

# SALTWOOD PLAY & LEARNING CENTRE

England & Wales · Charity number 1118798

## Details

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**Status** Registered

**Legal form** Charitable company

**Company number** [05866317](#)

**Registered** 2007-04-13

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Saltwood C Of E Primary School  
Grange Road  
Saltwood  
Hythe  
CT21 4QS

**Phone** 01303238712

**Email** [businessmanager.splc@outlook.com](mailto:businessmanager.splc@outlook.com)

**Website** [www.saltwoodplayandlearningcentre.org.uk](http://www.saltwoodplayandlearningcentre.org.uk)

## Activities

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**Objects:** THE ADVANCEMENT OF THE EDUCATION AND SPIRITUAL, PHYSICAL, MENTAL AND SOCIAL DEVELOPMENT OF CHILDREN; AND THE PROVISION OF FACILITIES FOR RECREATION FOR SUCH CHILDREN IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE.

**Activities:** PROVISION OF A FUNDED PLAYGROUP FACILITY FOR CHILDREN AGED 2 - 4 YEARS FROM 9.00AM UNTIL 3PM EVERY WEEK DAY IN TERM TIME AND PROVISION OF BREAKFAST CLUB AND AFTER SCHOOL CLUB FACILITIES (UNTIL 6PM) FOR PRIMARY SCHOOL AGE CHILDREN EVERY WEEK DAY DURING TERM TIME IN A PURPOSE BUILT UNIT AT SALTWOOD CE PRIMARY SCHOOL.

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

- **Area of benefit:** NOT DEFINED IN PRACTICE SALTWOOD, SHEPWAY, KENT
- Kent

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£249,285	£233,648	-	-
2024-08-31	£219,199	£200,303	-	-
2023-08-31	£201,054	£183,635	-	-
2022-08-31	£178,762	£180,704	-	-
2021-08-31	£154,819	£158,873	-	-

## Trustees

Name	Role	Appointed
Paul Newton	Chair	2017-09-27
ELEANOR ADELAIDE GEERING		2023-09-11
Karen Bridges		2015-06-15

**SALTWOOD PLAY & LEARNING CENTRE**

England & Wales - Charity number 1118798

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# Accounts

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Company registration number: 05866317  
Charity registration number: 1118798

**SALTWOOD PLAY & LEARNING CENTRE  
TRUSTEES' REPORT AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2025**

Beresfords  
Chartered Certified Accountants  
1-2 Rhodium Point  
Spindle Close  
Hawkinge, Folkestone  
Kent  
CT18 7TQ

## **Saltwood Play & Learning Centre Contents**

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**Saltwood Play & Learning Centre  
Reference and Administrative Details  
For The Year Ended 31 August 2025**

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<b>Trustees</b>	Mrs K Bridges Mrs E Geering Mr P Newton
<b>Charity Number</b>	1118798
<b>Company Number</b>	05866317
<b>Registered Office</b>	Saltwood Ce Primary School Grange Road, Saltwood Hythe Kent CT21 4QS
<b>Business</b>	Saltwood Ce Primary School Grange Road, Saltwood Hythe Kent CT21 4QS
<b>Independent Examiner</b>	Daniel Payne FCCA Beresfords Chartered Certified Accountants 1-2 Rhodium Point Spindle Close Hawkinge, Folkestone Kent CT18 7TQ

**Saltwood Play & Learning Centre**  
**Company No. 05866317**  
**Trustees' Report For The Year Ended 31 August 2025**

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The trustees present their report and the financial statements for the year ended 31 August 2025.

## **Objectives and Activities**

### **Aims and Objectives**

A summary of the objects of the charity as set out in its governing document is:-

*The advancement of the education and spiritual, physical mental and social development of children; and the provision of facilities for recreation for such children in the interests of social, welfare and with the object of improving their conditions of life.*

### **Significant Activities**

The main activities of the charity in relation to these objects are; the provision of a pre-school nursery between 9am and 3pm every week day in term time; a breakfast club facility between 7.45am and 8.45am and an after-school club between 3.20pm and 6pm. The out-of-hours school clubs are available to all school-age children aged 4 - 11 years old.

The charity depends on the flexibility of its staff some of whom work in more than one service. This also ensures it can offer continuity for the children who attend from nursery through to year 6 of primary school. The charity welcomes and actively recruits volunteers from parents of children at the school or nursery and works closely with local secondary schools to provide work placements for students during the year.

Services are provided in a purpose-built building provided through Kent County Council's Sure Start programme which allows the trustees to closely monitor the provision in respect of all the charity's aims. The charity has joint policies and procedures across its departments and benefits from economies of scale in regards to purchases and overheads.

### **Public Benefit**

The trustees confirm that they have complied with the requirements of Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

## **Achievements and Performance**

### **Main Achievements**

#### **Attendance at our Services**

- At the start of September 2024, our pre-school nursery attendance levels returned to the levels of years prior to the anomaly year of 2023. The sessions were 71% full (43% in same period 2023). The split of 2 years olds to 3/4 year olds was almost 50/50 and we had one child under 2 starting in the term with the new government funding for this age-group.
- By 1st April 2025, nursery places rose to 82% full – the split of ages having reduced to just 20% 2 year olds and 80% 3-4 year olds. Only 10% of the total child hours our provision provided for the academic year (21,900 hours) were non-funded hours and we received EYPP (Early Years Pupil Premium) for two children. Our wrap-around clubs remained full throughout the year.
- Club services continued in a room within the school for which services were charged, keeping them separated from the nursery provision.
- A small waiting list was held for specific club and nursery days where services were full.

### **Staff Training and Development**

- All staff benefitted from continued professional development with training in house and externally in all areas from first aid to food hygiene. Keeping up to date on all safe-guarding issues remained paramount. Ofsted preparations were maintained by the centre manager and any new early years curriculum changes incorporated.
- Tapestry (Early Years Online Learning Journal) training updates were undertaken by all nursery staff. The software records all the learning and fun experienced by the children and enhances and simplifies early years learning for teachers, practitioners and parents.
- The trustees consider staff development to be a very important to making a success of our centre.

### **Community, Grants and Fund Raising**

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# **Saltwood Play & Learning Centre Trustees' Report (continued) For The Year Ended 31 August 2025**

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## **Main Achievements - continued**

- The children raised an impressive £907 for the Bumblebee Trust.
- Our nursery/centre manager continued to collaborate with local nursery managers in many areas including local grants and nursery policies.
- Parents were kept fully informed and consulted about our activities and policies through emailed newsletters, via our website, social media platforms and their children's personal Tapestry journals.
- Annual surveys were conducted in the services for feedback.

## **Marketing and Recruitment**

- Our Facebook and Instagram pages were used to keep parents informed and our activities shared with the local community; encouraging several new parents to come along and visit us.
- We used social media for the recruitment of staff ; successfully recruiting three new after-school club playworkers.

## **Daily Management**

- Regular, management meetings and discussions between the centre manager, trustees and the business manager continued in person and online where necessary.
- The after-school supervisor continued to order food and resources for all services online to allow for economies of scale and reduce time spent shopping.
- All our policies were updated and shared as they are each year and staff fully involved in their development.

## **Financial Review**

### **Financial Position**

Cash flow remained very good due to the part-prepayment of all our government funding for 2, 3- and 4-year-olds from the local authority and the majority of parents paying their club term fees within a week of term starting.

The bulk of our non-funded and club fees are now either paid by childcare voucher, tax free childcare or BACS payments which has made the collection of fees more efficient. 44% of our total fees received were for our club services. Of the 56% from nursery services, 10% related to non-funded hours and were paid directly by parents.

A voluntary contribution of £2 per nursery, funded day was charged to make up the shortfall in government, funding rates. The charge covers additional costs of consumables that the funding does not provide for. 65% of the billed amount was paid by parents.

The overall turnover of the charity is therefore split almost 50/50 between government funding and direct parent fees.

### **Reserves Policy**

The charity's policy on reserves is to maintain a reserve as close as possible to at least one term's staff salaries and, in view of the temporary nature of our building, to continue to build a reserve for the (temporary) building's ongoing maintenance and eventual renewal. This policy is reviewed annually in the light of attendance figures, pay reviews and reports on the buildings condition. The trustees feel that the reserve is compliant with this at August 2025 without any major spending on maintenance during the year.

Planning permission was renewed and full planning permission was granted which means the nursery has a secure position for the future at this site. Furthermore, the reserve is in a good position with regards to the likely requirement for a new building in the coming years. The building is currently 16 years old.

## **Structure, Governance and Management**

**Saltwood Play & Learning Centre  
Trustees' Report (continued)  
For The Year Ended 31 August 2025**

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**Governing Document**

The governing document for the company is the Memorandum and Articles of Association incorporated 4th July 2006 as amended by special resolution of 8th January 2007.

The charity is constituted as a not-for-profit company limited by guarantee.

Proposed members are elected by unanimous agreement of all trustees.

**Trustee Selection Methods**

The charity's organisational structure consists of at least three, voluntary, elected trustees who oversee the management of the sub-departments of the company; the Saltwood Nursery, the Breakfast Club and the After School Club. The charity is closely connected to the school.

The trustees currently consist of the current head teacher of Saltwood School, a teacher from another local primary school and a business owner whose children previously attended the school. All the trustees are able to offer help and support to the services, giving their time voluntarily as and when it is required to ensure the smooth-running of the operations. A business manager is employed to prepare and oversee the reporting, accounting, payroll, funding and other financial issues as well as advise on the strategic development of the charity. The services report directly to the trustees on all operational issues and are supported in all financial matters by the business manager.

All the trustees, in consultation with the centre manager and business manager are fully involved in the formulation of policies and procedures to manage HR and operational issues. Regular meetings (including the AGM) are held to discuss issues brought to their attention by the department heads and financial reviews provided by the business. Other centre meetings are arranged as and when required by the centre manager.

**Risks**

The trustees consider the major risks affecting the charity by assessment annually at the trustee meetings.

**Small Company Rules**

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

The trustees' report was approved by the board of trustees and signed on its behalf by:

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Mr P Newton

Trustee

Date

**Saltwood Play & Learning Centre**  
**Independent Examiner's Report to the Trustees of Saltwood Play & Learning Centre**  
**For The Year Ended 31 August 2025**

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I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 August 2025.

**Responsibilities and Basis of Report**

As the charity trustees of the Company (and also 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 your charity's accounts as 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**

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.

-----  
Daniel Payne FCCA  
Date  
Beresfords  
Chartered Certified Accountants  
1-2 Rhodium Point  
Spindle Close  
Hawkinge, Folkestone  
Kent  
CT18 7TQ

**Saltwood Play & Learning Centre**  
**Statement of Financial Activities (including Income and Expenditure Account)**  
**For The Year Ended 31 August 2025**

		<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2025 Total funds</b>	<b>2024 Total funds</b>
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOME AND ENDOWMENTS FROM:</b>					
Charitable activities:					
Nursery		138,934	-	138,934	104,525
Breakfast Club		23,640	-	23,640	24,818
After School Club		84,433	-	84,433	88,167
Investments	<b>3</b>	1,778	-	1,778	1,689
Other	<b>4</b>	500	-	500	-
		249,285	-	249,285	219,199
<b>EXPENDITURE ON:</b>					
Charitable activities:					
Nursery	<b>6</b>	(137,576)	(7,385)	(144,961)	(118,073)
Breakfast Club		(25,765)	-	(25,765)	(22,538)
After School Club		(62,907)	(15)	(62,922)	(59,691)
		(226,248)	(7,400)	(233,648)	(200,302)
<b>NET INCOME</b>		23,037	(7,400)	15,637	18,897
<b>NET MOVEMENT IN FUNDS</b>		23,037	(7,400)	15,637	18,897
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward		136,800	73,725	210,525	191,628
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>16</b>	159,837	66,325	226,162	210,525

The notes on pages 9 to 14 form part of these financial statements.

**Saltwood Play & Learning Centre**  
**Comparative Statement of Financial Activities (including Income and Expenditure**  
**Account)**  
**For The Year Ended 31 August 2025**

		<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2024 Total funds</b>
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOME AND ENDOWMENTS FROM:</b>				
Charitable activities:				
Nursery		104,525	-	104,525
Breakfast Club		24,818	-	24,818
After School Club		88,167	-	88,167
Investments	<b>3</b>	1,689	-	1,689
		219,199	-	219,199
<b>EXPENDITURE ON:</b>				
Charitable activities:				
Nursery	<b>6</b>	(110,679)	(7,394)	(118,073)
Breakfast Club		(22,538)	-	(22,538)
After School Club		(59,672)	(19)	(59,691)
		(192,889)	(7,413)	(200,302)
<b>NET INCOME</b>		26,310	(7,413)	18,897
<b>NET MOVEMENT IN FUNDS</b>		26,310	(7,413)	18,897
<b>RECONCILIATION OF FUNDS:</b>				
Total funds brought forward		110,490	81,138	191,628
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>16</b>	136,800	73,725	210,525

The notes on pages 9 to 14 form part of these financial statements.

**Saltwood Play & Learning Centre  
Balance Sheet  
As At 31 August 2025**

		<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2025 Total funds</b>	<b>2024 Total funds</b>
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>FIXED ASSETS</b>					
Tangible Assets	<b>11</b>	4,467	66,326	70,793	77,795
		<u>4,467</u>	<u>66,326</u>	<u>70,793</u>	<u>77,795</u>
<b>CURRENT ASSETS</b>					
Debtors	<b>12</b>	1,141	-	1,141	1,280
Cash at bank and in hand		160,969	-	160,969	133,809
		<u>162,110</u>	<u>-</u>	<u>162,110</u>	<u>135,089</u>
<b>Creditors: Amounts Falling Due Within One Year</b>	<b>13</b>	<u>(6,740)</u>	<u>(1)</u>	<u>(6,741)</u>	<u>(2,359)</u>
<b>NET CURRENT ASSETS (LIABILITIES)</b>		<u>155,370</u>	<u>(1)</u>	<u>155,369</u>	<u>132,730</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>159,837</u>	<u>66,325</u>	<u>226,162</u>	<u>210,525</u>
<b>NET ASSETS</b>		<u>159,837</u>	<u>66,325</u>	<u>226,162</u>	<u>210,525</u>
<b>FUNDS OF THE CHARITY</b>					
Restricted Funds				66,325	73,725
Unrestricted Funds				159,837	136,800
<b>TOTAL FUNDS</b>	<b>16</b>			<u>226,162</u>	<u>210,525</u>

For the year ending 31 August 2025 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

On behalf of the board

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Mr P Newton

Trustee  
Date

The notes on pages 9 to 14 form part of these financial statements.

# **Saltwood Play & Learning Centre Notes to the Financial Statements For The Year Ended 31 August 2025**

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## **1. General Information**

Saltwood Play & Learning Centre is a company limited by guarantee, incorporated in England & Wales, registered number 05866317 and registered charity number 1118798. The registered office is Saltwood Ce Primary School, Grange Road, Saltwood, Hythe, Kent, CT21 4QS.

## **2. Accounting Policies**

### **2.1. 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) (effective 1 January 2019)", Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006.

The charitable company is a Public Benefit Entity as defined by FRS 102.

### **2.2. Incoming Resources**

#### **General**

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

#### **Grants Receivable**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### **Deferred Income**

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

### **2.3. Resources Expended**

#### **General**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### **Raising Funds**

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

### **2.4. Tangible Fixed Assets and Depreciation**

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

### **2.5. Cash and Cash Equivalents**

Cash and cash equivalents are basic financial assets and include cash in hand and deposits held at call with banks, other short-term highly liquid investments that mature in no more than three months from the date of acquisition and are readily convertible to a known amount of cash with insignificant risk of change in value, and bank overdrafts.

## **3. Investment Income**

**Saltwood Play & Learning Centre**  
**Notes to the Financial Statements (continued)**  
**For The Year Ended 31 August 2025**

	<b>2025</b>	<b>2024</b>
	<b>Unrestricted funds</b>	<b>Unrestricted funds</b>
	<b>£</b>	<b>£</b>
Bank interest receivable	1,778	1,689

**4. Other Income**

	<b>2025</b>	<b>2024</b>
	<b>Unrestricted funds</b>	<b>Unrestricted funds</b>
	<b>£</b>	<b>£</b>
Collaboration funding	500	-

**5. Net Income/(Expenditure)**

The net income is stated after charging/(crediting):

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Depreciation of tangible fixed assets - owned	8,486	8,424
Gain/Loss on disposal of tangible fixed assets	484	132

**6. Analysis of Expenditure**

	<b>Activities undertaken directly</b>	<b>Support costs</b> (see note 7)	<b>2025</b>
	<b>£</b>	<b>£</b>	<b>Total</b>
			<b>£</b>
Nursery	124,042	20,919	144,961
Breakfast Club	25,206	559	25,765
After School Club	58,314	4,608	62,922
	207,562	26,086	233,648

	<b>Activities undertaken directly</b>	<b>Support costs</b> (see note 7)	<b>2024</b>
	<b>£</b>	<b>£</b>	<b>Total</b>
			<b>£</b>
Nursery	98,945	19,128	118,073
Breakfast Club	22,291	247	22,538
After School Club	55,673	4,018	59,691
	176,909	23,393	200,302

**Saltwood Play & Learning Centre**  
**Notes to the Financial Statements (continued)**  
**For The Year Ended 31 August 2025**

**7. Support Costs**

				<b>2025</b>
	<b>Nursery</b>	<b>Breakfast Club</b>	<b>After School Club</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Employee costs	262	-	315	577
Premises expenses	1,846	-	981	2,827
General administration	9,207	559	3,221	12,987
Depreciation	8,879	-	91	8,970
Governance costs	725	-	-	725
	<u>20,919</u>	<u>559</u>	<u>4,608</u>	<u>26,086</u>

				<b>2024</b>
	<b>Nursery</b>	<b>Breakfast Club</b>	<b>After School Club</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Employee costs	679	-	211	890
Premises expenses	1,815	-	972	2,787
General administration	7,502	247	2,721	10,470
Depreciation	8,442	-	114	8,556
Governance costs	690	-	-	690
	<u>19,128</u>	<u>247</u>	<u>4,018</u>	<u>23,393</u>

**8. Independent Examiner's Remuneration**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Independent examination of the financial statements	<u>725</u>	<u>690</u>

**9. Staff Costs**

Staff costs were as follows:

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Wages and salaries	191,745	165,166
Social security costs	3,501	906
Other pension costs	4,557	2,740
	<u>199,803</u>	<u>168,812</u>

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

**10. Average Number of Employees**

Average number of employees during the year was: 16 (2024: 16)

**Saltwood Play & Learning Centre**  
**Notes to the Financial Statements (continued)**  
**For The Year Ended 31 August 2025**

**11. Tangible Assets**

	<b>Land &amp; Property</b>		
	<b>Freehold</b>	<b>Equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>			
As at 1 September 2024	183,631	30,504	214,135
Additions	-	1,969	1,969
Disposals	-	(2,174)	(2,174)
As at 31 August 2025	<u>183,631</u>	<u>30,299</u>	<u>213,930</u>
<b>Depreciation</b>			
As at 1 September 2024	110,177	26,164	136,341
Provided during the period	7,345	1,141	8,486
Disposals	-	(1,690)	(1,690)
As at 31 August 2025	<u>117,522</u>	<u>25,615</u>	<u>143,137</u>
<b>Net Book Value</b>			
As at 31 August 2025	<u>66,109</u>	<u>4,684</u>	<u>70,793</u>
As at 1 September 2024	<u>73,454</u>	<u>4,340</u>	<u>77,794</u>

**12. Debtors**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>Due within one year</b>		
Trade debtors	74	57
Other debtors	1,067	1,223
	<u>1,141</u>	<u>1,280</u>

**13. Creditors: Amounts Falling Due Within One Year**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Accruals and deferred income	6,741	2,359
	<u>6,741</u>	<u>2,359</u>

**14. Deferred Income**

Deferred income movements in the year were as follows:

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Balance at the start of the period	1,370	4,932
Income deferred in the current period	5,460	1,368
Amounts released in income from previous periods	(1,128)	(4,930)
Balance at the end of the period	<u>5,702</u>	<u>1,370</u>

Deferred income are amounts received in advance for the next school year.

**Saltwood Play & Learning Centre**  
**Notes to the Financial Statements (continued)**  
**For The Year Ended 31 August 2025**

**15. Pension Commitments**

The charitable company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charitable company in an independently administered fund.

During the year the charge to the statement of financial activities in respect of defined contribution schemes was £4,557 (2024: £2,740).

At the balance sheet date contributions of £NIL were due to the fund and are included in creditors.

**16. Movement in Funds**

	<b>As at 1 September 2024</b>	<b>Income</b>	<b>Expenditure</b>	<b>As at 31 August 2025</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>				
General:				
General unrestricted fund	136,800	249,285	(226,248)	159,837
<b>Restricted funds</b>				
Building Fund	73,576	-	(7,371)	66,205
Home Grown Graduate Incentive	26	-	(5)	21
Kent County Council - Early Years Pupil Premium	48	-	(9)	39
Shepway Rural Funding Collaboration	75	-	(15)	60
<b>Total restricted funds</b>	<b>73,725</b>	<b>-</b>	<b>(7,400)</b>	<b>66,325</b>
<b>Total funds</b>	<b>210,525</b>	<b>249,285</b>	<b>(233,648)</b>	<b>226,162</b>
	<b>As at 1 September 2023</b>	<b>Income</b>	<b>Expenditure</b>	<b>As at 31 August 2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>				
General:				
General unrestricted fund	110,490	219,199	(192,889)	136,800
<b>Restricted funds</b>				
Building Fund	80,952	-	(7,376)	73,576
Home Grown Graduate Incentive	32	-	(6)	26
Kent County Council - Early Years Pupil Premium	60	-	(12)	48
Shepway Rural Funding Collaboration	94	-	(19)	75
<b>Total restricted funds</b>	<b>81,138</b>	<b>-</b>	<b>(7,413)</b>	<b>73,725</b>
<b>Total funds</b>	<b>191,628</b>	<b>219,199</b>	<b>(200,302)</b>	<b>210,525</b>

**17. Transactions with Trustees**

None of the trustees received any remuneration or any other benefits from an employment with the charity or a related entity during the current or previous year.

No trustee expenses have been incurred.

**Saltwood Play & Learning Centre**  
**Notes to the Financial Statements (continued)**  
**For The Year Ended 31 August 2025**

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**18. Related Party Disclosures**

**Ms E A Geering**

Trustee

Ms Geering used the services of the nursery and was billed £2,497 for these services in the year.

**19. Company limited by guarantee**

The company is limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a winding up, such an amount as may be required not exceeding £1.

**SALTWOOD PLAY & LEARNING CENTRE**

England & Wales - Charity number 1118798

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# Accounts

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Company registration number: 05866317

Charity registration number: 1118798

# Saltwood Play & Learning Centre

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 August 2024

Beresfords  
Chartered Certified Accountants  
1-2 Rhodium Point  
Spindle Close  
Hawkinge  
Folkestone  
Kent  
CT18 7TQ

# Saltwood Play & Learning Centre

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## **Saltwood Play & Learning Centre**

### **Reference and Administrative Details**

<b>Trustees</b>	Mrs K Bridges Mr P Newton Mrs E A Geering
<b>Charity Registration Number</b>	1118798
<b>Company Registration Number</b>	05866317
<b>Registered Office</b>	The charity is incorporated in England and Wales. Saltwood C of E Primary School Grange Road Saltwood Hythe Kent CT21 4QS
<b>Independent Examiner</b>	Beresfords Chartered Certified Accountants 1-2 Rhodium Point Spindle Close Hawkinge Folkestone Kent CT18 7TQ

# Saltwood Play & Learning Centre

## Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 August 2024.

### **Objectives and activities**

#### ***Objects and aims***

A summary of the objects of the charity as set out in its governing document is:-

The advancement of the educational and spiritual, physical mental and social development of children and the provision of facilities for recreation for such children in the interests of social, welfare and with the object of improving their conditions of life.

#### ***Objectives, strategies and activities***

The main activities of the charity in relation to these objects are; the provision of a pre-school nursery between 9am and 3pm every week day in term time; a breakfast club facility between 7.45am and 8.45am; an after school club between 3.20pm and 6pm. The out of hours school clubs are available to all school-age children aged 4 - 11 years old.

#### ***Use of volunteers***

The charity depends on the flexibility of its staff some of whom work in more than one service. This also ensures it can offer continuity for the children who attend from nursery through to year 6 of primary school. The charity welcomes and actively recruits volunteers from parents of children at the school or nursery and works closely with local secondary schools to provide work placements for students during the year.

# Saltwood Play & Learning Centre

## Trustees' Report

### Achievements and performance

#### Attendance at our Services

- In September 2023, our pre-school nursery experienced a sharp drop in attendance to 45% full. We had a high contingent of 4 year olds moving up to school after the summer term. We have in previous years managed higher numbers of newly attending 2 year olds at the start of September. The consensus was that there was a drop in the birth rate and also that many parents were holding on for changes in the funding for 2 year olds which the Government had promised in the spring.
- By 1st April 2024, nursery places rallied in popularity to 76% full – Still down from 87% on the previous year . Our wrap-around clubs remained full throughout the year.
- Club services remained in a room within the school, keeping them separated from the nursery provision as the arrangement was working well.
- A small waiting list was held for specific club and nursery days where services were full.

#### Staff Training and Development

- All staff benefitted from continued professional development with training in house and externally in all areas from first aid to food hygiene. Keeping up to date on all safe-guarding issues remained paramount.
- Tapestry (Early Years Online Learning Journal) training updates were undertaken by all nursery staff. The software records all the learning and fun experienced by the children and enhances and simplifies early years learning for teachers, practitioners and parents.
- The trustees consider staff development to be a very important to making a success of our centre.

#### Community, Grants and Fund Raising –

- The children raised £607 for the Thorne Hedgehog Rescue.
- Our nursery/centre manager continued to collaborate with local nursery managers in many areas including local grants and nursery policies.
- Parents were kept fully informed and consulted about our activities and policies through email and the internet.
- Annual surveys were conducted in the services for feedback.

#### Marketing and Recruitment –

- Our Facebook and Instagram pages were used to keep parents informed and our activities shared with the local community; encouraging several new parents to come along and visit us.
- We used social media for the recruitment of staff ; successfully recruiting a new Early Years Educator and a new breakfast club assistant.

#### Daily Management

- Regular, management meetings and discussions between the centre manager, trustees and the business manager continued, online where necessary.
- The after-school supervisor continued to order food and resources for all services online to allow for economies of scale and reduce time spent shopping.
- All our policies were updated and shared as they are each year and staff fully involved in their development.

# Saltwood Play & Learning Centre

## Trustees' Report

### **Financial review**

The charity's policy on reserves is to maintain a reserve as close as possible to at least one term's staff salaries and, in view of the temporary nature of our building, to continue to build a reserve for the (temporary) building's ongoing maintenance and eventual renewal. This policy is reviewed annually in the light of attendance figures, pay reviews and reports on the buildings condition.

The trustees feel that the reserve is compliant with this at 31st August 2024 without any major spending on maintenance during the year.

Planning permission renewal is required every 5 years and this will be due in December 2024.

Cash flow remained very good due to the part-prepayment of funding for 2, 3- and 4-year-olds from the local authority and the majority of parents paying their club term fees within a week of term starting.

The bulk of our non-funded payments are now either paid by childcare voucher, tax free childcare or BACS payments which has made the collection of fees more efficient.

The principal funding of the charity came from the government funding at the nursery for 2, 3 and 4 year olds together with termly club and nursery fees.

### ***Policy on reserves***

The charity's policy on reserves is to maintain a reserve as close as possible to at least one term's staff salaries and, in view of the temporary nature of our building, to maintain a reserve for the (temporary) building's ongoing maintenance and eventual renewal. This policy is reviewed annually in the light of attendance figures, pay reviews, and reports on the buildings condition.

The trustees feel that the reserve is compliant with this at 31st August 2023 without any major spending on maintenance during the year. Planning permission renewal is required every 5 years and this will be due in December 2024.

Cash flow remained very good due to the part-prepayment of funding for 2, 3- and 4-year-olds from the local authority and the majority of parents paying their club term fees within a week of term starting.

### ***Principal funding sources***

The principal funding of the charity came from the government funding at the nursery for 3- and 4-year olds together with club and nursery fees. We received a small amount of local authority funding for eligible 2-year olds (only 1 child this year).

We receive the bulk of our non-funded payments now either by childcare voucher, tax free childcare or BACS payments which has made the collection of fees more efficient.

# Saltwood Play & Learning Centre

## Trustees' Report

### **Structure, governance and management**

#### *Nature of governing document*

The governing document for the company is the Memorandum and Articles of Association incorporated 4th July 2006 as amended by special resolution of 8th January 2007.

The charity is constituted as a not-for-profit company limited by guarantee.

#### *Recruitment and appointment of trustees*

Proposed members are elected by unanimous agreement of all trustees.

#### *Organisational structure*

The charity's organisational structure consists of at least three, voluntary, elected trustees who oversee the management of the sub-departments of the company; the Saltwood Nursery, the Breakfast Club and the After School Club. The charity is closely connected to the school.

The trustees currently consist of the current head teacher of Saltwood School, a teacher from another local primary school and a business owner whose children previously attended the school. All the trustees are able to offer help and support to the services, giving their time voluntarily as and when it is required to ensure the smooth-running of the operations. A business manager is employed to prepare and oversee the reporting, accounting, payroll, funding and other financial issues as well as advise on the strategic development of the charity. The services report directly to the trustees on all operational issues and are supported in all financial matters by the business manager.

All the trustees, in consultation with the centre manager and business manager are fully involved in the formulation of policies and procedures to manage HR and operational issues. Regular meetings (including the AGM) are held to discuss issues brought to their attention by the department heads and financial reviews provided by the business. Other centre meetings are arranged as and when required by the centre manager.

Services are provided in a purpose-built building provided through Kent County Council's Sure Start programme which allows the trustees to closely monitor the provision in respect of all the charity's aims. The charity has joint policies and procedures across its departments and benefits from economies of scale in regards to purchases and overheads.

The trustees consider the major risks affecting the charity by assessment annually at the trustee meetings.

#### **Statement of trustees' responsibilities**

The trustees (who are also the directors of Saltwood Play & Learning Centre 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), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

# Saltwood Play & Learning Centre

## Trustees' Report

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

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures 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 proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on ..... and signed on its behalf by:

.....  
Mr P Newton  
Trustee

## Saltwood Play & Learning Centre

### Independent Examiner's Report to the trustees of Saltwood Play & Learning Centre ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 August 2024.

#### Responsibilities and basis of report

As the charity's trustees of the Company (and also 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 your charity's accounts as 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

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 Saltwood Play & Learning Centre 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.

.....  
Mr Daniel Payne FCCA  
Beresfords  
Chartered Certified Accountants  
1-2 Rhodium Point  
Spindle Close  
Hawkinge  
Folkestone  
Kent  
CT18 7TQ

Date:.....

## Saltwood Play & Learning Centre

### Statement of Financial Activities for the Year Ended 31 August 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £
<b>Income and Endowments from:</b>				
Other trading activities	4	217,510	-	217,510
Investment income	5	1,689	-	1,689
Total income		219,199	-	219,199
<b>Expenditure on:</b>				
Raising funds	6	(177,799)	-	(177,799)
Charitable activities	7	(690)	-	(690)
Other expenditure	8	(14,401)	(7,413)	(21,814)
Total expenditure		(192,890)	(7,413)	(200,303)
Net income/(expenditure)		26,309	(7,413)	18,896
Net movement in funds		26,309	(7,413)	18,896
<b>Reconciliation of funds</b>				
Total funds brought forward		110,490	81,138	191,628
Total funds carried forward	18	136,799	73,725	210,524

The notes on pages 12 to 21 form an integral part of these financial statements.

## Saltwood Play & Learning Centre

### Statement of Financial Activities for the Year Ended 31 August 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	176	5,086	5,262
Other trading activities	4	194,961	-	194,961
Investment income	5	831	-	831
Total income		195,968	5,086	201,054
<b>Expenditure on:</b>				
Raising funds	6	(157,870)	(5,269)	(163,139)
Charitable activities	7	(690)	-	(690)
Other expenditure	8	(12,320)	(7,486)	(19,806)
Total expenditure		(170,880)	(12,755)	(183,635)
Net income/(expenditure)		25,088	(7,669)	17,419
Net movement in funds		25,088	(7,669)	17,419
<b>Reconciliation of funds</b>				
Total funds brought forward		85,402	88,806	174,208
Total funds carried forward	18	110,490	81,137	191,627

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2023 is shown in note 18.

The notes on pages 12 to 21 form an integral part of these financial statements.

## Saltwood Play & Learning Centre

(Registration number: 05866317)  
Balance Sheet as at 31 August 2024

	Note	2024 £	2023 £
<b>Fixed assets</b>			
Tangible assets	14	77,794	85,720
<b>Current assets</b>			
Debtors	15	1,279	1,033
Cash at bank and in hand	16	<u>133,809</u>	<u>110,787</u>
		135,088	111,820
<b>Creditors: Amounts falling due within one year</b>	17	<u>(2,358)</u>	<u>(5,913)</u>
<b>Net current assets</b>		<u>132,730</u>	<u>105,907</u>
<b>Net assets</b>		<u>210,524</u>	<u>191,627</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		73,725	81,137
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>136,799</u>	<u>110,490</u>
<b>Total funds</b>	18	<u>210,524</u>	<u>191,627</u>

The notes on pages 12 to 21 form an integral part of these financial statements.

**Saltwood Play & Learning Centre**

**(Registration number: 05866317)  
Balance Sheet as at 31 August 2024**

For the financial year ending 31 August 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements on pages 8 to 21 were approved by the trustees, and authorised for issue on .....  
and signed on their behalf by:

.....  
Mr P Newton  
Trustee

The notes on pages 12 to 21 form an integral part of these financial statements.

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2024

#### 1 Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Saltwood C of E Primary School  
Grange Road  
Saltwood  
Hythe  
Kent  
CT21 4QS

#### 2 Accounting policies

##### Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### Statement of compliance

The financial statements have been prepared in accordance with 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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

##### Basis of preparation

Saltwood Play & Learning Centre 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 notes.

##### Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

##### Income and endowments

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

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2024

#### ***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### ***Deferred income***

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

#### ***Gift aid***

Incoming resources from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

#### ***Investment income***

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### ***Raising funds***

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

#### **Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

# Saltwood Play & Learning Centre

## Notes to the Financial Statements for the Year Ended 31 August 2024

### Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

### Tangible fixed assets

Individual fixed assets costing £250.00 or more are initially recorded at cost.

### Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Freehold property	25 years straight line
Equipment	20% on reducing balance

### Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

# Saltwood Play & Learning Centre

## Notes to the Financial Statements for the Year Ended 31 August 2024

### Financial instruments

#### *Classification*

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

#### *Recognition and measurement*

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

### 3 Income from donations and legacies

	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Grants, including capital grants;		
Government grants	-	4,586
Grants from other agencies	-	500
Other income from donations and legacies	-	176
	<u>-</u>	<u>5,262</u>

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2024

#### 4 Income from other trading activities

	<b>Unrestricted funds General £</b>	<b>Total funds £</b>	<b>Total 2023 £</b>
Trading income;			
Sales of goods and services	217,510	217,510	194,961
	217,510	217,510	194,961
	217,510	217,510	194,961

#### 5 Investment income

	<b>Unrestricted funds General £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Interest receivable and similar income;			
Interest receivable on bank deposits	1,689	1,689	831
	1,689	1,689	831
	1,689	1,689	831

#### 6 Expenditure on raising funds

##### a) Costs of trading activities

	<b>Unrestricted funds General £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
<b>Note</b>			
Other direct costs of activities for generating funds	8,097	8,097	9,813
Staff Costs	169,702	169,702	153,326
	177,799	177,799	163,139
	177,799	177,799	163,139
			<b>Total costs £</b>

#### 7 Expenditure on charitable activities

	<b>Unrestricted funds General £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
<b>Note</b>			
Governance costs	690	690	690
	690	690	690
	690	690	690

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2024

#### 8 Other expenditure

Note	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Legal fees	615	-	615	323
Depreciation, amortisation and other similar costs	1,143	7,413	8,556	8,828
Other resources expended	12,643	-	12,643	10,655
	<u>14,401</u>	<u>7,413</u>	<u>21,814</u>	<u>19,806</u>

#### 9 Analysis of governance and support costs

##### Governance costs

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Independent examiner fees			
Examination of the financial statements	690	690	690
	<u>690</u>	<u>690</u>	<u>690</u>

#### 10 Net incoming/outgoing resources

Net incoming resources for the year include:

	2024 £	2023 £
Loss on disposal of fixed assets held for the charity's own use	132	202
Depreciation of fixed assets	<u>8,424</u>	<u>8,626</u>

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2024

#### 11 Staff costs

The aggregate payroll costs were as follows:

	2024 £	2023 £
<b>Staff costs during the year were:</b>		
Wages and salaries	165,166	150,087
Social security costs	906	-
Pension costs	2,740	1,781
Other staff costs	890	1,458
	<u>169,702</u>	<u>153,326</u>

No employee received emoluments of more than £60,000 during the year.

#### 12 Independent examiner's remuneration

	2024 £	2023 £
Examination of the financial statements	<u>690</u>	<u>690</u>

#### 13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2024

#### 14 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
<b>Cost</b>			
At 1 September 2023	183,631	30,938	214,569
Additions	-	630	630
Disposals	-	(1,064)	(1,064)
	183,631	30,504	214,135
	183,631	30,504	214,135
<b>Depreciation</b>			
At 1 September 2023	102,832	26,017	128,849
Charge for the year	7,345	1,078	8,423
Eliminated on disposals	-	(931)	(931)
	110,177	26,164	136,341
	110,177	26,164	136,341
<b>Net book value</b>			
At 31 August 2024	73,454	4,340	77,794
At 31 August 2023	80,799	4,921	85,720

#### 15 Debtors

	2024 £	2023 £
Trade debtors	57	-
Prepayments	703	592
Accrued income	519	441
	1,279	1,033
	1,279	1,033

#### 16 Cash and cash equivalents

	2024 £	2023 £
Cash on hand	65	-
Cash at bank	133,744	110,787
	133,809	110,787
	133,809	110,787

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2024

#### 17 Creditors: amounts falling due within one year

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Accruals	988	980
Deferred income	1,370	4,933
	2,358	5,913

#### 18 Funds

	<b>Balance at 1 September 2023</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Balance at 31 August 2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>				
General	110,490	219,199	(192,890)	136,799
<b>Restricted funds</b>	81,138	-	(7,413)	73,725
<b>Total funds</b>	191,628	219,199	(200,303)	210,524
	<b>Balance at 1 September 2022</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Balance at 31 August 2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>				
General	85,402	195,968	(170,880)	110,490
<b>Restricted funds</b>	88,806	5,086	(12,755)	81,137
<b>Total funds</b>	174,208	201,054	(183,635)	191,627

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2024

#### 19 Analysis of net assets between funds

	<b>Unrestricted funds General £</b>	<b>Restricted funds £</b>	<b>Total funds at 31 August 2024 £</b>
Tangible fixed assets	4,067	73,727	77,794
Current assets	135,088	-	135,088
Current liabilities	(2,358)	-	(2,358)
Total net assets	136,797	73,727	210,524
	<b>Unrestricted funds General £</b>	<b>Restricted funds £</b>	<b>Total funds at 31 August 2023 £</b>
Tangible fixed assets	4,581	81,139	85,720
Current assets	111,820	-	111,820
Current liabilities	(5,913)	-	(5,913)
Total net assets	110,488	81,139	191,627

**SALTWOOD PLAY & LEARNING CENTRE**

England & Wales - Charity number 1118798

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# Accounts

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Company registration number: 05866317

Charity registration number: 1118798

# Saltwood Play & Learning Centre

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 August 2023

Beresfords  
Chartered Certified Accountants  
1-2 Rhodium Point  
Spindle Close  
Hawkinge  
Folkestone  
Kent  
CT18 7TQ

# Saltwood Play & Learning Centre

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## **Saltwood Play & Learning Centre**

### **Reference and Administrative Details**

<b>Trustees</b>	Mrs K Bridges Mr P Newton Mrs E A Geering
<b>Charity Registration Number</b>	1118798
<b>Company Registration Number</b>	05866317
<b>Registered Office</b>	The charity is incorporated in England and Wales. Saltwood C of E Primary School Grange Road Saltwood Hythe Kent CT21 4QS
<b>Independent Examiner</b>	Beresfords Chartered Certified Accountants 1-2 Rhodium Point Spindle Close Hawkinge Folkestone Kent CT18 7TQ

# Saltwood Play & Learning Centre

## Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 August 2023.

### **Objectives and activities**

#### ***Objects and aims***

A summary of the objects of the charity as set out in its governing document is:-

The advancement of the educational and spiritual, physical mental and social development of children and the provision of facilities for recreation for such children in the interests of social, welfare and with the object of improving their conditions of life.

#### ***Objectives, strategies and activities***

The main activities of the charity in relation to these objects are; the provision of a pre-school nursery between 9am and 3pm every week day in term time; a breakfast club facility between 7.45am and 8.45am; an after school club between 3.20pm and 6pm. The out of hours school clubs are available to all school-age children aged 4 - 11 years old.

#### ***Use of volunteers***

The charity depends on the flexibility of its staff some of whom work in more than one service. This also ensures it can offer continuity for the children who attend from nursery through to year 6 of primary school. The charity welcomes and actively recruits volunteers from parents of children at the school or nursery and works closely with local secondary schools to provide work placements for students during the year.

### **Achievements and performance**

#### **Attendance at our Services**

- In September 2022, our pre-school nursery was already experiencing high demand.
- By 1st April 2022, nursery places were 94% full in the mornings and 81% full in the afternoon. Our wrap-around clubs were full throughout the year.
- Club services remained in a room within the school, keeping them separated from the nursery provision as the arrangement was working well.
- A small waiting list was held for specific club and nursery days where services were full.

#### **Staff Training and Development**

- We currently have one apprentice Early Years Educator.
- All staff benefitted from continued professional development with training in house and externally in all areas from first aid to food hygiene. Keeping up to date on all safe-guarding issues remained paramount.
- Tapestry (Early Years Online Learning Journal) training updates were undertaken by all nursery staff. The software records all the learning and fun experienced by the children and enhances and simplifies early years learning for teachers, practitioners and parents.
- The trustees consider staff development to be a very important to making a success of our centre.

# Saltwood Play & Learning Centre

## Trustees' Report

### Community, Grants and Fund Raising

- The children visited a local foodbank run by the Salvation Army with their own donations this year. They also took part in annual fund-raising activities for Red Nose Day and Children in Need.
- The nursery continued to link up with the community wherever possible, visiting the local library on the bus. Unfortunately, they could not meet with the residents of a local care home again this year due to health fears following the pandemic. The children also visited a local farm to collect the Christmas tree, walked in the countryside and visited other local landmarks.
- Our nursery/centre manager continued to collaborate with local nursery managers in many areas including local grants and nursery policies.
- Parents were kept full informed and consulted about our activities and policies through email and the internet.
- Annual surveys were conducted in the services for feedback.

### Marketing and Recruitment –

- Our Facebook page was used to keep parents informed and our activities shared with the local community encouraging several new parents to come along and visit us.
- Facebook and the centre website were used for recruitment of staff and we also used Indeed and several Kent recruitment online services.

### Daily Management

- Regular, management meetings and discussions between the centre manager, trustees and the business manager continued, online where necessary.
- The after-school supervisor continued to order food and resources for all services online to allow for economies of scale and reduce time spent shopping.
- All our policies were updated and shared as they are each year and staff fully involved in their development.

## Financial review

### *Policy on reserves*

The charity's policy on reserves is to maintain a reserve as close as possible to at least one term's staff salaries and, in view of the temporary nature of our building, to maintain a reserve for the (temporary) building's ongoing maintenance and eventual renewal. This policy is reviewed annually in the light of attendance figures, pay reviews, and reports on the buildings condition.

The trustees feel that the reserve is compliant with this at 31st August 2023 without any major spending on maintenance during the year. Planning permission renewal is required every 5 years and this will be due in December 2024.

Cash flow remained very good due to the part-prepayment of funding for 2, 3- and 4-year-olds from the local authority and the majority of parents paying their club term fees within a week of term starting.

### *Principal funding sources*

The principal funding of the charity came from the government funding at the nursery for 3- and 4-year olds together with club and nursery fees. We received a small amount of local authority funding for eligible 2-year olds (only 1 child this year).

We receive the bulk of our non-funded payments now either by childcare voucher, tax free childcare or BACS payments which has made the collection of fees more efficient.

# Saltwood Play & Learning Centre

## Trustees' Report

### **Structure, governance and management**

#### *Nature of governing document*

The governing document for the company is the Memorandum and Articles of Association incorporated 4th July 2006 as amended by special resolution of 8th January 2007.

The charity is constituted as a not-for-profit company limited by guarantee.

#### *Recruitment and appointment of trustees*

Proposed members are elected by unanimous agreement of all trustees.

#### *Organisational structure*

The charity's organisational structure consists of at least three, voluntary, elected trustees who oversee the management of the sub-departments of the company; the Saltwood Nursery, the Breakfast Club and the After School Club. The charity is closely connected to the school.

The trustees currently consist of the current head teacher of Saltwood School, a teacher from another local primary school and a business owner whose children previously attended the school. All the trustees are able to offer help and support to the services, giving their time voluntarily as and when it is required to ensure the smooth-running of the operations. A business manager is employed to prepare and oversee the reporting, accounting, payroll, funding and other financial issues as well as advise on the strategic development of the charity. The services report directly to the trustees on all operational issues and are supported in all financial matters by the business manager.

All the trustees, in consultation with the centre manager and business manager are fully involved in the formulation of policies and procedures to manage HR and operational issues. Regular meetings (including the AGM) are held to discuss issues brought to their attention by the department heads and financial reviews provided by the business. Other centre meetings are arranged as and when required by the centre manager.

Services are provided in a purpose-built building provided through Kent County Council's Sure Start programme which allows the trustees to closely monitor the provision in respect of all the charity's aims. The charity has joint policies and procedures across its departments and benefits from economies of scale in regards to purchases and overheads.

The trustees consider the major risks affecting the charity by assessment annually at the trustee meetings.

#### **Statement of trustees' responsibilities**

The trustees (who are also the directors of Saltwood Play & Learning Centre 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), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

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

- select suitable accounting policies and apply them consistently;

## Saltwood Play & Learning Centre

### Trustees' Report

- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures 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 proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

#### **Small companies provision statement**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on ..... and signed on its behalf by:

.....  
Mr P Newton  
Trustee

## Saltwood Play & Learning Centre

### Independent Examiner's Report to the trustees of Saltwood Play & Learning Centre (‘the Company’)

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 August 2023.

#### Responsibilities and basis of report

As the charity’s trustees of the Company (and also 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 your charity’s accounts as 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

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 Saltwood Play & Learning Centre 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.

.....  
Mr Daniel Payne FCCA  
Beresfords  
Chartered Certified Accountants  
1-2 Rhodium Point  
Spindle Close  
Hawkinge  
Folkestone  
Kent  
CT18 7TQ

Date:.....

## Saltwood Play & Learning Centre

### Statement of Financial Activities for the Year Ended 31 August 2023 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	176	5,086	5,262
Other trading activities	4	194,961	-	194,961
Investment income	5	831	-	831
Total income		195,968	5,086	201,054
<b>Expenditure on:</b>				
Raising funds	6	(157,870)	(5,269)	(163,139)
Charitable activities	7	(690)	-	(690)
Other expenditure	8	(12,320)	(7,486)	(19,806)
Total expenditure		(170,880)	(12,755)	(183,635)
Net income/(expenditure)		25,088	(7,669)	17,419
Net movement in funds		25,088	(7,669)	17,419
<b>Reconciliation of funds</b>				
Total funds brought forward		85,402	88,806	174,208
Total funds carried forward	18	110,490	81,137	191,627

The notes on pages 10 to 18 form an integral part of these financial statements.

## Saltwood Play & Learning Centre

### Statement of Financial Activities for the Year Ended 31 August 2023 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	233	2,650	2,883
Other trading activities	4	175,872	-	175,872
Investment income	5	<u>7</u>	<u>-</u>	<u>7</u>
Total income		<u>176,112</u>	<u>2,650</u>	<u>178,762</u>
<b>Expenditure on:</b>				
Raising funds	6	(151,646)	(2,467)	(154,113)
Charitable activities	7	(660)	-	(660)
Other expenditure	8	<u>(18,466)</u>	<u>(7,465)</u>	<u>(25,931)</u>
Total expenditure		<u>(170,772)</u>	<u>(9,932)</u>	<u>(180,704)</u>
Net income/(expenditure)		<u>5,340</u>	<u>(7,282)</u>	<u>(1,942)</u>
Net movement in funds		5,340	(7,282)	(1,942)
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>80,063</u>	<u>96,089</u>	<u>176,152</u>
Total funds carried forward	18	<u><u>85,403</u></u>	<u><u>88,807</u></u>	<u><u>174,210</u></u>

All of the charity's activities derive from continuing operations during the above two periods.  
The funds breakdown for 2022 is shown in note 18.

The notes on pages 10 to 18 form an integral part of these financial statements.

**Saltwood Play & Learning Centre**  
**(Registration number: 05866317)**  
**Balance Sheet as at 31 August 2023**

	Note	2023 £	2022 £
<b>Fixed assets</b>			
Tangible assets	14	85,720	94,267
<b>Current assets</b>			
Debtors	15	1,033	627
Cash at bank and in hand	16	<u>110,787</u>	<u>83,776</u>
		111,820	84,403
<b>Creditors: Amounts falling due within one year</b>	17	<u>(5,913)</u>	<u>(4,460)</u>
<b>Net current assets</b>		<u>105,907</u>	<u>79,943</u>
<b>Net assets</b>		<u><u>191,627</u></u>	<u><u>174,210</u></u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		81,137	88,807
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>110,490</u>	<u>85,403</u>
<b>Total funds</b>	18	<u><u>191,627</u></u>	<u><u>174,210</u></u>

For the financial year ending 31 August 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements on pages 7 to 18 were approved by the trustees, and authorised for issue on ..... and signed on their behalf by:

.....  
Mr P Newton  
Trustee

The notes on pages 10 to 18 form an integral part of these financial statements.

# Saltwood Play & Learning Centre

## Notes to the Financial Statements for the Year Ended 31 August 2023

### 1 Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Saltwood C of E Primary School  
Grange Road  
Saltwood  
Hythe  
Kent  
CT21 4QS

### 2 Accounting policies

#### Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### Statement of compliance

The financial statements have been prepared in accordance with 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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

#### Basis of preparation

Saltwood Play & Learning Centre 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 notes.

#### Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

#### Income and endowments

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

#### *Grants receivable*

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2023

#### ***Deferred income***

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

#### ***Gift aid***

Incoming resources from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

#### ***Investment income***

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### ***Raising funds***

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

#### **Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £250.00 or more are initially recorded at cost.

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2023

#### Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Freehold property	25 years straight line
Equipment	20% on reducing balance

#### Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### Financial instruments

##### *Classification*

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2023

#### **Recognition and measurement**

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

#### **3 Income from donations and legacies**

	<b>Unrestricted funds General £</b>	<b>Restricted funds £</b>	<b>Total 2023 £</b>	<b>Total 2022 £</b>
Grants, including capital grants;				
Government grants	-	4,586	4,586	2,867
Grants from other agencies	-	500	500	-
Other income from donations and legacies	176	-	176	16
	<u>176</u>	<u>5,086</u>	<u>5,262</u>	<u>2,883</u>

#### **4 Income from other trading activities**

	<b>Unrestricted funds General £</b>	<b>Total funds £</b>	<b>Total 2022 £</b>
Trading income;			
Sales of goods and services	194,961	194,961	175,872
	<u>194,961</u>	<u>194,961</u>	<u>175,872</u>

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2023

#### 5 Investment income

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Interest receivable and similar income;			
Interest receivable on bank deposits	831	831	7
	831	831	7

#### 6 Expenditure on raising funds

##### a) Costs of trading activities

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Other direct costs of activities for generating funds	9,192	621	9,813	9,355
Staff Costs	148,678	4,648	153,326	144,758
	157,870	5,269	163,139	154,113
				<b>Total costs</b> £

#### 7 Expenditure on charitable activities

	Note	Unrestricted funds General £	Total 2023 £	Total 2022 £
Governance costs	9	690	690	660
		690	690	660

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2023

#### 8 Other expenditure

	Unrestricted funds General	Restricted funds	Total 2023	Total 2022
Note	£	£	£	£
Legal fees	323	-	323	500
Depreciation, amortisation and other similar costs	1,342	7,486	8,828	8,814
Other resources expended	10,655	-	10,655	16,617
	12,320	7,486	19,806	25,931

#### 9 Analysis of governance and support costs

##### Governance costs

	Unrestricted funds General	Total 2023	Total 2022
	£	£	£
Independent examiner fees			
Examination of the financial statements	690	690	660
	690	690	660

#### 10 Net incoming/outgoing resources

Net incoming/(outgoing) resources for the year include:

	2023	2022
	£	£
Loss on disposal of fixed assets held for the charity's own use	202	-
Depreciation of fixed assets	8,626	8,814
	8,828	8,814

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2023

#### 11 Staff costs

The aggregate payroll costs were as follows:

	2023 £	2022 £
<b>Staff costs during the year were:</b>		
Wages and salaries	150,087	141,672
Social security costs	-	409
Pension costs	1,781	1,582
Other staff costs	1,458	1,095
	<u>153,326</u>	<u>144,758</u>

No employee received emoluments of more than £60,000 during the year.

#### 12 Independent examiner's remuneration

	2023 £	2022 £
Examination of the financial statements	<u>690</u>	<u>660</u>

#### 13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2023

#### 14 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
<b>Cost</b>			
At 1 September 2022	183,631	32,630	216,261
Additions	-	281	281
Disposals	-	(1,973)	(1,973)
At 31 August 2023	183,631	30,938	214,569
<b>Depreciation</b>			
At 1 September 2022	95,487	26,508	121,995
Charge for the year	7,345	1,280	8,625
Eliminated on disposals	-	(1,771)	(1,771)
At 31 August 2023	102,832	26,017	128,849
<b>Net book value</b>			
At 31 August 2023	80,799	4,921	85,720
At 31 August 2022	88,144	6,122	94,266

#### 15 Debtors

	2023 £		2022 £
Trade debtors	-		119
Prepayments	592		508
Accrued income	441		-
	1,033		627

#### 16 Cash and cash equivalents

	2023 £		2022 £
Cash on hand	-		144
Cash at bank	110,787		83,632
	110,787		83,776

#### 17 Creditors: amounts falling due within one year

	2023 £		2022 £
Accruals	980		1,032
Deferred income	4,933		3,428
	5,913		4,460

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2023

#### 18 Funds

	Balance at 1 September 2022 £	Incoming resources £	Resources expended £	Balance at 31 August 2023 £
<b>Unrestricted funds</b>				
General	85,402	195,968	(170,880)	110,490
<b>Restricted funds</b>	<u>88,806</u>	<u>5,086</u>	<u>(12,755)</u>	<u>81,137</u>
<b>Total funds</b>	<u><u>174,208</u></u>	<u><u>201,054</u></u>	<u><u>(183,635)</u></u>	<u><u>191,627</u></u>
	Balance at 1 September 2021 £	Incoming resources £	Resources expended £	Balance at 31 August 2022 £
<b>Unrestricted funds</b>				
General	80,063	176,112	(170,772)	85,403
<b>Restricted funds</b>	<u>96,089</u>	<u>2,650</u>	<u>(9,932)</u>	<u>88,807</u>
<b>Total funds</b>	<u><u>176,152</u></u>	<u><u>178,762</u></u>	<u><u>(180,704)</u></u>	<u><u>174,210</u></u>

#### 19 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 August 2023 £
Tangible fixed assets	4,581	81,139	85,720
Current assets	111,820	-	111,820
Current liabilities	<u>(5,913)</u>	<u>-</u>	<u>(5,913)</u>
<b>Total net assets</b>	<u><u>110,488</u></u>	<u><u>81,139</u></u>	<u><u>191,627</u></u>
	Unrestricted funds General £	Restricted funds £	Total funds at 31 August 2022 £
Tangible fixed assets	5,642	88,625	94,267
Current assets	84,220	183	84,403
Current liabilities	<u>(4,460)</u>	<u>-</u>	<u>(4,460)</u>
<b>Total net assets</b>	<u><u>85,402</u></u>	<u><u>88,808</u></u>	<u><u>174,210</u></u>

**SALTWOOD PLAY & LEARNING CENTRE**

England & Wales - Charity number 1118798

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# Accounts

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Company registration number: 05866317

Charity registration number: 1118798

# Saltwood Play & Learning Centre

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 August 2022

Beresfords  
Chartered Certified Accountants  
1-2 Rhodium Point  
Spindle Close  
Hawkinge  
Folkestone  
Kent  
CT18 7TQ

# Saltwood Play & Learning Centre

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## **Saltwood Play & Learning Centre**

### **Reference and Administrative Details**

<b>Trustees</b>	Mrs K Bridges Mr P Newton Mrs M Nash
<b>Secretary</b>	Mrs M Nash
<b>Charity Registration Number</b>	1118798
<b>Company Registration Number</b>	05866317
<b>Registered Office</b>	The charity is incorporated in England and Wales. Saltwood C of E Primary School Grange Road Saltwood Hythe Kent CT21 4QS
<b>Independent Examiner</b>	Beresfords Chartered Certified Accountants 1-2 Rhodium Point Spindle Close Hawkinge Folkestone Kent CT18 7TQ

# Saltwood Play & Learning Centre

## Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 August 2022.

### Objectives and activities

#### *Objects and aims*

A summary of the objects of the charity as set out in its governing document is:-

The advancement of the educational and spiritual, physical mental and social development of children and the provision of facilities for recreation for such children in the interests of social, welfare and with the object of improving their conditions of life.

#### *Objectives, strategies and activities*

The main activities of the charity in relation to these objects are; the provision of a pre-school nursery between 9am and 3pm every week day in term time; a breakfast club facility between 7.45am and 8.45am; an after school club between 3.20pm and 6pm. The out of hours school clubs are available to all school-age children aged 4 - 11 years old.

#### *Use of volunteers*

The charity depends on the flexibility of its staff some of whom work in more than one service. This also ensures it can offer continuity for the children who attend from nursery through to year 6 of primary school. The charity welcomes and actively recruits volunteers from parents of children at the school or nursery and works closely with local secondary schools to provide work placements for students during the year.

### Achievements and performance

#### Attendance at Services

- In September 2022, we resumed a full provision of services and both our nursery and clubs continued to be in high demand.
- By 1st April 2022, nursery places were 98% full in the mornings and 86% full in the afternoon. Our wrap-around clubs were in excess of 90% full throughout the year.
- We were inspected by Ofsted in February 2022 and were pleased to receive a 'Good' rating in all areas of our provision.
- Club services remained in a room within the school, keeping them separated from the nursery provision as the arrangement was working well. A service charge in respect of electricity, water and cleaning was agreed and added to the existing, monthly charge for utilities to the centre.
- A small waiting list was held for specific club and nursery days where services were full.
- It was agreed that Easter and summer clubs would no longer be run by our centre due to a lack of staff being able to provide these services in the holidays and as an external school sports company was able to run them.

#### Staff Training and Development

- We currently have one apprentice Early Years Educator.
- All staff benefitted from continued professional development with training in house and externally in all areas from first aid to food hygiene. Keeping up to date on all safe-guarding issues remained paramount.
- Tapestry (Early Years Online Learning Journal) training updates were undertaken by all nursery staff. The software records all the learning and fun experienced by the children and enhances and simplifies early years learning for teachers, practitioners and parents.
- The trustees consider staff development to be a very important to making a success of our centre.

# Saltwood Play & Learning Centre

## Trustees' Report

### Community, Grants and Fund Raising –

- The children visited a local foodbank run by the Salvation Army with their own donations this year. They also took part in annual fund-raising activities for Red Nose Day and Children in Need.
- The nursery continued to link up with the community wherever possible when it was safe to do so visiting the local library on the bus. Unfortunately, they could not meet with the residents of a local care home again this year due to health fears following the pandemic. The children also visited a local farm to collect the Christmas tree, walked in the countryside and visited other local landmarks.
- Our nursery/centre manager continued to collaborate with local nursery managers in many areas including local grants and nursery policies.
- Parents were kept full informed and consulted about our activities and policies through email and the internet.
- Annual surveys were conducted in the services for feedback.

### Marketing and Recruitment –

- Our Facebook page was used to keep parents informed and our activities shared with the local community encouraging several new parents to come along and visit us.
- Facebook and the centre website were used for recruitment of staff and we also used Indeed and several Kent recruitment online services.

### Daily Management

- Regular, management meetings and discussions between the centre manager, trustees and the business manager continued, online where necessary.
- The after-school supervisor continued to order food and resources for all services online to allow for economies of scale and reduce time spent shopping.
- All our policies were updated and shared as they are each year and staff fully involved in their development.

### Financial review

#### *Policy on reserves*

The charity's policy on reserves is to maintain a reserve as close as possible to at least one term's staff salaries and, in view of the temporary nature of our building, to maintain a reserve for the building's ongoing maintenance and eventual renewal. This policy is reviewed annually in the light of attendance figures, pay reviews, and reports on the buildings condition.

The trustees feel that the reserve is compliant with this at 31st August 2022, although it was necessary to spend over £7,000 on new fencing to our school boundary and on the replacement and repair of some of our centre heaters. The building (installed in the autumn of 2010) requires planning permission renewal every 5 years and this will be due in December 2024.

Cash flow remained very good due to the part-prepayment of funding for 2, 3- and 4-year-olds from the local authority.

#### *Principal funding sources*

The principal funding of the charity came from the government funding at the nursery for 3- and 4-year olds together with club and nursery fees. We received a small amount of local authority funding for eligible 2-year olds (only 1 child this year).

We receive the bulk of our non-funded payments now either by childcare voucher, tax free childcare or BACS payments which has made the collection of fees more efficient.

# Saltwood Play & Learning Centre

## Trustees' Report

### **Structure, governance and management**

#### *Nature of governing document*

The governing document for the company is the Memorandum and Articles of Association incorporated 4th July 2006 as amended by special resolution of 8th January 2007.

The charity is constituted as a not-for-profit company limited by guarantee.

#### *Recruitment and appointment of trustees*

Proposed members are elected by unanimous agreement of all trustees.

#### *Organisational structure*

The charity's organisational structure consists of at least three voluntary, elected trustees who oversee the management of the sub-departments of the company; the Saltwood Nursery, the Breakfast Club, the After School and the Holiday Club. The charity is closely connected to the school and the church.

The trustees currently consist of the current head teacher of Saltwood School, the deputy head teacher of the school and a business owner whose children have previously attended the school. All the trustees are able to offer help and support to the services, giving their time voluntarily as and when it is required to ensure the smooth-running of the operations. A business manager is employed to prepare and oversee the reporting, accounting, payroll, funding and other financial issues as well as advise on the strategic development of the charity. The management team report to the trustees on all operational matters and are supported in all financial matters by the business manager

All the trustees in consultation with the centre manager and business manager are fully involved in the formulation of policies and procedures to manage HR and operational issues. Regular meetings (including the AGM) are held to discuss issues brought to their attention by the department heads and financial reviews provided by the business. Other centre meetings are arranged as and when required by the centre manager.

All services are provided in a purpose-built building provided through Kent County Council's Sure Start programme which has allowed the trustees to closely monitor the provision in respect of all the charity's aims. The charity has joint policies and procedures across its departments and benefits from economies of scale in regards to purchases and overheads.

The trustees consider the major risks affecting the charity by assessment annually at the trustee meetings.

### **Small companies provision statement**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on ..... and signed on its behalf by:

.....  
Mrs M Nash  
Trustee

## Saltwood Play & Learning Centre

### Statement of Trustees' Responsibilities

The trustees (who are also the directors of Saltwood Play & Learning Centre 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), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

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

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures 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 proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on ..... and signed on its behalf by:

.....  
Mrs M Nash  
Trustee

## Saltwood Play & Learning Centre

### Independent Examiner's Report to the trustees of Saltwood Play & Learning Centre (‘the Company’)

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 August 2022.

#### Responsibilities and basis of report

As the charity’s trustees of the Company (and also 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 your charity’s accounts as 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

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 Saltwood Play & Learning Centre 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.

.....  
Mr Daniel Payne FCCA  
Beresfords  
Chartered Certified Accountants  
1-2 Rhodium Point  
Spindle Close  
Hawkinge  
Folkestone  
Kent  
CT18 7TQ

Date:.....

## Saltwood Play & Learning Centre

### Statement of Financial Activities for the Year Ended 31 August 2022 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	233	2,650	2,883
Other trading activities	4	175,872	-	175,872
Investment income	5	<u>7</u>	<u>-</u>	<u>7</u>
Total income		<u>176,112</u>	<u>2,650</u>	<u>178,762</u>
<b>Expenditure on:</b>				
Raising funds	6	(151,646)	(2,467)	(154,113)
Charitable activities	7	(660)	-	(660)
Other expenditure	8	<u>(18,466)</u>	<u>(7,465)</u>	<u>(25,931)</u>
Total expenditure		<u>(170,772)</u>	<u>(9,932)</u>	<u>(180,704)</u>
Net income/(expenditure)		<u>5,340</u>	<u>(7,282)</u>	<u>(1,942)</u>
Net movement in funds		5,340	(7,282)	(1,942)
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>80,063</u>	<u>96,089</u>	<u>176,152</u>
Total funds carried forward	18	<u><u>85,403</u></u>	<u><u>88,807</u></u>	<u><u>174,210</u></u>

The notes on pages 10 to 18 form an integral part of these financial statements.

## Saltwood Play & Learning Centre

### Statement of Financial Activities for the Year Ended 31 August 2022 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	5,392	4,332	9,724
Other trading activities	4	145,089	-	145,089
Investment income	5	<u>6</u>	<u>-</u>	<u>6</u>
Total income		<u>150,487</u>	<u>4,332</u>	<u>154,819</u>
<b>Expenditure on:</b>				
Raising funds	6	(136,742)	(4,149)	(140,891)
Charitable activities	7	(660)	-	(660)
Other expenditure	8	<u>(9,827)</u>	<u>(7,495)</u>	<u>(17,322)</u>
Total expenditure		<u>(147,229)</u>	<u>(11,644)</u>	<u>(158,873)</u>
Net income/(expenditure)		<u>3,258</u>	<u>(7,312)</u>	<u>(4,054)</u>
Net movement in funds		3,258	(7,312)	(4,054)
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>76,804</u>	<u>103,401</u>	<u>180,205</u>
Total funds carried forward	18	<u><u>80,062</u></u>	<u><u>96,089</u></u>	<u><u>176,151</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2021 is shown in note 18.

The notes on pages 10 to 18 form an integral part of these financial statements.

**Saltwood Play & Learning Centre**  
**(Registration number: 05866317)**  
**Balance Sheet as at 31 August 2022**

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	14	94,267	102,787
<b>Current assets</b>			
Debtors	15	627	574
Cash at bank and in hand	16	<u>83,776</u>	<u>88,742</u>
		84,403	89,316
<b>Creditors: Amounts falling due within one year</b>	17	<u>(4,460)</u>	<u>(15,952)</u>
<b>Net current assets</b>		<u>79,943</u>	<u>73,364</u>
<b>Net assets</b>		<u><u>174,210</u></u>	<u><u>176,151</u></u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		88,807	96,089
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>85,403</u>	<u>80,062</u>
<b>Total funds</b>	18	<u><u>174,210</u></u>	<u><u>176,151</u></u>

For the financial year ending 31 August 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements on pages 7 to 18 were approved by the trustees, and authorised for issue on ..... and signed on their behalf by:

.....  
Mr P Newton  
Trustee

The notes on pages 10 to 18 form an integral part of these financial statements.

# Saltwood Play & Learning Centre

## Notes to the Financial Statements for the Year Ended 31 August 2022

### 1 Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Saltwood C of E Primary School  
Grange Road  
Saltwood  
Hythe  
Kent  
CT21 4QS

### 2 Accounting policies

#### Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### Statement of compliance

The financial statements have been prepared in accordance with 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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

#### Basis of preparation

Saltwood Play & Learning Centre 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 notes.

#### Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

#### Income and endowments

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

#### *Grants receivable*

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2022

#### ***Deferred income***

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

#### ***Gift aid***

Incoming resources from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

#### ***Investment income***

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

#### ***Expenditure***

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### ***Raising funds***

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

#### ***Governance costs***

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

#### ***Government grants***

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

#### ***Taxation***

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### ***Tangible fixed assets***

Individual fixed assets costing £250.00 or more are initially recorded at cost.

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2022

#### Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Freehold property	25 years straight line
Equipment	20% on reducing balance

#### Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### Financial instruments

##### *Classification*

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2022

#### **Recognition and measurement**

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

#### **3 Income from donations and legacies**

	<b>Unrestricted funds General £</b>	<b>Restricted funds £</b>	<b>Total 2022 £</b>	<b>Total 2021 £</b>
Grants, including capital grants;				
Government grants	217	2,650	2,867	5,303
Grants from other agencies	-	-	-	4,332
Other income from donations and legacies	16	-	16	89
	<u>233</u>	<u>2,650</u>	<u>2,883</u>	<u>9,724</u>

#### **4 Income from other trading activities**

	<b>Unrestricted funds General £</b>	<b>Total funds £</b>	<b>Total 2021 £</b>
Trading income;			
Sales of goods and services	175,872	175,872	145,089
	<u>175,872</u>	<u>175,872</u>	<u>145,089</u>

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2022

#### 5 Investment income

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Interest receivable and similar income;			
Interest receivable on bank deposits	7	7	6
	7	7	6

#### 6 Expenditure on raising funds

##### a) Costs of trading activities

	Unrestricted funds General £	Restricted funds £	Total 2022 £	Total 2021 £
Other direct costs of activities for generating funds	7,146	2,209	9,355	8,068
Staff Costs	144,500	258	144,758	132,823
	151,646	2,467	154,113	140,891
				<b>Total costs £</b>

#### 7 Expenditure on charitable activities

	Note	Unrestricted funds General £	Total 2022 £	Total 2021 £
Governance costs	9	660	660	660
		660	660	660

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2022

#### 8 Other expenditure

	Unrestricted funds General	Restricted funds	Total 2022	Total 2021
Note	£	£	£	£
Legal fees	500	-	500	704
Depreciation, amortisation and other similar costs	1,349	7,465	8,814	9,110
Other resources expended	16,617	-	16,617	7,508
	<u>18,466</u>	<u>7,465</u>	<u>25,931</u>	<u>17,322</u>

#### 9 Analysis of governance and support costs

##### Governance costs

	Unrestricted funds General	Total 2022	Total 2021
	£	£	£
Independent examiner fees			
Examination of the financial statements	660	660	660
	<u>660</u>	<u>660</u>	<u>660</u>

#### 10 Net incoming/outgoing resources

Net outgoing resources for the year include:

	2022	2021
	£	£
Depreciation of fixed assets	<u>8,814</u>	<u>9,110</u>

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2022

#### 11 Staff costs

The aggregate payroll costs were as follows:

	2022 £	2021 £
<b>Staff costs during the year were:</b>		
Wages and salaries	141,672	130,534
Social security costs	409	331
Pension costs	1,582	1,437
Other staff costs	1,095	521
	144,758	132,823

No employee received emoluments of more than £60,000 during the year.

#### 12 Independent examiner's remuneration

	2022 £	2021 £
Examination of the financial statements	660	660

#### 13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 14 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
<b>Cost</b>			
At 1 September 2021	183,631	32,336	215,967
Additions	-	294	294
At 31 August 2022	183,631	32,630	216,261
<b>Depreciation</b>			
At 1 September 2021	88,141	25,039	113,180
Charge for the year	7,345	1,469	8,814
At 31 August 2022	95,486	26,508	121,994
<b>Net book value</b>			
At 31 August 2022	88,145	6,122	94,267
At 31 August 2021	95,490	7,297	102,787

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2022

#### 15 Debtors

	2022 £	2021 £
Trade debtors	119	-
Prepayments	508	574
	627	574

#### 16 Cash and cash equivalents

	2022 £	2021 £
Cash on hand	144	-
Cash at bank	83,632	88,742
	83,776	88,742

#### 17 Creditors: amounts falling due within one year

	2022 £	2021 £
Accruals	1,032	716
Deferred income	3,428	15,236
	4,460	15,952

#### 18 Funds

	Balance at 1 September 2021 £	Incoming resources £	Resources expended £	Balance at 31 August 2022 £
<b>Unrestricted funds</b>				
General	80,063	176,112	(170,772)	85,403
<b>Restricted funds</b>	96,089	2,650	(9,932)	88,807
<b>Total funds</b>	176,152	178,762	(180,704)	174,210

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2022

	Balance at 1 September 2020 £	Incoming resources £	Resources expended £	Balance at 31 August 2021 £
<b>Unrestricted funds</b>				
General	76,804	150,487	(147,229)	80,062
<b>Restricted funds</b>	103,401	4,332	(11,644)	96,089
<b>Total funds</b>	180,205	154,819	(158,873)	176,151

#### 19 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 August 2022 £
Tangible fixed assets	5,642	88,625	94,267
Current assets	84,220	183	84,403
Current liabilities	(4,460)	-	(4,460)
Total net assets	85,402	88,808	174,210

	Unrestricted funds General £	Restricted funds £	Total funds at 31 August 2021 £
Tangible fixed assets	6,697	96,090	102,787
Current assets	89,316	-	89,316
Current liabilities	(15,952)	-	(15,952)
Total net assets	80,061	96,090	176,151

**SALTWOOD PLAY & LEARNING CENTRE**

England & Wales - Charity number 1118798

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# Accounts

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Company registration number: 05866317

Charity registration number: 1118798

# Saltwood Play & Learning Centre

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 August 2021

Beresfords  
Chartered Certified Accountants  
1-2 Rhodium Point  
Spindle Close  
Hawkinge  
Folkestone  
Kent  
CT18 7TQ

# Saltwood Play & Learning Centre

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## **Saltwood Play & Learning Centre**

### **Reference and Administrative Details**

<b>Trustees</b>	Mrs K Bridges Mr P Newton Mrs M Nash
<b>Secretary</b>	Mrs M Nash
<b>Charity Registration Number</b>	1118798
<b>Company Registration Number</b>	05866317
<b>Registered Office</b>	The charity is incorporated in England and Wales. Saltwood C of E Primary School Grange Road Saltwood Hythe Kent CT21 4QS
<b>Independent Examiner</b>	Beresfords Chartered Certified Accountants 1-2 Rhodium Point Spindle Close Hawkinge Folkestone Kent CT18 7TQ

# Saltwood Play & Learning Centre

## Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 August 2021.

### **Objectives and activities**

#### *Objects and aims*

A summary of the objects of the charity as set out in its governing document is:-

The advancement of the educational and spiritual, physical mental and social development of children and the provision of facilities for recreation for such children in the interests of social, welfare and life improvement.

#### *Objectives, strategies and activities*

The main activities of the charity in relation to these objects are; the provision of a pre-school nursery between 9am and 3pm every week day in term time; a breakfast club facility between 7.45am and 8.45am; an after school club between 3.20pm and 6pm and a holiday club during the summer and Easter holidays. The out of hours school clubs are available to all school-age children aged 4 - 11 years old.

#### *Use of volunteers*

The charity depends on the flexibility of its staff some of whom work in more than one service. This also ensures it can offer continuity for the children who attend from nursery through to year 6 of primary school. The charity welcomes and actively recruits volunteers from parents of children at the school or nursery and works closely with local secondary schools to provide work placements for students during the year.

### **Achievements and performance**

#### Attendance /Closure due to Pandemic

- In September 2020, we resumed a full provision of services and both our nursery and clubs continued to be in high demand.
- Nursery places were 99% full in the morning and 78% full in the afternoons by the spring. Our wrap-around clubs were 80% full.
- Club services were moved to a room within the school to keep them separated from the nursery provision.
- In January 2021, the breakfast and after school clubs were closed due to the national lockdown until 12th February and all staff were furloughed. The school ran its own service for key-workers' children.
- However, our nursery remained open to all children as the council continued to pay our (3-4 year-old) funding. Some parents chose not to bring their children in and staff continued with video link communication where needed.
- All our clubs reopened on 8th March with high demand – 95% full at after school and 83% full in breakfast club.
- These numbers continued to increase until July with many enquiries from new parents. Waiting lists had to be established for the coming year.
- On that basis, it was proposed to extend the provision to take a few more children in after school club every day and breakfast club for three days. Several play workers were recruited both temporary and permanent to meet this demand.
- Both our Easter and Summer clubs were cancelled due to staff shortages and as they could be delivered by an external school sports company.

## Saltwood Play & Learning Centre

### Trustees' Report

#### Staff Training and Development

- The nursery manager has been holding regular meetings with her deputy and staff to ensure they are ready for their next Ofsted inspection.
- All staff benefitted from continued professional development with training in house and externally. Keeping up to date on all safe-guarding issues remained paramount.
- Tapestry (Early Years Online Learning Journal) training updates was undertaken by all nursery staff. The software records all the learning and fun experienced by the children and enhances and simplifies early years learning for teachers, practitioners and parents. It has been particularly useful during the period of lockdown for parents and children to upload their pictures and talk about their activities.
- The trustees consider staff development to be a very important to making a success of our centre.

#### Community, Grants and Fund Raising

- Fund-raising activity was greatly impacted by the lockdown of all services with no sponsored events or school fetes. There was a small amount raised by the sale of t-shirts and small donations from parents.
- The nursery continued to link up with the community wherever possible when it was safe to do. Although they were restricted from meeting the residents of a local care home this year. The children also visited a local farm, walked in the countryside and visited local landmarks. They also went to the farm at Christmas time to collect the tree for the centre.
- Our nursery/centre manager continued to collaborate with local nursery managers who meet once a term and received funding of £950 towards dealing with the impact of the pandemic on our services. This was attributed to additional cleaning products and staffing hours. Also, towards the provision of additional resources for our clubs to operate out of a room in the school.
- Parents were kept fully informed and consulted about our activities and policies through email and the internet especially during the COVID-19 lockdown.
- Annual surveys were conducted in the services for feedback.

#### Marketing and Recruitment

- Our Facebook page was used to keep parents informed and our activities shared with the local community encouraging several new parents to come along and visit us.
- Facebook and the centre website were used for recruitment of staff and we also used Indeed and several Kent recruitment online services.

#### Daily Management

- Regular, management meetings between the centre manager, trustees and the business manager continued, online where necessary.
- The centre manager continued to order food and resources for all services to allow for economies of scale and reduce time spent shopping.
- All our policies were updated and shared as they are each year and staff fully involved in their development.

# Saltwood Play & Learning Centre

## Trustees' Report

### **Financial review**

#### ***Policy on reserves***

The charity's policy on reserves is to maintain a reserve as close as possible to one term's staff salaries and to maintain a reserve for the building's ongoing maintenance and eventual renewal. This policy is reviewed annually in the light of pay reviews, fees received and reports on the buildings condition.

The trustees feel that the reserve is compliant with this at 31st August 2021, despite the Covid 19 pandemic, due to the retention of our (3 and 4 year old) funding from Kent County Council during the January/February lockdown and the ability to use the Coronavirus Job Retention Scheme until March 2021 for some of our staff. The company continued to pay 100% of salaries during the lockdown whilst receiving only 80% from the government for those staff on furlough.

Cash flow remained very good due to the part-prepayment of funding for 2, 3 and 4-year olds from the local authority.

#### ***Principal funding sources***

The principal funding of the charity came from the government funding at the nursery for 3- and 4-year olds together with club and nursery fees. We received a small amount of local authority funding for eligible 2-year olds (only 1 child this year).

We receive the bulk of our non-funded payments now either by childcare voucher, tax free childcare or BACS payments which has made the collection of fees more efficient.

### **Structure, governance and management**

#### ***Nature of governing document***

The governing document for the company is the Memorandum and Articles of Association incorporated 4th July 2006 as amended by special resolution of 8th January 2007.

The charity is constituted as a not-for-profit company limited by guarantee.

#### ***Recruitment and appointment of trustees***

Proposed members are elected by unanimous agreement of all trustees.

## Saltwood Play & Learning Centre

### Trustees' Report

#### *Organisational structure*

The charity's organisational structure consists of at least three voluntary, elected trustees who oversee the management of the sub-departments of the company; the Saltwood Nursery, the Breakfast Club, the 321 After School and the Holiday Club. The charity is closely connected to the school and the church.

The trustees currently consist of the current head teacher of Saltwood School, the deputy head teacher of the school and a business owner whose children have previously attended the school. All the trustees are able to offer help and support to the services, giving their time voluntarily as and when it is required to ensure the smooth-running of the operations. A business manager is employed to prepare and oversee the reporting, accounting, payroll, funding and other financial issues as well as advise on the strategic development of the charity. The management team report to the trustees on all operational matters and are supported in all financial matters.

All the trustees in consultation with the centre manager and business manager are fully involved in the formulation of policies and procedures to manage HR and operational issues. Bi-annual meetings (including the AGM) are held to discuss issues brought to their attention by the department heads and financial reviews provided by the business. Other centre meetings are arranged as and when required by the centre manager.

All services are provided in a purpose-built building provided through Kent County Council's Sure Start programme which has allowed the trustees to closely monitor the provision in respect of all the charity's aims. The charity now has joint policies and procedures across its departments and benefits from economies of scale in regards to purchases and overheads.

The trustees consider the major risks affecting the charity by assessment annually at the trustee meetings.

#### **Small companies provision statement**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 21/3/22 and signed on its behalf by:



Mrs M Nash  
Trustee

## Saltwood Play & Learning Centre

### Statement of Trustees' Responsibilities

The trustees (who are also the directors of Saltwood Play & Learning Centre for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations. The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

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 charitable 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 apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures 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 that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 21/3/22 and signed on its behalf by:

..........

Mrs M Nash  
Trustee

## Saltwood Play & Learning Centre

### Independent Examiner's Report to the trustees of Saltwood Play & Learning Centre ("the Company")

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 August 2021.

#### Responsibilities and basis of report

As the charity's trustees of the Company (and also 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 Saltwood Play & Learning Centre 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 your charity's accounts as 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

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 Saltwood Play & Learning Centre 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.



.....  
Mr Daniel Payne FCCA  
Beresfords  
Chartered Certified Accountants  
1-2 Rhodium Point  
Spindle Close  
Hawkinge  
Folkestone  
Kent  
CT18 7TQ

Date: 21/3/22

## Saltwood Play & Learning Centre

### Statement of Financial Activities for the Year Ended 31 August 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	5,392	4,332	9,724
Other trading activities	4	145,089	-	145,089
Investment income	5	<u>6</u>	<u>-</u>	<u>6</u>
Total income		<u>150,487</u>	<u>4,332</u>	<u>154,819</u>
<b>Expenditure on:</b>				
Raising funds	6	(136,742)	(4,149)	(140,891)
Charitable activities	7	(660)	-	(660)
Other expenditure	8	<u>(9,827)</u>	<u>(7,495)</u>	<u>(17,322)</u>
Total expenditure		<u>(147,229)</u>	<u>(11,644)</u>	<u>(158,873)</u>
Net income/(expenditure)		<u>3,258</u>	<u>(7,312)</u>	<u>(4,054)</u>
Net movement in funds		3,258	(7,312)	(4,054)
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>76,804</u>	<u>103,401</u>	<u>180,205</u>
Total funds carried forward	18	<u><u>80,062</u></u>	<u><u>96,089</u></u>	<u><u>176,151</u></u>

The notes on pages 11 to 19 form an integral part of these financial statements.

## Saltwood Play & Learning Centre

### Statement of Financial Activities for the Year Ended 31 August 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	28,061	300	28,361
Other trading activities	4	118,698	-	118,698
Investment income	5	91	-	91
Total income		<u>146,850</u>	<u>300</u>	<u>147,150</u>
<b>Expenditure on:</b>				
Raising funds	6	(135,600)	(300)	(135,900)
Charitable activities	7	(660)	-	(660)
Other expenditure	8	(11,114)	(8,317)	(19,431)
Total expenditure		<u>(147,374)</u>	<u>(8,617)</u>	<u>(155,991)</u>
Net expenditure		<u>(524)</u>	<u>(8,317)</u>	<u>(8,841)</u>
Net movement in funds		(524)	(8,317)	(8,841)
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>77,330</u>	<u>111,718</u>	<u>189,048</u>
Total funds carried forward	18	<u><u>76,806</u></u>	<u><u>103,401</u></u>	<u><u>180,207</u></u>

All of the charity's activities derive from continuing operations during the above two periods.  
The funds breakdown for 2020 is shown in note 18.

The notes on pages 11 to 19 form an integral part of these financial statements.

## Saltwood Play & Learning Centre

(Registration number: 05866317)  
Balance Sheet as at 31 August 2021

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	14	102,787	110,867
<b>Current assets</b>			
Debtors	15	574	69
Cash at bank and in hand	16	<u>88,742</u>	<u>71,619</u>
		89,316	71,688
<b>Creditors: Amounts falling due within one year</b>	17	<u>(15,952)</u>	<u>(2,348)</u>
<b>Net current assets</b>		<u>73,364</u>	<u>69,340</u>
<b>Net assets</b>		<u>176,151</u>	<u>180,207</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		96,089	103,401
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>80,062</u>	<u>76,806</u>
<b>Total funds</b>	18	<u>176,151</u>	<u>180,207</u>


For the financial year ending 31 August 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements on pages 8 to 19 were approved by the trustees, and authorised for issue on 21/1/22 and signed on their behalf by:

  
.....  
Mr P Newton  
Trustee

The notes on pages 11 to 19 form an integral part of these financial statements.

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2021

#### 1 Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Saltwood C of E Primary School  
Grange Road  
Saltwood  
Hythe  
Kent  
CT21 4QS

#### 2 Accounting policies

##### Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### Statement of compliance

The financial statements have been prepared in accordance with 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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

##### Basis of preparation

Saltwood Play & Learning Centre 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 notes.

##### Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

##### Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

##### Income and endowments

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

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2021

#### ***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### ***Deferred income***

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

#### ***Gift aid***

Incoming resources from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

#### ***Investment income***

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

#### ***Expenditure***

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### ***Raising funds***

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

#### ***Governance costs***

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### ***Government grants***

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2021

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £250.00 or more are initially recorded at cost.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### **Financial instruments**

##### ***Classification***

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2021

#### **Recognition and measurement**

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

#### **3 Income from donations and legacies**

	<b>Unrestricted funds General £</b>	<b>Restricted funds £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Grants, including capital grants;				
Government grants	5,303	-	5,303	26,638
Grants from other agencies	-	4,332	4,332	800
Other income from donations and legacies	89	-	89	923
	<u>5,392</u>	<u>-</u>	<u>9,724</u>	<u>28,361</u>

#### **4 Income from other trading activities**

	<b>Unrestricted funds General £</b>	<b>Total funds £</b>	<b>Total 2020 £</b>
Trading income;			
Sales of goods and services	145,089	145,089	118,698
	<u>145,089</u>	<u>145,089</u>	<u>118,698</u>

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2021

#### 5 Investment income

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Interest receivable and similar income; Interest receivable on bank deposits	6	6	91
	6	6	91

#### 6 Expenditure on raising funds

##### a) Costs of trading activities

	Unrestricted funds General £	Restricted funds £	Total 2021 £	Total 2020 £
Other direct costs of activities for generating funds	7,682	386	8,068	7,065
Staff Costs	129,060	3,763	132,823	128,835
	136,742	4,149	140,891	135,900
				<b>Total costs £</b>

#### 7 Expenditure on charitable activities

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Governance costs	660	660	660
	660	660	660

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2021

#### 8 Other expenditure

Note	Unrestricted funds General £	Restricted funds £	Total 2021 £	Total 2020 £
Legal fees	704	-	704	1,569
Depreciation, amortisation and other similar costs	1,615	7,495	9,110	9,352
Other resources expended	7,508	-	7,508	8,510
	<u>9,827</u>	<u>7,495</u>	<u>17,322</u>	<u>19,431</u>

#### 9 Analysis of governance and support costs

##### Governance costs

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Independent examiner fees			
Examination of the financial statements	660	660	660
	<u>660</u>	<u>660</u>	<u>660</u>

#### 10 Net incoming/outgoing resources

Net outgoing resources for the year include:

	2021 £	2020 £
Depreciation of fixed assets	<u>9,110</u>	<u>9,352</u>

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2021

#### 11 Staff costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
<b>Staff costs during the year were:</b>		
Wages and salaries	130,534	124,924
Social security costs	331	1,318
Pension costs	1,437	1,353
Other staff costs	521	1,240
	132,823	128,835

No employee received emoluments of more than £60,000 during the year.

#### 12 Independent examiner's remuneration

	2021 £	2020 £
Examination of the financial statements	660	660

#### 13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 14 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
<b>Cost</b>			
At 1 September 2020	183,631	31,306	214,937
Additions	-	1,030	1,030
	183,631	32,336	215,967
<b>Depreciation</b>			
At 1 September 2020	80,796	23,275	104,071
Charge for the year	7,345	1,764	9,109
	88,141	25,039	113,180
<b>Net book value</b>			
At 31 August 2021	95,490	7,297	102,787
At 31 August 2020	102,835	8,031	110,866

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2021

#### 15 Debtors

	2021 £	2020 £
Prepayments	<u>574</u>	<u>69</u>

#### 16 Cash and cash equivalents

	2021 £	2020 £
Cash at bank	<u>88,742</u>	<u>71,619</u>

#### 17 Creditors: amounts falling due within one year

	2021 £	2020 £
Accruals	716	658
Deferred income	<u>15,236</u>	<u>1,690</u>
	<u>15,952</u>	<u>2,348</u>

#### 18 Funds

	Balance at 1 September 2020 £	Incoming resources £	Resources expended £	Balance at 31 August 2021 £
<b>Unrestricted funds</b>				
General	76,804	150,487	(147,229)	80,062
<b>Restricted funds</b>	<u>103,401</u>	<u>4,332</u>	<u>(11,644)</u>	<u>96,089</u>
<b>Total funds</b>	<u>180,205</u>	<u>154,819</u>	<u>(158,873)</u>	<u>176,151</u>

	Balance at 1 September 2019 £	Incoming resources £	Resources expended £	Balance at 31 August 2020 £
<b>Unrestricted funds</b>				
General	77,330	146,850	(147,374)	76,806
<b>Restricted funds</b>	<u>111,718</u>	<u>300</u>	<u>(8,617)</u>	<u>103,401</u>
<b>Total funds</b>	<u>189,048</u>	<u>147,150</u>	<u>(155,991)</u>	<u>180,207</u>

## Saltwood Play & Learning Centre

### Notes to the Financial Statements for the Year Ended 31 August 2021

#### 19 Analysis of net assets between funds

	<b>Unrestricted funds General £</b>	<b>Restricted funds £</b>	<b>Total funds at 31 August 2021 £</b>
Tangible fixed assets	6,697	96,090	102,787
Current assets	89,316	-	89,316
Current liabilities	(15,952)	-	(15,952)
<b>Total net assets</b>	<b>80,061</b>	<b>96,090</b>	<b>176,151</b>
	<b>Unrestricted funds General £</b>	<b>Restricted funds £</b>	<b>Total funds at 31 August 2020 £</b>
Tangible fixed assets	7,465	103,402	110,867
Current assets	71,688	-	71,688
Current liabilities	(2,348)	-	(2,348)
<b>Total net assets</b>	<b>76,805</b>	<b>103,402</b>	<b>180,207</b>

