

Milestones Childcare Ltd

(Registered charity number 1132071)

(Company limited by guarantee. Registered Number 06850078)

FINANCIAL STATEMENTS

for the year ended 31 March 2021

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Milestones Childcare Ltd

Legal and administrative information

Trustees

P Askew
K Hamlin
C Clayton

Registered Charity number

1132071

Company Ltd by Guarantee number

06850078

Principal address

20 Verdant Way
Sheffield
S5 6LE

Independent examiner

Craig Williamson
The Ghyll
Threapland
Aspatria
CA7 2EL

Bank

Unity Trust Bank
Nine Brindleyplace
Birmingham
B1 2HB

Milestones Childcare Ltd

Trustee report

The Trustees present their annual report and financial statements for the year ended 31 March 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards for Smaller Entities.

Structure, governance and management

The Charitable Company is governed by the Memorandum and Articles of Association incorporated 17 March 2009 and was entered on the Register of Charities effective 12 October 2009.

The company has no share capital. The guarantee of each member is limited to £1.

Milestones is managed by a voluntary Board of Directors and day to day running of the charity is undertaken by the appointed Early Years Childcare Manager who manages a team of paid staff.

New Trustees are recruited by invitation and or application. They are representative of the community, (either geographical or of interest). A full induction must be undertaken by all new trustees and a skills analysis completed.

The Trustees meet at regular intervals during the year and are responsible for the strategic direction and policy of the charity.

The trustees who served during the year are listed on page 2 on the report.

Objective and Activities

To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

Public benefit statement

The trustees of Milestones give due consideration to the Charity Commission public benefit guidance, when carrying out activities to meet its aims.

Our beneficiaries are pre-school children and their families. The activities this year continued to meet the aim to enhance the development and education of children of or below statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

Milestones Childcare Ltd

Trustee report

Achievements and performance

Over the last year the Nursery has continued to open during the most difficult of times. The Covid pandemic has had a massive impact on how we ran the nursery. Milestones stayed open to the children of Key workers during the half term holidays and some staff volunteered to work for Time in Lieu.

Most of the EYFS was put on hold due to this. However we worked hard to keep running as normal as possible for the sake of the children that were attending.

There have been some staffing changes since the last report and this has given the board an opportunity to look at how the Nursery is run. Look at how the posts are funded and look at upgrading some of the IT systems, in line with the expectations of Ofsted.

One of the main changes will be to the manager role. In achieving change we have looked at reducing the role to a term time only contract. This will create a financial gain for the nursery where funds can be used more effectively.

The SEN room has been disbanded as currently we have no children requiring this specialist provision. All children who have Special Educational needs are now integrated in the 2 other rooms we run.

The IT system is in the process of being upgraded looking at improving our communication with parents on a daily basis. Modernising the way we run the business for better effectiveness for staff.

Safeguarding policies are in place and staff are trained regularly in line with the local authorities regulations.

Some Covid restrictions are still in place preventing parents entry to the nursery but as time goes on we hope that in line with the government guidelines this will start to improve.

The Nursery is looking to restart some of the previous work we did, Breakfast club being one in discussion.

We were unsuccessful in the recent grant funding, however Milestones is eager to work with the local community to establish if there are any areas of working together that can be looked into.

On the whole we are extremely proud of all the staff who have pulled together during the last 18 months, these staff have held it together when there was so much uncertainty.

Reserves policy:

The charity has a policy of maintaining sufficient free reserves, which are not committed or invested in fixed assets, to meet:

- unexpected costs such as redundancy, breakdown of essential equipment, staff cover re illness, maternity leave, etc and

- unavoidable running costs for a period of at least 6 months in the event of grant income being withdrawn.

This commitment is now estimated to be approximately £168,000, which will be approximately 6 month's expenditure at £146,000, repair and maintenance £3,000 and potential redundancy at £19,000. Our unrestricted reserves currently stand at £85,363

Milestones Childcare Ltd

Trustee report

Trustees responsibilities for the financial statements

Company and charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to:

- ☐ select suitable accounting policies and apply them consistently;
- ☐ make judgements and estimates that are reasonable and prudent.
- ☐ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.
- ☐ state whether applicable accounting standards of recommended practice have been followed subject to any departures disclosed and explained in the financial statements.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustees to prepare financial statements. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

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

This report was approved by the Trustees on _____ and is signed on their behalf by:

K Hamlin
Trustee

Milestones Childcare Ltd

Independent Examiner's report on the Accounts of Milestones Childcare Ltd for the year ended 31 March 2021

I report on the accounts of the company for the year ended 31 March 2021, which are set out on pages 7 to .

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

Basis of independent examiner's report

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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

Signed: _____

Craig Williamson
White Rose Accounting for Charities
The Ghyll
Threapland
Aspatia
CA7 2EL

Date: _____

14/9/21

Milestones Childcare Ltd

Balance Sheet as at 31 March 2021

| | Notes | 2021 £ | 2020 £ |
|---|-------|---------------|---------------|
| Current assets | | | |
| Balance at bank and cash in hand | | 84,713 | 85,862 |
| Prepayments | 4 | 1,100 | 1,100 |
| Total current assets | | 85,813 | 86,962 |
| Creditors: amounts falling due within one year | 5 | (450) | (500) |
| Net current assets/(liabilities) | | 85,363 | 86,462 |
| Total assets less current liabilities | | 85,363 | 86,462 |
| Net assets | | 85,363 | 86,462 |
| Represented by | | | |
| Unrestricted general fund | | 85,363 | 86,462 |
| | | 85,363 | 86,462 |

For the period ending 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Director's responsibilities;

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,

The directors 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.

This report was approved by the Trustees on _____ and is signed on their behalf by:

K Hamlin
Trustee

Milestones Childcare Ltd

Statement of financial activities for the year ended 31 March 2021

| | Notes | Total 2021 | Total 2020 |
|---|----------|----------------|-----------------|
| Income from | 1 | £ | £ |
| Grants | 2 | 280,904 | 294,952 |
| Fees | | 4,993 | 21,557 |
| Fundraising | | 0 | 237 |
| Sundry income & donations | | 358 | 1,685 |
| Total income | | 286,255 | 318,430 |
| Expenditure on | | | |
| Staff | 3 | 236,144 | 256,114 |
| Training | | 251 | 2,061 |
| Travel | | - | 54 |
| Premises | | 26,021 | 24,826 |
| Utilities | | 9,560 | 12,056 |
| Refurbishment, repairs and maintenance | | 120 | 5,130 |
| Equipment, books and software | | 1,759 | 1,503 |
| Cleaning and hygiene | | 1,376 | 2,129 |
| Childrens refreshments | | 1,201 | 3,670 |
| Consumables | | 1,615 | 6,931 |
| Garden project | | - | 3,060 |
| Membership and subscription | | 699 | 1,853 |
| Stationary, printing and postage | | 3,514 | 6,056 |
| Telephone | | 879 | 1,369 |
| Insurance | | 2,758 | 2,283 |
| Independent examination | | 450 | 500 |
| Bank charges | | 442 | 574 |
| Other Expenses | | 566 | 2,534 |
| Total expenditure | | 287,355 | 332,702 |
| Net incoming/(outgoing)resources | | (1,100) | (14,272) |
| Fund balances brought forward | 7 | 86,462 | 100,733 |
| Fund balances carried forward | 6 | 85,363 | 86,462 |

**Notes to the accounts
for the year ended 31 March 2021**

1 Accounting policies:-

(a) Basis of preparation

The Financial Statements have been prepared in accordance with the Companies Act 2006, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS102 (effective from January 2015 and updated with effect from January 2016) - (the Charities SORP (FRS102)), as modified for smaller charities.

The Charity meets the definition of a public benefit entity as defined under FRS102.

(b) Accounting for income

Donations and sundry income are accounted for on receipts basis. Grant income and fee income are accounted for on an accruals basis, insofar as it is prudent to do so.

(c) Accounting for purchases with an expected life of more than one year

It has been considered prudent to write off the costs of such items in the year of purchase

2 Grants

Grants received during the year were:-

| | Total 2021 | Total 2020 |
|---|-------------------|-------------------|
| | £ | £ |
| Sheffield City Council - FEF | 227,166 | 282,189 |
| Sheffield City Council - Pupil Premium | 10,201 | 3,858 |
| Sheffield City Council -Covid | 17,204 | - |
| Sheffield City Council -EYIF | 4,055 | 4,405 |
| Sheffield City Council -Extended Hours | 9,828 | - |
| Sheffield City Council -Deprivation Component | 8,133 | - |
| Sheffield City Council -Investment Funding | 3,167 | - |
| HMRC Job Retention Scheme | 1,150 | - |
| Apprenticeship Scheme | - | 4,500 |
| | 280,904 | 294,952 |

3 Staff numbers and costs:-

| | £ | £ |
|------------------------------|----------------|----------------|
| Wages and salaries | 221,866 | 241,306 |
| Employers National Insurance | 11,150 | 11,725 |
| Pension | 3,128 | 3,083 |
| | 236,144 | 256,114 |

The average number of employees during the year was 13, all of whom were engaged in activities in furtherance of the objects of the charity.

No employees received emoluments in excess of £50,000 per year

Trustees are not remunerated. No trustees received reimbursement of out-of-pocket expenses.

Milestones Childcare Ltd

Notes to the accounts (continued) for the year ended 31 March 2021

4 Prepayments:-

These are services and expenses that have been paid for in advance but not used during the accounting period. They are in respect of:

| | 2021 £ | 2020 £ |
|-----------|--------------|--------------|
| Insurance | 1,100 | 1,100 |
| | <u>1,100</u> | <u>1,100</u> |

5 Creditors and accruals

These are expenses owed by the group but not paid during the accounting period. They are in respect of:

| | 2021 £ | 2020 £ |
|-------------------------|------------|------------|
| Independent examination | 450 | 500 |
| | <u>450</u> | <u>500</u> |