REGISTERED COMPANY NUMBER: SC203106 (Scotland)
REGISTERED CHARITY NUMBER: SCO29731

REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013 FOR CHILDCARE CONNECTIONS LIMITED

Barstow & Millar
Chartered Accountants
Statutory Auditor
Midlothian Innovation Centre
Pentlandfield
Roslin
MIDLOTHIAN
EH25 9RE

WEDNESDAY



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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

SC203106 (Scotland)

Registered Charity number

SCO29731

Registered office

Valley Park Community Centre 37 Southhouse Road

Edinburgh

Midlothian

EH17 8EU

Trustees

S Gill

- resigned 2.5.13

G McIntyre

K Macgregor

- appointed 7.1.13

M Lane

A G Hollington

P Mather

- appointed 18.12.12

M Reid

- appointed 18.12.12

Company Secretary

G Robertson

Auditors

Barstow & Millar Chartered Accountants

Statutory Auditor

Midlothian Innovation Centre

Pentlandfield

Roslin

MIDLOTHIAN

EH25 9RE

Advisers

Bankers

Bank of Scotland

1 Liberton Drive

Edinburgh

EH16 6NL

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is a company limited by guarantee and is constituted by its memorandum and articles of association. It is governed by a board of directors. The directors make the strategic decisions regarding the charity and delegate to the staff, the day to day operations.

Recruitment and appointment of new trustees

Requirements are discussed at Board meetings. Vacant positions available on the board are discussed regularly and attempt made to identify individuals with the appropriate skill base who are then encouraged to apply to become trustees.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of new trustees

They receive a directors pack of information and a job description.

Organisational structure

The Board of Directors meets at least once a month and, in consultation with the senior members of staff, makes policy decisions, receives budgetary information and ratifies any service delivery decisions. At all times we seek to fulfil the requirements of our funders and to satisfy the demands from the local community in the delivery of our service.

As an organisation we are seeking to maximise the skillbase of those involved. This is achieved through encouraging staff training and development, and by attempting to attract Board members with a variety of skills and experience.

Wider network

The charity is not part of a wider network.

Related parties

Related parties are shown in a note to the accounts.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The board of directors conducts an annual review of the major risks to which the charity is exposed and systems are then established to mitigate those risks.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the company are:

- 1: to provide a quality, affordable and inclusive childcare service for those people within the Liberton/Gilmerton Neighbourhood Partnership area who are excluded from key aspects of life.
- 2: to improve access to economic activity and learning opportunities for local parents and carers by providing childcare which will enable them to take up job, training and educational opportunities.
- 3: to provide a safe, pleasant and stimulating child-centred play care environment where children learn and broaden their experiences through participating in play activities

Significant activities

Currently there are four after school play care facilities offering 580 places to school aged children up to 14 years of age to attend 12 local feeder primary, special needs and secondary schools. A breakfast club offers 50 places and 1,600 full day childcare provision is offered during school and public holiday periods. The company also provides creche facilities on a contract basis to training for work providers.

Volunteers

Childcare Connections has a set of fully comprehensive policies and procedures for the recruitment and retention of volunteers which is reviewed annually.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The charity's main objectives for the year were:

Objective 1:

Secure Service Level Agreement with City of Edinburgh Council for the future which incorporates both employability and childcare strategy funding. - achieved for 1 year only as City of Edinburgh Council is introducing procurement for services beyond March 2014. Total funding received from CEC for £2013-14: £176,290.

Objective 2:

Provide subsidised out of school care to a minimum of 230 parents who are in work or training for work - a total of 248 parents used the service.

Objective 3:

Offer 580 after school club places per week for 38 weeks with a projected uptake of 80% - not achieved, uptake was 74%

Objective 4: Offer 50 breakfast club places per week for 38 weeks with a projected uptake of 80% - not achieved: 67%

Objective 5: offer 1600 full day holiday club places during school vacations with a projected uptake of 80% - exceeded: 84% uptake of places.

Objective 6:

Offer out of school care places to at least two families with children who have additional support needs and who require extra support through partnership with Edinburgh Childcare4All. - Achieved.

Objective 7:

Actively promote and meet the demands for non-subsidised crèche provision from training providers offering training for work and parenting courses for local people. This objective was achieved - 22 creche sessions provided for 5 different training providers.

Objective 7:

The company has also provided 6 placements to students from local colleges and schools.

The organisation continues to meet the following National, City and Local Outcomes:

National Outcome 2: We realise our full economic potential with more and better employment opportunities for our people

Edinburgh SOA: Edinburgh's economy is strengthened through skills development and economic participation of its population.

Local LGNP: improve employment opportunities for the community.

National Outcome 4: Our young people are successful learners, confident individuals, effective contributors and responsible citizens

Edinburgh SOA: Our young people have high quality learning experiences and their learning

Needs are met

The company also achieved Aiming High level 3 - the highest quality assurance accreditation from The Scottish Out of School Care Network.

Internal and external factors

There are none.

FINANCIAL REVIEW

Reserves policy

At 31st March 2013 the reserves amounted to £119,685 (2012:£103,300). The restricted funds are £160 (2012:£563). The directors wish to hold reserves equivalent to six months operating costs.

Principal funding sources

Our main grant income comes from the South Edinburgh Partnership's allocation of the City of Edinburgh Council Improving Employability Fund, followed by the Childcare Strategy Fund.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

FINANCIAL REVIEW

The charity had net incoming resources of £16,385 during the year compared to £15,731 in the previous year. The net assets at the end of the year were £119,685 compared to £103,300 in the previous year.

FUTURE DEVELOPMENTS

- 1. Secure 3 years contract for commissioned services from The City of Edinburgh Council
- 2. Provide subsidised out of school play care to 250+ parents who are in work or training for work as follows:
- "Offer 580 ASC places per week x 38 weeks with a projected uptake of 80%
- "Offer 1600 full day holiday club places during school vacation periods with a projected uptake of 80%
- " Offer 50 non subsidised breakfast club places x 38 weeks with a projected uptake of 60%
- "Offer one to one interviews to all new parents with a projected uptake of 100%
- 3. Offer OOOC places to families with children who have severe additional support needs through partnership with Edinburgh Childcare4All.
- 4. Offer 6 placements per year to students from local colleges and schools
- 5. Offer 6 x 13 weeks 'Get Skilled' job placements for young adults.
- 6. Strive to achieve grade 6 in all Care Inspectorate inspections
- 7. Engage the services of employment and health & safety consultants/legal advisers to update all company policies and procedures and carry out improved risk assessments..
- 8. Negotiate additional space at Craigour Park Primary School in order to offer a further 60 out of school care places per week.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Childcare Connections Limited for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- 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 charitable 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 charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITODS

The auditors, Barstow & Millar, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

ON BEHALF OF THE BOARD:

A G Hollington - Trustee

27 August 2013

REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES AND MEMBERS OF CHILDCARE CONNECTIONS LIMITED

We have audited the financial statements of Childcare Connections Limited for the year ended 31 March 2013 on pages eight to fifteen. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's trustees, as a body, in accordance with Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members and trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members and trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees Responsibilities set out on page four, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditors under Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors, including APB Ethical Standard - Provisions Available for Small Entities (Revised), in the circumstances set out in note 16 to the financial statements

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES AND MEMBERS OF CHILDCARE CONNECTIONS LIMITED

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the charitable company has not kept proper and adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Report of the Trustees.

John living

John Douglas Ritchie (Senior Statutory Auditor)

for and on behalf of Barstow & Millar

Chartered Accountants

Statutory Auditor

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

Midlothian Innovation Centre

Pentlandfield

Roslin

MIDLOTHIAN

EH25 9RE

27 August 2013

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2013

				2013	2012
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
	Notes	£	£	£	£
INCOMING RESOURCES				•	
Incoming resources from generated funds					
Voluntary income	2	174,000	7,011	181,011	180,847
Incoming resources from charitable activities	3				
Childcare services		170,541		170,541	166,118
Total incoming resources		344,541	7,011	351,552	346,965
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income	4	12,193	974	13,167	15,482
Charitable activities	5				,
Childcare services		240,892	6,397	247,289	239,366
Support Costs		65,903	43	65,946	68,737
Governance costs	7	8,765		8,765	7,649
Total resources expended		327,753	7,414	335,167	331,234
					 -
NET INCOMING/(OUTGOING) RESOURCES		16,788	(403)	16,385	15,731
RECONCILIATION OF FUNDS					
Total funds brought forward		102,737	563	103,300	87,569
TOTAL FUNDS CARRIED FORWARD		119,525	160	119,685	103,300
101/12 FORDS CARRIED FORWARD		=====		=======================================	====

CONTINUING OPERATIONS

All incoming resources and resources expended arise from continuing activities.

BALANCE SHEET AT 31 MARCH 2013

		Jnrestricted funds	Restricted funds	2013 Total funds	2012 Total funds
FIXED ASSETS	Notes	£	£	£	£
Tangible assets	11	3,192	127	3,319	5,786
CURRENT ASSETS					
Debtors	12	5,784	-	5,784	6,110
Cash at bank and in hand		128,210	32	128,242	109,050
		133,994	32	134,026	115,160
CREDITORS					
Amounts falling due within one year	13	(17,661)	1	(17,660)	(17,646)
NET CURRENT ASSETS		116,333	33	116,366	97,514
TOTAL ASSETS LESS CURRENT LIABILITIES		119,525	160	119,685	103,300
NET ASSETS		119,525	160	119,685	103,300
				<u></u>	
FUNDS Unrestricted funds	14			119,525	102,737
Restricted funds				160	563
TOTAL FUNDS				119,685	103,300

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on 27 August 2013 and were signed on its behalf by:

A G Hollington -Trustee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

In common with other charities who receive funding from Neighbourhood Partnerships, Local Authorities and the Scottish Government, it is not possible to ascertain future funding. In the event that funding was not forthcoming it would be necessary to revise the values of assets and liabilities and consider preparing the financial statements on a break up basis. The Directors have prepared the financial statements on a going concern basis because they believe the support from the above authorities will continue to be forthcoming.

Accounting convention

The financial statements have been prepared under the historical cost convention, the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Financial reporting standard number 1

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company.

Incoming resources

Voluntary income is receivable by way of donations, gifts, grants and parental fees and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.

Grants including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Resources expended

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure.

The charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

Allocation and apportionment of costs

All costs have been directly attributed to one of the functional categories of resources expended in the SOFA. Costs of generating voluntary income includes an allocation of salaries to cover the costs of publicity to parents in newsletters and publications and the costs of applications and accounting for the work to secure and maintain local authority grants.

Tangible fixed assets

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated at 4 years.

Where fixed assets are purchased from restricted funds, a transfer is made to unrestricted funds in order to reduce the restricted fund with the cost of the asset.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

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.

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, together with a fair allocation of management and support costs.

Pensions

The company operates a defined contribution scheme which is a stakeholder pension scheme with Standard Life Assurance Company. The employer does not contribute to the pension scheme.

The pension charge is £nil.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2013

2. VOLUNTARY INCOME

3.

		2013 £	2012 £
Donations Grants		101.011	2
Grants		181,011	180,847
		<u>181,011</u>	180,849
Grant Income Receival	ble		
Grant meome receivan		£	£
	ity (was Fairer Scotland Fund)	130,000	130,000
	ncil- Childcare Strategy Fund	46,290	48,691
SCVO/Community Job		4,019	2,156
Liberton/Gilmerton Ne	eighbourhood Partnership- Community Grant	702	0
		<u>181,011</u>	180,847
INCOMING RESOU	RCES FROM CHARITABLE ACTIVITIES		
		2013	2012
	Activity	£	£
Parental Fees	Childcare services	170,541	166,118

4. COSTS OF GENERATING VOLUNTARY INCOME

	2013 £	2012 £
Staff costs	9,790	10,011
Marketing	3,377	5,471
	13,167	15,482

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2013

5. CHARITABLE ACTIVITIES COSTS

	Childcare Services		
		2013	2012
	Staff Costs	190,517	189,974
	Rent	6,868	7,848
	Materials and Playcare	22,973	24,909
	Other direct costs	26,931	16,635
		247,289	239,366
6.	SUPPORT COSTS		
		2012	2012
	Staff Costs	48,682	53,952
	Depreciation	3,438	4,509
	Other support costs	13,826	10,276
		65,946	68,737
7.	GOVERNANCE COSTS		
		2013 £	2012 £
	Staff costs	3,263	3,337
	Board Expenses	1,002	232
	Auditors' remuneration	4,500	4,080
		8,765	7,649
8.	NET INCOMING/(OUTGOING) RESOURCES		
	Net resources are stated after charging/(crediting):		
		2013	2012
		£	£
	Auditors' remuneration Depreciation - owned assets	4,500 3,438	4,080 4,509
	Depreciation - Owned assets	=====	====

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2013

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2013 nor for the year ended 31 March 2012.

2013

2012

Trustees' expenses

Trustees' expenses of £0 (2012 £0) were paid during the year.

10. STAFF COSTS

	£	£
Wages and salaries	238,749	242,281
Social security costs	13,503	14,993
	252,252	257,274
	<u> </u>	
The average monthly number of employees during the year was as follows:		
	2013	2012
Childcare	8	9
Management and administration	3	4
	11	13

11.

No members of staff received over £60,000.		
TANGIBLE FIXED ASSETS	ma	Plant and achinery etc
COST At 1 April 2012 Additions		54,598 971
At 31 March 2013		55,569
DEPRECIATION At 1 April 2012 Charge for year		48,812 3,438
At 31 March 2013		52,250
NET BOOK VALUE At 31 March 2013		3,319
At 31 March 2012		5,786
DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
	2013	2012

12.

	2013	2012
	£	£
Trade debtors	5,784	6,110
		

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2013

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Trade creditors Taxation and social security Other creditors		2013 £ 1,011 4,005 12,644 17,660	2012 £ 1,579 5,852 10,215 17,646
14.	MOVEMENT IN FUNDS			
	Unrestricted funds	At 1.4.12 £	Net movement in funds £	At 31.3.13 £
	General fund	102,737	16,788	119,525
	Restricted funds Liberton/Gilmerton Neighbourhood Partnership Community Jobs Scotland	563	160 (563) ————————————————————————————————————	160
	TOTAL FUNDS	103,300	16,385	119,685
	Net movement in funds, included in the above are as follows:			
		Incoming resources £	Resources expended £	Movement in funds £
	Unrestricted funds General fund	344,541	(327,753)	16,788
	Restricted funds Childcare Strategy Fund Liberton/Gilmerton Neighbourhood Partnership Community Jobs Scotland	2,290 702 4,019 7,011	(2,290) (542) (4,582) (7,414)	160 (563) ————————————————————————————————————
	TOTAL FUNDS	351,552	(335,167)	16,385

Purpose of Restricted Funds

Early Years & Childcare Strategy Fund - Additional Support Needs workers SCVO Community Jobs Scotland - temporary marketing assistant costs Liberton/Gilmerton Neighbourhood Partnership - playroom resources

15. RELATED PARTY DISCLOSURES

Six directors, Messrs Lane, Hollington, McIntyre, Reid, Mather and McGregor paid parental fees of £7,515 during the year to the charity. The parental fees were at the same rates paid by other parents. At the year end £126 was due to 3 directors for parental fees paid in advance and 2 directors owed fees of £43.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2013

16. APB ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other charities of our size and nature we use our auditors to assist with the preparation of the financial statements.