

Borras Park Full Day Care Provision

Financial Statements

For The Year Ended 31 March 2021

**Borras Park Full Day Care Provision
Reference and Administrative Details**

Charity Name	Borras Park Full Day Care Provision
Charity Number	1179617
Principal Address	Borras Park Primary School Borras Park Road Wreccsam LL12 7TH
Trustees	Natalie Rose Critchlow Sian Jones Sarah Catherine Hurst Deanne Jones Melanie Roxburgh Jennifer Diane Jones Robert Nicholson
Accountant	Community Accounting Services Ltd 7 Napoleon Drive Shrewsbury SY3 5PH

**Trustees' Report
of Borrás Park Full Day Care Provision
on the Accounts for the Year Ended 31 March 2021**

The trustees present their annual report and financial statements of the charity for the year ended 31 March 2021. The financial statements have been prepared in accordance with the Charities Act 2011 and the Charities SORP (FRS 102) together with Update Bulletin 1.

Structure, Governance and Management

Borrás park Full Day Care provision is a registered charity, number 1179617, and is constituted as a Charitable Incorporated Organisation (CIO) whose only voting members are its charity trustees. The charity is located in buildings within Borrás Park Community Primary School in Wrexham, North Wales.

The Charitable Incorporated Organisation was established by former Governors of the Borrás Park Playscheme Committee who are now the charity trustees. The net assets from the former Borrás Park After School Play Scheme were transferred to the charity as a donation when the charity was established on 21 August 2018.

At the trustee meetings, which are held at least three times a year, the trustees agree the broad strategy and areas of activity for the CIO including consideration of fund raising, investment, reserves and risk management policies and performance.

The day to day administration of funds and the processing and handling of applications is delegated to the Manager and Deputy Manager of the setting who are not Trustees but have delegated responsibility to manage the funds.

The Responsible Individuals for the setting are both Trustees and they monitor the funds and make recommendations to the Trustees concerning the funds.

There is a child protection policy in place. Criminal Records Bureau checks are carried out prior to commencement of employment or trusteeship and checks are carried out again in line with statutory requirements.

Objectives and Activities

The objectives of Borrás Park Full Day Care Provision are for the public benefit, to advance the development and education of children in particular by:

1. Providing sessional and full day care;
2. Promoting their care and safety;
3. Promoting their education and promoting parental involvement;
4. Promoting their health and wellbeing;
5. Providing services to support them and their families and carers.

Appointment and Induction of Trustees

New trustees are appointed by the existing trustees and serve for four years, after which they may put themselves forward for re-appointment.

The constitution provides for a minimum of three trustees to a maximum of 12 charity trustees.

New trustees may be sought by open advertisement but the ultimate decision on selection is a matter for the existing trustees.

On appointment new trustees sign a model trustee declaration statement committing them to giving of their time and expertise.

New trustees will have an initial meeting with the Chair and the trustees and will receive a welcome pack with a copy of the constitution, the annual report and the Charity Commission's guidance 'The Essential Trustee: What you need to know' and 'Charities and Public Benefit'.

All trustees give of their time freely and no trustee remuneration was paid last year. Trustees are required to disclose all relevant interests and register them with the Chair of the Committee and withdraw from decisions where a conflict of interest arises.

Risk Management

The trustees have considered the major risks to which the charity is exposed and have reviewed those risks and established systems and procedures to manage those risks. The trustees consider a decline in funding through withdrawal of Government/LA funding by failure to renew the Early Entitlement contract or withdrawal of the funded 30 hours free childcare by Welsh Government to constitute the charity's major financial risk. The trustees manage this risk by ensuring that funding is secured in advance for those childcare spaces and that there are sufficient reserves in place should the funding be suddenly withdrawn.

Our major operational risk is the availability of space and the fluctuating costs of rental agreement which is controlled by the school and the Local Authority. The trustees manage this risk by holding sufficient funds to invest towards securing new premises and ensuring that there is a written agreement in place between ourselves and the local authority in terms of funding and secured leasehold benefits.

Achievements and Performance in the year

The year started as the country went into lockdown and all schools across Wales closed from 20th March 2020, with the exception of provision for vulnerable children and children of critical workers.

With school closing for education the Full Day Care provided Child Care for children of key workers who were working during the pandemic. Initial uptake was high, and restrictions had to be implemented to reduce the number of children attending

Parents were encouraged to make alternative arrangements wherever possible and to work from home if they could do. Numbers were reduced to a safer level which averaged about 20 children daily and never exceeding 30.

Staff worked on a rota basis so that childcare was shared between the school staff and the Full Day Care staff. Key workers received free childcare during the 'lockdown' period and income during this period was limited to the Welsh Government funded childcare spaces which continued for key worker children throughout this period.

Staffing costs were reduced due to staff working on a rota system with school staff, so only two members of staff were furloughed during this period, and we continued to receive the Welsh Government funded free childcare spaces for eligible parents who were critical workers. This included an additional 20 hours for Early Entitlement children due to start in January and 17.5 hours for Nursery children for working parents for up to 48 weeks of the year.

Eligible children were able to access the Childcare Provision at no cost to their families throughout the lockdown period from March to July, although charges were re-introduced at the end of July with the changes in guidance resulting in an increase in demand for places.

In September the Full Day Care Provision worked closely with the school to ensure school could operate a phased return for pupils with flexibility to focus on priority groups, while still ensuring provision for the children of critical workers and vulnerable children. However the number of children accessing the setting was maintained at a reduced level due to a number of reasons including: parents working from home, concerns about mixing bubbles and parents opting to keep their children in private nurseries or with Grandparents rather than mixing 'bubbles' during the pandemic.

Arrangements were changed in January when Covid case numbers increased, and once again we were able to accommodate the surplus child spaces for vulnerable children and children of critical workers when all schools across Wales closed and moved to online remote learning. Full Day Care Provision was split across two sites to maintain separate 'bubbles' to mitigate the risk of infection and there were no closures of the setting throughout this time as a result of the pandemic.

All children from both Early Entitlement and Nursery were able to access the wraparound childcare on the Foundation Phase site alongside key worker children in February 2021 as part of a phased return after the second lockdown

Three additional spaces were provided for playgroup children once the needs of the Nursery children and Early Entitlement had been met, and this increased to six during the Spring term.

Last year there were 12 children in Early Entitlement in the Spring term which increased to 14 in the Summer term. There were 36 children accessing the childcare element of Nursery Plus either mornings or afternoons.

Demand for places in After School Club continued to rise as children returned to school and more parents returned to work. However priority was given to key workers first and foremost and we continued to operate the club over two sites to keep numbers down and prevent spread of infection.

Holiday Club numbers were also kept to a minimum during this period, averaging 18 children in the Summer holidays, 16 in October half term and 15 in February half term.

Assisted Places

This year Assisted places have continued to be used regularly by two children with Statements of special educational needs and in the vulnerable category as defined by Welsh Government. The two children were able to access the support of a member of staff as a 1:1 playworker for two or three sessions a week during their time spent in the setting and we have been able to staff that internally. The setting also provided Holiday Club free of charge during the Easter holidays for an average 14 children of Critical key workers, following the lockdown in March so that school staff could have their Easter holiday break.

Trustee Committee

This year the Trustees were not able to meet face to face but have since resumed meetings virtually via the digital platform Zoom. The number of Trustees was reduced in July with the resignation of Trustee Jo Airey, and the Trustee Committee acknowledged and thanked her for her support in setting up the Full Day Care Provision as a charity. Trustee Meetings have continued to focus attention on the building developments and planned funding and relocation of the full day care provision onto the KS2 site under the Wrexham 21st Century schools programme band B. Meetings have been held between members from the local authority the architect and Read Construction to plan space for the Full Day Care Provision on the new site, and the allocated space has been increased and plans altered a number of times to meet current needs.

We have already agreed to match funding from the local authority towards the building and have designated £200,000 of our funds with the understanding that there will be a lease agreement to reflect the donation from the charity towards long term use of the premises.

Trustees have continued to ask Wrexham Local Authority and Read Construction for a breakdown of costs as a further capital funding bid of £450,000 was granted by Welsh Government to Wrexham Local Authority under the Childcare Offer: Capital Grant Programme 2018. A written contract is still outstanding but costs have been discussed in several strategy meetings with Read construction and the Council and remain as discussed originally despite increases in building materials.

Continued Professional Development

The Charity continues to fund staff professional training to reflect our policy of raising awareness and knowledge. All playworkers have updated their qualifications to comply with National Minimum standards and the requirement for all staff who work with children up to the age of 12 to have a CCLD playworker qualification.

Financial Review

The Fund balance carried forward at 31st March 2020 was £554,602. The Fund balance carried forward at 31st March 2021 was £584,225, showing an increase of £29,623 in one year.

Reserves Policy

It is Trustee policy to maintain a balance on unrestricted funds (if possible), which equates to at least three months unrestricted payments.

As a non profit making charity we have reviewed the Full Day Care Provision's need for reserves in line with our constitution and guidance issued by the Charity Commission and the pre-school Learning Alliance.

Although this was an unusual year financially, expenditure was £147,625 which is equivalent to an approximate monthly expenditure of £12,300. This is lower than normal due to the restrictions in place and lower attendance due to the pandemic.

Therefore the charity will set aside three months unrestricted payments amounting to £40,000 to cover emergency situations that may arise from time to time, such as the recent pandemic, lower occupancy levels, redundancy or a source of funding not being renewed.

We also need to set aside funds for future projects, the main one being the development of a new building with the school premises relocating to the KS2 site under Wrexham Council's 21st century Schools redevelopment programme. This amounts to an initial commitment of £200,000 agreed with the Local Authority, subject to a lease agreement.

As a non profit making charity we have reviewed the Full Day Care Provision's need for reserves in line with our constitution and guidance issued by the Charity Commission and the pre-school Learning Alliance.

Declaration

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

Signed on behalf of the charity's trustees

Sarah Hurst

Chair

Date

**Independent Examiner's Report to the
Management Committee Borrass Park Full Day Care Provision
on the Accounts for the Year Ended 31 March 2021**

Basis of independent examiner's report

We report on the accounts of Borrass Park Full Day Care Provision for the year ended 31 March 2021 which are set out on pages 2-13.

The Group's officers are responsible for the preparation of the accounts. The Group's officers consider that an audit is not required for this year and that an independent examination is needed.

It is our responsibility to:

- examine the accounts
- to follow the general directions for the conduct of an independent examination
- to state whether particular matters have come to our attention.

Basis of independent examiner's statement

Our examination was carried out in accordance with general directions for an independent examination. An examination includes a review of the accounting records kept by the committee and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as a committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

1. which gives us reasonable cause to believe that in, any material respect, the requirements
 - to keep appropriate accounting records; and
 - to prepare accounts which accord with the accounting records and comply with applicable financial reporting standardshave not been met; or
2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Community Accounting Services

**Community Accounting Services Ltd
7 Napoleon Drive
Shrewsbury
SY3 5PH**

Date: 07/01/2022

**Borras Park Full Day Care Provision
Statement of Financial Activities
for the Year Ended 31 March 2021**

	Note	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Incoming Resources					
Incoming resources from generated funds:					
Voluntary income	3	2,453	-	2,453	15
Incoming resources from charitable activities	4	174,688	-	174,688	226,531
Bank interest received		107	-	107	250
Total Incoming Resources		177,248	-	177,248	226,796
Resources Expended					
Charitable Activities	5	146,975	-	146,975	147,069
Governance costs	6	650	-	650	650
Total Resources Expended		147,625	-	147,625	147,719
Net Incoming Resources Before Transfers		29,623	-	29,623	79,077
Transfer Between Funds		-	-	-	-
Net Incoming Resources		29,623	-	29,623	79,077
Fund balance brought forward as at 1 April 2020		554,602	-	554,602	475,525
Fund Balance Carried Forward at 31 March 2021		584,225	-	584,225	554,602

The statement of financial activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities.

Borras Park Full Day Care Provision
Balance Sheet
as at 31 March 2021

	Note	2021		2020	
		£	£	£	£
Fixed Assets	8				
Tangible Fixed Assets			7,974		9,602
Current Assets					
Bank balances		578,119		545,560	
Other debtors	9	<u>-</u>		<u>1,733</u>	
			578,119		547,293
Current Liabilities					
Creditors	10	<u>(1,868)</u>		<u>(2,293)</u>	
(due in less than 1 year)			(1,868)		(2,293)
Net Assets			<u><u>584,225</u></u>		<u><u>554,602</u></u>
Represented by Funds					
Unrestricted fund	12		584,225		554,602
Restricted funds	12		-		-
			<u><u>584,225</u></u>		<u><u>554,602</u></u>

The Trustees approve the accounts which comprise of the SOFA, the Balance Sheet and the related notes and acknowledge their responsibility for the accounts, including the appropriateness of the applicable financial reporting framework, and for providing Community accounting Services Ltd with all information and explanations necessary for their compilation.

Sarah Hurst

Chair

Date

**Borras Park Full Day Care Provision
Notes to the Financial Statements
for the Year Ended 31 March 2021**

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Charities SORP (FRS 102) together with update Bulletin 1.

(b) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

(c) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to, and certain to receive, the income and the amount can be quantified with reasonable accuracy. The following policies are applied to particular categories of income:

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable.

(d) Resources Expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. Expenditure is recognised on an accrual basis and is reported as part of the expenditure to which it relates:

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the Independent Examiner's fee and payroll costs.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. Floor areas, per capita or estimated usage.

(e) Fixed Assets

Fixed assets are stated at cost less accumulated depreciation. Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Fixtures, fittings and equipment	15% reducing balance basis
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Impairment reviews are carried out as and when evidence comes to light that the recoverable amount of a functional fixed asset is below its net book value due to damage, obsolescence or other relevant factors.

2 Trustee's Remuneration

No Trustees received a remuneration during the year.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

Borras Park Full Day Care Provision
Notes to the Financial Statements
for the Year Ended 31 March 2021

3 Voluntary Income

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Grants received	2,453	-	2,453	-
Donations	-	-	-	15
Total	<u>2,453</u>	<u>-</u>	<u>2,453</u>	<u>15</u>

4 Incoming resources from charitable activities

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Club fees	174,688	-	174,688	226,531
Total	<u>174,688</u>	<u>-</u>	<u>174,688</u>	<u>226,531</u>

**5 Resources Expended -
Charitable Activities**

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Support Costs				
Wages and salaries	117,980	-	117,980	126,416
Pensions	1,253	-	1,253	1,157
Staff training and welfare	505	-	505	1,293
Payroll charges	769	-	769	662
Loss on disposal of tangible fixed assets	221	-	221	-
Depreciation of tangible fixed assets	1,407	-	1,407	1,695
Direct costs				
Purchases	7,647	-	7,647	11,732
Postage, Printing & Stationery	200	-	200	566
Computer costs	996	-	996	673
Rent	12,000	-	12,000	-
Insurance	1,308	-	1,308	1,246
Subscriptions	193	-	193	304
Telephone	-	-	-	20
Repairs and maintenance	1,017	-	1,017	505
Cleaning	932	-	932	597
Miscellaneous costs	215	-	215	203
Bank charges	32	-	32	-
Fines	300	-	300	-
Total	<u>146,975</u>	<u>-</u>	<u>146,975</u>	<u>147,069</u>

6 Governance Costs

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Independent Examiner's fee	650	-	650	650

Borras Park Full Day Care Provision
Notes to the Financial Statements
for the Year Ended 31 March 2021

7 Net Incoming Resources for the Year

	2021	2020
This is stated after charging:		
Depreciation of owned assets	<u>1,407</u>	<u>1,695</u>

8 Tangible Fixed Assets

	Fixtures, Fittings & Equipment £
Cost	
Cost brought forward as at 1 April 2020	21,510
Additions	-
Disposals	<u>(360)</u>
As at 31 March 2021	<u>21,150</u>
Depreciation	
Brought forward as at 1 April 2020	11,908
Charge for the year	1,407
Depreciation on disposals	<u>(139)</u>
As at 31 March 2021	<u>13,176</u>
Net Book Value	
As at 31 March 2020	9,602
As at 31 March 2021	<u>7,974</u>

9 Other Debtors

	2021 £	2020 £
Other debtors	<u>-</u>	<u>1,733</u>

10 Creditors - due in less than one year

	2021 £	2020 £
HMRC PAYE	1,218	1,218
Accruals	<u>650</u>	<u>1,076</u>
	<u>1,868</u>	<u>2,293</u>

Borras Park Full Day Care Provision
Notes to the Financial Statements
for the Year Ended 31 March 2021

11 Analysis of Net Assets Between Funds

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Tangible Fixed Assets	7,974	-	7,974
Current Assets	578,119	-	578,119
Current Liabilities	(1,868)	-	(1,868)
Net Assets at 31 March 2021	<u>584,225</u>	<u>-</u>	<u>584,225</u>

12 Statement of Funds	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers in/(out) £	Carried Forward £
Unrestricted Funds	554,602	177,248	(147,625)	-	584,225
Restricted Funds	-	-	-	-	-
Total of Funds	<u>554,602</u>	<u>177,248</u>	<u>(147,625)</u>	<u>-</u>	<u>584,225</u>