

# **ALEXANDRA HOUSE CHILDCARE CENTRE (PLYMOUTH) CIO**

## **TRUSTEES ANNUAL REPORT**

CIO Registration number	1180310
Covering the Accounting Year	1 May 2021 to 31 March 2022
Address	20 Crownhill Fort Road Crownhill Plymouth PL6 5BX
Governing Document	CIO Foundation Constitution.
Objects	<p>To advance and enhance the development and education of children by:</p> <ul style="list-style-type: none"><li>i) providing high quality care and education for children primarily below statutory school age living in and around the area of the City of Plymouth including by the provision of appropriate play, education and care facilities, family learning and extended hours groups.</li><li>ii) working in partnership with parents, carers and families to help children learn and develop.</li><li>iii) promoting their care, safety and wellbeing.</li><li>iv) providing services to support them, their carers and families, in a manner that promotes equality and values diversity.</li><li>v) furthering the aims of the Pre-School Learning Alliance.</li></ul>
Trustees	Commodore P Waterhouse Royal Navy Commander A C Burns OBE Royal Navy Mr J N Duckitt Mrs K A Duckitt Mr J D Richmond Mr D A Potts
Appointment of Trustees	The minimum number of trustees allowed by the governing document is three. However, there are currently six trustees. The trustees shall initially be invited, by the Chair to serve for a period of five years. They may be invited to serve for a further period of five years. The appointment shall be ratified at the next Annual General Meeting.

Trustee Induction and Training	New trustees undergo an orientation day to brief them on their legal obligations under charity law, the trustee decision-making processes, the business plan and recent financial performance of the charity. During induction day they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.
Bankers	Not yet appointed
Independent Examiner	Peter Nicholls MBE MAAT 5 Nursery Road Havant Hants PO9 3BG

### **The Activities of the Charity**

The Ministry of Defence owns the freehold of the land on which the building stands. There is a lease between it and the unincorporated Alexandra House charity No 202922. However, the Ministry of Defence has now agreed to transfer the lease to the new CIO without any financial penalties

### **Financial Review**

Funds will be transferred from the Alexandra House unincorporated charity to the Alexandra House CIO when the title deeds are transferred. It is hoped that this can be achieved on 1 April 2023.

### **Investment Selection Policy**

None held.

### **Reserves Policy**

None held.

### **Risk Assessment**

The Trustees actively review the major risks that the charity faces on a regular basis. In particular those relating to safety and security of staff and children and the financial status of the fund and are satisfied that systems are in place to mitigate any exposure to the major risks. Other risks centre on the change in numbers of children in the area and competition from other preschool facilities, some government funded, in the area. Low level welfare statistics are recorded and procedures are in place to record health and safety, safeguarding and risk factors.

The main financial risk was the attitude the Ministry of Defence had taken towards changing the lease for the land but this stance has changed.

### **Public Benefit Statement**

Alexandra House provides public benefit by advancement of the education of pre-school children. The Trustees confirm that they have paid due regard to the Charity Commission of England and Wales's guidance on public benefit in exercising their powers or duties.

### **Declaration**

I declare in my capacity of charity trustee, that

- The trustees have approved the report above; and
- Have authorised me to sign it on their behalf.

*Signed on Original*

J D Richmond  
Trustee

15 July 2022

## **Independent Examiner's Report to the Trustees of Alexandra House Childcare Centre (Plymouth) CIO**

I report on the accounts of the Charity for the year ended 31 March 2022, which are set out in pages 1 to 4.

### **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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- To state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the 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 you as trustee for 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 2011 Act, and
  - To prepare accounts that accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave 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 on Original*

P A Nicholls MBE MAAT  
5 Nursery Road  
Havant  
Hants PO9 3BG

15 July 2022

# ALEXANDRA HOUSE CHILDCARE CENTRE (PLYMOUTH) CIO

Number - 1180310

## BALANCE SHEET

31-Mar-22

30-Apr-21

	Notes				
<i>Fixed Assets</i>					
Leasehold Interest	5 & 1	£	-	£	-
Investment	5A	£	-	£	-
			£		£
			-		-
<i>Current Assets</i>					
Debtors	8	£	-	£	-
Bank Account		£	-	£	-
Total Current Assets		£	-	£	-
<i>Less Liabilities</i>					
Creditors (within one year)	9	£	-	£	-
Net Current Assets			£		£
			-		-
<b>Total Assets</b>			<b>£</b>		<b>£</b>
			-		-
The funds of the charity					
Endowment Funds	5	£	-	£	-
Unrestricted Funds		£	-	£	-
		£	-	£	-

Approved  
on behalf of all of the trustees

*Signed on Original*

D Richmond  
Trustee  
15 July 2022

# ALEXANDRA HOUSE CHILDCARE CENTRE (PLYMOUTH) CIO

## STATEMENT OF FINANCIAL ACTIVITIES

For 11 months ended 31 March 2022

						Previous Year
Income	Notes	Unrestricted Funds	Endowment Fund	Totals		Totals
Donations		£ -	£ -	£ -	£ -	-
Charitable Activities		£ -	£ -	£ -	£ -	-
Other Activities		£ -	£ -	£ -	£ -	-
Investment Income		£ -	£ -	£ -	£ -	-
Total Income	2	£ -	£ -	£ -	£ -	-
<b>Expenditure</b>						
Charitable Activities		£ -	£ -	£ -	£ -	-
Other Costs	5A	£ -	-	£ -	£ -	-
Total Expenditure		£ -	£ -	£ -	£ -	-
Net income (expenditure)	3	£ -	£ -	£ -	£ -	-
Gains (or losses) on Investments		£ -	£ -	£ -	£ -	-
Total Funds brought forward		£ -	£ -	£ -	£ -	-
Total Funds carried forward		<u>£ -</u>	<u>£ -</u>	<u>£ -</u>	<u>£ -</u>	-

## Notes to the Accounts

### Note 1 - Accounting policies

The financial statements are prepared under the historic cost convention (as modified by the revaluation of fixed asset investments) and in accordance with applicable accounting standards: Charities Statement of Recommended Practice 2019 and the provisions of the Charities Act 2021. Significant policies adopted are:

Incoming resources:

- Donations are included in the Statement of Financial Activities (SOFA) when the fund becomes entitled to the donation or grant and it is reasonably certain that it will be received.
- Incoming resources from fund raising are reported gross in the SOFA
- Intangible income is not included in the accounts.
- The fund receives no unpaid volunteer help, other than work experience students. Staff members may occasionally work without pay when trialling new schemes.

Expenditure and Liabilities are recognised as soon as there is a legal or constructive obligation committing the fund to the expenditure.

Assets -Tangible assets are capitalised if they can be used for more than one year and cost at least £500. They are valued at cost or a reasonable value on receipt. The fund does not have a policy of revaluation. Depreciation is annual at 50% in the first year then 25% over the next two years. The building will be depreciated over the remainder of the lease.

## Unrestricted Funds

### Note 2 - Income

11 mths to 31 Mar 22

Previous Year

#### Donations

Grants	£	-		£	-
Donations	£	-		£	-
			£		£
			-		-

#### Charitable Activities

Local Authority Funding	£	-		£	-
Parental Contributions	£	-		£	-
			£		£
			-		-

#### Other Trading Activities

Fundraising	£	-		£	-
Sundry Income	£	-		£	-
			£		£
			-		-

#### Investment Income

Dividends	£	-		£	-
Bank Interest	£	-		£	-
			£		£
			-		-
Total Income			£		£
			-		-

### Note 3 - Expenditure

#### Charitable Activities

##### Operating Costs

Wages & National Insurance	£	-		£	-
Pension Contributions	£	-		£	-
Agency Cover	£	-		£	-
Cleaning & Maintenance	£	-		£	-
Gas & Electricity	£	-		£	-
Rent	£	-		£	-
Rates	£	-		£	-
Water	£	-		£	-
Refuse	£	-		£	-
Food	£	-		£	-
Nursery resources	£	-		£	-
Uniform	£	-		£	-
Insurance (incl Trustees)	£	-		£	-

##### Governance Costs

Independent Examination fees	£	-		£	-
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##### Support Costs

Salaries & Wages	£	-		£	-
Support Staff Pensions	£	-		£	-
Staff Training	£	-		£	-
Staff Events & Team days	£	-		£	-
Computing	£	-		£	-
Telephone	£	-		£	-
Office Consumables	£	-		£	-
Advertising	£	-		£	-
Recruitment	£	-		£	-
Licences & Subscriptions	£	-		£	-
Ofsted Registration Fees	£	-		£	-
Professional Fees	£	-		£	-
Bank & Card Charges	£	-		£	-
Travel	£	-		£	-
			£		£
			-		-

#### Other Costs

Leasehold property		£	-		£	-
Total Expenditure		£	-		£	-

None	£	-
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None	£	-
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a. The Charity had no paid employees

a. No expenses or emoluments have been paid to the Trustees

b. There were no amounts due to or from the Trustees

## None

## None

- a. The Trustees have changed the year end date and the length of this financial year.  
The first year ended on 30 Apr 19 but this year will now end on 31 Mar 22. This was to match the new accounting of the unincorporated charity which will, in time, transfer to CIO status.
- b. There were no operations and as none have started no operations were discontinued.
- c. The fund has no marketable intangible assets
- d. There were no interfund loans outstanding at the balance sheet date.
- e. None of the fund's functional assets have been revalued during the year and the fund does not have a policy of revaluation of these assets.
- f. The fund has no material fixed assets which have not been capitalised and included in the Balance Sheet.