

---

**SAWSTON CHILDCARE LIMITED**  
**(A Company Limited by Guarantee)**

---

**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2021**

---

**SAWSTON CHILDCARE LIMITED**  
**(A Company Limited by Guarantee)**

---

**CONTENTS**

---

	Page
<b>Reference and Administrative Details of the Company, its Trustees and Advisers</b>	1
<b>Trustees' Report</b>	2 - 10
<b>Independent Examiner's Report</b>	11 - 12
<b>Statement of Financial Activities</b>	13
<b>Balance Sheet</b>	14
<b>Statement of Cash Flows</b>	15
<b>Notes to the Financial Statements</b>	16 - 26

---

**SAWSTON CHILDCARE LIMITED**  
**(A Company Limited by Guarantee)**

---

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 30 JUNE 2021**

---

<b>Trustees</b>	Mrs C Buchanan Mrs V Rowell, Chair Mr I McFarlane Mrs J Karpuk Mrs K Hockley (appointed 18 February 2021) Mrs C Whitaker (appointed 18 February 2021)
<b>Company registered number</b>	03943667
<b>Charity registered number</b>	1084213
<b>Registered office</b>	Sawston Nursery Tannery Road Sawston Cambridgeshire CB22 3UW
<b>Company secretary</b>	Mr R Turnbull
<b>Head of Nursery</b>	Mrs T Spencer
<b>Accountants</b>	Peters Elworthy & Moore Chartered Accountants Salisbury House Station Road Cambridge CB1 2LA
<b>Bankers</b>	Barclays Bank Plc 12A Market Place Saffron Walden CB10 1HR
<b>Solicitors</b>	Adams Harrison 43 High Street Sawston Cambridge CB22 3BG

---

**SAWSTON CHILDCARE LIMITED**  
**(A Company Limited by Guarantee)**

---

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

---

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of Sawston Childcare Limited (the company) for the year ended 30 June 2020. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition - October 2019).

Since the company qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

## **OBJECTIVES AND ACTIVITIES**

### **Policies and objectives**

The charitable company was established to operate Sawston Nursery whose purpose is to provide quality childcare for the children of residents of the villages of Sawston and Pampisford, for children whose parents work in Sawston, and, if space is still available, for the children of residents of the surrounding villages of South Cambridgeshire and adjacent counties.

Sawston Nursery is registered with Ofsted to provide the equivalent of 68 full time places. Ofsted carried out its most recent full inspection of the Nursery in March 2018 and found the provision to be 'good'.

The nursery is equipped and staffed to provide for children with Special Needs. Cambridgeshire County Council's Care & Education Department carries out annual quality development reviews.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.



---

**SAWSTON CHILDCARE LIMITED**  
**(A Company Limited by Guarantee)**

---

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2021**

---

**OBJECTIVES AND ACTIVITIES (CONTINUED)**

**Activities for achieving objectives**

The primary objective of Sawston Childcare is the care and education of children from the age of 3 months until they are eligible to start school by the provision of a Day Nursery. As a charity, the company offers equal opportunity and access to all families by providing a fair fee structure. The directors are aware of the Charity Commission guidance on public benefit and their policies continue to reflect this in the operation of the Nursery in the following ways:

- (a) The nursery operates throughout the year apart from the Christmas week.
- (b) In line with their funding budget, the John Huntingdon's Charity and Sawston Childcare work in partnership to provide subsidised places to help families whose children need childcare but cannot afford it. The South Cambridgeshire District Team, local healthcare workers and members of the Sawston Children's Centre can also make recommendations for support from this partnership. In the year ending 30 June 2020 seven children benefited from subsidised places. Currently, one child qualifies for assistance during the coming year. The John Huntingdon's Charity helps to identify families in need of childcare. This is achieved by scrutiny of family benefits, counselling, CAB input and support by individual workers.
- (c) Sawston Childcare supports the education and training of future childcare providers by providing work experience placements for students of several local secondary, sixth form and further education colleges.
- (d) The Nursery recruits and sponsors the training of apprentices with a view to them progressively obtaining qualifications in early year's education.
- (e) The Nursery is constantly aware of the changing requirements in the community which must be balanced with the need for a stable and committed work force. Staff have all undertaken training in first aid and child protection during the year.
- (f) The nursery places an emphasis on learning outdoors. All of the rooms operate freeflow whereby children can choose whether to learn inside or outside the room. The rooms also have a covered area to provide some shelter during inclement weather.
- (g) Any person enquiring about childcare, but not able to be accommodated by Sawston Childcare, is offered help finding an alternative by giving details of how to access the Council maintained register of local childminders and pre-schools.
- (h) Being mindful of its charitable status, Sawston Childcare maintains its fees at a level necessary to cover only running costs.
- (i) As the directors of Sawston Childcare Limited provide their professional skills and services as unpaid volunteers, fees to users of the Nursery can be maintained at a lower rate.

In the year ending 30 June 2022 it continues to be the intention of Sawston Childcare to further increase its benefits to people who are unable to pay the fees in the following ways (in addition to (a) - (i) above):

Sawston Childcare aims to increase the benefit provided to families who access government-funded sessions, and are in receipt of income support and any other qualifying benefits. It wishes particularly to increase the number of 2 year olds who are eligible for 15 hours of government funded places. Eligibility is dependent on strict deprivation criteria and selection is led by staff at the local Children's Centre.

There continues to be a reasonable, albeit reduced, demand for places in the baby room. However parents are requesting start times spread across the year and the directors are considering ways in which this can be

---

**SAWSTON CHILDCARE LIMITED**  
**(A Company Limited by Guarantee)**

---

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2021**

---

**OBJECTIVES AND ACTIVITIES (CONTINUED)**

achieved whilst maintaining the appropriate staffing levels.

The parents' organisation, (SNAP), has continued to provide significant support during the year including the financing of the Dunster Pagoda and the company wishes to express its gratitude to SNAP for its help.

**Coronavirus**

The impact of the Corona virus pandemic has had a lesser effect in the year under review than was the case in the previous year. However, there has been some loss of income and disruption to children's attendance at the nursery caused by staff shortages arising from staff self isolating and the consequent difficulty in meeting the room ratios set by Ofsted.

The company has successfully claimed further refunds from HM Revenue and Customs in the year in respect of the salaries of a small number of staff placed on furlough.

**ACHIEVEMENTS AND PERFORMANCE**

**Review of activities**

The overall number of children using the Nursery over the past twelve months showed a decrease when compared with the previous year. The number of children from Sawston and Pampisford also reduced and provision for them remains a priority in allocating places.

Part of the reduction in the number of children attending was attributable to a significant increase in the number of children who have attended on a full time basis.

	2021	2020
Sawston & Pampisford residents	42	46
Other children	38	58
Parents working in Sawston but not resident	3	8
Total children attending at 30th June	83	112
Equivalent full-time places	68	68
Maximum number of places	68	68
Children with subsidised fees (see above)	3	7
Children deemed to have Special Needs	3	6

The charitable company actively promotes staff training. During the past year staff have continued working towards, and achieving, NVQ Levels 2 and 3. Various members of staff have undertaken training in Paediatric First Aid, Child Protection, and various courses revisiting the Early Years Foundation Stage Curriculum and the latest OFSTED requirements.

---

**SAWSTON CHILDCARE LIMITED**  
**(A Company Limited by Guarantee)**

---

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2021**

---

**FINANCIAL REVIEW**

**Financial Review**

The net surplus for the year and the movement in funds for the year was £20,005 (2020 net surplus £2,464), which resulted in an accumulated surplus on unrestricted funds at the year-end of £136,371 (2020: £116,366).

The continuing demand for places is reflected in the increase in the level of registration fees received in the year.

Demand for places continues to be affected by the impact of the pandemic with a significant number of parents continuing to work from home whilst others have ceased to be employed.

The company received support from John Huntingdon's Charity, the owner of the freehold of the nursery premises, in the form of a deferral of the rent review due on 1st January 2021 which is now anticipated to take place with effect from 1st January 2022.

It is impossible to predict the impact of any further lockdown but every effort will continue to be made to balance expenditure with anticipated income.

**Reserves policy**

At the year end, free reserves (excluding fixed assets) were £65,789 (2020: £41,059).

The level of reserves at the year end was equivalent to 4.35 weeks expenditure. Reserves at 30 June 2020 were equivalent to 2.75 weeks expenditure. It is the medium to long term aim to raise the level of reserves to 13 weeks' expenditure.

**Principal funding**

The main source of income for the Nursery is charges for childcare places. Grants are sought from appropriate bodies towards funding costs incurred for children with special needs.

All government funded hours are provided at a loss to the company and the trustees have, following considerable discussion, assessed the number of hours which the nursery is able to provide to eligible parents.

Government and Local Authority Funding for pre-school children falls into 2 categories:

1. Universal Hours Funding
2. Extended Hours Funding

Extended hours funding is available to parents who have applied to HM Revenue and Customs and have been issued with an authentication code by HMRC confirming that they are eligible. Extended hours entitle parents to benefit from 30 hours funding during term time, i.e.: 38 weeks per year. As the nursery is open for 50 weeks per year, (excluding bank holidays), the hours are reduced to 22.8 hours per week.

Where the parents do not qualify for the extended hours funding, the nursery provides access to universal hours funding which is restricted to 15 hours funding per week. Again, this is restricted to 38 weeks per annum.

To ensure that transparency and fairness is provided to all parents the nursery offers up to 20 hours free childcare per week to pre-school children whose parents are eligible to receive the extended hours funding. Available hours are restricted to 4 hours per day. The nursery no longer offers either morning or afternoon sessions as experience has shown that it is difficult to fill the equivalent afternoon or morning session.

Parents of children unable to claim the extended hours funding receive a maximum of 11.4 hours per week.

---

**SAWSTON CHILDCARE LIMITED**  
**(A Company Limited by Guarantee)**

---

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2021**

---

Again, this is spread over the week with a maximum of 4 hours funding per day.

Cambridgeshire County Council contributes towards the cost of these hours at a rate which has been increased but remains lower than required.

Funding is also available, where appropriate, for vulnerable 2 year old children and for children with special educational needs.

**Plans for the Future**

The nursery continues to receive a high number of applications from parents wishing to register their child with the nursery. Should a reasonable percentage of these registrations convert into occupied places, the nursery should be able to run close to its registered capacity.

However, experience in the current year indicates that a significant number of applications no longer result in occupied places.

There has been a noticeable trend for parents to delay the age that their children start attending the nursery and the decision has been taken to merge the two baby rooms to form one room. Regrettably this has resulted in one room leader position becoming redundant with effect from 1st September 2021. Provision for the financial impact of the redundancy has been accounted for in the current year.

Emphasis on training will continue to ensure that well trained and motivated staff are available to provide a high standard of child-care. Continuing attention will be given to the need to provide public benefit.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Constitution**

Sawston Childcare was incorporated on 9 March 2000 and obtained charitable status on 20 December 2000. The charitable company is governed by its Memorandum and Articles of Association.

**Methods of appointment or election of Trustees**

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

---

**SAWSTON CHILDCARE LIMITED**  
**(A Company Limited by Guarantee)**

---

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2021**

---

**STRUCTURE, GOVERNANCE AND MANAGEMENT (CONTINUED)**

**Organisational structure and decision-making policies**

The company, which operates under the name of Sawston Nursery, had a board of six trustees at 30th June 2021:

Two trustees are parents of children attending the nursery and were elected by other parents.  
Two trustees are local persons with qualifications and expertise in childcare and early years' education.  
One trustee has expertise in information technology.  
One trustee is a school administrator and management specialist.

A significant issue has arisen in that it is a requirement of Ofsted that the Nominated Individual is a trustee of the company.

It was confirmed at the Annual General Meeting on 27 November 2020 that trustees were appointed to serve for the following periods:

Vivien Rowell 1 year  
Iain McFarlane 1 year  
Catriona Buchanan 2 years  
Jennifer Karpuk 2 years

Dr Ben Todd resigned as a trustee on 14th February 2021.

Vivien Rowell, Iain McFarlane and Jennifer Karpuk have indicated their intention to resign at the Annual General Meeting due to be held on 24th November 2021.

Katie Hockley and Charlie Whitaker were appointed as trustees on 28th February 2021 and offer themselves for re-election.

Dr Garima Sharma, Emma Chipps and Neil Adams have indicated their willingness to be appointed as trustees and offer themselves for election.

Vivien Rowell has acted as chair of trustees and as the nominated individual for the purposes of Ofsted. This latter role was in accordance with the requirement by Ofsted that the person appointed has to be a trustee of the company. She will resign as chair at the Annual General Meeting whilst continuing as a trustee and as the nominated individual for a brief period. None of the other continuing trustees are prepared to assume the position of nominated individual.

As a result, the company has sought to obtain permission from the Charity Commission to enable the manager of the nursery to become a salaried trustee with a view to assuming the role of the nominated individual. Prior to making its submission to the Charity Commission the trustees carried out a full risk assessment to identify any conflict of interest which may arise.

The reply from the Charity Commission is outstanding and is currently overdue.

When the approval of the Charity Commission has been received, an Extraordinary General Meeting is to be held to submit the revised Memorandum and Articles of Association to the members of the company for approval following which it is the intention that Catrina Spencer will be elected as the salaried trustee and will assume the role of the nominated individual.

Apart from the salaried trustee, all other trustees are unpaid and receive no remuneration for their services. All trustees guarantee to contribute an amount not exceeding £10 to the assets of the charitable company in the

---

**SAWSTON CHILDCARE LIMITED**  
**(A Company Limited by Guarantee)**

---

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2021**

---

**STRUCTURE, GOVERNANCE AND MANAGEMENT (CONTINUED)**

event of winding up.

New trustees receive induction training. This includes appropriate specialist instruction if required.

The Board of Trustees has prepared operational procedures which are subject to constant review and are implemented by the Head of Nursery, who is responsible for the day to day management of the nursery. The Board approves all other matters.

**Policies adopted for the induction and training of Trustees**

New directors receive induction training. This includes appropriate specialist instruction if required.

The Board of Directors has prepared operational procedures which are subject to constant review and are implemented by Mrs Tina Spencer, Head of Nursery, who is responsible for the day to day management of the nursery. The Board approves all other matters.

**Pay policy for key management personnel**

Management personnel are recruited at salaries commensurate with their levels of competence, qualifications and experience taking into account their previous salary and the salaries of other applicants.



---

**SAWSTON CHILDCARE LIMITED**  
(A Company Limited by Guarantee)

---

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2021**

---

**STRUCTURE, GOVERNANCE AND MANAGEMENT (CONTINUED)**

**Financial risk management**

The trustees have conducted their own review of the major risks to which the company is exposed and have established systems designed to mitigate those risks.

Financial risks include:

- 1) The continuing impact of the pandemic.
- 2) The avoidance of any conflicts of interest resulting from the appointment of the salaried trustee.
- 3) The loss of income resulting from closure of the nursery following fire or other damage. The company maintains insurance at a level sufficient to provide for loss of income for a period of two years.
- 4) A shortage of children attending the nursery. The nursery can accommodate 68 children at any one time. During the past year 83 children were enrolled and have attended the nursery. Whilst this figure is substantially less than in previous years this is compensated to some extent by a greater number of children attending on a full time basis.
- 5) A further 48 children are registered on the waiting list for places. The waiting list is reviewed on a regular basis and the trustees are as satisfied as possible, given the present circumstances, that the nursery will continue to operate for the foreseeable future.
- 6) Difficulty in recruiting staff. The company employs 32 staff many of whom are long term employees. The company engages staff in accordance with Ofsted staffing ratios and at the required levels of competence. Staff turnover is low. There is an increasing difficulty in recruiting staff over the past year and this is a problem which appears to be widespread across various sectors of the economy in the Cambridge area.
- 7) Loss of records. All records relating to children and income and expenditure are maintained on computer systems which are backed up remotely at 3 hourly intervals.
- 8) Risks to the children - the company maintains up to date policies covering all areas of potential risk to the children. The policies are under constant review by the trustees and key management personnel.

---

**SAWSTON CHILDCARE LIMITED**  
(A Company Limited by Guarantee)

---

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2021**

---

**STRUCTURE, GOVERNANCE AND MANAGEMENT (CONTINUED)**

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

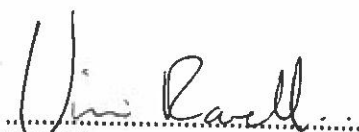
The Trustees (who are also the directors of the company for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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 adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and 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 reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:



Mrs V Rowell

Trustee

Date: 24 November 2021



---

**SAWSTON CHILDCARE LIMITED**  
**(A Company Limited by Guarantee)**

---

**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

---

**Independent Examiner's Report to the Trustees of Sawston Childcare Limited ('the company')**

I report to the charity Trustees on my examination of the accounts of the company for the year ended 30 June 2021.

**Responsibilities and Basis of Report**

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

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

**Independent Examiner's Statement**

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

---

**SAWSTON CHILDCARE LIMITED**  
**(A Company Limited by Guarantee)**

---

**INDEPENDENT EXAMINER'S REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 30 JUNE 2021**

---

This report is made solely to the company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company'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 company and the company's Trustees as a body, for my work or for this report.

Signed:   
Kelly Bretherick

Dated: 13 December 2021  
FCA

**Peters Elworthy & Moore**  
Chartered Accountants  
Salisbury House  
Station Road  
Cambridge  
CB1 2LA

**SAWSTON CHILDCARE LIMITED**  
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 30 JUNE 2021**

	Note	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>Income from:</b>				
Donations	2	4,496	4,496	767
Charitable activities	3	788,736	788,736	712,938
Investments	4	2	2	116
Other income	5	12,884	12,884	64,912
<b>Total income</b>		<b>806,118</b>	<b>806,118</b>	<b>778,733</b>
<b>Expenditure on:</b>				
Charitable activities	6	786,113	786,113	776,269
<b>Total expenditure</b>		<b>786,113</b>	<b>786,113</b>	<b>776,269</b>
<b>NET INCOME/(EXPENDITURE) AND NET MOVEMENT IN FUNDS</b>		<b>20,005</b>	<b>20,005</b>	<b>2,464</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward		116,366	116,366	113,902
Net movement in funds		20,005	20,005	2,464
<b>Total funds carried forward</b>		<b>136,371</b>	<b>136,371</b>	<b>116,366</b>

The notes on pages 16 to 26 form part of these financial statements.

**SAWSTON CHILDCARE LIMITED**  
(A Company Limited by Guarantee)  
REGISTERED NUMBER: 03943667

**BALANCE SHEET**  
**AS AT 30 JUNE 2021**

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	8	70,582	75,307
		<u>70,582</u>	<u>75,307</u>
<b>Current assets</b>			
Debtors	9	19,791	6,093
Cash at bank and in hand		197,281	170,921
		<u>217,072</u>	<u>177,014</u>
Creditors: amounts falling due within one year	10	(151,283)	(135,955)
<b>Net current assets</b>		<u>65,789</u>	<u>41,059</u>
<b>Total net assets</b>		<u><u>136,371</u></u>	<u><u>116,366</u></u>
<b>Charity funds</b>			
Unrestricted funds		136,371	116,366
<b>Total funds</b>		<u><u>136,371</u></u>	<u><u>116,366</u></u>

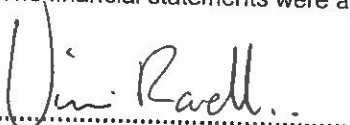
The company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



Mrs V Rowell

(Trustee)

Date: 24 November 2021

The notes on pages 16 to 26 form part of these financial statements.

**SAWSTON CHILDCARE LIMITED**  
(A Company Limited by Guarantee)

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	Note	2021 £	2020 £
<b>Cash flows from operating activities</b>			
Net cash used in operating activities	12	36,005	29,179
<b>Cash flows from investing activities</b>			
Dividends and interest		2	116
Purchase of tangible fixed assets		(9,647)	(18,764)
<b>Net cash used in investing activities</b>		(9,645)	(18,648)
<b>Change in cash and cash equivalents in the year</b>		26,360	10,531
Cash and cash equivalents at the beginning of the year		170,921	160,390
<b>Cash and cash equivalents at the end of the year</b>	13	197,281	170,921

The notes on pages 16 to 26 form part of these financial statements

---

**SAWSTON CHILDCARE LIMITED**  
**(A Company Limited by Guarantee)**

---

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2021**

---

**1. ACCOUNTING POLICIES**

**1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition October 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Sawston Childcare Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

No significant estimates or judgements were made by management in preparing these financial statements.

**1.2 COMPANY STATUS**

The Company is a company limited by guarantee. The members of the Company are the Trustees named on page 7. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company.

**1.3 FUND ACCOUNTING**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Investment income, gains and losses are allocated to the appropriate fund.

**1.4 GOING CONCERN**

In light of the global pandemic, the Trustees have specifically considered the impact of the COVID-19 (coronavirus) pandemic, including the extent to which the charity has experienced disruption in its activities to date. The Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, the financial statements continue to be prepared on the going concern basis.

---

**SAWSTON CHILDCARE LIMITED**  
**(A Company Limited by Guarantee)**

---

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2021**

---

**1. ACCOUNTING POLICIES (CONTINUED)**

**1.5 INCOME**

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Parent and third party fees are recognised in the period to which they relate, with any fees in advance being deferred.

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

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

Interest on funds held on deposit is included when received and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid of payable by the bank.

**1.6 EXPENDITURE**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**1.7 FINANCIAL INSTRUMENTS**

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

**1.8 TANGIBLE FIXED ASSETS AND DEPRECIATION**

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.



---

**SAWSTON CHILDCARE LIMITED**  
(A Company Limited by Guarantee)

---

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2021**

---

**1. ACCOUNTING POLICIES (CONTINUED)**

**1.8 TANGIBLE FIXED ASSETS AND DEPRECIATION (CONTINUED)**

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives using the straight-line method.

Depreciation is provided on the following bases:

Nursery Equipment	- Straight line over 5 years
Office furniture and equipment	- Straight line over 5 years
Tenant's adaptations	- Straight line over 10 years

**1.9 DEBTORS**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**1.10 CASH AT BANK AND IN HAND**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**1.11 CREDITORS**

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation.

**1.12 OPERATING LEASES**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

**1.13 PENSIONS**

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.



**SAWSTON CHILDCARE LIMITED**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2021**

**2. INCOME FROM DONATIONS AND GRANTS**

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Donations	4,496	4,496	767
	<u>767</u>	<u>767</u>	
TOTAL 2020	<u>767</u>	<u>767</u>	

**3. INCOME FROM CHARITABLE ACTIVITIES**

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Third party fees	89,015	89,015	118,028
Income from parent fees	699,721	699,721	594,910
	<u>788,736</u>	<u>788,736</u>	<u>712,938</u>
TOTAL 2020	<u>712,938</u>	<u>712,938</u>	

Included within third party fees are government grants representing Early Years Funding from Cambridgeshire County Council of £87,391 (2020: £96,781). This grant is for funding the 15 hours of free childcare for eligible households.

**SAWSTON CHILDCARE LIMITED**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2021**

**4. INVESTMENT INCOME**

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Investment income	2	2	116
	<u>2</u>	<u>2</u>	
TOTAL 2020	116	116	
	<u>116</u>	<u>116</u>	

**5. OTHER INCOMING RESOURCES**

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Coronavirus Job Retention Scheme	12,884	12,884	64,912
	<u>12,884</u>	<u>12,884</u>	
TOTAL 2020	64,912	64,912	
	<u>64,912</u>	<u>64,912</u>	

The charity received a government grant under the Coronavirus Job Retention Scheme (CJRS) to cover the salaries of furloughed staff of £12,884 (2020: £64,912).

**6. ANALYSIS OF EXPENDITURE BY ACTIVITIES**

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £	Total funds 2020 £
Nursery, management and administration costs	724,735	61,378	786,113	776,269
	<u>724,735</u>	<u>61,378</u>	<u>786,113</u>	<u>776,269</u>

---

**SAWSTON CHILDCARE LIMITED**  
**(A Company Limited by Guarantee)**

---

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2021**

---

**6. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)**

**ANALYSIS OF DIRECT COSTS**

	<b>Total funds 2021 £</b>	<b>Total funds 2020 £</b>
Wages and salaries	556,062	560,552
Office rentals and other costs	84,022	82,563
Computer costs	1,726	1,409
Nursery operating costs	82,925	74,497
	<u>724,735</u>	<u>719,021</u>

**ANALYSIS OF SUPPORT COSTS**

	<b>Total funds 2021 £</b>	<b>Total funds 2020 £</b>
Staff costs	29,749	24,038
Depreciation	14,372	14,823
Marketing	997	776
Bank charges	656	2,217
Consultancy and professional fees	8,975	9,494
Accountancy	6,629	5,900
	<u>61,378</u>	<u>57,248</u>

Governance costs amounted to £3,888 (2020: £4,183)

**SAWSTON CHILDCARE LIMITED**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2021**

**7. STAFF COSTS**

	2021 £	2020 £
Wages and salaries	546,831	544,783
Social security costs	30,422	31,635
Contribution to defined contribution pension schemes	8,558	8,172
	<u>585,811</u>	<u>584,590</u>

Included above is an ex-gratia payment relating to one employee amounting to £10,455 (2020: none).

The average number of persons employed by the company during the year was as follows:

	2021 No.	2020 No.
Nursery staff	30	35
Administrative staff	2	1
	<u>32</u>	<u>36</u>

The average headcount expressed as full-time equivalents was:

	2021 No.	2020 No.
Nursery staff	19	20
Administrative staff	1	1
	<u>20</u>	<u>21</u>

No employee received remuneration amounting to more than £60,000 in either year.

Key management personnel of the charity comprises the Trustees, Head of Nursery and Deputy Heads of Nursery. The Trustees have all given their time and expertise without any kind of remuneration or other benefit in kind (2020: £Nil). The total employment benefits of key management personnel, including employer pension contributions were £87,138 (2020: £91,403).

**SAWSTON CHILDCARE LIMITED**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2021**

**8. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Office furniture & equipment £	Tenants' adapions £	Total £
<b>COST OR VALUATION</b>				
At 1 July 2020	34,550	29,721	134,233	198,504
Additions	306	4,843	4,498	9,647
At 30 June 2021	<u>34,856</u>	<u>34,564</u>	<u>138,731</u>	<u>208,151</u>
<b>DEPRECIATION</b>				
At 1 July 2020	32,203	26,629	64,365	123,197
Charge for the year	1,008	2,204	11,160	14,372
At 30 June 2021	<u>33,211</u>	<u>28,833</u>	<u>75,525</u>	<u>137,569</u>
<b>NET BOOK VALUE</b>				
At 30 June 2021	<u>1,645</u>	<u>5,731</u>	<u>63,206</u>	<u>70,582</u>
At 30 June 2020	<u>2,347</u>	<u>3,092</u>	<u>69,868</u>	<u>75,307</u>

**9. DEBTORS**

	2021 £	2020 £
<b>DUE WITHIN ONE YEAR</b>		
Trade debtors	858	785
Other debtors	681	182
Prepayments and accrued income	18,252	5,126
	<u>19,791</u>	<u>6,093</u>

**SAWSTON CHILDCARE LIMITED**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2021**

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021 £	2020 £
Trade creditors	21,342	40,501
Other taxation and social security	8,492	6,949
Other creditors	43,989	34,615
Accruals and deferred income	77,460	53,890
	<u>151,283</u>	<u>135,955</u>
	2021 £	2020 £
<b>DEFERRED INCOME</b>		
Deferred income at 1 July 2020	30,862	24,997
Resources deferred during the year	50,404	30,862
Amounts released from previous periods	(30,832)	(24,997)
	<u>50,434</u>	<u>30,862</u>

Deferred income relates to fees paid in advance and third party fees for the remainder of the summer term.

**11. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR**

	Unrestricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	70,582	70,582
Current assets	217,072	217,072
Creditors due within one year	(151,283)	(151,283)
<b>TOTAL</b>	<u>136,371</u>	<u>136,371</u>

**SAWSTON CHILDCARE LIMITED**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2021**

**11. ANALYSIS OF NET ASSETS BETWEEN FUNDS (CONTINUED)**

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR**

	Unrestricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	75,307	75,307
Current assets	177,014	177,014
Creditors due within one year	(135,955)	(135,955)
<b>TOTAL</b>	<b>116,366</b>	<b>116,366</b>

**12. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2021 £	2020 £
Net income for the year (as per Statement of Financial Activities)	20,005	2,464
<b>ADJUSTMENTS FOR:</b>		
Depreciation charges	14,372	14,823
Interest	(2)	(116)
Decrease/(increase) in debtors	(13,698)	22,001
Increase/(decrease) in creditors	15,328	(8,973)
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b>36,005</b>	<b>30,199</b>

**13. ANALYSIS OF CASH AND CASH EQUIVALENTS**

	2021 £	2020 £
Cash in hand	197,281	170,921
<b>TOTAL CASH AND CASH EQUIVALENTS</b>	<b>197,281</b>	<b>170,921</b>

**SAWSTON CHILDCARE LIMITED**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2021**

**14. ANALYSIS OF CHANGES IN NET DEBT**

	At 1 July 2020 £	Cash flows £	At 30 June 2021 £
Cash at bank and in hand	170,921	26,360	197,281
	<u>170,921</u>	<u>26,360</u>	<u>197,281</u>

**15. PENSION COMMITMENTS**

The company operates a defined contribution pension scheme for the benefit of the employees. The pension cost charged to the Statement of Financial Activities for the period was £8,203 (2020: £8,172). There were no accrued contributions at the Balance Sheet date of £4,091 (2020: £2,900).

**16. OPERATING LEASE COMMITMENTS**

At 30 June 2021 the company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Not later than 1 year	68,400	68,400
Later than 1 year and not later than 5 years	273,600	273,600
Later than 5 years	239,400	307,800
	<u>581,400</u>	<u>649,800</u>

**17. RELATED PARTY TRANSACTIONS**

In the year to 30 June 2021, IT support, equipment and training amounting to £418 (2020: £379) was provided by Boldfield Limited. Ian McFarlane, a trustee of Sawston Childcare Limited is also a director of Boldfield Limited. At the year end a balance of £nil (2020: £nil) was owing to Boldfield Limited.