

**BENTLEY FEDERATION CHILDCARE SERVICES  
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021  
PAGES FOR FILING WITH REGISTRAR**

# **BENTLEY FEDERATION CHILDCARE SERVICES**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

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**Trustees**

Mr M Lee  
Ms W Tamar  
Mr N Dodds  
Ms K Lister  
Ms K E Magner

**Charity number**

1156149

**Independent examiner**

David Baldwin  
Azzurri House  
Walsall Road  
Aldridge  
Walsall  
England  
WS9 0RB

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# **BENTLEY FEDERATION CHILDCARE SERVICES**

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# **BENTLEY FEDERATION CHILDCARE SERVICES**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2021**

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The trustees present their report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011 and "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)".

#### **Objectives and activities**

The principal object of the Charity is for the public benefit by providing childcare for the development and education of children in the Walsall area by:

- 1) Promoting children's care and safety
- 2) Promoting children's education and and promoting parental involvement
- 3) Promoting children's health and wellbeing
- 4) Providing services to support children and their families and carers
- 5) Providing child care services to enable parents and carers to take up or continue employment.

In setting the Charity's policy and planning its activities, the Trustees have given careful consideration to the Charity Commission's guidance on public benefit.

The Charity operates all childcare and extended schools services on behalf of the Bentley Federation. These services are primarily for children and families who attend either Bentley West Primary School and King Charles Primary School, but other service users from the community are welcome.

Our purpose built facilities are Ofsted registered and allow us to care for up to 240 children over two sites, up to the age of eleven. The centre is open from 7.30am to 6pm Monday to Friday, excluding Bank Holidays and staff training days.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **Achievements and performance**

During the year ended 31 March 2021 the Charity continued with the running of the Child Care Centre and directly employs a number of staff in management, child care and administrative roles. The Charity continues to generate income by the collection of fees from parents of children who attend the Centre.

#### **Financial review**

The Trustees are satisfied with the financial performance of the Charity throughout the year and expects this level to continue.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level sufficient to operate at its normal operating scale for a period of six months to allow beneficiaries to access alternative provision should there be a shortfall in income. This level of reserves has been maintained throughout the year.

The Charity will hold sufficient reserves to allow the winding up of its services, including all statutory payments including staff redundancies.

Excluded for the Reserves Policy is income associated with Endowment Funds and Donor Restricted Funds (Earmarked Income). Therefore, in order to demonstrate transparency, accountability and sound financial management, the Charity's Reserves Policy clearly justifies the amount of reserves kept back each year.

# **BENTLEY FEDERATION CHILDCARE SERVICES**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2021**

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The Trustees have considered the risks in respect of expenditure, unrestricted income and, where appropriate, restricted income, and where funds can only be realised by the disposal of a fixed asset. Also taken into consideration are any external identified potential major risks to income and expenditure during the year under consideration.

The Trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

In March 2020, the Covid-19 virus was declared a global pandemic. Business continuity, including supply chains and social consumer demand across a number of sectors and countries continued to be severely impacted for months or more, as governments and their citizens take significant and unprecedented measures to mitigate the consequences of the pandemic.

Fortunately, the child care service has remained open throughout the lockdowns, to look after children of key workers and has continued to operate, minimising the impact on incoming resources. The Trustees monitor the ever changing situation and continue to evaluate the Charity's ability to continue to operate on an ongoing and foreseeable basis.

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. This the Trustees continue to adopt the going concern basis of accounting in preparing the Trustees' Annual Report

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

The charity is registered and constituted as a Charitable Incorporated Organisation. The Charity was set up as a Charitable Incorporated Organisation with a Foundation model constitution on 1 December 2013 and was registered with the Charities Commission on 12 March 2014 with number 1156149.

The trustees who served during the year and up to the date of signature of the financial statements were:

Mr M Lee

Ms W Tamar

Mr N Dodds

Ms K Lister

Ms K E Magner

The management of the Charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Charity's constitution.

There should be at least three Charity Trustees. If the number falls below the minimum, the remaining Trustees may act only to call a meeting of the Charity Trustees, or appoint a new Charity Trustee.

Apart from the first Charity Trustees, every Trustee must be appointed for a term of three years. In selecting individuals for appointment as Charity Trustees, The Charity Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the Charity.

The Charity Trustees manage the affairs of the Charity.

The trustees' report was approved by the Board of Trustees.



**Mr M Lee**

Trustee

Dated: 6 January 2022

# **BENTLEY FEDERATION CHILDCARE SERVICES**

## **INDEPENDENT EXAMINER'S REPORT**

### **TO THE TRUSTEES OF BENTLEY FEDERATION CHILDCARE SERVICES**

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I report to the trustees on my examination of the financial statements of Bentley Federation Childcare Services (the charity) for the year ended 31 March 2021.

#### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

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

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 financial statements to be reached.



David Baldwin  
BK Plus Limited  
Azzurri House  
Walsall Road  
Aldridge  
Walsall  
WS9 0RB

Dated: 6 January 2022

# BENTLEY FEDERATION CHILDCARE SERVICES

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £
<b>Income from:</b>					
Donations, legacies and grants	3	-	124,594	124,594	2,900
Charitable activities	4	332,664	-	332,664	681,280
<b>Total income</b>		<u>332,664</u>	<u>124,594</u>	<u>457,258</u>	<u>684,180</u>
<b>Expenditure on:</b>					
Charitable activities	5	<u>398,786</u>	<u>124,594</u>	<u>523,380</u>	<u>690,422</u>
<b>Net expenditure for the year/ Net movement in funds</b>		(66,122)	-	(66,122)	(6,242)
Fund balances at 1 April 2020		<u>258,837</u>	<u>-</u>	<u>258,837</u>	<u>265,079</u>
<b>Fund balances at 31 March 2021</b>		<u><u>192,715</u></u>	<u><u>-</u></u>	<u><u>192,715</u></u>	<u><u>258,837</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

# BENTLEY FEDERATION CHILDCARE SERVICES

## BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	8		2,120		2,418
<b>Current assets</b>					
Debtors	9	18,502		16,501	
Cash at bank and in hand		335,712		267,549	
		<u>354,214</u>		<u>284,050</u>	
<b>Creditors: amounts falling due within one year</b>	10	<u>(163,619)</u>		<u>(27,631)</u>	
Net current assets			190,595		256,419
<b>Total assets less current liabilities</b>			<u>192,715</u>		<u>258,837</u>
<b>Income funds</b>					
Unrestricted funds			192,715		258,837
			<u>192,715</u>		<u>258,837</u>

The financial statements were approved by the Trustees on 6 January 2022



Mr M Lee  
Trustee



# BENTLEY FEDERATION CHILDCARE SERVICES

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Cash flows from operating activities</b>					
Cash generated from/(absorbed by) operations	12		68,572	(188,047)	
<b>Investing activities</b>					
Purchase of tangible fixed assets		(409)		(1,711)	
<b>Net cash used in investing activities</b>			(409)		(1,711)
<b>Net cash used in financing activities</b>			-		-
<b>Net increase/(decrease) in cash and cash equivalents</b>			68,163		(189,758)
Cash and cash equivalents at beginning of year			267,549		457,307
<b>Cash and cash equivalents at end of year</b>			<u>335,712</u>		<u>267,549</u>

# **BENTLEY FEDERATION CHILDCARE SERVICES**

## **NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **1 Accounting policies**

#### **Charity information**

Bentley Federation Childcare Services is a Charitable Incorporated Organisation.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "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)". The charity is a Public Benefit Entity as defined by FRS 102.

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

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### **1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

#### **1.5 Expenditure**

Expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

# BENTLEY FEDERATION CHILDCARE SERVICES

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

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### 1 Accounting policies

(Continued)

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	25% reducing balance
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

# BENTLEY FEDERATION CHILDCARE SERVICES

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 1 Accounting policies

(Continued)

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

#### 2 Critical accounting estimates and judgements

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

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

#### 3 Donations, legacies and grants

	Restricted funds	Unrestricted funds
	2021 £	2020 £
Donations and gifts	-	1,000
Grants received	124,594	1,900
	<u>124,594</u>	<u>2,900</u>

# BENTLEY FEDERATION CHILDCARE SERVICES

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

### 4 Charitable activities

	2021 £	2020 £
Childcare fees	332,664	681,280

### 5 Charitable activities

	2021 £	2020 £
Staff costs	343,360	408,864
Depreciation and impairment	707	806
Resources and consumables	14,002	27,279
Stationery, printing and postage	180	985
Telephone	107	67
Computer software and running costs	3,848	2,160
Repairs and maintenance	1,576	4,070
Staff training	24	1,426
Heat and light	240	96
Sundry expenses	1,080	833
	<u>365,124</u>	<u>446,586</u>
Support costs (see note)	145,362	234,854
Governance costs	12,894	8,982
	<u>523,380</u>	<u>690,422</u>
<b>Analysis by fund</b>		
Unrestricted funds	398,786	690,422
Restricted funds	124,594	-
	<u>523,380</u>	<u>690,422</u>

#### Support Costs

Included in support costs is £143,872 (2020 - £232,211) incurred from Walsall Council in respect of provision of staff.

# BENTLEY FEDERATION CHILDCARE SERVICES

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 6 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

#### 7 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
	22	24
<b>Employment costs</b>	<b>2021 £</b>	<b>2020 £</b>
Wages and salaries	326,075	386,573
Social security costs	9,453	14,423
Other pension costs	7,832	7,868
	343,360	408,864

#### 8 Tangible fixed assets

	Fixtures and fittings £
<b>Cost</b>	
At 1 April 2020	4,042
Additions	409
At 31 March 2021	4,451
<b>Depreciation and impairment</b>	
At 1 April 2020	1,624
Depreciation charged in the year	707
At 31 March 2021	2,331
<b>Carrying amount</b>	
At 31 March 2021	2,120
At 31 March 2020	2,418

# BENTLEY FEDERATION CHILDCARE SERVICES

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 9 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Other debtors	18,502	16,501

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

	2021 £	2020 £
Other taxation and social security	3,052	5,524
Other creditors	158,047	19,245
Accruals and deferred income	2,520	2,862
	163,619	27,631

### 11 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

### 12 Cash generated from operations

	2021 £	2020 £
Deficit for the year	(66,122)	(6,242)
Adjustments for:		
Depreciation and impairment of tangible fixed assets	707	806
Movements in working capital:		
(Increase) in debtors	(2,001)	(16,501)
Increase in creditors	135,988	27,631
Cash generated from operations	68,572	5,694

### 13 Analysis of changes in net funds

The charity had no debt during the year.

