

Trustees Report for Toddington Childcare & Forest School for the financial period 01 September 2021 to 31 August 2022

Reference and administrative details of the charity, its trustees and advisers

Charity Registration Number – 1092562

C/O ST GEORGE LOWER SCHOOL
MANOR ROAD
TODDINGTON
BEDFORDSHIRE
LU5 6AJ

Trustees at current date

Sarah Malcolm (Chair), Shelley Tebbutt (Treasurer), Jacqueline Pearce (Secretary), Sarah White.

Trustee's 1st September 2021 to 31st August 2022

Sarah Malcolm Chairperson
Shelley Tebbutt (Treasurer)
Jacqueline Pearce – (Secretary)
Katie Shanks - until Sept '22
Sarah White
Claire White - until Jan '23
Helena Benet – until September 2022
Lisa McEvoy – until October 2021

Structure, governance and management

Toddington Childcare & Forest School is an unincorporated, registered charity that has been operating for in excess of 20 years. The constitution was adopted on the 15th May 2002 and amended 17th April 2008.

The setting was established under a constitution, which identified the objectives and powers of the setting. The trustees are appointed by the current members of the committee/trustees and voted in at the AGM. Trustees complete DBS checks and EY2 Suitability checks through Ofsted in line with statutory requirements and give their time for free with no financial benefit. There is a trustee and indemnity insurance in place to manage risk. The environment is checked daily for H&S risk and risk assessments are used in relation to activities and equipment.

The work of Toddington Childcare & Forest School is overseen by the committee and the committee meet twice a term. They can also be in daily email contact working collaboratively with the Setting Manager who has overall responsibility for the day to day running of the setting.

The Management structure consists of a full time Setting Manager, who is also the Designated Safeguarding Lead and Lead SENDCo for the setting. The Setting Manager holds a Level 4 Early Years Advanced Practitioner accreditation, Level 4 SENDCo Award, a Level 3 in Supporting Children and Young People's Speech, Language and Communication, a Principles in Forest Schooling Award, DSL

Safeguarding and Safer Recruitment training and holds a full and relevant Paediatric First Aid certificate. The Setting Manager is supported in the office by her Business Administrator and a Level 3 SENDCo, who are both Paediatric First Aid trained. The Setting Manager is supported in the day to day planning and running of the setting by her Pre-School Deputy and Club Deputy for wrap around and Holiday Clubs. The setting's Pre-School Deputy is also the Deputy Designated Safeguarding Lead and holds full and relevant training. Both Deputy Managers hold full and relevant Early Years Level 3 qualifications, Level 3 Forest School Lead certificates and full Paediatric First Aid Certificates. Our three Pre-School rooms are led by Level 3 Early Years Room Leads, who also hold full and relevant Paediatric First Aid Certificates. All staff in the setting hold an Enhanced DBS check and are on the update service as part of Safer Recruitment procedures and in line with Safeguarding and Welfare requirements.

Public benefit statement

The charity trustees have complied with their duty to have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

Objectives and activities

Our main activity is to deliver high quality Early Years Care and Education for children aged 12 months to 5 years, Out Of School and Wraparound Care during term time for children aged 2 to 9 years and a Holiday Club for children aged 2 to 9 years out of term time. Our aim at Toddington Childcare & Forest School is to provide a safe environment which is both happy and secure where children and adults can learn and develop. We plan and provide a wide range of activities and resources which are inclusive for all children in our care, to ensure children attending our setting have access to a varied and stimulating curriculum to support them in achieving their best outcomes.

In order to do this we employ an Early Years Setting Manager and qualified Early Years Educators who undertake daily short term and medium term planning of the curriculum and activities to meet the individual needs and interests of the children attending the setting. We use a key person approach to work in partnership with parents and to track children's progress and plan next steps to support our children's learning and development in line with the Early Years Foundation Stage Framework. We ensure our staff have access to regular training opportunities so we can continue to successfully meet the needs of children in our care. We promote the importance of the learning environment and endeavour to make this as stimulating as possible. We develop positive relationships with parents and carers and value all children as individuals. We help the children in our care to be happy and secure. We have policies and procedures in place for all aspects of safeguarding, child protection and health and safety, and the Setting Manager holds regular monthly staff meetings and inset days for staff training purposes to ensure continued professional development of all staff. The Setting Manager has also set up a staff mentoring scheme, has an open door policy for staff well-being and meets with her staffing team regularly for Supervisions and annual Personal Development Plans. Toddington Childcare & Forest School is also a member of the Early Years Alliance.

Achievements and performance

We have established a stable and proactive core committee of dedicated volunteers who continue to support our Setting Manager and fundraising efforts as well as helping hands on with improvements to our setting's environment.

Our Setting Manager continues to promote and encourage a culture of continued professional development within her team to support and extend their knowledge, skills and qualifications. All staff hold full and relevant Paediatric First Aid training certificates. All of our staffing team continue to keep their Safeguarding, Health and Safety training, including Fire Procedures, PANCo, SEND and updates on the Early Years Foundation Stage Framework and Ofsted Education Inspection Framework up to date through regular monthly staff training meetings, quizzes, online courses, mentoring tasks and training days. During the period, one of our staff members has qualified as a Level 3 SENDCo to support the Setting Manager and Lead SENDCo in this role.

During the period, Toddington Childcare & Forest School have been able to maintain the highest Level 5 Food Hygiene Rating from a visit in February 2022 and have also had a very successful Ofsted inspection in June 2022, where as a setting we achieved a very respectable 'Good' Inspection rating under a new and vigorous Education Inspection Framework since our previous inspection in April 2016. We are very proud of all that we achieve on a daily basis as a team at Toddington Childcare & Forest School which was also reflected in our Ofsted (June 2022) report. Particular acknowledgements were made in safeguarding, making reference to the Setting Manager ensuring all children are kept safe and secure, the strong relationships Managers and staff establish from the start with families, how children benefit from the attention of kind and caring staff, knowledgeable staff who demonstrate children's stages of development in detail, that children are happy and motivated to learn and access a broad range of experiences through a well-sequenced curriculum, that children behave well and staff support children to begin to understand and regulate their own feelings and emotions, and that all children, including children with SEND are well prepared for their next step in learning. Our Ofsted Inspectors on the day also verbally congratulated our Setting Manager and acknowledged her own exceptional practice and thanked all of our staff for a wonderful day before leaving, saying that all staff should be very proud of themselves.

A financial review

The settings reserves are split between £65,000 in restricted funds and £23,000 in unrestricted funds, with total net assets £88,000. The setting has reported a surplus of £5,000 this year and, there are no current concerns over the charities going concern.

The total income for the period is £318,000. The charity's principal sources of funds are collected from two income streams; government funded childcare and parent funded childcare. Government funded childcare comes from Central beds in relation to children aged 3-4yrs who are entitled to free 15 or 30 childcare hours and also 2 year funding (criteria must be met). Parent funded childcare is the invoiced childcare outside the government funded hours, this also includes all wraparound and holiday clubs.

The total expenditure for the period is £313,000. The main expenditure is wages for our childcare staff who deliver the EYFS and enable the setting to meet the key objectives of the charity.

Net incoming resources for the period is £5,000.

We have no investment accounts.

A detailed breakdown of income and expenditure can be found in the annual accounts.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s):



Full name (s): Shelley Tebbutt

Position (e.g. Chair, Secretary, Treasurer):

Date: 30 June 2023

Sarah Malcolm
Sarah Malcolm
(chair)

Independent Examiner's Report to the Trustees of Toddington

Childcare

I report on the accounts of Toddington Childcare for the year ended 31 August 2022, which are set out on pages 2 to 9.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts. You consider that the audit requirement of section 144(2) of the Charities Act 2011 (the 2011 Act) does not apply and that an independent examination is needed. I am qualified to undertake that examination as a member of the Association of Chartered Certified Accountants. It is my responsibility to:

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

Basis of independent examiner's report

This examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In carrying out my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements to ensure that proper accounting records are kept in accordance with section 130 of the 2011 Act and

accounts have been prepared which accord with the accounting records and comply with the accounting requirements of the Act and the Regulations, or:

- (2) to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Gavin James ACCA

74 Luton Road
Chalton
Bedfordshire
LU4 9UG

30 June 2023

TODDINGTON CHILDCARE

Statement of Financial Activities for the 12 Month Period ended 31st August 2022

	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Total This Year</u> £	<u>Total Last Year</u> £
<u>Incoming Resources</u> (Note 2)				
Incoming resources from generated funds				
Voluntary Income	119,597	0	119,597	111,855
Activities for Generating Funds	1,472	0	1,472	9,792
Investment Income	2	0	2	9
Incoming resources from charitable activities	197,373	0	197,373	135,351
Other Incoming resources	0	0	0	14,308
<u>Total Incoming Resources</u>	318,445	0	318,445	271,315
 <u>Resources Expended</u> (Note 3)				
Costs of generating funds				
Activities for Generating Funds Costs	475	0	475	1,627
Charitable activities	303,035	5,272	308,307	315,781
Governance costs	3,901	0	3,901	5,294
<u>Total Resources Expended</u>	307,411	5,272	312,683	322,703
 Net Incoming Resources	11,034	(5,272)	5,762	(51,388)
Transfer to Building Fund	0	0	0	0
Total Funds brought forward	11,625	70,630	82,255	133,643
<u>Total Funds carried forward</u>	22,659	65,358	88,017	82,255

TODDINGTON CHILDCARE

Balance Sheet as at 31 August 2022

		<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>This Year</u> £	<u>Total</u> <u>Last Year</u> £
<u>Fixed Assets</u>					
Tangible Assets	(Note 4)	2,194	55,359	57,553	63,373
<u>Current Assets</u>					
Debtors	(Note 6)	6,825		6,825	3,190
Stock of T Shirts		0		0	405
Cash at Bank		18,276	10,000	28,276	25,516
Cash in Hand		0		0	0
		25,101	10,000	35,101	29,111
<u>Creditors: amounts falling due within one year</u>	(Note 7)	4,638	0	4,638	10,228
<u>Net Current Assets</u>		20,464	10,000	30,464	18,883
<u>Total Assets less Current Liabilities</u>		22,658	65,359	88,017	82,255
<u>Funds of the Charity</u>					
Unrestricted funds		22,659		22,659	11,626
Restricted funds	(Note 9)		65,358	65,358	70,630
<u>Total Funds</u>		22,659	65,358	88,017	82,255

These accounts were approved on 30/6/.....2023

Chairman [Signature] 30/6/2023

Treasurer [Signature]

TODDINGTON CHILDCARE

Notes to the Accounts for the year ended **31 August 2022**

1 Accounting Policies

These accounts have been prepared on the basis of historical cost and in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014, and with the Charities Act 2011.

The accounts have been prepared on an Accruals basis.

Income is recognised when the charity becomes entitled to that income and expenses are recognised as the liability falls due. Grants and Donations are included in the SoFA when recognised .

Tangible fixed assets are capitalised where their life expectancy is in excess of 12 months and their value is considered significant by the trustees. The following rates of depreciation have been applied:

Computers	1/3 on cost per annum
Other Equipment	20% on cost per annum
Buildings- New	4% on cost per annum
Buildings- Introduced by Toddington After School Club	10% of introductory valuation per annum.

All play equipment is treated as consumable and charged to expenditure as incurred.

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

TODDINGTON CHILDCARE

Notes to the Accounts for the year ended 31 August 2022

2 Incoming resources

	<u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>Restricted</u> <u>Funds</u> <u>£</u>	<u>Total</u> <u>This Year</u> <u>£</u>	<u>Total</u> <u>Last Year</u> <u>£</u>
Voluntary Income				
Local Authority fee funding	119,597		119,597	111,855
Contribution to F Greator's salary	0		0	0
Bursary	0		0	0
	119,597	0	119,597	111,855
Activities for Generating Funds				
Fundraising events (Note 5)	1,211		1,211	2,367
Donations	261		261	7,425
Sundry income	0		0	0
	1,472	0	1,472	9,792
Investment Income				
Bank Interest	2	0	2	9
Incoming resources from charitable activities				
Fees	197,373		197,373	135,351
Milk Refunds	0		0	0
	197,373	0	197,373	135,351
Other Incoming resources				
Grant - CJRS	0		0	13,308
Grant - Small Business Grants	0		0	1,000
	0	0	0	14,308

TODDINGTON CHILDCARE

Notes to the Accounts for the year ended 31 August 2022

3 Resources Expended

	<u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>Restricted</u> <u>Funds</u> <u>£</u>	<u>Total</u> <u>This Year</u> <u>£</u>	<u>Total</u> <u>Last Year</u> <u>£</u>
Activities for generating funds costs				
Fundraising events (Note 5)	475		475	1,627
Charitable activities				
Rent & Rates	1,303		1,303	1,039
Light & Heat	4,882		4,882	4,821
Wages & NI	247,561		247,561	261,782
Pension Scheme Costs	10,402		10,402	5,049
Group Life Ins.	494		494	531
Insurance	2,764		2,764	777
Play Consumables	9,000		9,000	7,303
Shopping	6,566		6,566	5,272
HR Support	0		0	0
Cleaning & Hygiene	4,308		4,308	5,719
Premises Exps: Repairs & Renewals	6,228		6,228	1,563
Premises Exps: Security & Fire	0		0	2,535
Computer software & maintenance	4,718		4,718	2,487
Staff Training	857		857	2,580
Telephone	2,962		2,962	2,936
Membership Subs	440		440	220
Depreciation of equipment	549		549	686
Depreciation of building		5,272	5,272	5,272
Provision for Doubtful Debts	0		0	5,208
	303,035	5,272	308,307	315,781
Governance costs				
Stationery	627		627	815
Bank Charges	92		92	78
Accountancy (Note 3a)	1,884		1,884	3,683
Miscellaneous costs	0		0	0
Depreciation of computer	0		0	0
Uniform	1,298		1,298	718
	3,901	0	3,901	5,294

TODDINGTON CHILDCARE

Notes to the Accounts for the year ended **31 August 2022**

3a Fees for the Examination of the Accounts

All Accountancy fees were paid for the independent examination of the charities accounts.

3b Staff Costs

No employees received employee benefits (excluding employer pension costs) for the year of more than £60,000.

3c Average Staff Headcount

Average number of staff employed in the year

This Year

Last Year

18

20

3d Contributions to Pension Scheme

Contributions made to a defined contributions scheme all relating to the Unrestricted Fund activities

This Year

Last Year

£

£

£

10,402

5,049

TODDINGTON CHILDCARE

Notes to the Accounts for the year ended 31 August 2022

4 Tangible Assets

	<u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>Restricted</u> <u>Funds</u> <u>£</u>	<u>Total</u> <u>This Year</u> <u>£</u>	<u>Total</u> <u>Last Year</u> <u>£</u>
Computer and equipment				
Cost				
As at 31 August 2021	25,003	0	25,003	25,003
Additions	0	0	0	0
Disposals	0	0	0	0
As at 31 August 2022	25,003	0	25,003	25,003
Depreciation				
As at 31 August 2021	22,260	0	22,260	21,574
Charge for the year	549	0	549	686
Disposals	0	0	0	0
As at 31 August 2022	22,809	0	22,809	22,260
Net book value				
As at 31 August 2022	2,194	0	2,194	2,743
As at 31 August 2021	2,743	0	2,743	3,429
Buildings				
Cost				
As at 31 August 2021	0	141,807	141,807	141,807
Additions	0	0	0	0
Disposals	0	0	0	0
As at 31 August 2022	0	141,807	141,807	141,807
Depreciation				
As at 31 August 2021	0	81,177	81,177	75,905
Charge for the year	0	5,271	5,271	5,271
Disposals	0	0	0	0
As at 31 August 2022	0	86,448	86,448	81,177
Net book value				
As at 31 August 2022	0	55,359	55,359	60,630
As at 31 August 2021	0	60,630	60,630	65,902
Total Tangible Assets				
As at 31 August 2022	2,194	55,359	57,553	63,373
As at 31 August 2021	2,743	60,630	63,373	69,330

TODDINGTON CHILDCARE

Notes to the Accounts for the year ended 31 August 2022

5 Fundraising events

	<u>Income</u>		<u>Expenses</u>		<u>Surplus</u>		<u>Last Year</u>
	£		£		£		£
T Shirts (Note 5a)	405		0		405		(405)
Children in Need	0		0		0		20
Halloween Fun Day	20		0		20		0
Poppy Donation	20		20		0		0
Save the Children	25		25		0		0
Christmas Dinner	200		131		69		111
Christmas Cards	451		101		350		224
Valentines Day	312		0		312		0
World Book Day	0		0		0		30
Comic Relief	21		21		0		0
Mothers Day	190		69		121		86
Easter	150		52		97		338
Fathers Day	80		55		25		0
Summer Fun Day	0		0		0		177
Big Toddle	0		0		0		158
Easy Fundraising	261		0		261		0
Made locally	261		0		261		0
	2,395		475		1,920		740

5a Stock of T Shirts

	<u>This Year</u>	<u>Last Year</u>
	£	£
Opening stock of T Shirts	405	0
Purchased in the year	0	718
Sold in the year (at cost)	(405)	(314)
Stock at 31 August 2021	0	405

6 Debtors

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>This Year</u>	<u>Last Year</u>
	£	£	£	£
Prepayments	0		0	0
Debtors	6,825		6,825	8,399
Provision for Doubtful Debts	0		0	(5,208)
	6,825	0	6,825	3,190

7 Creditors: amounts falling due within one year

Prepaid fees	1,693		1,693	7,457
Charitable activities	0		0	0
Governance costs	0		0	0
Pensions payable	1,042		1,042	0
Accrued expenses	1,903		1,903	2,771
	4,638	0	4,638	10,228

TODDINGTON CHILDCARE

Notes to the Accounts for the year ended 31 August 2022

8 Analysis of income and expenditure

	<u>Total</u> <u>This Year</u> £	<u>Total</u> <u>Last Year</u> £
Income		
Fees	197,373	135,351
Local Authority fee funding	119,597	111,855
Grants-General	0	0
Bursary and Apprentiship Funding	0	0
Donations	261	7,425
Fundraising	1,211	740
Bank Interest	2	9
Sundry	0	0
	318,445	255,380
 Expenses		
Rent & Rates	1,303	1,039
Light & Heat	4,882	4,821
Wages & NI	247,561	261,782
Pension Scheme Costs	10,402	5,049
Group Life Ins.	494	531
Insurance	2,764	777
Play Consumables	9,475	7,303
Shopping	6,566	5,272
HR Support	0	0
Cleaning & Hygiene	4,308	5,719
Premises Exps: Repairs & Renewals	6,228	1,563
Premises Exps: Security & Fire	0	2,535
Computer software & maintenance	4,718	2,487
Staff Training	857	2,580
Telephone	2,962	2,936
Membership Subs	440	220
Depreciation of equipment	549	686
Depreciation of building	5,272	5,272
Provision for Doubtful Debts	0	5,208
	308,782	315,781
 Surplus before Governance costs	9,663	(60,402)
LESS Governance costs (Note 3)	3,901	5,294
 Surplus / (Deficit) for the year	5,762	(65,696)
 Reconciliation with Statement of Financial Activities		
Surplus/(Loss) for the year as per above	5,762	(65,696)
Grants Received General	0	14,308
 Net Incoming Resources as per Statement of Financial Activities	5,762	(51,388)

TODDINGTON CHILDCARE

Notes to the Accounts for the year ended 31 August 2022

9 Restricted Fund

	<u>Total</u> <u>This Year</u> <u>£</u>	<u>Total</u> <u>Last Year</u> <u>£</u>
The Restricted Fund is made up of three components as follows:		
Fund for the purchase of the Old Building in 2007/08 (10 year life)	10,000	10,000
<u>Less</u> Amortised to date	10,000	10,000
	0	0
 Fund for the purchase of the New Building in 2007/08 (25 year life)	 131,806	 131,806
<u>Less</u> Amortised to date	76,448	71,176
	55,358	60,630
 Transfer from Unrestricted Fund in 2015 for the replacement of the Old Building	 10,000	 10,000
 Total Fund as at 31 August 2022	 65,358	 70,630