fees		136037	-	136037	168117
Other incoming resources		-	-	-	-
Total incoming resources		258205	23838	282043	220519
RESOURCES EXPENDED					
Charitable activities	3	188450	25429	213879	225977
Total resources expended		188450	25429	213879	225977
Net income / (expenditure) for the year	4	69755	(1591)	68164	(5458)
Total funds at 1 April 2013		111034	137074	248108	253566
Total funds at 31 March 2014	11/12	180789	135483	316272	248108

There were no recognised gains and losses for 2014 and 2013 other than those included in the income and expenditure account

The notes on pages 13 to 19 form part of these accounts

BURMANTOFTS COMMUNITY NURSERY

BALANCE SHEET AS AT 31 MARCH 2014

	NOTE	£	2014 £	2013 £
FIXED ASSETS				
Tangible fixed assets	8		121676	135499
CURRENT ASSETS				
Debtors	9	2409	3667	
Cash at bank and in hand		<u>198127</u>	<u>114888</u>	
		200536	118555	
CREDITORS Amounts falling due within one year	10	<u>(5940)</u>	<u>(5946)</u>	
NET CURRENT ASSETS			<u>194596</u>	<u>112609</u>
NET ASSETS			<u>316272</u>	<u>248108</u>
CAPITAL				
Restricted funds	11		135483	137074
Unrestricted funds	11		<u>180789</u>	<u>111034</u>
			<u>316272</u>	<u>248108</u>

The directors

1 Confirm that for the year ended 31 March 2014 the company was entitled to the exemption under section 477(1) of the Companies Act 2006

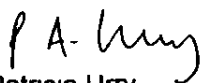
2 Confirm that no notice requiring an audit has been deposited under section 476 of the Companies Act 2006 in relation to the accounts for the financial year, and

3 Acknowledge their responsibility for

(a) Ensuring that the company keeps accounting records that comply with section 386 of the Companies Act 2006, and

(b) Preparing accounts 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 profit or loss for the financial year in accordance with the requirements of Section 396 of the Companies Act 2006 relating to accounts, so far as applicable to the company

The financial statements, which have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 were approved by the board of directors and trustees on 6 May 2014 and signed on its behalf


Patricia Urry
Director and Trustee

Company Number 03673253

The notes on pages 13 to 19 form part of these accounts

BURMANTOFTS COMMUNITY NURSERY

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

1 ACCOUNTING POLICIES

a) Basis of preparation of accounts

The financial statements are prepared under the historical cost convention and include the results of the charity's operations which are described in the Directors' and Trustees' Report and all of which are continuing

The accounts have been prepared in accordance with the Companies Act 2006 and follow the recommendations in Accounting and Reporting by Charities Statement of Recommended Practice (SORP) issued in March 2005

b) 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 value of services provided by volunteers is not included
- Investment income is included when receivable
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance Fees receivable are accounted for in the period in which the service is provided
- Where income is received specifically for expenditure in a future accounting period that amount is deferred

c) Resources expended are recognised in the period in which they are incurred Resources expended include attributable VAT which cannot be recovered

- Charitable expenditure comprises those costs incurred by the charity in the deliverance of its activities and services for its beneficiaries It includes both costs that can be directly allocated to such activities and those costs of an indirect nature necessary to support them

d) Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation

Items are capitalised where the purchase price exceeds £500

Depreciation is calculated at the following annual rates which it is estimated will write off the original cost less any residual value of the assets over their expected useful lives

Nursery building	- period of the lease of the land - 25 years
Nursery equipment	- 25% straight line
Computer and office equipment	- 25 % straight line
Outdoor nursery area	- 25 % straight line

e) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds

f) Restricted funds are to be used for specific purposes as laid down by the donor Expenditure which meets these criteria is charged to the fund

BURMANTOFTS COMMUNITY NURSERY

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

2 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted funds £	Restricted Funds £	2014 Total £	2013 Total £
Nursery operational				
Nursery Education Grant (FEEE)	121730	-	121730	44407
Leeds CC 2 Year Olds Start Up grant	-	14000	14000	-
Inner East Panel – Community Investment	-	817	817	
West Yorkshire Playhouse	-	-	-	240
Leeds CC deprivation grant	-	9021	9021	5233
Proceeds of Crime Act	-	-	-	500
Pre School Learning Alliance – Inclusion grant	-	-	-	1750
LCC MICE funding	-	-	-	200
Total grants and contracts	121730	23838	145568	52330

BURMANTOFTS COMMUNITY NURSERY

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

3 CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Staff costs	155706	-	155706	169370
Payroll costs	699	-	699	605
Training	515	-	515	858
Staff uniforms	-	-	-	641
Recruitment	-	189	189	-
Nursery books and equipment	1651	2186	3837	7836
Medical and cleaning supplies	1453	-	1453	2091
Food & milk	5813	-	5813	5650
Stationery, postage and office supplies	1840	-	1840	1586
Telephone	1246	-	1246	1137
Insurance	1322	-	1322	1308
Heat and light	3946	-	3946	2640
Rates and water	2262	-	2262	2031
Waste disposal	781	-	781	1215
Buildings and gardens	1580	-	1580	3900
Maintenance and repairs	2065	2246	4311	2134
Security	1432	2071	3503	929
Travel	321	-	321	705
Accountancy & independent examination fees	1560	-	1560	1831
Professional fees legal	2688	3943	6631	2678
Fundraising costs	-	-	-	1001
Sundries (Hospitality)	192	-	192	55
Sundries (other)	559	-	559	314
Bank charges	110	-	110	88
Depreciation – Building	-	10000	10000	10000
- Outdoor nursery area	6	4377	4383	4384
- Nursery equip	703	417	1120	902
Bad debts and subsidies	-	-	-	88
	<u>188450</u>	<u>25429</u>	<u>213879</u>	<u>225977</u>

4 NET INCOME/(EXPENDITURE) FOR THE YEAR

This is stated after charging

	2014 £	2013 £
Independent examiner's remuneration	780	765
Accountancy fees and advisory fees	780	1066
Depreciation of tangible fixed assets		
- owned by the charity	15503	15286
Operating lease rentals		
- hire plant and machinery	<u>864</u>	<u>864</u>

BURMANTOFTS COMMUNITY NURSERY

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

5 EMPLOYEE INFORMATION

The average number of employees, calculated on a full-time equivalent (FTE) basis analysed by function was

	2014 FTE	2013 FTE
Childcare	8.4	9.1
Management and administration	1.0	1.0
	<u>9.4</u>	<u>10.1</u>

Staff costs during the year were as follows

	2014 £	2013 £
Wages and salaries	146353	159701
Social security costs	9353	9669
	<u>155706</u>	<u>169370</u>

No employee received emoluments of more than £60,000 (2013 None)

6 TRUSTEE INFORMATION

D Howley who was a trustee until 13 February 2014 and was a member of staff until October 2012, received no remuneration during the year for the provision of childcare services (2013 – received £6099). The charity received consent from the Charity Commission to remunerate her. None of the other trustees received any remuneration in the year, nor were any expenses reimbursed to them.

7 OPERATING LEASES

LAND & BUILDINGS

On 19 March 2001 the charity entered into a 25 year lease with Leeds City Council in respect of the land at Ebor Gardens Primary School, Burmantofts, Leeds at a peppercorn rent.

OTHER COMMITMENTS

At 31 March 2014 the charity had annual commitments under non-cancellable operating leases as follows

	2014 £	2013 £
Expiry date		
Up to one year	-	-
Between one and five years	<u>864</u>	<u>864</u>

BURMANTOFTS COMMUNITY NURSERY

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

8 TANGIBLE FIXED ASSETS

	Nursery building	Nursery equipment	Outdoor nursery area	Total
	£	£	£	£
Cost or valuation				
At 1 April 2013	249999	5622	17534	273155
Additions	-	1680	-	1680
Disposals	-	-	-	-
At 31 March 2014	<u>249999</u>	<u>7302</u>	<u>17534</u>	<u>274835</u>
Depreciation				
At 1 April 2013	120000	4504	13152	137656
Charge for the year	10000	1121	4382	15503
Eliminated on disposals	-	-	-	-
At 31 March 2014	<u>130000</u>	<u>5625</u>	<u>17534</u>	<u>153159</u>
Net book value				
At 31 March 2014	<u>119999</u>	<u>1677</u>	<u>-</u>	<u>121676</u>
Net book value				
At 31 March 2013	<u>129999</u>	<u>1118</u>	<u>4382</u>	<u>135499</u>

9 DEBTORS

	2014	2013
	£	£
Trade debtors	861	2562
Prepayments and accrued income	1548	1105
	<u>2409</u>	<u>3667</u>

10 CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR

	2014	2013
	£	£
Taxation and social security	1775	2382
Other creditors and accruals	4165	3564
	<u>5940</u>	<u>5946</u>

BURMANTOFTS COMMUNITY NURSERY

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

11 MOVEMENT IN FUNDS

	Balance 1 April 2013 £	Incoming Resources £	Resources Expended £	Transfers	Balance 31 March 2014 £
Restricted funds:					
Nursery building capital fund	129999	-	(10000)	-	119999
Leeds CC – Quality & Access Grant	4376	-	(4376)	-	-
Leeds CC – 2 Year Old Start Up Grant (FEEE)	-	14000	(8718)	-	5282
Inner East Panel – Community Investment	-	817	(817)	-	-
Leeds CC – Deprivation Grant	1515	9021	(1101)	350	9785
Pre School Learning Alliance	1184	-	(417)	(350)	417
Total restricted funds	137074	23838	(25429)	-	135483
Total unrestricted funds	111034	258205	(188450)	-	180789
Total funds	248108	282043	(213879)	-	316272

Purpose of restricted funds:

Nursery Building Capital Fund

The Nursery building capital fund represents funding received from SRB3 and from Yorkshire Forward less depreciation charged to date. The funding was received to construct a nursery at Burmantofts. Depreciation is charged to write off the cost of the building over the 25 year period of the lease of the land.

Leeds CC – Quality and Access Grant

The grant is to improve the outdoor area of the nursery and to create an area where children will be creative and imaginative in line with EYFS guidance. This has been capitalised within the accounts and will be written off over its useful life in the form of depreciation.

Leeds CC – Deprivation Grant

This grant is given to improve the outcomes for children living in deprived areas.

Pre School Learning Alliance – Inclusion Grant

This grant is given to create better outcomes for two particular children with additional needs. Some of the equipment purchased to meet the children's needs exceeds the charity's capitalisation policy. They have been capitalised and will be written off over their estimated useful life in the form of depreciation. The transfer during the year represents expenditure relating to the inclusion grant previously charged to the deprivation grant. The balance at the year end represents the assets net book value at the year end and the remaining balance of the grant.

Leeds CC – 2 Year Old Start Up Grant

This grant is given for the creation of 14 2 Year Old places in the nursery as part of the National Achieving 2 Year Old Campaign. It enables the nursery to deliver additional FEEE (Free Early Education Entitlement) places in areas of highest need.

BURMANTOFTS COMMUNITY NURSERY

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

Inner East Panel – Community Investment Grant

The grant is given to support ICT within the nursery, to enhance the nursery's current ICT provision, providing the children with more opportunities and better preparing them for school

12 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current assets £	Total £
Restricted funds			
Capital fund – nursery	119999	-	119999
Pre School Learning Alliance	417	-	417
LCC - 2YO Start Up Grant	-	5282	5282
Leeds CC – Deprivation grant	-	9785	9785
	<u>120416</u>	<u>15067</u>	<u>135483</u>
Unrestricted funds			
General funds	1260	179529	180789
	<u>121676</u>	<u>194596</u>	<u>316272</u>

13 TAXATION

The company is a registered charity and is exempt from income and corporation tax to the extent that income and gains are applicable and applied to charitable purposes only

14 SHARE CAPITAL

The charity is a company limited by guarantee and therefore there is no share capital

15 RELATED PARTIES AND TRANSACTIONS WITH DIRECTORS

D Howley was a salaried employee of Burmantofts Community Nursery until October 2012 and was deemed to be a related party as she was also a trustee of the charity D Howley received no remuneration during the year for the provision of childcare services (2013 – received £6099) There were no amounts outstanding to her at 31 March 2013