

*Our guide to action for this New Year is simply as stated in our new business plan to ensure financial stability; so that we can continue to provide services to the public benefit, in line with our charitable status and aims, as well as continue to provide valuable work for our staff teams, across the Organisation. In such challenging times we will go back to fundamentals, ask the difficult questions and check we have the basics right, not put all our energy into recreating our operations exactly as they were.*

The Year started with 8 Trustees all remaining in position, pressure of work led to 1 parent trustee standing down as the pandemic took hold. Much valued work was done by this trustee, over a considerable period of time and at personal cost, when very busy in his work life, including being the Health and Safety lead for the Organisation. A manager with the lead for sites and premises has taken on this responsibility and we hope to soon fill the trustee position. All Trustees are unpaid for their work for our Charity; they have to fit in their duties around family, personal and working lives, it is dedicated work for which we are very grateful.

### **Chair's Report**

This report is an executive summary with key facts, for a fuller report see sections related to Managers lead responsibilities, aligned to the statutory requirements of the Early Years Foundation Stage, with other operational areas overseen by the Trust. Contributions reflect on what happened last year but also what we hope to achieve in the future. There have been no serious incidents to report over the period to 31/08/20.

We started the year 2019/20 with 249 children on roll, we expected a gradual increase over the year but this was interrupted by the pandemic. Parents showed a lot of loyalty by staying registered, many donating some fees they would have paid, if we were not in partial lockdown. We did later lose a sizeable number, especially at Alveston, though this helped to balance reduced capacity due to the Covid safe operating rules, so we ended with 211. The New Year starts with 221 on roll, lower than usual but mainly due to OOSC issues. Broad Street school has supported our OOSC, and this effect will carry over into the New Year, and the shortfall in take up of OOSC places at Quinton has been balanced with more demand for nursery places. At Alveston though demand is there for OOSC places there is still delay in take up, which impacts on income, if this continues it may demand a change in our operations at that site. Within the nursery sections at Alveston only 59.6% of places are grant funded in the new year, a huge drop on the previous, Broad Street are 72.5% and Quinton 55% but this is as the school nursery takes most of the pre-school children. Over the year we had a number of children on the 2help scheme and received some extra funding for additional needs. Extra help will be needed in the New Year, including for children who could have attended during lockdown, as we remained open for them, presenting with a number of challenges. Staff are to be commended for their work with all children but particularly with those needing 1-1 support.

We had a complement of 39 staff for 2019/20 but this has reduced to 36 in 20/21, as we have not replaced some staff due to the pandemic situation and with some redeployment hope we will have avoided the need for any redundancies. We have 3 Early Years Professionals and a further 26 staff qualified to level III or above, some with degrees plus 3 level II and 4 unqualified in various support roles. There are 3 Time to Talk champions, 2 WInckS awards (Warwickshire Inclusion Kitemark scheme), 1 Makaton accreditation, and we have a forest school leader. Staff, particularly those who worked as the skeleton team across the Organisation to keep all sites open for the children and families who needed us and could attend, are to be applauded for this challenging work at the height of the pandemic. The understanding, flexibility shown and support of those on furlough has also been crucial to our survival. We now need to get back on track with the real living wage for all qualified staff but first need to get occupancy back to near pre Covid levels. Some fundraising events in the autumn did take place for other charities but this next year we need to concentrate on fundraising and seeking grants for ourselves, to both continue and improve our services. HR support remained contracted out to an external company and most cleaning requirements were also externally met. We banked with Lloyds and Nick Frost from AIMS Accountants provided a financial service, which will continue. The Legal and General pension scheme met all regulatory requirements.

Operational and document changes last year have largely revolved around Covid-19 but we have tried to keep pace with other requirements and staff training plus reviews of all areas including our Reserves policy, whilst ensuring quality of learning for our children, through the lockdown and beyond. Teams have all helped to save money and cut expenditure by taking on different jobs, everyone helping with extra cleaning and being very careful in the use of resources, which will continue into the New Year.

### **Information & Records - Pippa Evans**

Our documents and policies were reviewed throughout the year as per our Trust meeting calendar, however significant amendments were made relating to Covid-19 when needed. Our prospectus was updated to cover more about the Trust and the activities we do, documents were changed in relation to converting from NEF & 2 Year Help to Early Education Funding (EEF), Karen provided each site with new Safeguarding documents on USB chips, 1 for staffrooms + an office copy which has worked well and the website has been tidied up for the start of the year.

Documents are still available on the Avenure locker, this will require an overhaul, however Managers are able to check with each other and/or Avenure for assistance. The Master Operational Plan folder stored at Quinton was last reviewed in December 2019 before PJE started maternity, the folder will now be passed on to the Trust.

There have been no new changes to our storage of information policy however we have now started to store our archived documents upstairs at Broad Street – we must ensure this is completed annually and we continue to back up office PCs to external hard drives. We have been using an external company to recycle confidential paperwork however this is to be monitored after a confidentiality breach on their part (paperwork relating to another Organisation found in empty bag delivered to site).

### **Suitable People – Sam Allison**

As an Organisation we continue to use the services of external HR and Health & Safety Specialists to support Managers and Trustees with recruitment and such issues. Agency was used at the beginning of the year and we will continue to use them if necessary but bank and part time staff are used where possible to cover sick and annual leave. To enable us to stay partially open during the Lockdown period and to safeguard jobs we made use of the Government Furlough Scheme and operated on a reduced staff team, with some changes of hours.

At Broad Street 3 members of staff were furloughed leaving 3 staff members working through. All staff returned for the last few weeks of the academic year with one full time level 3 seconded to Quinton. In total 8 staff out of 12 were furloughed from Quinton with 3 remaining on flexible furlough. At Alveston 12 staff were furloughed initially with 6 still remaining on flexible furlough in Sept 20.

Broad Street staff team remained constant over the year though a part time level 3 assistant left and was replaced by a full time level 3. A temporary member of staff was employed for the year, to cover a 1 to 1 funded child, now joining the Alveston team for the coming academic year.

At Quinton, the deputy manager, promoted to Classroom Manager, returned from Maternity Leave and the relief Manager covered the Office and the classroom roles during the partial lockdown. The Office manager, also our Operational Lead, came back from maternity leave but will be leaving at the end of September 2020, though continuing in a voluntary position on the Trust.

At Alveston A new administrative assistant started following the retirement of the previous administrator. All three of the staff members on maternity leave returned on part time hours and a further part time supervisor was employed to cover the additional hours.

### **Training – Sam Allison**

Full staff training, through the National Day Nurseries Association was held on 'Self regulation, Supporting Well-being'. All sites have continued to access Educare online training through our Pre-school Learning Alliance membership. Outside providers were bought in to hold group staff training, First Aid in January and Child Protection in November. Prevent Duty WRAP training was attended by a member of staff from each site and Designated Safeguarding Lead training was renewed for members of senior staff who needed it. Quinton's Level 2 Assistant is nearing the end of her Level 3 qualification expecting to complete in the Autumn term 2020 and Alveston's unqualified assistant is soon due to complete her Level 2.

### **Learning & Development – Sam Allison**

The evaluation systems Sustained Shared Thinking and Emotional Well-being (STEW) and Early Childhood Environmental Rating Scale (ECERS) have been introduced in a weekly timetable to complement each other and inform self evaluation in the classroom.

All sites ensured that quality Learning & Development continued throughout the Lockdown despite reduced staff teams, limited resources and temporary placements of children from closed settings.

Staff were creative with their planning and worked hard to ensure that children still received a stimulating, rich and varied experience at all of our settings.

Cross site meetings had to be suspended in the Spring due to the lock down. These will be resumed in the Autumn Term when we will share ideas from our experiences and ensure that we are back on track with our self-evaluation system and be ready for any Ofsted Inspections which may happen in the near future.

## **SENDCO – Sam Clarke**

At the start of the academic year Quinton were given funding for a child with Autism to have 1:1 and we were able to purchase a number of resources to support the child. Once covid-19 approached us support became limited and the main support was from our 1:1. Transition meetings with schools were done via Teams and all parents, professionals and new schools were able to join us for meetings. The professionals have been able to contact us via telephone and email if we had questions. Alveston had 2 children with 1:1 support in preschool and SEN meetings were attended. Broad Street worked closely with IDS, receiving partial inclusion funding for 1:1 support for a child in his preschool year. Normal transitions for this child took place, via Zoom and socially distanced face to face meetings, with school, parents and IDS. Broad Street also worked in collaboration with IDS for a child not yet in receipt of inclusion funding due to age. This child will receive 1:1 inclusion funding for the next academic year. Broad Street were once again successful in receiving renewed WInCKs accreditation for the year 19/20.

## **Safeguarding and Welfare – Karen Millar**

The main policy and procedure review was completed in December and memory sticks containing the complete files were distributed to each site and the Trust. All staff are encouraged to regularly visit these policies to refresh their knowledge. Each site continues to have two Safeguarding Designates to support colleagues with concerns and take the lead in referrals and all staff have continual safeguarding training, both in house and outsourced.

2020's pandemic has brought change. Families' and keyworker' links have had to be flexible to accommodate the staff's differing patterns of hours and furloughing. Continuity has been achieved by having the small staff teams that remained working throughout as main keyworkers buddying up with the rest of the team. Our sickness and illness policy went through a series of updates too as we carefully followed frequently changing Government guidelines for symptom recognition and exclusions and implemented them. Trips and outings have also been suspended and, whilst the children have adapted positively to their new normal, we look forward to getting out and about again when it is safe to do so.

## **Premises and Equipment – Michelle Smiton**

Annual checks for fire and electrical equipment, alarms, gas boilers and PAT testing have been carried out resulting in all 3 sites having emergency lights replaced. MDK cleaning continue to clean all sites and Alveston also employ an additional cleaner, Quinton and Broad Street have had additional deep cleans. Cleaning companies were suspended over lockdown and staff did a great job of deep cleaning every day. Electricity and waste disposal are supplied by different companies for best deals, and we hope to get a VAT claim for Alveston processed for being wrongly charged.

Small repairs and maintenance have been carried out throughout the year at all sites. Small equipment was purchased as needed. Additional resources for specific children were purchased using extra funding.

## **Marketing – Pippa Evans**

After the last 6 months direct marketing does not seem so relevant however maintaining our standards and reputation is of the greatest importance now more than ever. Cygnets received positive feedback for our handling of the Lockdown and as a consequence we actually start the New Year with relatively good child numbers. Parent communication has been key, regular updates and keeping parents informed using Eylog has worked well.

Views and suggestions enable us to improve ourselves on an ongoing basis so annual feedback forms for parents, children and staff continue to be a valuable tool. Updating our prospectus and website along with Trustee 'mug shots' displayed in our settings has helped to improve understanding of the Trust overall. Keeping our website up to date has always seemed difficult to keep on top of, but by making small amendments throughout the year has worked much better and our Facebook page continues to be a positive for both existing and prospective parents. New bright blue children's uniform was purchased before Christmas and a lovely display was created for our Facebook page to show this off. Children's hats & hi-vis jackets along with staff fleeces & logo bags are still available to use when we go out on trips & outings. We remain registered with [www.daynurseries.co.uk](http://www.daynurseries.co.uk) but no longer distribute cards as there is a cost to this. We were able to hold some open events before Lockdown and staff did some lovely activities with the children during this time, some of which have been promoted through newsletters & social media. Celebrations & events will continue to take on a different form for now, but we look forward to what our sites have planned. Fundraising was also limited this year; however we have still been able to continue with some charitable donations.

Our Chair of the Trust has worked incredibly hard this year not just for us but for the Early Years sector in turn promoting Cygnets as an Organisation with the local authority, MPs, NDNA and EYA.

## **Finance – Pippa Evans**

We started the year concerned with issues relating to staff costs, underfunding and the 30-hour offer and this along with changes at our local schools particularly affected Quinton. This, however, did allow for more younger children at 8am and having less school drop-offs/pick-ups was easier to staff. We were overall feeling relatively positive about occupancy and hence income but no one could have predicted how the year would actually pan out, though with careful management of the situation we have finished the year in an 'ok' position.

Staff costs are at the front of our mind, we were able to use the furlough scheme to offset some of these costs during our partial closure, meaning we have continued to offer hours to all permanent staff and we fully intend to get back on track with the real living wage when we can.

On site bank access for managers continues to work well and the Alveston Administration Assistant has been liaising with our Accountant, since PJE went on MAT leave to make our monthly wage & PAYE payments, pension uploads and distribution of payslips.

Budgets couldn't be followed this year and we had to cut spending right back. Necessary repairs have been carried out at all 3 sites and stocks replenished for the start of the New Year. Repairs and purchases being both reported and/or completed by the end of July to allow time for end of year accounting continues to be a problem, whilst there are unusual circumstances this year, due to the pandemic, this will need organising properly next year.

<b>CYGNETS EDUCATION &amp; CHILDCARE TRUST</b>		Charity No (if any)	<b>1160913</b>
<b>Annual accounts for the period</b>			
Period start date	<b>01/09/2019</b>	To	Period end date <b>31/08/2020</b>

## Section A Statement of financial activities

Recommended categories by activity	Guidance Notes	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total funds £ F04	Prior year funds £ F05
<b>Incoming resources (Note 3)</b>						
<b>Income and endowments from:</b>						
Donations and legacies	S01	-	-	-	-	-
<b>Charitable activities</b>	S02	842,777	-	-	842,777	901,896
Other trading activities	S03	-	-	-	-	-
Investments	S04	-	-	-	-	-
Separate material item of income	S05	-	-	-	-	-
Other	S06	-	-	-	-	-
<b>Total</b>	S07	842,777	-	-	842,777	901,896
<b>Resources expended (Note 6)</b>						
<b>Expenditure on:</b>						
Raising funds	S08	-	-	-	-	-
<b>Charitable activities</b>	S09	847,251	-	-	847,251	899,348
Separate material item of expense	S10	-	-	-	-	-
<b>Governance Costs</b>	S11	2,492	-	-	2,492	3,702
<b>Total</b>	S12	849,743	-	-	849,743	903,050
<b>Net income/(expenditure) before investment gains/(losses)</b>						
	S13	- 6,966	-	-	- 6,966	- 1,154
Net gains/(losses) on investments	S14	-	-	-	-	-
<b>Net income/(expenditure)</b>	S15	- 6,966	-	-	- 6,966	- 1,154
<b>Extraordinary items</b>	S16	-	-	-	-	-
<b>Transfers between funds</b>	S17	-	-	-	-	-
<b>Other recognised gains/(losses):</b>						
Gains and losses on revaluation of fixed assets for the charity's own use	S18	-	-	-	-	-
Other gains/(losses)	S19	-	-	-	-	-
<b>Net movement in funds</b>	S20	- 6,966	-	-	- 6,966	- 1,154
<b>Reconciliation of funds:</b>						
Total funds brought forward	S21	125,013	-	-	125,013	126,167
<b>Total funds carried forward</b>	S22	118,047	-	-	118,047	126,167

## Section B Balance sheet

		Guidance Notes	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last year £ F05
<b>Fixed assets</b>							
Intangible assets	(Note 15)	B01	-	-	-	-	-
Tangible assets	(Note 14)	B02	1,577	-	-	1,577	2,103
Heritage assets	(Note 16)	B03	-	-	-	-	-
Investments	(Note 17)	B04	-	-	-	-	-
<b>Total fixed assets</b>		B05	1,577	-	-	1,577	2,103
<b>Current assets</b>							
Stocks	(Note 18)	B06	-	-	-	-	-
Debtors	(Note 19)	B07	13,866	-	-	13,866	8,198
Investments	(Note 17.4)	B08	-	-	-	-	-
Cash at bank and in hand	(Note 24)	B09	125,903	-	-	125,903	131,922
<b>Total current assets</b>		B10	139,769	-	-	139,769	140,120
<b>Creditors: amounts falling due within one year</b>	(Note 20)	B11	23,299	-	-	23,299	17,210
<b>Net current assets/(liabilities)</b>		B12	116,470	-	-	116,470	122,910
<b>Total assets less current liabilities</b>		B13	118,047	-	-	118,047	125,013
<b>Creditors: amounts falling due after one year</b>	(Note 20)	B14	-	-	-	-	-
<b>Provisions for liabilities</b>		B15	-	-	-	-	-
<b>Total net assets or liabilities</b>		B16	118,047	-	-	118,047	125,013
<b>Funds of the Charity</b>							
Endowment funds	(Note 27)	B17	-	-	-	-	-
Restricted income funds	(Note 27)	B18	-	-	-	-	-
Unrestricted funds		B19	118,047	-	-	118,047	125,013
Revaluation reserve		B20	-	-	-	-	-
<b>Total funds</b>		B21	118,047	-	-	118,047	125,013

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval dd/mm/yyyy

## Note 1 Basis of preparation

**This section should be completed by all charities.**

## 1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- and with\* ☒ the Statement of Recommended Practice: 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) issued on 16 July 2014
- and with\* ☐ the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.\*

\* -Tick as appropriate

## 1.2 Going concern

**If there are material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern, please provide the following details or state "Not applicable", if appropriate:**

An explanation as to those factors that support the conclusion that the charity is a going concern;

Not Applicable

Disclosure of any uncertainties that make the going concern assumption doubtful;

Not Applicable

Where accounts are not prepared on a going concern basis, please disclose this fact together with the basis on which the trustees prepared the accounts and the reason why the charity is not regarded as a going concern.

Not Applicable

## 1.3 Change of accounting policy

The accounts present a true and fair view and the accounting policies adopted are those outlined in note { 2.2 }.

- Yes\* ☒
- No\* ☐ \* -Tick as appropriate

**Please disclose:**

<b>(i) the nature of the change in accounting policy;</b>	Not applicable
<b>(ii) the reasons why applying the new accounting policy provides more reliable and more relevant information; and</b>	Not applicable
<b>(iii) the amount of the adjustment for each line affected in the current period, each prior period presented and the aggregate amount of the adjustment relating to periods before those presented, 3.44 FRS 102 SORP.</b>	Not applicable

## 1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period (3.46 FRS 102 SORP).

- Yes\* ☒
- No\* ☐ \* -Tick as appropriate

**Please disclose:**

<b>(i) the nature of any changes;</b>	Not applicable
<b>(ii) the effect of the change on income and expense or assets and liabilities for the current period; and</b>	Not applicable
<b>(iii) where practicable, the effect of the change in one or more future periods.</b>	Not applicable

## 1.5 Material prior year errors

No material prior year error have been identified in the reporting period (3.47 FRS 102 SORP).

- Yes\* ☒
- No\* ☐ \* -Tick as appropriate

**Please disclose:**

<b>(i) the nature of the prior period error;</b>	Not applicable
<b>(ii) for each prior period presented in the accounts, the amount of the correction for each account line item affected; and</b>	Not applicable
<b>(iii) the amount of the correction at the beginning of the earliest prior period presented in the accounts.</b>	Not applicable

**Note 2                      Accounting policies**

*Please complete this note when first reporting under FRS2102. Section 35 of FRS102, requires 3 reconciliations to be presented, if all are applicable.*

**2.1 RECONCILIATION WITH PREVIOUS GENERALLY ACCEPTED ACCOUNTING PRACTICE**

Please provide a description of the nature of each change in accounting policy

***Reconciliation of funds per previous GAAP to funds determined under FRS 102***

	Start of period	End of period
	£	£
Fund balances as previously stated		
<i>Adjustments:</i>		

Fund balance as restated

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***Reconciliation of net income/(net expenditure) per previous GAAP to net income/(net expenditure) under FRS 102***

	End of period
	£
Net income/(expenditure) as previously stated	
<i>Adjustments:</i>	

Previous period net income/(expenditure) as  
restated

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## Note 2

## Accounting policies

## 2.2 INCOME

*This standard list of accounting policies has been applied by the charity except for those ticked "No" or "N/a". Where a different or additional policy has been adopted then this is detailed in the box below.*

<b>Recognition of income</b>	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> <li>the charity becomes entitled to the resources;</li> <li>it is more likely than not that the trustees will receive the resources; and</li> <li>the monetary value can be measured with sufficient reliability.</li> </ul>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
<b>Offsetting</b>	There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
<b>Legacies</b>	In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP).  Legacies are included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
<b>Government grants</b>	The charity has received government grants in the reporting period	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
<b>Tax reclaims on donations and gifts</b>	Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
<b>Contractual income and performance related grants</b>	This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
<b>Donated goods</b>	Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
	The cost of any stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed, they are recognised as an expense at the carrying amount of the stocks at distribution.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
	Donated goods for resale are measured at fair value on initial recognition, which is the expected proceeds from sale less the expected costs of sale, and recognised in 'Income from other trading activities' with the corresponding stock recognised in the balance sheet. On its sale the value of stock is charged against 'Income from other trading activities' and the proceeds from sale are also recognised as 'Income from other trading activities'.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
	Goods donated for on-going use by the charity are recognised as tangible fixed assets and included in the SoFA as incoming resources when receivable.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
	Gifts in kind for use by the charity are included in the SoFA as income from donations when receivable.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
<b>Donated services and facilities</b>	Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
	Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SoFA.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
<b>Support costs</b>	The charity has incurred expenditure on support costs.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
<b>Volunteer help</b>	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
<b>Income from interest, royalties and dividends</b>	This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
<b>Income from membership subscriptions</b>	Membership subscriptions received in the nature of a gift are recognised in Donations and Legacies.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
	Memberships subscriptions which gives a member the right to buy services or other	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>

	membership subscriptions which gives a member the right to buy goods or services at a discount are recognised as income earned from the provision of goods and services as income from charitable activities.	<table border="1"> <tr> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Yes</td> <td>No</td> <td>N/a</td> </tr> </table>	✓			Yes	No	N/a			
✓											
Yes	No	N/a									
<b>Settlement of insurance claims</b>	Insurance claims are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP) and are included as an item of other income in the SoFA.	<table border="1"> <tr> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Yes</td> <td>No</td> <td>N/a</td> </tr> </table>	✓			Yes	No	N/a			
✓											
Yes	No	N/a									
<b>Investment gains and losses</b>	This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.	<table border="1"> <tr> <td>✓</td> <td></td> <td></td> </tr> </table>	✓								
✓											
<b>2.3 EXPENDITURE AND LIABILITIES</b>											
<b>Liability recognition</b>	Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.	<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>N/a</td> </tr> <tr> <td>✓</td> <td></td> <td></td> </tr> </table>	Yes	No	N/a	✓					
Yes	No	N/a									
✓											
<b>Governance and support costs</b>	Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.	<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>N/a</td> </tr> <tr> <td>✓</td> <td></td> <td></td> </tr> </table>	Yes	No	N/a	✓					
Yes	No	N/a									
✓											
	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.	<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>N/a</td> </tr> <tr> <td>✓</td> <td></td> <td></td> </tr> </table>	Yes	No	N/a	✓					
Yes	No	N/a									
✓											
<b>Grants with performance conditions</b>	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.	<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>N/a</td> </tr> <tr> <td>✓</td> <td></td> <td></td> </tr> </table>	Yes	No	N/a	✓					
Yes	No	N/a									
✓											
<b>Grants payable without performance conditions</b>	Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.	<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>N/a</td> </tr> <tr> <td>✓</td> <td></td> <td></td> </tr> </table>	Yes	No	N/a	✓					
Yes	No	N/a									
✓											
<b>Redundancy cost</b>	The charity made no redundancy payments during the reporting period.	<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>N/a</td> </tr> <tr> <td>✓</td> <td></td> <td></td> </tr> </table>	Yes	No	N/a	✓					
Yes	No	N/a									
✓											
<b>Deferred income</b>	No material item of deferred income has been included in the accounts.	<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>N/a</td> </tr> <tr> <td>✓</td> <td></td> <td></td> </tr> </table>	Yes	No	N/a	✓					
Yes	No	N/a									
✓											
<b>Creditors</b>	The charity has creditors which are measured at settlement amounts less any trade discounts	<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>N/a</td> </tr> <tr> <td>✓</td> <td></td> <td></td> </tr> </table>	Yes	No	N/a	✓					
Yes	No	N/a									
✓											
<b>Provisions for liabilities</b>	A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date	<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>N/a</td> </tr> <tr> <td>✓</td> <td></td> <td></td> </tr> </table>	Yes	No	N/a	✓					
Yes	No	N/a									
✓											
<b>Basic financial instruments</b>	The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.	<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>N/a</td> </tr> <tr> <td>✓</td> <td></td> <td></td> </tr> </table>	Yes	No	N/a	✓					
Yes	No	N/a									
✓											
<b>2.4 ASSETS</b>											
<b>Tangible fixed assets for use by charity</b>	These are capitalised if they can be used for more than one year, and cost at least	<table border="1"> <tr> <td>£500</td> <td></td> <td></td> </tr> <tr> <td>Yes</td> <td>No</td> <td>N/a</td> </tr> <tr> <td>✓</td> <td></td> <td></td> </tr> </table>	£500			Yes	No	N/a	✓		
£500											
Yes	No	N/a									
✓											
	They are valued at cost.										
	The depreciation rates and methods used are disclosed in note 9.2.										
<b>Intangible fixed assets</b>	The charity has intangible fixed assets, that is, non-monetary assets that do not have physical substance but are identifiable and are controlled by the charity through custody or legal rights. The amortisation rates and methods used are disclosed in note 9.5	<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>N/a</td> </tr> <tr> <td>✓</td> <td></td> <td></td> </tr> </table>	Yes	No	N/a	✓					
Yes	No	N/a									
✓											
	They are valued at cost.	<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>N/a</td> </tr> <tr> <td>✓</td> <td></td> <td></td> </tr> </table>	Yes	No	N/a	✓					
Yes	No	N/a									
✓											
<b>Heritage assets</b>	The charity has heritage assets, that is, non-monetary assets with historic, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture. The depreciation rates and methods used as disclosed in note 9.6.1.4.	<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>N/a</td> </tr> <tr> <td>✓</td> <td></td> <td></td> </tr> </table>	Yes	No	N/a	✓					
Yes	No	N/a									
✓											
	They are valued at cost.	<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>N/a</td> </tr> <tr> <td>✓</td> <td></td> <td></td> </tr> </table>	Yes	No	N/a	✓					
Yes	No	N/a									
✓											
<b>Investments</b>	Fixed asset investments in quoted shares, traded bonds and similar investments are valued at initially at cost and subsequently at fair value (their market value) at the year end. The same treatment is applied to unlisted investments unless fair value cannot be measured reliably in which case it is measured at cost less impairment.	<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>N/a</td> </tr> <tr> <td>✓</td> <td></td> <td></td> </tr> </table>	Yes	No	N/a	✓					
Yes	No	N/a									
✓											
	Investments held for resale or pending their sale and cash and cash equivalents with a maturity date of less than 1 year are treated as current asset investments	<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>N/a</td> </tr> <tr> <td>✓</td> <td></td> <td></td> </tr> </table>	Yes	No	N/a	✓					
Yes	No	N/a									
✓											
<b>Stocks and work in progress</b>	Stocks held for sale as part of non-charitable trade are measured at the lower of cost or net realisable value.	<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>N/a</td> </tr> <tr> <td>✓</td> <td></td> <td></td> </tr> </table>	Yes	No	N/a	✓					
Yes	No	N/a									
✓											
	Goods or services provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.	<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>N/a</td> </tr> <tr> <td>✓</td> <td></td> <td></td> </tr> </table>	Yes	No	N/a	✓					
Yes	No	N/a									
✓											
	Work in progress is valued at cost less any foreseeable loss that is likely to occur on the contract.	<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>N/a</td> </tr> <tr> <td>✓</td> <td></td> <td></td> </tr> </table>	Yes	No	N/a	✓					
Yes	No	N/a									
✓											

		Yes	No	N/a
<b>Debtors</b>	Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No	N/a
<b>Current asset investments</b>	The charity has investments which it holds for resale or pending their sale and cash and cash equivalents with a maturity date less than one year. These include cash on deposit and cash equivalents with a maturity date of less than one year held for investment purposes rather than to meet short term cash commitments as they fall due.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No	N/a
	They are valued at fair value except where they qualify as basic financial instruments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**POLICIES ADOPTED  
ADDITIONAL TO OR  
DIFFERENT FROM  
THOSE ABOVE**

## Note 3

## Analysis of income

		Unrestricted funds	Restricted income funds	Endowment funds	Total funds £	Prior year £
Analysis						
Donations and legacies:	Donations and gifts	-	-	-	-	-
	Gift Aid	-	-	-	-	-
	Legacies	-	-	-	-	-
	General grants provided by government/other charities	-	-	-	-	-
	Membership subscriptions and sponsorships which are in substance donations	-	-	-	-	-
	Donated goods, facilities and services	-	-	-	-	-
	Other	-	-	-	-	-
Total		-	-	-	-	-
Charitable activities:	Fees for Charitable Childcare Services	764,496	-	-	764,496	899,924
	Government Grants	77,676	-	-	77,676	-
	Other Income	527	-	-	527	1,883
	Bank Interest	78	-	-	78	89
		-	-	-	-	-
		-	-	-	-	-
	Other	-	-	-	-	-
Total		842,777	-	-	842,777	901,896
Other trading activities:		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
	Other	-	-	-	-	-
Total		-	-	-	-	-
Income from investments:	Interest income	-	-	-	-	-
	Dividend income	-	-	-	-	-
	Rental and leasing income	-	-	-	-	-
	Other	-	-	-	-	-
Total		-	-	-	-	-
Separate material item of income:		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
Total		-	-	-	-	-
Other:	Conversion of endowment funds into income	-	-	-	-	-
	Gain on disposal of a tangible fixed asset held for charity's own use	-	-	-	-	-
	Gain on disposal of a programme related investment	-	-	-	-	-
	Royalties from the exploitation of intellectual property rights	-	-	-	-	-
	Other	-	-	-	-	-
Total		-	-	-	-	-
TOTAL INCOME		842,777	-	-	842,777	901,896

## Note 4

## Analysis of receipts of government grants

	Description	This year £	Last year £
Government grant 1	Coronavirus CJRS furlough grants	77,676	-
Government grant 2		-	-
Government grant 3		-	-
Other		-	-
	<b>Total</b>	<b>77,676</b>	<b>-</b>

*Please provide details of any unfulfilled conditions and other contingencies attaching to grants that have been recognised in income.*

*Please give details of other forms of government assistance from which the charity has directly benefited.*

**Note 5 Donated goods, facilities and services**

	<b>This year £</b>	<b>Last year £</b>
Seconded staff	-	-
Use of property	-	-
Other	-	-
	-	-

Please provide details of the accounting policy for the recognition and valuation of donated goods, facilities and services.

Please provide details of any unfulfilled conditions and other contingencies attaching to resources from donated goods and services not recognised in income.

Please give details of other forms of other donated goods and services not recognised in the accounts, eg contribution of unpaid volunteers.

**Note 6 Analysis of expenditure**

		Unrestricted funds	Restricted income funds	Endowment funds	Total funds £	Prior year £
	<b>Analysis</b>					
<b>Expenditure on raising funds:</b>	Incurred seeking donations	-	-	-	-	-
	Incurred seeking legacies	-	-	-	-	-
	Incurred seeking grants					
	Operating membership schemes and social lotteries					
	Staging fundraising events					
	Fundraising agents					
	Operating charity shops					
	Operating a trading company undertaking non-charitable trading activity					
	Advertising, marketing, direct mail and publicity	-	-	-	-	-
	Start up costs incurred in generating new source of future income	-	-	-	-	-
	Database development costs	-	-	-	-	-
	Other trading activities					
	Investment management costs:	-	-	-	-	-
	Portfolio management costs	-	-	-	-	-
	Cost of obtaining investment advice	-	-	-	-	-
	Investment administration costs	-	-	-	-	-
	Intellectual property licencing costs	-	-	-	-	-
	Rent collection, property repairs and maintenance charges	-	-	-	-	-
		-	-	-	-	-
	<b>Total expenditure on raising funds</b>	-	-	-	-	-
<b>Expenditure on charitable activities</b>	Wages & salaries, agency staff etc	695,993	-	-	695,993	734,018
	Rent, rates, light, heat and insurance	80,294	-	-	80,294	82,416
	Repairs & maintenance	19,363	-	-	19,363	18,043
	Telephone, stationery & office costs	14,346	-	-	14,346	19,186
	Legal & professional fees	4,790	-	-	4,790	5,059
	Bank charges & interest	134	-	-	134	155
	Refreshments, food, craft etc	31,536	-	-	31,536	39,391
	Other costs & depreciation	795	-	-	795	1,080
		-	-	-	-	-
	<b>Total expenditure on charitable activities</b>	847,251	-	-	847,251	899,348
<b>Separate material item of expense</b>		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
	<b>Total</b>	-	-	-	-	-

**Other**

Governance Costs	2,492	-	-	2,492	3,702
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Total other expenditure</b>	<b>2,492</b>	<b>-</b>	<b>-</b>	<b>2,492</b>	<b>3,702</b>

**TOTAL EXPENDITURE**

849,743	-	-	849,743	903,050
---------	---	---	---------	---------

**Other information:**

**Analysis of expenditure on charitable activities**

Activity or programme	Activities undertaken directly	Grant funding of activities	Support Costs	Total this year	Total prior year
	£	£	£	£	£
Activity 1					
Activity 2					
Other					
<b>Total</b>					

Prior year expenditure on charitable activities can be analysed as follows:

Within the expenditure items above the following items are material: (please disclose the nature, amount and any prior year amounts)



**Note 7            Extraordinary items**

*Please explain the nature of each extraordinary item occurring in the period.*

	Description	This year £	Last year £
Extraordinary item 1		-	-
Extraordinary item 2		-	-
		-	-
Extraordinary item 3		-	-
Extraordinary item 4		-	-
Total extraordinary items		-	-

## Note 8

## Funds received as agent

**8.1** Please complete this note if the charity has agreed to administer the funds of another entity as its agent. Note: If a charity is acting as an agent, it should not recognise the income in the Statement of Financial Activities or the Balance Sheet.

Description/name of party	Related party (Yes or No)	Amount received		Amount paid out		Balance held at period end	
		This year	Last year	This year	Last year	This year	Last year
		£	£	£	£	£	£
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Total		-	-	-	-	-	-

**8.2** Where a consortia or similar arrangement exists whereby 2 or more charities co-operate to achieve economies in the purchase of goods or services, please disclose details of any balances outstanding between any participating members.

Description/name of party	Balance held at period end	
	This year	Last year
	£	£
	-	-
	-	-
	-	-
	-	-
	-	-
Total		-

**Note 9 Support Costs**

*Please complete this note if the charity has analysed its expenses using activity categories and has support costs.*

Support cost (examples)	Raising funds	Activity 1	Activity 2	Activity 3	Grand total	Basis of allocation
	£	£	£	£	£	(Describe method)
Governance	-	-		-	-	
	-	-		-	-	
	-	-		-	-	
	-	-		-	-	
Other	-	-		-	-	
<b>Total</b>	-	-		-	-	

*Please provide details of the accounting policy adopted for the apportionment of costs between activities and any estimation techniques used to calculate their apportionment.*

**Note 10** Details of certain items of expenditure**10.1 Fees for examination of the accounts**

*Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner. If nothing was paid please enter '0' in the appropriate box(es).*

Independent examiner's fees

Assurance services other than audit or independent examination

Tax advisory fees

Other fees (for example: financial advice, consultancy, accountancy services) paid to the independent examiner

This year £	Last year £
450	450
0	0
0	0
2042	3252

## Note 11

## Paid employees

Please complete this note if the charity has any employees.

## 11.1 Staff Costs

	This year £	Last year £
Salaries and wages	621,258	618,458
Social security costs	37,021	41,625
Pension costs (defined contribution scheme)	22,560	18,076
Other employee costs	-	-
<b>Total staff costs</b>	<b>680,839</b>	<b>678,159</b>

Please provide details of expenditure on staff working for the charity whose contracts are with and are paid by a related party

None

Please give details of the number of employees whose total employee benefits (excluding employer pension costs) fell within each band of £10,000 from £60,000 upwards. If there are no such transactions, please enter 'true' in the box provided.

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

1

Band	Number of employees
£60,000 to £69,999	
£70,000 to £79,999	
£80,000 to £89,999	
£90,000 to £99,999	
£100,000 to £109,999	

Please provide the total amount paid to key management personnel (includes trustees and senior management) for their services to the charity

No pay for Trustees and senior manager pay was £ 34,628

## 11.2 Average head count in the year

The parts of the charity in which the employees work

	This year Number	Last year Number
Fundraising	-	-
Charitable Activities	33	33
Governance	-	-
Other	-	-
<b>Total</b>	<b>33</b>	<b>33</b>

### 11.3 Ex-gratia payments to employees and others (excluding trustees)

*Please complete if an ex-gratia payment is made.*

**Please explain the nature of the payment**

N/A

**Please state the legal authority or reason for making the payment**

**Please state the amount of the payment (or value of any waiver of a right to an asset)**

### 11.4 Redundancy payments

*Please complete if any redundancy or termination payment is made in the period.*

**Total amount of payment**

**The nature of the payment (cash, asset etc.)**

**The extent of redundancy funding at the balance sheet date**

**Please state the accounting policy for any redundancy or termination payments**

**Note 12** Defined contribution pension scheme or defined benefit scheme accounted for as a defined contribution scheme.

**12.1** Please complete this note if a defined contribution pension scheme is operated.

Amount of contributions recognised in the SOFA as an expense	£22,560
Please explain the basis for allocating the liability and expense of defined contribution pension scheme between activities and between restricted and unrestricted funds.	The charity only has one unrestricted activity being that of the provision of Chritable Childcare Services

**12.2** Please complete this section where the charity participates in a defined benefit pension plan but is unable to ascertain its share of the underlying assets and liabilities.

Please confirm that although the scheme is accounted for as a defined contribution plan, it is a defined benefit plan.	N/A
Please provide such information as is available about the plan's surplus or deficit and the implications, if any, for the reporting charity	

**12.3** Please complete this section where the charity participates in a multi-employer defined benefit pension plan that is accounted for as a defined contribution plan.

Describe the extent to which the charity can be liable to the plan for other entities' obligations under the terms and conditions of the multi-employer plan	N/A

**Note 13 Grantmaking**

*Please complete this note if the charity made any grants or donations which in aggregate form a material part of the charitable activities undertaken.*

**13.1 Analysis of grants paid (included in cost of charitable activities)**

Analysis	Grants to institutions	Grants to individuals	Support costs	Total
Activity or project 1			£	£
Activity or project 2			-	-
Activity or project 3			-	-
Activity or project 4			-	-
<b>Total</b>	-	-	-	-

*Please enter "Nil" if the charity does not identify and/or allocate support costs.*

**13.2 Grants made to institutions**

*My charity has made grants to particular institutions that are material in the context of its grantmaking. Details of the institution supported, purpose of the grant and total paid to each institution is available on the charity's web site.*

Yes

*Please provide details of charity's URL.*

No

*Provide details below*

Names of institution	Purpose	Total amount of grants paid £
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
<b>Total grants to institutions in reporting period</b>		-
<b>Other unanalysed grants</b>		-
<b>TOTAL GRANTS PAID</b>		-



**Note 14 Tangible fixed assets***Please complete this note if the charity has any tangible fixed assets***14.1 Cost or valuation**

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Total
	£	£	£	£	£
At the beginning of the year	-	-	-	6,460	6,460
Additions	-	-	-	-	-
Revaluations	-	-	-	-	-
Disposals	-	-	-	-	-
Transfers *	-	-	-	-	-
At end of the year	-	-	-	6,460	6,460

**14.2 Depreciation and impairments**

<b>**Basis</b>	SL or RB	SL or RB	SL or RB	RB	RB	Straight Line ("SL") or Reducing Balance ("RB")
<b>** Rate</b>				25%		

At beginning of the year	-	-	-	4,357	4,357
Disposals	-	-	-	-	-
Depreciation	-	-	-	526	526
Impairment	-	-	-	-	-
Transfers*	-	-	-	-	-
At end of the year	-	-	-	4,883	4,883

**14.3 Net book value**

Net book value at the beginning of the year	-	-	-	2,103	2,103
Net book value at the end of the year	-	-	-	1,577	1,577

**14.4 Impairment**

***Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.***

N/A

#### 14.5 Revaluation

***If an accounting policy of revaluation is adopted, please provide:***

***the effective date of the revaluation***

N/A

***the name of independent valuer, if applicable***

***the methods applied and significant assumptions***

***the carrying amount that would have been recognised had the assets been carried under the cost model.***

#### 14.6 Other disclosures

***(i) Please state the amount of borrowing costs, if any, capitalised in the construction of tangible fixed assets and the capitalisation rate used.***

N/A

***(ii) Please provide the amount of contractual commitments for the acquisition of tangible fixed assets.***

***(iii) Details of the existence and carrying amounts of property, plant and equipment to which the charity has restricted title or that are pledged as security for liabilities.***

\* The "transfers" row is for movements between fixed asset categories.

\*\* Please indicate the method of depreciation by deleting the method not applicable (SL = straight

**Note 15 Intangible assets***Please complete this note if the charity has any intangible assets***15.1 Cost or valuation**

	Research & development	Patents and trademarks	Other	Total
	£	£	£	£
At beginning of the year	-	-	-	-
Additions	-	-	-	-
Disposals	-	-	-	-
Revaluations	-	-	-	-
Transfers *	-	-	-	-
At end of the year	-	-	-	-

**15.2 Amortisation and impairments**

<b>**Basis</b>	SL or RB	SL or RB	SL or RB	SL or RB	Straight Line ("SL") or Reducing Balance ("RB")
<b>** Rate</b>					

At beginning of the year	-	-	-	-
Disposals	-	-	-	-
Amortisation	-	-	-	-
Impairment	-	-	-	-
Transfers*	-	-	-	-
At end of year	-	-	-	-

**15.3 Net book value**

Nat book value at the beginning of the year	-	-	-	-
Net book value at the end of the year	-	-	-	-

**15.4 Accounting policy***Please disclose the accounting policy for intangible fixed assets including:***Reasons for choosing amortisation rates**

--

**Policies for the recognition of any capital development**

--

## 15.5 Impairment

**Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.**

--

## 15.6 Revaluation

**If an accounting policy of revaluation is adopted, please provide:**

**the effective date of the revaluation**

--

**the name of independent valuer, if applicable**

--

**the methods applied**

--

**the carrying amount that would have been recognised had the assets been carried under the cost model.**

--

## 15.7 Other disclosures

**(i) If your intangible asset was acquired by way of grant, provide value on initial recognition and carrying amount of the asset.**

--

**(ii) Details of the carrying amounts of any intangible assets to which the charity has restricted title or that are pledged as security for liabilities.**

--

**(iii) Please provide the amount of contractual commitments for the acquisition of intangible assets.**

--

**(iv) State the amount of research and development expenditure recognised as expenditure in the year.**

--

**(vi) Please detail the headings in the SOFA in which a charge for amortisation of intangible assets is included.**

--

**(vii) For any material intangible assets, please provide a description, its carrying amount and any remaining amortisation period.**

--

\* The "transfers" row is for movements between fixed asset categories.

\*\* Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction

**Note 16 Heritage assets**

*Please complete this note if the charity has heritage assets*

**16.1 General disclosures for all charities holding heritage assets**

- (i) Explain the nature and scale of heritage assets held.
- (ii) Explain the policy for the acquisition, preservation, management and disposal of heritage assets.


**16.2 Cost or valuation**

	Heritage asset 1 £	Heritage asset 2 £	Heritage asset 3 £	Heritage asset 4 £	Total £
At beginning of the year	-	-	-	-	-
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
Revaluations	-	-	-	-	-
Transfers *	-	-	-	-	-
At end of the year	-	-	-	-	-

**16.3 Depreciation and impairments**

<b>**Basis</b>					Straight Line ("SL") or Reducing Balance ("RB")
<b>** Rate</b>					

At beginning of the year	-	-	-	-	-
Disposals	-	-	-	-	-
Depreciation	-	-	-	-	-
Impairment	-	-	-	-	-
Transfers*	-	-	-	-	-
At end of year	-	-	-	-	-

**16.4 Net book value**

Nat book value at the beginning of the year	-	-	-	-	-
Net book value at the end of the year	-	-	-	-	-

**16.5 Impairment**

*Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.*

--

**16.6 Revaluation**

*If an accounting policy of revaluation is adopted, please provide:*

- the effective date of the revaluation*
- the name of independent valuer, if applicable*
- qualifications of independent valuer*
- the methods applied and significant assumptions*


any significant limitations on the valuation

--

**16.7 Analysis of heritage assets by class or group distinguishing those at cost and those at valuation**

	At valuation Group A	At cost Group B	Total
	£	£	£
Carrying amount at the beginning of the period	-	-	-
Additions	-	-	-
Disposals	-	-	-
Depreciation/impairment	-	-	-
Revaluation	-	-	-
Carrying amount at the end of period	-	-	-

**16.8 Heritage assets (where heritage assets are not recognised on the balance sheet)**

(i) Explain the reason why heritage assets have not been recognised on the balance sheet.

(ii) Describe the significance and nature of heritage assets.

(iii) Disclose information that is helpful in assessing the value of heritage assets.

(iv) Explain the reason why it is not practicable to obtain a valuation of heritage assets.


**16.9 Five year summary of heritage assets transactions**

	2015	2014	2013	2012	2011
	£	£	£	£	£
<b>Purchases</b>					
Group A	-	-	-	-	-
Group B	-	-	-	-	-
Group C	-				
Other	-				
<b>Donations</b>					
Group A	-	-	-	-	-
Group B	-	-	-	-	-
Group C	-	-	-	-	-
Other	-	-	-	-	-
<b>Total additions</b>	-	-	-	-	-
<b>Charge for impairment</b>					
Group A	-	-	-	-	-
Group B	-	-	-	-	-
Group C	-	-	-	-	-
Other	-	-	-	-	-
<b>Total charge for impairment</b>	-	-	-	-	-
<b>Disposals</b>					
Group A - carrying amount	-	-	-	-	-
Group B - carrying amount	-	-	-	-	-
Group C	-	-	-	-	-
Other	-	-	-	-	-
<b>Total disposals</b>	-	-	-	-	-

<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 17 Investment assets**

*Please complete this note if the charity has any investment assets.*

**17.1 Fixed assets investments (please provide for each class of investment)**

	Cash & cash equivalents	Listed investments	Investment properties	Social investments	Other	Total
Carrying (fair) value at beginning of period	-	-	-	-	-	-
<b>Add:</b> additions to investments during period*	-	-	-	-	-	-
<b>Less:</b> disposals at carrying value	-	-	-	-	-	-
<b>Less: impairments</b>	-	-	-	-	-	-
<b>Add: Reversal of impairments</b>	-	-	-	-	-	-
<b>Add/(deduct):</b> transfer in/(out) in the period	-	-	-	-	-	-
<b>Add/(deduct):</b> net gain/(loss) on revaluation	-	-	-	-	-	-
Carrying (fair) value at end of year	-	-	-	-	-	-

\*Please specify additions resulting from acquisitions through business combinations, if any.

--

*Please note that Fair Value in this context is the amount for which an asset could be exchanged between knowledgeable and willing parties in an arm's length transaction. For traded securities, the fair value is the value of the security quoted on the London Stock Exchange Daily Official List or equivalent. For other assets where there is no market price on a traded market, it is the trustees' or valuers' best estimate of fair value.*

**17.2 Please provide a breakdown of investments shown above agreeing with the balance sheet row B04 differentiating between those held at fair value and those held at cost less impairment.**

**Analysis of investments**

Cash or cash equivalents

Listed investments

Investment properties

Social investments

Other investments

Total

Grand total (Fair value at year end+Cost less impairment)

Fair value at year end	Cost less impairment
£	£
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

**17.3 If your charity holds investment properties, please complete the following note:**

- (i) Explain the methods and significant assumptions in determining the fair value of investment property held by the charity
- (ii) Name or independent valuer, if applicable, and relevant qualifications
- (iii) Provide details of any restrictions on the ability to realise investment property or on the remittance of income or disposal proceeds
- (iv) Explain any contractual obligations for the purchase, construction or development of investment property or for repairs, maintenance or enhancements


17.4 Please provide a breakdown of current asset investments, if applicable, agreeing with the balance sheet.

**Analysis of current asset investments**

This year	Last year
£	£
-	-
-	-
-	-
-	-
-	-
-	-

Cash or cash equivalents  
Listed investments  
Investment properties  
Social investments  
Other investments  
Total

**17.5 Guarantees**

Please provide details and amount of any guarantee made to or on behalf of a third party

Name of the entity or entities benefitting from those guarantees

Please explain how the guarantee furthers the charity's aims

**17.6 Concessionary loans**

Amount of concessionary loans made (*Multiple loans made may be disclosed in aggregate provided that such aggregation does not obscure significant information*).

Description	This year £	Last year £
<b>Total</b>		

Amount of concessionary loans received (*Multiple loans received may be disclosed in aggregate provided that such aggregation does not obscure significant information*).

Description	This year £	Last year £
<b>Total</b>		

Terms and conditions eg interest rate, security provided

Value of any concessionary loans which have been committed but not taken up at the reporting date

Amounts payable within 1 year

Amounts payable after more than 1 year

Amounts receivable within 1 year

Amounts receivable after more than 1 year

**17.7 Additional information**

Please provide information about the significance of investments to the charity's financial position or performance eg. terms and conditions of loans or the use of hedging to manage financial risk.

For all investments measured at fair value, the basis for determining the value, including any assumptions applied when using a valuation technique.

Where a charity has provided financial assets as a form of security, the carrying amount of the financial asset pledged as security and the terms and conditions relating to its pledge.



## Note 18

## Stocks

Please complete this note if the charity holds any stock items

18.1 Please state the carrying amount of stock and work in progress analysed between activities.

	Stock		Donated goods		Work in progress
	For distribution	For resale	For distribution	For resale	
	£	£	£	£	£
<b>Charitable activities:</b>					
<i>Opening</i>	-	-	-	-	-
<i>Added in period</i>	-	-	-	-	-
<i>Expensed in period</i>	-	-	-	-	-
<i>Impaired</i>	-	-	-	-	-
<i>Closing</i>	-	-	-	-	-
<b>Other trading activities:</b>					
<i>Opening</i>	-	-	-	-	-
<i>Added in period</i>	-	-	-	-	-
<i>Expensed in period</i>	-	-	-	-	-
<i>Impaired</i>	-	-	-	-	-
<i>Closing</i>	-	-	-	-	-
<b>Other:</b>					
<i>Opening</i>	-	-	-	-	-
<i>Added in period</i>	-	-	-	-	-
<i>Expensed in period</i>	-	-	-	-	-
<i>Impaired</i>	-	-	-	-	-
<i>Closing</i>	-	-	-	-	-
<b>Total this year</b>	-	-	-	-	-
<b>Total previous year</b>	-	-	-	-	-

18.2 Please specify the carrying amount of any stocks pledged as security for liabilities

--

**Note 19 Debtors and prepayments**

*Please complete this note if the charity has any debtors or prepayments.*

**19.1 Analysis of debtors**

Trade debtors

Prepayments and accrued income

Other debtors

**Total**

This year	Last year
£	£
0	0
6,149	8,198
7,717	0
13,866	8,198

*Please complete 19.2 where a material debtor is recoverable more than a year after the reporting date.*

**19.2 Analysis of debtors recoverable in more than 1 year (included in debtors above)**

Trade debtors

Prepayments and accrued income

Other debtors

**Total**

This year	Last year
£	£
-	-
-	-
-	-
-	-
-	-

**Note 20 Creditors and accruals**

*Please complete this note if the charity has any creditors or accruals.*

**20.1 Analysis of creditors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Accruals for grants payable	-	-	-	-
Bank loans and overdrafts	-	-	-	-
Trade creditors	-	-	-	-
Payments received on account for contracts or performance-related grants	-	-	-	-
Accruals and deferred income	11,451	3,471	-	-
Taxation and social security	8,083	9,863	-	-
Other creditors	3,765	3,876	-	-
<b>Total</b>	<b>23,299</b>	<b>17,210</b>	<b>-</b>	<b>-</b>

**20.2 Deferred income**

*Please complete this note if the charity has deferred income.*

*Please explain the reasons why income is deferred.*

*Fees received in August 2020 for sessions commencing in the new financial year starting in September 2020.*

**Movement in deferred income account**

	This year £	Last year £
Balance at the start of the reporting period	-	-
Amounts added in current period	7,695	-
Amounts released to income from previous periods	-	-
Balance at the end of the reporting period	7,695	-

**Note 21 Provisions for liabilities and charges**

*Please complete this note if you have included in charity expenditure any provisions. A provision is made when the charity has a liability of uncertain timing or amount.*

**21.1 Please provide:**

- a brief description of any obligations on the balance sheet and the expected amount and timing of resulting payments;
- an indication of the uncertainties about the amount or timing of those outflows; and
- the amount of any expected reimbursement, stating the amount of any asset that has been recognised for that expected reimbursement.


**21.2 Movements in recognised provisions and funding commitment during the period**

Balance at the start of the reporting period  
 Amounts added in current period  
 Amounts charged against the provision in the current period  
 Unused amounts reversed during the period  
 Balance at the end of the reporting period

This year £	Last year £
-	-
-	-
-	-
-	-
-	-

**21.3** For any funding commitment that is not recognised as a liability or provision, provide details of commitment made, the time frame of that commitment, any performance-related conditions and details of how the commitment will be funded (with contracts for capital expenditure separately identified).

--

**21.4** Where unrestricted funds have been designated to a fund commitment, please disclose the nature of any amounts designated and the likely timing of that expenditure.

--

**Note 22 Other disclosures for debtors, creditors and other basic financial instruments**

**22.1** Please provide information about the significance of financial instruments (eg. debtors, creditors, investments etc) to the charity's financial position or performance, for example, the terms and conditions of loans or the use of hedging to manage financial risk.

*None*

**22.2** If the charity has provided financial assets as a form of security, the carrying amount of the financial assets pledged as security and the terms and conditions related to its pledge should be given here.

*Not applicable*

**Note 23 Contingent liabilities and contingent assets****23.1 Contingent liabilities**

Where the charity has contingent liabilities, please complete the following section unless the possibility of their existence is remote.

Description of item including its legal nature. Please describe any security provided in connection to the liability.	Estimate of financial effect

**23.2 Contingent assets**

Where the charity has contingent assets, please complete the following section when their existence is probable

Description of item	Estimate of financial effect

**23.4 Other disclosures for contingent assets and/or liabilities**

Please provide the following information where practicable:

Explain any uncertainties relating to the amount or timing of settlement; and the possibility of any reimbursement

Where it is not practical to make one or more of these disclosures, please state this fact


**Note 24**                      **Cash at bank and in hand**

Short term cash investments (less than 3 months maturity date)

Short term deposits

Cash at bank and on hand

Other

Total

<b>This year £</b>	<b>Last year £</b>
-	-
-	-
125,903	131,922
-	-
125,903	131,922

**Note 25 Fair value of assets and liabilities**

**25.1 Please provide details of the charity's exposure to credit risk (the risk of incurring a loss due to a debtor not paying what is owed) , liquidity risk (the risk of not being able to meet short term financial demands) and market risk (the risk that the value of an investment will fall due to changes in the market) arising from financial instruments to which the charity is exposed at the end of the reporting period and explain how the charity manages those risks.**

Not applicable

**25.2 Please give details of the amount of change in the fair value of basic financial instruments (debtors, creditors, investments (see section 11, FRS 102 SORP)) measured at fair value through the SoFA that is attributable to changes in credit risk.**

Not applicable



## Note 26

## Events after the end of the reporting period

*Please complete this note events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.*

Please provide details of the nature of the event

A second round of lockdown due to Coronavirus occurred from January 2021, though all 3 sites have continued to operate, as providing essential services.

Provide an estimate of the financial effect of the event or a statement that such an estimate cannot be made

The trustees have managed the risk through access to the the government Furlough Scheme where required, and closely monitoring occupancy levels and expenditure.

<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 27**                      **Charity funds**

**27.1 Details of material funds held and movements during the CURRENT reporting period**

*Please give details of the movements of material individual funds in the reporting period together with a balancing figure for 'Other funds'. The 'Total funds' figure below should reconcile to 'Total funds' in the balance sheet.*

*\* Key: PE - permanent endowment funds; EE - expendible endowment funds; R - restricted income funds, including special trusts, of the charity; and U - unrestricted funds*

Fund names	Type PE, EE R or UR *	Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
General Unrestricted Fund	UR	Funds to safeguard the operations of the Charity, including operating costs, working capital and capital expenditure	125,013	842,777	- 849,743	-	-	118,047
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
<b>Other funds</b>	<b>N/a</b>	<b>N/a</b>	-	-	-	-	-	-
<b>Total Funds</b>			125,013	842,777	- 849,743	-	-	118,047

## Section C

## Notes to the accounts

(cont)

## Note 27

## Charity funds (cont)

## 27.2 Details of material funds held and movements during the PREVIOUS reporting period

Please give details of the movements of material individual funds in the reporting period together with a balancing figure for 'Other funds'. The 'Total funds' figure below should reconcile to 'Total funds' in the balance sheet.

\* Key: PE - permanent endowment funds; EE - expendible endowment funds; R - restricted income funds, including special trusts, of the charity; and U - unrestricted funds

Fund names	Type PE, EE R or UR *	Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
General Unrestricted Fund	UR	Funds to safeguard the operations of the Charity, including operating costs, working capital and capital expenditure	126,167	901,896	- 903,050	-	-	125,013
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
<b>Other funds</b>	<b>N/a</b>	<b>N/a</b>	-	-	-	-	-	-
<b>Total Funds</b>			126,167	901,896	- 903,050	-	-	125,013

**Note 27**                      **Charity funds (cont)**

**27.3 Transfers between funds**

	Reason for transfer and where endowment is converted to income, legal power for its conversion	Amount
Between unrestricted and restricted funds		£nil
Between endowment and restricted funds		£nil
Between endowment and unrestricted funds		£nil

**27.4 Designated funds**

Planned use	Purpose of the designation	Amount

**Note 28 Transactions with trustees and related parties**

If the charity has any transactions with related parties (other than the trustee expenses explained in guidance notes) details of such transactions should be provided in this note. If there are no transactions to report, please enter "True" in the box or "False" if there are transactions to report.

**28.1 Trustee remuneration and benefits**

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity (True or False)

1

In the period the charity has paid trustees remuneration and benefits. Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee by the charity or any institution or company connected with it.

Name of trustee	Legal authority (eg order, governing document)	Amounts paid or benefit value			
		This year			
		Remuneration	Pension contribution	Redundancy (including loss of office)/ex gratia	Other
		£	£		£

Please give details of why remuneration or other employment benefits were paid.

Where an ex gratia payment has been made to a trustee, provide an explanation of the nature of the payment.

**28.2 Trustees' expenses**

If the charity has paid trustees expenses for fulfilling their duties, details of such transactions should be provided in this note. If there are no transactions to report, please enter "True" in the box below. If there are transactions to report, please enter "False".

No trustee expenses have been incurred (True or False)

1

Type of expenses reimbursed	This year	Last year
	£	£
Travel		
Subsistence		
Accommodation		
Other (please specify):		
<b>TOTAL</b>		

Please provide the number of trustees reimbursed for expenses or who had expenses paid by the charity

**28.3 Transaction(s) with related parties**

Please give details of any transaction undertaken by (or on behalf of) the charity in which a related party has a material interest, including where funds have been held as agent for related parties. If there are no such transactions, please enter 'true' in the box provided.

There have been no related party transactions in the reporting period (True or False)

0

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	Amount	Balance at period end	Provision for bad debts at period end	Amounts written off during reporting period
			£	£	£	£
L M Findon	Trustee	Rental for Broad Street and Alveston sites	27,500	Nil	Nil	Nil
L M Findon	Trustee	Rental for Quinton site	26,940	Nil	Nil	Nil

In relation to the transactions above, please provide the terms and conditions, including any security and the nature of any payment (consideration) to be provided in settlement.

Under a formal Rental Agreement, the charity pays a monthly rental to Mrs LM Findon and her SIPP for the exclusive use of each of the 3 sites from which the charity operates.

***For any related party, please provide details of any guarantees given or received.***

No guarantees have been given.

<b>Note 29</b>	<b>Additional Disclosures</b>
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The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.

None



Section A

Independent Examiner's Report

Report to the trustees/  
members of

CYGNETS EDUCATION & CHILDCARE TRUST

On accounts for the year  
ended

31 AUGUST 2020

Charity no  
(if any)

1160913

Set out on pages

1 to 32

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 August 2020**.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

Independent  
examiner's statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 accounts to be reached.

Signed:

Date:

26/05/2021.

Name:

NICK FROST – AIMS ACCOUNTANTS FOR BUSINESS

Relevant professional  
qualification(s) or body  
(if any):

ACA



<b>Address:</b>	1 THE MAPLES
	GREAT ALNE
	ALCESTER, B49 6HL

Section B	Disclosure
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Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

NONE