REGISTERED COMPANY NUMBER: SC203106 (Scotland)
REGISTERED CHARITY NUMBER: SC029731

CHILDCARE CONNECTIONS LIMITED (A Company Limited by Guarantee)

ANNUAL REPORT
AND
FINANCIAL STATEMENTS

For the year ended 31 March 2017

COMPANIES HOUSE

3 1 OCT 2017

EDINBURGH FRONT DESK

TUESDAY

SCT

31/10/2017 COMPANIES HOUSE #119

# REFERENCE AND ADMINISTRATIVE DETAILS for the year ended 31 March 2017

TRUSTEES K McGregor

M Reid

C J Sturrock (appointed 12 September 2016)
J R Gilbertson (appointed 12 September 2016)

**SECRETARY** P Ellis

**REGISTERED OFFICE** Valley Park Community Centre

37 Southhouse Road

Edinburgh EH17 8EU

REGISTERED COMPANY NUMBER SC203106 (Scotland)

**REGISTERED CHARITY NUMBER** SC029731

INDEPENDENT AUDITORS Geoghegans

Chartered Accountants 6 St Colme Street

Edinburgh

EH3 6AD

BANKERS Bank of Scotland

1 Liberton Drive

Edinburgh EH16 6NL

# CONTENTS OF THE FINANCIAL STATEMENTS for the year ended 31 March 2017

	Page
Trustees' Report	1 - 5
Independent Auditors' Report	6 - 7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	10 - 15

# TRUSTEES' REPORT for the year ended 31 March 2017

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 charitable company for the year ended 31 March 2017.

#### **Trustees**

The following trustees have held office since 1 April 2016:

K McGregor M Reid C J Sturrock (appointed 12 September 2016) J R Gilbertson (appointed 12 September 2016) A G Hollington (resigned 15 May 2017)

#### **OBJECTIVES AND ACTIVITIES**

#### Objectives and aims

The objectives of the company are:

- 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.

### **ACHIEVEMENTS AND PERFORMANCE**

During 2016-17 Childcare Connections have provided Out of School Care to more than 250 families, with demand for places at the After School Clubs during term time being higher than projected, with 3 out of the 4 After School clubs reaching an occupancy level of over 82%. Due to the demand for term time out of school care at Craigour and Gracemount from August 2016 we increased the number of spaces provided at Craigour by 40 sessions a week and at Gracemount by 8 sessions a week. The demand for breakfast club spaces was also high, so a decision was taken to increase the number of breakfast club spaces by 50 sessions a week from December 2016 with the average occupancy for the breakfast club being 90% which is higher than our projected 75%.

The spaces for the holiday club were changed to meet the needs of parents and half day sessions were reintroduced to support parents who may only require part day care. The holiday club occupancy for the year was lower than previous years and this may in part be due to the change in the parental fees and also due to a new provider, providing only holiday care in the area. We continue to monitor and review the situation.

TRUSTEES' REPORT (Continued) for the year ended 31 March 2017

# **ACHIEVEMENTS AND PERFORMANCE (Continued)**

During November 2016 each of the After School Clubs had inspections from the Care Inspectorate. 3 of the clubs received a grade 5 (very good) and one club received a grade 4 (good). All staff continue to work towards achieving a grade 6 and have active development improvement plans in place that focus on increased and improved resources and activities for the children. They are also focussed on increasing links within the local community.

Throughout this year we have continued to work with children and parents to ensure that activities are led by demand, and we have also worked to develop the activity programme for the older children.

Staff development continues to be important to us with staff working towards the BA Childhood Practice level 9 award, SVQ4 (level 8) award in Social Services Children & Young People and the SVQ3 (level 7) award in Social Services Children & Young People. We have also provided in house training and introduced an online learning programme so that staff have improved accessibility to training thus enabling them to continue their Continued Professional Development. The training contributes to the development and engagement of the staff and the ongoing development of Childcare Connections.

We have provided work experience placements for 3 Edinburgh College students and 4 young people from two local high schools and also provided long term work placements for 2 young people participating in the Job, Education and Training programme.

The Statutory pension scheme was introduced for all staff in February 2017 as planned.

Renewal of the Scottish Out Of School Network quality assurance and increasing the social media presence was postponed and will be carried forward to 2017/18 objectives.

#### **FINANCIAL REVIEW**

Our main source of funding is parental fees and funding from the Capital City Partnership which assist with running costs, with year two of the funding agreement being delivered. As part of the agreement with the Capital City Partnership we implemented a policy that to receive subsidised fees parents had to provide proof of tax credits, and the ongoing monitoring and evaluation information has been provided to the funding coordinator.

Parental fee income has increased in the year due to the increase in occupancy and also from the change to parental fees for those parents who are no longer eligible for the subsidy having to pay the higher fee.

TRUSTEES' REPORT (Continued) for the year ended 31 March 2017

#### **RESERVES POLICY**

The charity had net incoming resources of £81,207 (2016: £58,980). At 31 March 2017 reserves amounted to £296,807 (2016: £215,600). The trustees' policy is to retain 6 months' worth of running costs in order to meet commitments and with a contingency to cover any unexpected expenditure. The reserves are currently in excess of this due to changes of services that has reduced running costs in certain areas, an increase in fees from parents no longer eligible to receive Capital City Partnership funding and from the increase in occupancy. Whilst the reserves are higher this year the Trustees, Operations Manager and Finance Manager are working towards upgrading playroom and office equipment and technology as well as changes that may take place at the end of the current 3 year funding period.

#### **FUTURE PLANS**

The trustees will continue to work towards our objectives above and to develop the Out of School Care services within the community. As part of the strategic development we are planning to increase the number of sessions available at Gracemount Primary during the 2017/18 school year from 208 sessions a week to 280. Development of the holiday club is also a priority with work in place to review how the holiday club can continue to best meet the needs of the parents using the service. Staff are also working on introducing new ideas to expand the range of play experiences for children particularly within the 8-12 years age group during the holiday programme.

#### 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 attempts made to identify individuals with the appropriate skill base who are then encouraged to apply to become trustees.

#### **Operational 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 founders and to satisfy the demands from the local community in the delivery of our service.

As an organisation we are seeking to maximise the skill base 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.

### Induction and training of new trustees

New trustees receive a director's pack of information and a job description.

TRUSTEES' REPORT (Continued) for the year ended 31 March 2017

# STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)

#### **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.

#### 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 Trustees Report 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 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material differences disclosed and explained in the financial statements; and
- 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 adequate 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.

TRUSTEES' REPORT (Continued) for the year ended 31 March 2017

# STATEMENT OF TRUSTEES' RESPONSIBILITIES (Continued)

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 relevant 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.

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

Approved by order of the Board of trustees on 26 October 2017 and signed on its behalf by:

M Reid Trustee

# INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES AND MEMBERS OF CHILDCARE CONNECTIONS LIMITED for the year ended 31 March 2017

We have audited the financial statements of Childcare Connections Limited for the year ended 31 March 2017 on pages 8 to 15. The financial reporting framework that has been applied to their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 "The Financial Reporting Standard applicable to the UK and Republic of Ireland".

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 opinion we have formed.

#### Respective responsibilities of trustees and auditor

As explained more fully in the Statement of Trustees' Responsibilities set out on pages 4 to 5, 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.

#### Scope of the audit of the financial statements

An audit involves obtaining evidence that 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 Trustees' Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

# INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES AND MEMBERS OF CHILDCARE CONNECTIONS LIMITED (Continued) for the year ended 31 March 2017

#### **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 2017 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 (as amended).

### Opinion on other matter prescribed by the Companies Act 2006

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

#### Matters on which we are required to report by exception

In light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters when 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 from the requirement to prepare a Strategic Report or in preparing the Trustees' Report.

Creagheger,

**lain Binnie (Senior Statutory Auditor)** for and on behalf of Geoghegans

26 October 2017

**Chartered Accountants Statutory Auditor** 

6 St Colme Street Edinburgh EH3 6AD

# STATEMENT OF FINANCIAL ACTIVITIES (Incorporating the Income and Expenditure Account) for the year ended 31 March 2017

	Notes	Unrestricted Funds £	Restricted Funds £	Total funds 2017 £	Total funds 2016 £
Income from:					
Charitable activities	2	437,389	3,452	440,841	399,988
Total incoming resources		437,389	3,452	440,841	399,988
Expenditure on:					
Raising funds	3	22,596	-	22,596	20,906
Charitable activities	4	333,586	3,452	337,038	320,102
Total resources expended		356,182	3,452	359,634	341,008
Net movements in funds		81,207	-	81,207	58,980
Reconciliation of funds		•			
Funds balance at 1 April 2016	•	215,600		215,600	156,620
Funds balance at 31 March 2017		296,807	-	296,807	215,600

The Statement of Financial Activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing operations.

# BALANCE SHEET as at 31 March 2017

	Notes	2017 Total funds £	2016 Total funds £
FIXED ASSETS	0	2 770	4744
Tangible assets	9	2,778	4,744
CURRENT ASSETS		·	
Trade debtors		4,906	2,757
Cash at bank and in hand		306,463	232,239
		311,369	234,996
CREDITORS			
Amounts falling due within one year	10	(17,340)	(24,140)
NET CURRENT ASSETS		294,029	210,856
TOTAL ASSETS LESS CURRENT LIABILITIES		296,807	215,600
NET ASSETS		296,807	215,600
FUNDS Unrestricted funds Restricted funds	11	296,807 	215,600
TOTAL FUNDS		296,807	215,600

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 and constitute the annual accounts required by the Companies Act and are for circulation to members of the charitable company.

The financial statements were approved by the Board of Trustees on 26 October 2017 and were signed on its behalf by:

M Reid

Trustee

**Company Registration Number: SC203106** 

# NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2017

#### 1 Accounting policies

#### **Company information**

Childcare Connections Limited is a private company limited by guarantee incorporated in Scotland. The registered office address is 37 Southhouse Road, Edinburgh, EH17 8EU.

#### Basis of preparing the financial statements

The accounts are prepared under the historical cost convention in accordance with applicable accounting standards, the Companies Act 2006, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Statement of Recommended Practice on Accounting and Reporting by Charities (the Charities SORP (FRS 102)). The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

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

The principal accounting policies adopted are set out below.

These financial statements for the year ended 31 March 2017 are the first financial statements of Childcare Connections Limited prepared in accordance with FRS 102, The Financial Reporting Standards applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 April 2015. The reported financial position and financial performance for the previous periods are not affected by the transition to FRS 102.

### Going concern

At the time of approving the financial statements, the Trustees are confident that the company has adequate funds 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.

### **Incoming resources**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### **Resources expended**

Expenditure is recognised on an accruals basis when a liability is incurred and it is reported as part of the expenditure to which it relates. The charitable company is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT. The following specific policies are applied to particular categories of expenditure:

- Expenditure on charitable activities comprises those costs incurred by the charity in the delivery of the charitable activities carried out which meet the objectives of the charity. Expenditure on charitable activities includes governance costs which comprise the costs of running the charity, including strategic planning for its future development, external audit, any legal advice for the Trustees and all the costs of complying with constitutional and statutory requirements, such as the costs of Board meetings and of preparing statutory accounts and satisfying public accountability.
- Costs of raising funds include all staff costs incurred in obtaining external funding for the charity and all other direct costs associated to fundraising activities.

# NOTES TO THE FINANCIAL STATEMENTS (Continued) for the year ended 31 March 2017

### Tangible fixed assets

Fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses. All assets costing more than £500 are capitalised.

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.

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.

#### Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short term liquid investments.

#### **Financial instruments**

The charitable company only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

#### **Taxation**

Childcare Connections Limited has been accorded charitable status for tax purposes. For the year ended 31 March 2017 it is considered the company's activities were within the scope of the charitable status and accordingly no provision for taxation is necessary.

#### **Fund accounting**

Unrestricted funds are available for use at the discretion of the members 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.

### Judgements and key sources of estimation uncertainty

In the application of the company's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# NOTES TO THE FINANCIAL STATEMENTS (Continued) for the year ended 31 March 2017

# 2 Income from charitable activities

	2017 £	2016 £
Parental fees Grants	298,189 142,652	247,894 152,094
	440,841	399,988

The income from charitable activities was £440,841 (2016: £399,988) of which £437,389 (2016: £392,894) was unrestricted and £3,452 (2016: £7,094) was restricted.

# 3 Raising funds

	2017 £	2016 £
Staff costs Marketing	20,391 2,205	19,431 1,475
	22,596	20,906

Expenditure on raising funds was £22,596 (2016: £20,906) of which £Nil (2016: £Nil) was restricted.

# 4 Analysis of expenditure on charitable activities

	2017	2016
	£	£
Staff costs	219,142	202,454
Rent	4,095	5,020
Materials and playcare	30,853	29,914
Other direct costs	16,506	24,106
Support costs (see note 5)	63,384	53,889
Governance costs (see note 6)	3,058	4,719
	337,038	320,102

Expenditure on charitable activities was £337,038 (2016: £320,102) of which £333,586 (2016: £313,008) was unrestricted and £3,452 (2016: £7,094) was restricted.

# 5 Support costs

	2017	2016
	£	£
Staff costs	51,755	42,738
Depreciation	1,966	1,966
Other support costs	9,663	9,185
	63,384	53,889

# NOTES TO THE FINANCIAL STATEMENTS (Continued) for the year ended 31 March 2017

# 6 Governance costs

	2017 £	2016 £
Audit and accountancy fees Board expenses	3,000 58	4,500 219
	3,058	4,719

# 7 Trustees' remuneration, benefits and expenses

No remuneration, benefits or expenses were paid to the Trustees in the current or prior year.

#### 8 Staff costs

	2017	2016
Staff costs during the year amounted to:	£	£
Wages and salaries	279,068	252,255
Social security costs	11,845	12,368
Employer pension costs	375	
	291,288	264,623

The average monthly number of employees during the year, excluding trustees, was as follows:

	2017	2016
Childcare	18	19
Management and administration	3	3
	21	22

The total amount of employee benefits received by key management personnel is £126,876 (2016: £115,381).

No employees received emoluments in excess of £60,000.

# NOTES TO THE FINANCIAL STATEMENTS (Continued) for the year ended 31 March 2017

9	Tangible Fixed Assets		Office
			Equipment
			£
	Cost		
	At 1 April 2016 and 31 March 2017		7,864
	Depreciation		
	At 1 April 2016		3,120
	Charge for year		1,966
	At 31 March 2017		5,086
	Net book value		
	At 31 March 2017		2,778
	At 31 March 2016		4,744
10	Creditors: Amounts due within one year		
	•	2017	2016
		£	£
	Trade creditors	422	5,051
	Taxation and social security	3,370	2,934
	Other creditors	13,548	16,155
		17,340	24,140
	Deferred income included within other creditors comprises parental fas follows:	<sup>f</sup> ees invoiced	in advance
	as follows.		2017
			£
	Balance at 1 April 2016		-
	Amount deferred in the year		4,494
	Balance at 31 March 2017		4,494

# NOTES TO THE FINANCIAL STATEMENTS (Continued) for the year ended 31 March 2017

#### 11 Movement in funds

		Restricted –	
	Unrestricted –	Capability	
	General fund	Scotland	Total funds
	£	£	£
At 1 April 2015	156,620	-	156,620
Incoming resources	392,894	7,094	399,988
Resources expended	(333,914)	(7,094)	(341,008)
Net movement in funds	58,980	:	58,980
Net movement in runus			
At 31 March 2016	215,600		215,600
Incoming resources	437,389	3,452	440,841
Resources expended	(356,182)	(3,452)	(359,634)
Net movement in funds	81,207	<u>-</u>	81,207
At 31 March 2017	296,807	_	296,807

The restricted funds are from Capability Scotland and are for the inclusion of children with additional needs in mainstream provision.

# 12 Related party disclosures

The Trustees are of the opinion that there were no related party transactions for the years ended 31 March 2017 or 31 March 2016.