



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1 September 2022 to 31 August 2023**

**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"><li>- Promoting their care and safety</li><li>- Promoting their education and parental involvement</li><li>- Promoting their health and wellbeing</li><li>- Providing services to support them and their families</li><li>- Providing services to individuals holding membership of the CIO.</li><li>- Furthering the aims of the Pre-school learning alliance.</li></ul>
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 8 years). 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 17 childcare workers and 1 Administrator and 1 part time handyman, work with other agencies to provide suitable care for children with additional needs such as autism, deaf or hard of hearing, speech and language. 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. BLHCU offers both work experience and volunteer placements to members of the community and values the contribution this makes to the setting. At the present time we have 61 children using the facility on a weekly basis, with a further 11 children using the play scheme.</p> <p>The charity has continued providing its core range of preschool education and holiday club activities. With the help of grant funding the toilet area has been refurbished to provide a better environment for the children attending.</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 £18,006. There remains strong general reserves of £105,205 at the period end.</p> <p>The charity also had net income on the restricted fund of £5,950. Reserves on the restricted fund are £7,433 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 2023 were £112,638.</p>
Amount of reserves held	Para 1.22	£112,638
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	Emma Peile	Secretary	Resigned 28 June 2023	
3	Nicola Evans-Pearson			
4	Katrina Little		Resigned 3 March 2024	
5	Matthew Welsh		Resigned 28 June 2023	
6	Haley Milburn		Resigned 28 June 2023	
7	Jayne Varty	Chairperson	Resigned 28 February 2024	
8	Anna Moffatt		Resigned 29 April 2024	
9	Sarah Elizabeth Potts		Resigned 3 March 2024	
10	Katherine Brown		Appointed 05 October 2022	
11	Sharon Holliday	Chairperson	Appointed 05 October 2022	
12	Louise Birch		Appointed 01 March 2022	
13	Alison Borthwick		Appointed 01 March 2022	
14				
15				
16				
17				
18				
19				
20				

## 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

<b>Signature(s)</b>		
<b>Full name(s)</b>	Diane Farrell	
<b>Position (eg Secretary, Chair, etc)</b>	Trustee	
<b>Date</b>	25 June 2024	



Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
Bolton Low Houses Childcare Unit

On accounts for the year  
ended

31 August 2023

Charity no  
(if any) 1164533

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 08/ 2023.

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

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:

25 June 2024

Name:

Alison Welton

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

FCA

Address:

David Allen, Dalmar House, Barras Lane Estate

Dalston, Carlisle

CA5 7NY



**Section B****Disclosure**

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.**

**BOLTON LOW HOUSES CHILDCARE UNIT**

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 AUGUST 2023**

	Note	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
<b>INCOME</b>					
Donations and grants receivable	2	114,006	5,950	119,956	90,434
Charitable activities	3	114,280	-	114,280	108,862
Trading activities	4	6,653	-	6,653	5,341
Income from investments	5	512	-	512	172
<b>TOTAL INCOME</b>		<b>235,451</b>	<b>5,950</b>	<b>241,401</b>	<b>204,809</b>
<b>EXPENDITURE</b>					
Charitable activities	6	211,178	4,687	215,865	208,775
Raising funds	7	6,267	-	6,267	4,924
<b>TOTAL EXPENDITURE</b>		<b>217,445</b>	<b>4,687</b>	<b>222,132</b>	<b>213,699</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>18,006</b>	<b>1,263</b>	<b>19,269</b>	<b>(8,890)</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward	10	87,199	6,170	93,369	102,259
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>10</b>	<b>105,205</b>	<b>7,433</b>	<b>112,638</b>	<b>93,369</b>

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

All of the above amounts relate to continuing activities.

	Note	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £
<b>INCOME</b>				
Donations and grants receivable	2	89,696	738	90,434
Charitable activities	3	108,862	-	108,862
Trading activities	4	5,341	-	5,341
Income from investments	5	172	-	172
<b>TOTAL INCOME</b>		<b>204,071</b>	<b>738</b>	<b>204,809</b>
<b>EXPENDITURE</b>				
Charitable activities	6	207,121	1,654	208,775
Raising funds	7	4,924	-	4,924
<b>TOTAL EXPENDITURE</b>		<b>212,045</b>	<b>1,654</b>	<b>213,699</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>(7,974)</b>	<b>(916)</b>	<b>(8,890)</b>
<b>RECONCILIATION OF FUNDS</b>				
Total funds brought forward		95,176	7,083	102,259
Transfers between funds		(3)	3	-
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>11</b>	<b>87,199</b>	<b>6,170</b>	<b>93,369</b>

**BOLTON LOW HOUSES CHILDCARE UNIT**

**BALANCE SHEET**

**YEAR ENDED 31 AUGUST 2023**

	Note	£	Total Funds 2023 £	Total Funds 2022 £
<b>FIXED ASSETS</b>				
Tangible assets	9		<u>41,449</u>	<u>45,183</u>
<b>CURRENT ASSETS</b>				
Cash at bank		60,180		41,085
Trade debtors		5,027		5,368
Stock on hand		148		374
Prepayments		1,100		1,050
Other debtors		<u>10,285</u>		<u>8,762</u>
			76,739	
<b>LIABILITIES</b>				
Amounts falling due within one year		<u>(5,551)</u>		<u>(8,453)</u>
<b>NET CURRENT ASSETS</b>			<u>71,189</u>	<u>48,186</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>112,638</u>	<u>93,369</u>
<b>NET ASSETS</b>			<u>112,638</u>	<u>93,369</u>
<b>THE FUNDS OF THE CHARITY</b>				
Unrestricted income funds	10/11		105,205	87,199
Restricted income funds	10/11		<u>7,433</u>	<u>6,170</u>
<b>TOTAL CHARITY FUNDS</b>			<u>112,638</u>	<u>93,369</u>

These financial statements were approved and signed on behalf of the Committee on 25 June 2024

D Farrell  
Trustee

## **BOLTON LOW HOUSES CHILDCARE UNIT**

### **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 AUGUST 2023**

#### **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.

##### **Income from charitable activities**

Income from charitable activities is derived from services provided.

##### **Income from trading activities**

Income from other trading activities is recognised when there is evidence of entitlement, receipt is probable and its amount can be measured reliably.

##### **Income from investments**

Income from investments is recognised 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.

##### **Designated Funds**

The trustees aim to maintain the continued operation of the charity and to this end have designated funds within the general fund for the following purposes:

##### **Building Fund**

The lease on the current site expires in 2037 and the trustees have earmarked these funds to deal with the lease expiry including either lease renegotiation or site relocation.

##### **Equipment Fund**

The trustees have earmarked these funds for providing future play equipment acquisitions out of general funds.

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 10 and 11.

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 2023****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.

**Asset class**

Land and buildings  
Equipment

**Depreciation method and rate**

18 years straight line  
5 years straight line

**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 2023 £	Total Funds 2022 £
Nursery Education Grants	113,531	-	113,531	88,087
Grants	-	4,950	4,950	738
Other grants	-	1,000	1,000	-
Donations and fund raising	475	-	475	1,147
Coronavirus Job Retention Scheme Grants	-	-	-	462
	<b>114,006</b>	<b>5,950</b>	<b>119,956</b>	<b>90,434</b>

**3 CHARITABLE ACTIVITIES**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Nursery income	92,066	-	92,066	87,728
Playscheme income	22,214	-	22,214	21,134
	<b>114,280</b>	<b>-</b>	<b>114,280</b>	<b>108,862</b>

**4 TRADING ACTIVITIES**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Hot meals	6,380	-	6,380	4,961
Uniform	273	-	273	380
	<b>6,653</b>	<b>-</b>	<b>6,653</b>	<b>5,341</b>

**5 INCOME FROM INVESTMENTS**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Bank interest receivable	<b>512</b>	<b>-</b>	<b>512</b>	172

**BOLTON LOW HOUSES CHILDCARE UNIT**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 AUGUST 2023**

**6 EXPENDITURE ON CHARITABLE ACTIVITIES**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Staff costs	181,927	1,601	183,528	177,877
School equipment and materials	8,053	-	8,053	9,474
Premises expenses	10,783	2,172	12,956	10,146
School administration	7,594	-	7,594	7,544
Depreciation	2,821	913	3,734	3,734
	<b>211,178</b>	<b>4,687</b>	<b>215,865</b>	<b>208,775</b>

**7 EXPENDITURE ON TRADING ACTIVITIES**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Food for lunches	5,942	-	5,942	4,611
Uniform costs	325	-	325	313
	<b>6,267</b>	<b>-</b>	<b>6,267</b>	<b>4,924</b>

**8 ANALYSIS OF STAFF COSTS**

	2023 £	2022 £
Wages and salaries	179,343	174,049
Other Pension costs	4,185	3,828
	<b>183,528</b>	<b>177,877</b>

**Particulars of employees**

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

	2023 Number	2022 Number
	<b>19</b>	<b>16</b>

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 and buildings £	Equipment £	Total
At 1st September 2022	56,381	12,599	68,980
At 31 August 2023	<b>56,381</b>	<b>12,599</b>	<b>68,980</b>

**DEPRECIATION**

At 1st September 2022	12,199	11,598	23,797
Charge for the year	3,030	704	3,734
At 31 August 2023	<b>15,229</b>	<b>12,302</b>	<b>27,531</b>

**NET BOOK VALUE**

At 31 August 2023	<b>41,152</b>	<b>297</b>	<b>41,449</b>
At 31 August 2022	<b>44,182</b>	<b>1,001</b>	<b>45,183</b>

**BOLTON LOW HOUSES CHILDCARE UNIT**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 AUGUST 2023**

**10 ANALYSIS OF CHARITABLE FUNDS**

	Balance at 01/09/2022 £	Income £	Expenditure £	Funds 31/08/2023 £
<b>Unrestricted</b>				
Unrestricted general fund	58,991	235,451	(217,445)	76,997
Designated fund - Buildings fund	25,800	-	-	25,800
Designated fund - Equipment fund	2,408	-	-	2,408
	<b>87,199</b>	<b>235,451</b>	<b>(217,445)</b>	<b>105,205</b>
<b>Restricted</b>				
CCC Car Park	2,585	-	(395)	2,190
CCC - Building Renovation	1,667	-	(120)	1,547
Dyers Company Charitable Trust	1,315	-	(95)	1,220
Cumbria Community fund - Sensory room	603	-	(303)	300
Apprenticeship grants	-	1,000	(1,000)	-
Cumbria Community fund - Toilet refurbishment	-	4,950	(2,774)	2,176
	<b>6,170</b>	<b>5,950</b>	<b>(4,687)</b>	<b>7,433</b>
Total	<b>93,369</b>	<b>241,401</b>	<b>(222,132)</b>	<b>112,638</b>

**11 ANALYSIS OF CHARITABLE FUNDS**

	Balance at 01/09/2021 £	Income £	Expenditure £	Transfers	Funds 31/08/2022 £
<b>Unrestricted</b>					
Unrestricted general fund	66,968	204,071	(212,045)	(3)	58,991
Designated fund - Buildings fund	25,800	-	-	-	25,800
Designated fund - Equipment fund	2,408	-	-	-	2,408
	<b>95,176</b>	<b>204,071</b>	<b>(212,045)</b>	<b>3</b>	<b>87,199</b>
<b>Restricted</b>					
CCC Car Park	2,980	-	(395)	-	2,585
CCC - Building Renovation	1,787	-	(120)	-	1,667
Dyers Company Charitable Trust	1,410	-	(95)	-	1,315
Cumbria Community fund - Sensory room	906	-	(303)	-	603
Cumbria Community fund - Water pump	-	738	(741)	3	-
	<b>7,083</b>	<b>738</b>	<b>(1,654)</b>	<b>3</b>	<b>6,170</b>
Total	<b>102,259</b>	<b>204,809</b>	<b>(213,699)</b>	<b>-</b>	<b>93,369</b>

**12 ANALYSIS OF NET ASSETS BETWEEN CHARITABLE FUNDS**

	2023	Tangible Fixed assets £	Current Assets £	Liabilities £	Total £
Unrestricted Income funds		36,192	74,563	(5,551)	105,205
Restricted funds		5,257	2,176	-	-
Total Funds		<b>41,449</b>	<b>76,739</b>	<b>(5,551)</b>	<b>105,205</b>

	2022	Tangible Fixed assets £	Current Assets £	Liabilities £	Total £
Unrestricted Income funds		39,013	53,939	(5,753)	87,199
Restricted funds		6,170	2,700	(2,700)	6,170
Total Funds		<b>45,183</b>	<b>56,639</b>	<b>(8,453)</b>	<b>93,369</b>