



Trustees' Annual Report for the period

From 1 September 2019 to 31 August 2020

Charity name: Bolton Low Houses Childcare Unit

Charity registration number: 1164533

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The charity works for the public benefit having as its objects the development and education of children and young people.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The charity develops and educates children and young people by: <ul style="list-style-type: none">- Promoting their care and safety- Promoting their education and parental involvement- Promoting their health and wellbeing- Providing services to support them and their families- Providing services to individuals holding membership of the CIO.- Furthering the aims of the Pre-school learning alliance.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit when planning the activities.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>BLHCU provides full day care for Pre-school, playgroup, nursery and play scheme (during school holidays; up to 12years). Open for 51 weeks of the year, serves local families up to a 20 mile radius. The setting provides safe and secure indoor and outdoor facilities, the experienced staff of 14 childcare workers and 1 Administrator, work with other agencies to provide suitable care for children with additional needs such as autism, deaf or hard of hearing, speech and language.</p> <p>BLHCU is rurally isolated and so services are offered to many children who would not otherwise have access to convenient preschool education or a play scheme during school holidays.</p> <p>BLHCU offers both work experience and volunteer placements to members of the community and values the contribution this makes to the setting.</p> <p>At the present time we have 63 children using the facility on a weekly basis, with a further 21 children using the play scheme.</p> <p>During the financial year to 31 August 2020 the charity was affected by the Coronavirus pandemic which resulted in the facility being closed during lockdown from March to July 2020 and not running a play scheme during Easter, Spring half term and the summer holidays. This had an impact on activities during the year, however work was carried out on conversion of a sensory room, and redevelopment of the outdoor area. Work was also completed on fitting out a purpose built office and adaptation of a staff room.</p>

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>This year, the charity had net income on the general fund of £16,898. There remains strong general reserves of £81,792 at the period end.</p> <p>The charity also had net income on the restricted fund of £46. Reserves on the restricted fund are £11,399 at the period end.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The trustees aspire to maintain reserves to cover 3 months of regular expenditure.</p> <p>Reserves at 31 August 2020 were £93,191. The trustees will look to build upon this in the next financial year.</p>
Amount of reserves held	Para 1.22	£93,191
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The charity is a going concern

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointed by existing trustees

Reference and Administrative details

Charity name	Bolton Low Houses Childcare Unit
Other name the charity uses	
Registered charity number	1164533
Charity's principal address	Bolton Low Houses Childcare Unit Bolton Low Houses Wigton CA7 8PA

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Diane Farrell			
2	Claire Gillespie			
3	Emma Peile	Secretary		
4	Victoria Wharton			
5	Luke Jourdain	Chairperson		
6	Katie Ann Proud			
7	Nicola Evans-Pearson			
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Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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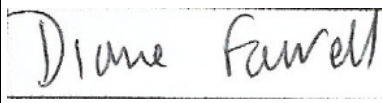
Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Diane Farrell	
Position (eg Secretary, Chair, etc)	Trustee	
Date	12 February 2021	

BOLTON LOW HOUSES CHILDCARE UNIT**STATEMENT OF FINANCIAL ACTIVITIES****YEAR ENDED 31 AUGUST 2020**

	Note	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Re-stated Total Funds 2019 £
INCOME					
Donations and Grants receivable	2	119,746	6,440	126,186	87,149
Charitable activities	3	66,398		66,398	97,922
Trading activities	4	3,731		3,731	7,302
Income from investments	5	133		133	124
TOTAL INCOME		190,008	6,440	196,448	192,497
EXPENDITURE					
Charitable activities	6	170,128	6,394	176,522	171,140
Raising funds	7	2,982		2,982	8,056
TOTAL EXPENDITURE		173,110	6,394	179,504	179,196
NET MOVEMENT IN FUNDS		16,898	46	16,944	13,301
RECONCILIATION OF FUNDS					
Total funds brought forward (as previously stated)		45,528	12,453	57,981	55,184
Prior year adjustment		18,266		18,266	7,762
Total funds brought forward (as restated)	13	63,794	12,453	76,247	62,946
Transfers between funds		1,100 -	1,100		
TOTAL FUNDS CARRIED FORWARD		81,792	11,399	93,191	76,247

The Statement of Financial Activities includes all gains and losses recognised in the year.

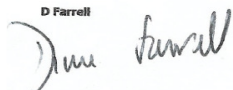
All of the above amounts relate to continuing activities.

BOLTON LOW HOUSES CHILDCARE UNIT**BALANCE SHEET****YEAR ENDED 31 AUGUST 2020**

	Note	Total Funds 2020 £	Re-stated Total Funds 2019 £
FIXED ASSETS			
Tangible assets	9	<u>52,651</u>	<u>33,028</u>
CURRENT ASSETS			
Cash at Bank		30,831	34,259
Trade Debtors		10,791	9,987
LIABILITIES			
Amounts falling due within one year		<u>(1,082)</u>	<u>(1,027)</u>
NET CURRENT ASSETS		<u>40,540</u>	<u>43,219</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>93,191</u>	<u>76,247</u>
NET ASSETS		<u>93,191</u>	<u>76,247</u>
THE FUNDS OF THE CHARITY			
Unrestricted income funds	10/11	81,792	63,794
Restricted income funds	10/11	11,399	12,453
TOTAL CHARITY FUNDS		<u>93,191</u>	<u>76,247</u>

These financial statements were approved and signed on behalf of the Committee on 12 February 2021

D Farrell



BOLTON LOW HOUSES CHILDCARE UNIT

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2020

1 ACCOUNTING POLICIES

Basis of accounting and preparation

These financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Bolton Low Houses Childcare unit meets the definition of a public benefit entity under FRS 102.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the notes to these accounts.

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

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Income recognition, donations and grants

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

Income from donations and grants, including capital grants, is included in income when these are receivable, except as follows:

- when donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.

- when donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in income until the preconditions for use have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to preconditions regarding entitlement, this income is included in income of restricted funds when receivable.

Fund accounting

Unrestricted income funds comprise those funds which may be used for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds, where the Management Committee at their discretion have designated funds for a specific purpose.

Within the unrestricted funds of the project, funds have been designated for the following specific purpose:

Strategic reserve - for expenditure in the event that there is a cut in funding.

The general fund consists of those funds which the project may use in the furtherance of its charitable objectives at the discretion of the Management Committee.

Restricted funds represent grants and donations which have been received for the purposes set out in notes 9 and 10.

The application of these funds is restricted by the terms of a special appeal, the express wishes of the donor, the will of the testator or the terms of the grant.

BOLTON LOW HOUSES CHILDCARE UNIT**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 AUGUST 2020****Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to the expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on the accruals basis and has been classified under headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Overheads and support costs have been allocated between Raising Funds and Charitable Activities. The allocation is based on staff time and a proportion of the administration burden. The allocation of overhead and support costs is analysed in the notes to the accounts.

Termination payments do not provide an entity with future economic benefits therefore the charity recognises these immediately as an expense in the Statement of Financial Activities.

Governance costs include the costs attributable to the charity's compliance with constitutional and statutory requirements, including independent examination and costs of trustees meetings.

Pension costs

The charity has made arrangements with individual pension providers for individual pensions for staff who wish to make use of the opportunity. Contributions payable to the pension schemes are charged to the Statement of Financial Activities in the period to which they relate.

Fixed assets

All assets costing more than £500 are capitalised and all assets are valued at historic cost.

Depreciation

Depreciation is calculated to write off the cost of an asset, less the estimated residual value, over the useful economic life of that asset.

Financial instruments

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

Financial liabilities are classified according to the substance of the contractual arrangements entered into.

All financial assets and liabilities are initially recognised at transaction price (including transaction costs).

2	DONATIONS AND GRANTS RECEIVABLE	Unrestricted Funds	Restricted Funds	Total Funds 2020	Re-stated Total Funds 2019
		£	£	£	£
	Nursery Education Grants	80,412	-	80,412	81,698
	Grants		6,440	6,440	3,365
	Other Grants	-		-	1,909
	Donations	252		252	177
	Christmas Draw	800		800	-
	Coronavirus Job Retention Scheme Grants	38,282		38,282	
		<u>119,746</u>	<u>6,440</u>	<u>126,186</u>	<u>87,149</u>
3	CHARITABLE ACTIVITIES	Unrestricted Funds	Restricted Funds	Total Funds 2020	Re-stated Total Funds 2019
		£	£	£	£
	Preschool Income	6,530		6,530	12,766
	Playgroup Income	27,300		27,300	31,374
	Toddler Income	27,943		27,943	31,488
	Playscheme Income	4,625		4,625	22,294
		<u>66,398</u>	<u>-</u>	<u>66,398</u>	<u>97,922</u>
4	TRADING ACTIVITIES	Unrestricted Funds	Restricted Funds	Total Funds 2020	Re-stated Total Funds 2019
		£	£	£	£
	Hot Meals	3,556		3,556	7,084
	Uniform	175		175	218
		<u>3,731</u>	<u>-</u>	<u>3,731</u>	<u>7,302</u>
5	INCOME FROM INVESTMENTS	Unrestricted Funds	Restricted Funds	Total Funds 2020	Re-stated Total Funds 2019
		£	£	£	£
	Bank interest receivable	133		133	124

BOLTON LOW HOUSES CHILDCARE UNIT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 AUGUST 2020
6 EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Re-stated Total Funds 2019 £
Staff Costs	149,246		149,246	142,804
School equipment and materials	4,170	1,525	5,695	12,090
Premises expenses	9,934		9,934	8,290
School administration	4,177		4,177	5,444
Depreciation	2,820	4,869	7,689	2,293
Bad debts	(219)		(219)	219
	<u>170,128</u>	<u>6,394</u>	<u>176,522</u>	<u>171,140</u>

7 EXPENDITURE ON TRADING ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Re-stated Total Funds 2019 £
Food for lunches	2,787		2,787	7,483
Uniform costs	195		195	573
	<u>2,982</u>		<u>2,982</u>	<u>8,056</u>

8 ANALYSIS OF STAFF COSTS

	2020 £	Re-stated 2019 £
Wages and salaries	146,173	139,675
Other Pension costs	3,073	3,129
	<u>149,246</u>	<u>142,804</u>

Particulars of employees

The average head count of employees during the year was as follows:

2020 Number	2019 Number
<u>15</u>	<u>16</u>

No employee received remuneration of more than £60,000 during the year, or in the previous year.

Pension costs are allocated to activities in proportion to the related staffing costs incurred and are wholly charged to unrestricted funds.

No other related party transactions took place.

9 TANGIBLE FIXED ASSETS
COST

	Land & Buildings £	Equipment £	Total
At 1st September 2019	30,581	11,087	41,668
Transfer			
Additions	25,800	1,512	27,312
Disposals	-	-	-
At 31 August 2020	<u>56,381</u>	<u>12,599</u>	<u>68,980</u>

DEPRECIATION

At 1st September 2019	3,109	5,531	8,640
Charge for the year	3,030	4,659	7,689
Eliminated on disposals	-	-	-
At 31 August 2020	<u>6,139</u>	<u>10,190</u>	<u>16,329</u>

NET BOOK VALUE

At 31 August 2020	<u>50,242</u>	<u>2,409</u>	<u>52,651</u>
At 31 August 2019	<u>27,472</u>	<u>5,556</u>	<u>33,028</u>

BOLTON LOW HOUSES CHILDCARE UNIT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 AUGUST 2020
10 ANALYSIS OF CHARITABLE FUNDS

	Balance at 01 September 2019 £	Income £	Expenditure £	Transfers	Funds 31 August 2020 £
Unrestricted					
Unrestricted general fund	63,794	190,008	173,110 -	27,108	53,584
Designated fund - Buildings fund				25,800	25,800
Designated fund - Equipment fund				2,408	2,408
	63,794	190,008	173,110	1,100	81,792
Restricted					
CCC Car Park	3,770		395	-	3,375
CCC Equipment	1,294		1,030	264	-
CCC Equipment	1,308		1,020	288	-
Hadfield Trust Fencing	315		250	65	-
CCC Foundation fencing	898		700	198	-
Kitchen Fund	1,241		956	285	-
CCC - Building Renovation	2,027		120	-	1,907
Dyers Company Charitable Trust	1,600		95	-	1,505
Cumbria Community fund - Sensory room		5,000	1,828	-	3,172
Rathbone - Grasscrete (Hadfield Trust)		1,440	-	-	1,440
	12,453	6,440	6,394 -	1,100	11,399

11 ANALYSIS OF CHARITABLE FUNDS

	Balance at 01 September 2018 £	Income £	Expenditure £	Transfers	Funds 31 August 2019 £
Unrestricted					
Unrestricted general fund	50,729	187,837	174,674 -	98	63,794
	50,729	187,837	174,674 -	98	63,794
Restricted					
CCC Car Park	3,873		103		3,770
CCC Equipment	1,617		323		1,294
CCC Equipment	1,634		326		1,308
Hadfield Trust Fencing	394		79		315
CCC Foundation fencing	1,122		224		898
Kitchen Fund	1,551		310		1,241
CCC - Building Renovation	2,027				2,027
Aspatia Community Charity - Outdoor Area		750	848	98	-
Dyers Company Charitable Trust		2,000	400		1,600
Best Practice Network - EYITT Setting Bursary		1,909	1,909		-
	12,218	4,659	4,522	98	12,453

12 ANALYSIS OF NET ASSETS BETWEEN CHARITABLE FUNDS

	Tangible Fixed assets £	Current Assets £	Liabilities £	Total £
Unrestricted Income funds	41,252	41,622	(1,082)	81,792
Restricted funds	11,399			11,399
Total Funds	52,651	41,622	(1,082)	93,191

13 PRIOR YEAR ADJUSTMENT

During the year the Trustees became aware that creditors in the accounts for the year ended 2019 were overstated by £9,703, income understated by £801 and omitted debtors were equal to £7,762. The comparatives have been restated to correct for this error.

Errors identified with creditors	9,703
Increase in income	801
Omitted debtors	7,762
	18,266

BOLTON LOW HOUSES CHILDCARE UNIT
DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 AUGUST 2020

	2020	2019
	£	£
INCOME		
GRANTS RECEIVABLE		
Nursery Education Grants	80,412	81,698
Grants	6,440	3,365
Other grants		1,909
Donations	252	177
Christmas draw	800	
Coronavirus Job Retention Scheme Grants	38,282	
CHARITABLE ACTIVITIES		
Preschool income	6,530	12,766
Playgroup income	27,300	31,374
Toddler income	27,943	31,488
Playscheme income	4,625	22,294
TRADING ACTIVITIES		
Hot meals	3,556	7,084
Uniforms	175	218
INCOME FROM INVESTMENTS		
Interest income	133	124
TOTAL INCOME	196,448	192,497
EXPENDITURE		
TRADING ACTIVITIES		
Food for lunches	2,787	7,483
Uniform costs	195	573
STAFF COSTS		
Salaries	146,173	139,675
Pensions costs	3,073	3,129
SCHOOL ADMINISTRATION		
Audit & Accountancy fees	432	420
Bank fees	55	113
Charitable donations	162	
Staff Christmas party	448	529
Postage, freight & courier	15	65
Gifts	29	60
Entertainers		194
Fundraising costs	42	
Interest paid		3
IT software and consumables	60	
Legal expenses	165	753
Rent	1,050	1,050
Staff training	315	679
Subscriptions and licences	963	1,091
Sundries	63	95
Telephone & internet	378	392
SCHOOL EQUIPMENT AND MATERIALS		
Food and consumables	1,538	2,529
Equipment day to day	2,608	4,530
Equipment larger items	184	1,915
Baby equipment		312
Printing & stationery	1,365	2,804
PREMISES COSTS		
Pest control	180	288
Cleaning	1,121	1,403
Insurance	3,246	3,219
Rates, water and refuse collection	1,467	1,297
Light, power, heating	1,869	1,877
Repairs & maintenance	2,051	206
Depreciation expense	7,689	2,293
Bad debts	(219)	219
TOTAL EXPENDITURE	179,504	179,196
NET INCOMING /(OUTGOING) RESOURCES FOR THE YEAR	16,944	13,301

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Bolton Low Houses Childcare Unit

On accounts for the year
ended

31 August 2020

Charity no
(if any)

1164533

Set out on pages

(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

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

It is my responsibility to:

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

Basis of independent
examiner's statement

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

Independent
examiner's statement

- In connection with my examination, no matter has come to my attention
1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
 2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

12 February 2021

Name:

David Brookes

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

FCA

Address:	David Allen, Dalmar House, Barras Lane Estate, Dalston, Carlisle, CA5 7NY

Section B	Disclosure
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Only complete if the examiner needs to highlight material problems.(E.g. accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanations by any past or present trustee, officer or employee; and any material consistency between the accounts and the trustees' annual report.)

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

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