

# ALEXANDRA HOUSE (ROYAL UNITED SERVICE SHORT STAY RESIDENCE FOR SERVICE CHILDREN)

England & Wales · Charity number 202922

## Details

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**Other names** ALEXANDRA HOUSE

**Status** Registered

**Legal form** Other

**Registered** 1973-06-20

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Alexandra House Nursery  
20 Crownhill Fort Road  
Plymouth  
PL6 5BX

**Phone** 01752 781888

**Email** [alex.house@live.co.uk](mailto:alex.house@live.co.uk)

**Website** [www.alexhouse.org.uk](http://www.alexhouse.org.uk)

## Activities

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**Objects:** TO RELIEVE AND ASSIST CHILDREN OF SERVICE PERSONNEL WHO ARE TEMPORARILY UNABLE TO CARE FOR THEM DUE, FOR EXAMPLE, TO SUDDEN ILLNESS, MATRIMONIAL PROBLEMS OR OTHER DOMESTIC EMERGENCY, AND TO REDUCE THE LIKELIHOOD OF SUCH EMERGENCIES IN THE FUTURE FOR FAMILIES WHO MAY BE VULNERABLE DUE, FOR EXAMPLE, TO ILLNESS, SOCIAL ISOLATION OR DISABILITY. THE TRUST SHALL PRIMARILY PROVIDE BOTH RESIDENTIAL AND DAY CARE FACILITIES FOR THE CHILDREN OF SERVICE FAMILIES.

**Activities:** The object of the trust is to provide childcare to Service, ex-Service and civilian families. The charity offers a flexible, safe and nurturing environment that takes into account the specific needs of these children and families. The charity aims to improve the lives of vulnerable young children by employing professionals to provide stability and offer high quality, continuity of care.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

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- Devon
- Plymouth City

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£489,268	£431,397	-	-
2024-03-31	£404,748	£388,146	-	-
2023-03-31	£374,079	£393,358	-	-
2022-03-31	£327,570	£325,171	-	-
2021-04-30	£350,624	£352,525	-	-

## Trustees

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Name	Role	Appointed
Andrew Jones		2023-11-09
Annabelle Peard		2025-05-12
Tristan Sheaff		2024-11-20

**ALEXANDRA HOUSE (ROYAL UNITED SERVICE SHORT STAY RESIDENCE FOR SERVICE CHILDREN)**

England & Wales - Charity number 202922

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# Accounts

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## ALEXANDRA HOUSE

### (Royal United Services Short Stay Residence for Service Children)

#### TRUSTEES ANNUAL REPORT

Charity Registration number	202922
Covering the Accounting Year	1 April 2024 to 31 March 2025
Address	20 Crownhill Fort Road Crownhill Plymouth PL6 5BX
Governing Document	Administered by a Charitable Trust (the “green book” – revised 2001).
Object	To relieve and assist children of Service personnel who are temporarily unable to care for them due, for example, to sudden illness, matrimonial problems or other domestic emergency, and to reduce the likelihood of such emergencies in the future for families who may be vulnerable due, for example to illness, social isolation or disability. In recent times this object has been broadened to include full time and sessional day care provision for children aged up to five years of age.
Trustees	Mr A Older Mr A Jones Mrs V Bennett (from 6 November 2024) Mr T Sheaff (from 20 November 2024) Mr R Davey (until 31 December 2024) Miss H Bruty (until 30 August 2024) Miss H Burns (until 2 July 2024)
Appointment of Trustees	The Objects, Rules, Government and General Information of the Charity (last reprinted 2012) state that there shall not be more than six trustees. The trustees shall initially be invited, by the President, 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  
CAF Bank  
25 Kings Hill Avenue  
West Malling  
Kent ME19 4TA

Independent Examiner  
Peter Nicholls MBE MAAT  
5 Nursery Road  
Havant  
Hants PO9 3BG

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

The charity provided flexible childcare for approximately 150 children up to the age of 5 during 24/25. The charity continued to offer Ofsted registered childcare to Service and civilian families and offered ongoing support for parents and carers. The charity continued to work alongside other agencies ensuring that a child's needs are primary and individual to each child.

Alexandra House continued to raise the awareness of its support available to families within the local community and to a wider audience across the city.

The charity continued to liaise with the Royal Navy and Royal Marines Welfare to maintain the Service Level Agreement and worked in close partnership with the LEA and Ofsted.

Staff members were encouraged to maintain high levels of training to continue to improve practice.

The Ofsted report of Mar 25 awarded Alexandra House good assessments in all areas.

A new Childcare Manager took up her appointment in Sep 24.

The conversion to CIO was still ongoing as the process had been held up by the necessary OFSTED checks required after the significant changes to the Board of Trustees.

### **Financial Review**

The value of the fund increased by £59.3K to £182K. The movements in the fund can be summarised as follows:

- Operating gain - £57.9K - mainly as a result of the increase in Local Authority Funding which more than covered the increased wage bill.
- Unrealised gain in the market value of the investment - £1.5K.

The fund currently has £183.5K in bank and investment assets, with just £8.6K required to meet liabilities.

### **Investment Selection Policy**

Reserves are held in an M&G charity fund primarily for generation of income rather than for growth. The trustees are aware of the vagaries of the stock market but seek to get the benefits of dividend rates which, until recently, far exceeded the amount paid by deposit accounts.

## **Reserves Policy**

The Trustees have considered the level of reserves they aspire to hold for the charity's needs. This is held in the investment which was valued at £31.3K. The trustees aim to ensure that the charity will be able to continue to fulfil its charitable objectives even when there is a temporary shortfall in income e.g., adverse demographics in the area, or unexpected expenditure. Reserves are generated by parental paid fees, as opposed to Government funding, which may only be utilised in accordance with Ofsted regulations.

## **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.

## **Public Benefit Statement**

This fund 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*

Andrew Jones  
Trustee

27 June 2025

**ALEXANDRA HOUSE**

**Royal United Service Short Stay Residence for Service Children**

**Registered Charity No: 202922**

**BALANCE SHEET**

**31-Mar-25**

			<u>31-Mar-24</u>
	Notes		
<i>Fixed Assets</i>			
Investment	3	£ 31,334	£ 29,858
<i>Current Assets</i>			
Debtors	8	£ 7,150	£ 4,901
Bank Account		<u>£ 152,171</u>	<u>£ 100,420</u>
Total Current Assets		<u>£ 159,321</u>	<u>£ 105,321</u>
<i>Less Liabilities</i>			
Creditors (due within one year)	9	<u>£ (8,647)</u>	<u>£ (12,518)</u>
Net Current Assets		£ 150,674	£ 92,803
<b>Total Assets</b>		<b><u>£ 182,007</u></b>	<b><u>£ 122,661</u></b>

Approved  
on behalf of all of the Trustees

*Signed on Original*

Andrew Jones  
Trustee  
27 June 2025

## ALEXANDRA HOUSE

### STATEMENT OF FINANCIAL ACTIVITIES

For 12 months ended 31 March 2025

			<i>Previous</i>
<b>Income</b>	Notes		<i>Year</i>
Donations		£ 1,020	£ 6,949
Charitable Activities		£ 481,465	£ 392,728
Other Activities		£ 1,033	£ 719
Investment Income		<u>£ 5,750</u>	<u>£ 4,352</u>
Total Income	4	£ 489,268	£ 404,748
<b>Expenditure</b>			
Charitable Activities		£ 431,397	£ 380,852
Other Costs	2	<u>£ -</u>	<u>£ 7,294</u>
Total Expenditure	5	£ 431,397	£ 388,146
Net Income		£ 57,871	£ 16,601
Gain or (Loss) on Investments		£ 1,476	£ (556)
Leasehold Property to CIO		£ -	£ (357,383)
Total Funds Brought Forward		£ 122,661	£ 463,998
Total Funds Carried Forward		<u><u>£ 182,007</u></u>	<u><u>£ 122,661</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 Acts. Significant policies adopted are:

Income:

- a. 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.
- b. Income from fund raising is reported gross in the SOFA.
- c. Intangible income is not included in the accounts.
- d. 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 fund does not currently own any property assets worth more than £500.

## Note 2 - Tangible Fixed Assets - Permanent Endowment Fund

The permanent endowment fund represented the receipt of monies from the Nuffield Trust (£442,674) and specific donations from other sources. This fund was established in 1999 and was for the singular purpose of relocating Alexandra House to purpose built premises. Depreciation had been charged on the property and it has been written off over the remaining years of its lease. However, in 2024 the lease was transferred to Alexandra House Childcare Centre CIO.

## Note 3 - Investments

M & G Securities Charifund Income	£ 29,857.65	at 31 Mar 24
Increase in Market Value	<u>£ 1,475.85</u>	
	<u>£ 31,333.50</u>	at 31 Mar 25

## Note 4 - Income

	<u>12 mths to 31 Mar 25</u>	<u>Previous Year</u>
<i>Donations and Grants</i>		
Donations	£ 760	£ 5,991
PTFA Events	£ -	£ 457
Apprentice Grant	<u>£ 260</u>	<u>£ 500</u>
	£ 1,020	£ 6,949
<i>Charitable Activities</i>		
Local Authority Funding	£ 363,796	£ 263,352
Additional Local Authority Funding	£ 12,074	£ 8,072
Parental Contributions	<u>£ 105,594</u>	<u>£ 121,304</u>
	£ 481,465	£ 392,728
<i>Other Trading Activities</i>		
Fundraising	£ 573	£ 719
Training Provided	<u>£ 460</u>	<u>£ -</u>
	£ 1,033	£ 719
Dividends	£ 1,856	£ 1,763
Bank Interest	<u>£ 3,894.34</u>	<u>£ 2,588.05</u>
	<u>£ 5,750</u>	<u>£ 4,352</u>
Total Income	<u>£ 489,268</u>	<u>£ 404,748</u>

**Note 5 - Expenditure**12 mths to 31 Mar 25Previous Year*Charitable Activities*

## Operating Costs

Wages & National Insurance	£ 282,912	£ 254,626
Pension Contributions	£ 11,235	£ 12,368
Agency Cover	£ -	£ 522
Cleaning	£ 1,853	£ 2,367
Maintenance	£ 5,623	£ 6,410
Gas & Electricity	£ 6,750	£ 3,583
Rent - Ground	£ 350	£ 350
Rates	£ 4,790	£ 4,915
Water	£ 1,267	£ 1,150
Refuse	£ 2,018	£ 2,056
Food	£ 3,148	£ 3,562
Nursery Resources	£ 3,210	£ 3,358
Uniform	£ 583	£ 488
First Aid Supplies	£ 193	£ 64
PTFA	£ -	£ 27
Miscellaneous Expenses	£ -	£ 150
Insurance (incl Trustees)	£ 5,077	£ 5,029
Governance Costs		
Independent Examination	£ 685	£ 675
Professional Fees	£ 4,812	£ 5,575
Support Costs		
Salaries & Wages	£ 74,484	£ 57,407
Support Staff Pensions	£ 1,477	£ 882
Staff Training	£ 1,593	£ 581
Staff Wellbeing	£ 1,249	£ 879
Computing	£ 3,046	£ 1,207
Telephone	£ 3,096	£ 3,095
Office Consumables	£ 2,734	£ 2,565
Advertising	£ 65	£ 42
Recruitment	£ 506	£ 383
Licences & Subscriptions	£ 170	£ 159
Registration Fees	£ 4,516	£ 3,156
Equipment/Furniture	£ 3,734	£ 2,338
Meetings	£ 12	£ 34
Travel Expenses	£ -	£ 569
Gifts	£ 148	£ 224
Bank & Card Charges	£ 60.00	£ 60
	<u>£ 431,397</u>	<u>£ 380,852</u>
<i>Other Costs</i>		
Leasehold Property	£ -	£ 7,294
Total Expenditure	<u><u>£ 431,397</u></u>	<u><u>£ 388,146</u></u>

### Note 6 - Paid Employees

- a. The Charity has paid employees, average numbers were 22. All are employed directly on the charity's objectives. None was paid in excess of £60,000 in this year or last.
- b. Staff wage costs were £356,322 (Previous year £312032)
- c. Employer's National Insurance Costs were £21,577 (Previous year - £13,592)

### Note 7 - Trustee and Other Related Parties

- a. No expenses or emoluments have been paid to the Trustees.
- b. An established employee was invited to join the board as a Trustee as this strengthened the Board. This Trustee takes no part in decision making where there are conflicts of interest, actual or perceived.
- c. There were no amounts due to or from the Trustees.

### Note 8 - Debtors and Prepayments

Outstanding Parental Fees	£ 1,254
Plymouth City Council - Child Funding	£ 3,150
Insurance Prepaid	£ 1,552
Nursery Management System	£ 1,194
	<u>£ 7,150</u>

### Note 9 - Creditors and Accruals

HMRC - PAYE & NICs	£ 4,556
Pensions	£ 1,187
Peake GB (Nappies)	£ 120
Clarity Copiers	£ 94
Electricity	£ 384
Gas	£ 574
Water	£ 335
Tamar Safety	£ 350
Nursery Items	£ 116
Equipment	£ 58
PNIE	£ 685
Best Accountants	£ 187
	<u>£ 8,647</u>

### Note 10 - Declarations

- a. The Trustees have not changed the year end date nor the length of the fund's financial year.
- b. All the fund's operations are continuing operations and 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 has 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.

## **Independent Examiner's Report to the Trustees of Alexandra House (Royal United Service Short Stay Residence for Service Children) (Registered Charity No 202922)**

I report on the accounts of the Charity for the year ended 31 March 2025.

### **Respective responsibilities of trustees and examiner**

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

### **Independent examiner's statement**

I have completed my examination; I confirm that no material matters have come to my attention 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 the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than in 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.

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

27 June 2025

**ALEXANDRA HOUSE (ROYAL UNITED SERVICE SHORT STAY RESIDENCE FOR SERVICE CHILDREN)**

England & Wales - Charity number 202922

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# Accounts

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# ALEXANDRA HOUSE

(Royal United Services Short Stay Residence for Service Children)

## TRUSTEES ANNUAL REPORT

Charity Registration number	202922
Covering the Accounting Year	1 April 2023 to 31 March 2024
Address	20 Crownhill Fort Road Crownhill Plymouth PL6 5BX
Governing Document	Administered by a Charitable Trust (the “green book” – revised 2001).
Object	To relieve and assist children of Service personnel who are temporarily unable to care for them due, for example, to sudden illness, matrimonial problems or other domestic emergency, and to reduce the likelihood of such emergencies in the future for families who may be vulnerable due, for example to illness, social isolation or disability. In recent times this object has been broadened to include full time and sessional day care provision for children aged up to five years of age.
Trustees	Commodore P Waterhouse ADC Royal Navy (until 7 Mar 24) Mr A Older (from 30 Nov 23) Mr R Davey Miss H Bruty Miss H Burns Mr A Jones (from 30 Nov 23)
Appointment of Trustees	The Objects, Rules, Government and General Information of the Charity (last reprinted 2012) state that there shall not be more than six trustees. The trustees shall initially be invited, by the President, 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  
CAF Bank  
25 Kings Hill Avenue  
West Malling  
Kent ME19 4TA

Independent Examiner  
Peter Nicholls MBE MAAT  
5 Nursery Road  
Havant  
Hants PO9 3BG

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

The charity provided flexible childcare for approximately 160 children up to the age of 5 during 23/24. There were 113 on the roll at Apr 24. The charity continued to offer Ofsted registered childcare to Service and civilian families and offered ongoing support for parents and carers. The charity continued to work alongside other agencies ensuring that a child's needs are primary and individual to each child.

Alexandra House continued to raise the awareness of its support available to families within the local community and to a wider audience across the city.

The charity continued to liaise with the Royal Navy and Royal Marines Welfare to maintain the Service Level Agreement and worked in close partnership with the LEA and Ofsted.

Staff members were encouraged to maintain high levels of training to continue to improve practice.

The Ofsted report of Apr 23 awarded Alexandra House good assessments in all areas.

### **Financial Review**

The overall value of the fund fell by £341.3K to £122.7K but this was purely down to the administrative transfer of the leasehold property to the CIO. The movements in the fund can be summarised as follows:

- Operating gain - £23.9K
- Unrealised loss in the value of the investment - £0.6K.
- Write down of the value of the property - £7.3K.
- Transfer of property to CIO £357.4K.

The fund had £130.3K in bank and investment assets, with just £12.5K required to meet liabilities to various creditors.

### **Investment Selection Policy**

Reserves are held in an M&G charity fund primarily for generation of income rather than for growth. The trustees are aware of the vagaries of the stock market, which led to a fall in value this year, but seek to get the benefits of dividend rates which, until recently, far exceeded the amount paid by deposit accounts.

## **Reserves Policy**

The Trustees have considered the level of reserves they aspire to hold for the charity's needs. This is held in the investment which was valued at £29.9K. The trustees aim to ensure that the charity will be able to continue to fulfil its charitable objectives even when there is a temporary shortfall in income e.g., adverse demographics in the area, or unexpected expenditure. Reserves are generated by parental paid fees, as opposed to Government funding, which may only be utilised in accordance with Ofsted regulations.

## **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.

## **Public Benefit Statement**

This fund 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*

Adam, Older  
Chair of Trustees

27 June 2024

**ALEXANDRA HOUSE**

**Royal United Service Short Stay Residence for Service Children**

**Registered Charity No: 202922**

**BALANCE SHEET**

**31-Mar-24**

		Notes			<u>31-Mar-23</u>
<i>Fixed Assets</i>					
Leasehold Interest	2		£ -		£ 364,677
Investment	3		£ 29,858		£ 30,413
			£ 29,858		£ 395,090
 <i>Current Assets</i>					
Debtors	8		£ 4,901		£ 2,418
Bank Account			£ 100,420		£ 80,001
Total Current Assets			£ 105,321		£ 82,419
 <i>Less Liabilities</i>					
Creditors (due within one year)	9		£ (12,518)		£ (13,512)
Net Current Assets			£ 92,803		£ 68,908
<b>Total Assets</b>			<b>£ 122,661</b>		<b>£ 463,998</b>
 The Funds of the Charity					
Endowment Funds	2		£ -		£ 364,677
Unrestricted Funds			£ 122,661		£ 99,321
			£ 122,661		£ 463,998

Approved  
on behalf of all of the Trustees

*Signed on Original*

Adam Older  
Trustee (Chair)  
27 June 2024

## ALEXANDRA HOUSE

### STATEMENT OF FINANCIAL ACTIVITIES

For 12 months ended 31 March 2024

	Notes				Year
		Unrestricted Funds	Endowment Fund	Totals	31-Mar-23
<b>Income</b>					<i>Totals</i>
Donations		£ 6,949	£ -	£ 6,949	£ 188
Charitable Activities		£ 392,728	£ -	£ 392,728	£ 370,708
Other Activities		£ 719	£ -	£ 719	£ 1,124
Investment Income		£ 4,352	£ -	£ 4,352	£ 2,060
<b>Total Income</b>	4	£ 404,748	£ -	£ 404,748	£ 374,079
<b>Expenditure</b>					
Charitable Activities		£ 380,852	£ -	£ 380,852	£ 386,064
Other Costs	2	£ -	£ 7,294	£ 7,294	£ 7,294
<b>Total Expenditure</b>	5	£ 380,852	£ 7,294	£ 388,146	£ 393,358
Net Income (Expenditure)		£ 23,895	-£ 7,294	£ 16,601	-£ 19,279
Loss on Investments		-£ 556	£ -	-£ 556	-£ 1,980
Leasehold Property to CIO			-£ 357,383	-£ 357,383	£ -
Total Funds brought forward		£ 99,321	£ 364,677	£ 463,998	£ 485,256
<b>Total Funds carried forward</b>		<b>£ 122,661</b>	<b>£ -</b>	<b>£ 122,661</b>	<b>£ 463,998</b>

### 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 Acts. Significant policies adopted are:

Income:

- a. 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.
- b. Incoming resources from fund raising are reported gross in the SOFA
- c. Intangible income is not included in the accounts.
- d. 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.

## Note 2 - Tangible Fixed Assets - Leasehold Interests - Endowment Fund

The permanent endowment fund represents the receipt of monies from the Nuffield Trust (£442,674) and specific donations from other sources.. This fund was established in 1999 and was for the singular purpose of relocating Alexandra House to purpose built premises. Depreciation has been charged on the property and it has been written off over the remaining 49 years of its lease. However, in this year the lease was transferred to Alexandra House Childcare Centre CIO.

Alexandra House - Building	£ 364,677.00
Depreciation	£ (7,294.00)
Transfer to CIO	£ (357,383.00)
	<u>£ -</u>

## Note 3 - Investments

M & G Securities Charifund Income	£ 30,413	at 31 Mar 23
Loss of Market Value	<u>-£ 556</u>	
	<u>£ 29,858</u>	at 31 Mar 24

## Note 4 - Income

	<u>12 mths to 31 Mar 24</u>	<u>Previous Year</u>
<i>Donations and Grants</i>		
Donations	£ 5,991	£ 188
PTFA Events	£ 457	£ -
Apprentice Grant	<u>£ 500</u>	<u>£ -</u>
	£ 6,949	£ 188
<i>Charitable Activities</i>		
Local Authority Funding	£ 263,352	£ 258,041
Additional Local Authority Funding	£ 8,072	£ 2,400
Parental Contributions	<u>£ 121,304</u>	<u>£ 110,267</u>
	£ 392,728	£ 370,708
<i>Other Trading Activities</i>		
Fundraising	£ 719	£ 292
Training Provided	<u>£ -</u>	<u>£ 832</u>
	£ 719	£ 1,124
Dividends	£ 1,763	£ 1,312
Bank Interest	<u>£ 2,588</u>	<u>£ 748</u>
	£ 4,352	£ 2,060
Total Income	<u>£ 404,748</u>	<u>£ 374,079</u>

**Note 5 - Expenditure**12 mths to 31 Mar 24Previous Year*Charitable Activities*

## Operating Costs

Wages & National Insurance	£ 254,626	£ 262,602
Pension Contributions	£ 12,368	£ 11,137
Agency Cover	£ 522	£ 2,552
Cleaning	£ 2,367	£ 2,727
Maintenance	£ 6,410	£ 11,767
Gas & Electricity	£ 3,583	£ 3,684
Rent - Ground	£ 350	£ 350
Rates	£ 4,915	£ 5,120
Water	£ 1,150	£ 1,329
Refuse	£ 2,056	£ 1,804
Food	£ 3,562	£ 3,609
Nursery Resources	£ 3,358	£ 3,060
Uniform	£ 488	£ 702
First Aid Supplies	£ 64	£ 100
PTFA	£ 27	£ -
Miscellaneous Expenses	£ 150	£ 150
Insurance (incl Trustees)	£ 5,029	£ 3,786

## Governance Costs

Independent Examination	£ 675	£ 650
Professional Fees	£ 5,575	£ 9,072

## Support Costs

Salaries & Wages	£ 57,407	£ 46,283
Support Staff Pensions	£ 882	£ 1,001
Staff Training	£ 581	£ 386
Staff Wellbeing	£ 879	£ 699
Computing	£ 1,207	£ 2,113
Telephone	£ 3,095	£ 2,637
Office Consumables	£ 2,565	£ 2,738
Advertising	£ 42	£ 30
Recruitment	£ 383	£ 419
Licences & Subscriptions	£ 159	£ 277
Registration Fees	£ 3,156	£ 2,489
Equipment/Furniture	£ 2,338	£ 2,365
Meetings	£ 34	£ 82
Travel Expenses	£ 569	£ 76
Gifts	£ 224	£ 195
Bank & Card Charges	£ 60	£ 72

£ 380,852

£ 386,064

*Other Costs*

Leasehold Property	£ 7,294	£ 7,294
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Total Expenditure	<u>£ 388,146</u>	<u>£ 393,358</u>
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### Note 6 - Paid Employees

- a. The Charity has paid employees, average numbers were 22. All are employed directly on the charity's objectives. None was paid in excess of £60,000 in this year or last.
- b. Staff wage costs were £312,032 (Previous year £308,885)
- c. Employer's National Insurance Costs were £13,592 (Previous year - £13,270)

### Note 7 - Trustee and Other Related Parties

- a. No expenses or emoluments have been paid to the Trustees
- b. An established employee was invited to join the board as a Trustee as this strengthened the Board. This Trustee takes no part in decision making where there are conflicts of interest, actual or perceived.
- c. There were no amounts due to or from the Trustees

### Note 8 - Debtors and Prepayments

Outstanding Parental Fees	£ 2,322
Insurance Prepaid	£ 1,570
Nursery Management System	£ 894
Focus Telephone Credit (Estimated)	£ 115
	<u>£ 4,901</u>

### Note 9 - Creditors and Accruals

HMRC - PAYE & NICs	£ 6,000
Pensions	£ 1,068
SEN Funding Prepaid	£ 1,323
Peake GB (Nappies)	£ 81
Clarity Copiers	£ 48
Electricity	£ 240
Gas	£ 500
Water	£ 306
Classic Fire (Fire Equipment)	£ 383
Nursery Items	£ 923
Staff Event	£ 128
Cleaning	£ 504
Office	£ 32
Window Cleaner	£ 45
Website	£ 65
PNIE	£ 675
Nash - Solicitor	£ 45
Best Accountants	£ 153
	<u>£ 12,518</u>

### Note 10 - Declarations

- a. The Trustees have not changed the year end date nor the length of the fund's financial year.
- b. All the fund's operations are continuing operations and 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 has 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.

## **Independent Examiner's Report to the Trustees of Alexandra House (Royal United Service Short Stay Residence for Service Children) (Registered Charity No 202922)**

I report on the accounts of the Charity for the year ended 31 March 2024.

### **Respective responsibilities of trustees and examiner**

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

### **Independent examiner's statement**

I have completed my examination; I confirm that no material matters have come to my attention 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 the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than in 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 on Original*

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

27 June 2024

**ALEXANDRA HOUSE (ROYAL UNITED SERVICE SHORT STAY RESIDENCE FOR SERVICE CHILDREN)**

England & Wales - Charity number 202922

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# Accounts

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## ALEXANDRA HOUSE

(Royal United Services Short Stay Residence for Service Children)

### TRUSTEES ANNUAL REPORT

Charity Registration number	202922
Covering the Accounting Year	1 April 2022 to 31 March 2023
Address	20 Crownhill Fort Road Crownhill Plymouth PL6 5BX
Governing Document	Administered by a Charitable Trust (the “green book” – revised 2001).
Object	To relieve and assist children of Service personnel who are temporarily unable to care for them due, for example, to sudden illness, matrimonial problems or other domestic emergency, and to reduce the likelihood of such emergencies in the future for families who may be vulnerable due, for example to illness, social isolation or disability. In recent times this object has been broadened to include full time and sessional day care provision for children aged up to five years of age.
Trustees	Commodore P Waterhouse ADC Royal Navy Mr R Davey Mr J D Richmond Miss H Bruty (from 23 November 2022) Miss H Burns (from 1 March 2023)
Appointment of Trustees	The Objects, Rules, Government and General Information of the Charity (last reprinted 2012) state that there shall not be more than six trustees. The trustees shall initially be invited, by the President, 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  
CAF Bank  
25 Kings Hill Avenue  
West Malling  
Kent ME19 4TA

Independent Examiner  
Peter Nicholls MBE MAAT  
5 Nursery Road  
Havant  
Hants PO9 3BG

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

The charity provided flexible childcare for approximately 160 children up to the age of 5 during 22/23. There were 113 on the roll at Apr 23. The charity continued to offer Ofsted registered childcare to Service and civilian families and offered ongoing support for parents and carers. The charity continued to work alongside other agencies ensuring that a child's needs are primary and individual to each child.

Alexandra House continued to raise the awareness of its support available to families within the local community and to a wider audience across the city.

The charity continued to liaise with the Royal Navy and Royal Marines Welfare to maintain the Service Level Agreement and worked in close partnership with the LEA and Ofsted.

Staff members were encouraged to maintain high levels of training to continue to improve practice.

The Ofsted report of Apr 23 awarded Alexandra House good assessments in all areas.

### **Financial Review**

The value of the fund fell by £21.3K to £464K. The movements in the fund can be summarised as follows:

- Operating loss - £12K (the bulk of which arose because of exceptional professional fees which cost £9.1K).
- Unrealised loss in the value of the investment - £2K.
- Write down of the value of the property - £7.3K.

The bulk of this was represented by the £364.7K value of the building. The unrestricted general funds were worth £99.3K having fallen by £14K. The fund currently has £110.4K in bank and investment assets, although summer term funding prepayments and various creditors headed by HMRC reduce the available balance by £13.1K to £97.3K.

### **Investment Selection Policy**

Reserves are held in an M&G charity fund primarily for generation of income rather than for growth. The trustees are aware of the vagaries of the stock market, which led to a fall in value this year, but seek to get the benefits of dividend rates which, until recently, far exceeded the amount paid by deposit accounts.

## **Reserves Policy**

The Trustees have considered the level of reserves they aspire to hold for the charity's needs. This is held in the investment which was valued at £30.4K. The trustees aim to ensure that the charity will be able to continue to fulfil its charitable objectives even when there is a temporary shortfall in income e.g., adverse demographics in the area, or unexpected expenditure. Reserves are generated by parental paid fees, as opposed to Government funding, which may only be utilised in accordance with Ofsted regulations.

## **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.

## **Public Benefit Statement**

This fund 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*

Commodore Phillip Waterhouse ADC Royal Navy  
Chair of Trustees

27 June 2023

**Independent Examiner's Report to the Trustees of Alexandra House (Royal United Service Short Stay Residence for Service Children) (Registered Charity No 202922)**

I report on the accounts of the Charity for the year ended 31 March 2023.

**Respective responsibilities of trustees and examiner**

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 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 the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than in 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 on Original*

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

27 June 2023

**ALEXANDRA HOUSE**

**Royal United Service Short Stay Residence for Service Children**

**Registered Charity No: 202922**

**BALANCE SHEET**

**31-Mar-23**

	Notes			<u>31-Mar-22</u>
<i>Fixed Assets</i>				
Leasehold Interest	5 & 1	£ 364,677		£ 371,971
Investment	5A	£ 30,413		£ 32,393
		£ 395,090		£ 404,364
 <i>Current Assets</i>				
Debtors	8	£ 2,418		£ 5,869
Bank Account		£ 80,001		£ 82,519
Total Current Assets		£ 82,419		£ 88,388
 <i>Less Liabilities</i>				
Creditors (within one year)	9	£ (13,512)		£ (7,496)
Net Current Assets		£ 68,908		£ 80,892
<b>Total Assets</b>		<b>£ 463,998</b>		<b>£ 485,256</b>
 The funds of the charity				
Endowment Funds	5	£ 364,677		£ 371,971
Unrestricted Funds		£ 99,321		£ 113,285
		£ 463,998		£ 485,256

Approved  
on behalf of all of the Trustees

*Signed on Original*

Commodore P Waterhouse ADC Royal Navy  
Trustee  
27 June 2023

## ALEXANDRA HOUSE

### STATEMENT OF FINANCIAL ACTIVITIES

**For 12 months ended 31 March 2023**

	Notes	Unrestricted Funds	Endowment Fund	Totals	<i>11 months to 31-Mar-22 Totals</i>
<b>Income</b>					
Donations		£ 188	£ -	£ 188	£ 4,376
Charitable Activities		£ 370,708	£ -	£ 370,708	£ 313,683
Other Activities		£ 1,124	£ -	£ 1,124	£ 7,792
Investment Income		£ 2,060	£ -	£ 2,060	£ 1,719
		<u>£ 374,079</u>	<u>£ -</u>	<u>£ 374,079</u>	<u>£ 327,570</u>
Total Income	2	£ 374,079	£ -	£ 374,079	£ 327,570
<b>Expenditure</b>					
Charitable Activities		£ 386,064	£ -	£ 386,064	£ 317,877
Other Costs	5A	£ -	£ 7,294	£ 7,294	£ 7,294
		<u>£ 386,064</u>	<u>£ 7,294</u>	<u>£ 393,358</u>	<u>£ 325,171</u>
Total Expenditure		£ 386,064	£ 7,294	£ 393,358	£ 325,171
Net income (expenditure)	3	-£ 11,985	-£ 7,294	-£ 19,279	£ 2,399
Gains or (Loss) on Investments		-£ 1,980	£ -	-£ 1,980	£ 1,015
Total Funds brought forward		£ 113,285	£ 371,971	£ 485,256	£ 481,842
Total Funds carried forward		<u>£ 99,321</u>	<u>£ 364,677</u>	<u>£ 463,998</u>	<u>£ 485,256</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 Acts. Significant policies adopted are:

Incoming resources:

- a. 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.
- b. Incoming resources from fund raising are reported gross in the SOFA
- c. Intangible income is not included in the accounts.
- d. 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.

## Permanent Endowment Fund

The permanent endowment fund represents the receipt of monies from the Nuffield Trust (£442,674) and specific donations from other sources.. This fund was established in 1999 and was for the singular purpose of relocating Alexandra House to purpose built premises. Depreciation has been charged on the property and it is to be written off over its remaining 50 years of its lease.

### Note 2 - Income

	<u>12 mths to 31 Mar 23</u>	<u>11 mths to 31 Mar 22</u>
<i>Donations and Grants</i>		
Donations	£ 188	£ 1,000
Covid/Isolating Grants	£ -	£ 1,650
Party Contributions	£ -	£ 226
Apprentice Grant	£ -	£ 1,500
	<u>£ 188</u>	<u>£ 4,376</u>
<i>Charitable Activities</i>		
Local Authority Funding	£ 258,041	£ 211,574
Additional Local Authority Funding	£ 2,400	£ 22,144
Parental Contributions	£ 110,267	£ 79,966
	<u>£ 370,708</u>	<u>£ 313,683</u>
<i>Other Trading Activities</i>		
Fundraising	£ 292	£ 256
Training Provided	£ 832	£ 7,536
	<u>£ 1,124</u>	<u>£ 7,792</u>
Dividends	£ 1,312	£ 1,702
Bank Interest	£ 748	£ 17
	<u>£ 2,060</u>	<u>£ 1,719</u>
Total Income	<u>£ 374,079</u>	<u>£ 327,570</u>

**Note 3 - Expenditure**12 mths to 31 Mar 2311 mths to 31 Mar 22*Charitable Activities*

## Operating Costs

Wages & National Insurance	£ 262,602	£ 214,677
Pension Contributions	£ 11,137	£ 8,684
Agency Cover	£ 2,552	£ 4,610
Cleaning	£ 2,727	£ 2,309
Maintenance	£ 11,767	£ 12,144
Gas & Electricity	£ 3,684	£ 3,620
Rent - Ground	£ 350	£ 350
Rates	£ 5,120	£ 1,307
Water	£ 1,329	£ 1,400
Refuse	£ 1,804	£ 1,340
Food	£ 3,609	£ 3,023
Nursery resources	£ 3,060	£ 1,835
Uniform	£ 702	£ 366
First Aid Supplies	£ 100	£ 57
Miscellaneous Expenses	£ 150	£ 182
Insurance (incl Trustees)	£ 3,786	£ 3,940

## Governance Costs

Independent Examination	£ 650	£ 635
Professional Fees	£ 9,072	£ 2,271

## Support Costs

Salaries & Wages	£ 46,283	£ 42,324
Support Staff Pensions	£ 1,001	£ 1,038
Staff Training	£ 386	£ 437
Staff Events & Team days	£ 699	£ 1,346
Computing	£ 2,113	£ 1,507
Telephone	£ 2,637	£ 2,133
Office Consumables	£ 2,738	£ 2,886
Advertising	£ 30	£ 40
Recruitment	£ 419	£ 105
Licences & Subscriptions	£ 277	£ 267
Registration Fees	£ 2,489	£ 2,112
Equipment/Furniture	£ 2,365	£ 843
Meetings	£ 82	£ -
Travel Expenses	£ 76	£ -
Gifts	£ 195	£ -
Bank & Card Charges	£ 72	£ 88

£ 386,064

£ 317,877

*Other Costs*

Leasehold property	£ 7,294	£ 7,294
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Total Expenditure	<u>£ 393,358</u>	<u>£ 325,171</u>
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**Note 5 - Tangible Fixed Assets - Leasehold Interests - Endowment Fund**

Alexandra House - Crownhill	£ 371,971
Depreciation	Note 1 <u>£ (7,294)</u>
	<u>£ 364,677</u>

**Note 5A - Investments**

M & G Securities Charifund Income	£ 32,393	at 30 Apr 22
Loss in market value	<u>£ (1,980)</u>	
	<u>£ 30,413</u>	at 31 Mar 23

### Note 6 - Paid Employees

- a. The Charity has paid employees, average numbers were 21. All are employed directly on the charity's objectives. None was paid in excess of £60,000 in this year or last.
- b. Staff wage costs were £308,884 (Previous 11 month year £257,000)
- c. Employer's National Insurance Costs were £13,270 (Previous 11 month year - £9,675)

### Note 7 - Trustee and Other Related Parties

- a. No expenses or emoluments have been paid to the Trustees.
- b. An established employee was invited to join the Board as a Trustee as this strengthened the Board. This Trustee takes no part in decision making where there are conflicts of interest, actual or perceived.
- c. There were no amounts due to or from the Trustees

### Note 8 - Debtors and Prepayments

Training Provided	£ 207
Insurance Prepaid	£ 1,484
Nursery Management System	£ 594
Outstanding Parental Fees	£ 133
	<u>£ 2,418</u>

### Note 9 - Creditors and Accruals

PCC - Summer Term Funding Pre-Paid	£ 5,593
HMRC - PAYE& NICs	£ 4,157
Pensions	£ 1,039
Peake GB (Nappies)	£ 79
Clarity Copiers	£ 49
Electricity	£ 202
Gas	£ 326
Water	£ 285
Focus Phones	£ 93
Staff Event	£ 395
Travel	£ 23
Local Purchases	£ 520
PNIE	£ 650
Best Accountants	£ 99
	<u>£ 13,512</u>

### Note 10 - Declarations

- a. The Trustees have not changed the year end date nor the length of the fund's financial year.
- b. All the fund's operations are continuing operations and 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 has 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.

# PN INDEPENDENT Examinations

5 Nursery Road  
Havant  
Hants  
PO9 3BG  
☎ 07801 064450

The Trustees  
Alexandra House Pre-School

7 Jun 23

## **ALEXANDRA HOUSE - ACCOUNTS & INDEPENDENT EXAMINATION** **- 31 MAR 23**

1. The examination of the fund for the year ended 31 Mar 23 has been completed satisfactorily and accounts prepared. A draft Trustees Annual Report (TAR) is also enclosed.
2. Once agreed by the trustees, PDF versions of the accounts and TAR can be provided by PNIE which can then be uploaded to the Charity Commission website at the same time as the annual return is completed.
3. A copy of the Alexandra House CIO accounts is also enclosed. Whilst the CIO has been registered, there has been no transfer of funds from the unincorporated charity into the CIO and therefore there are nil transactions in the accounts. The trustees had engaged a specialist in such transfers and aimed to move to CIO status in Apr 23. However, this has not been achieved and as the transfer is likely to be abandoned, the CIO should be formally closed.
4. The previous accounting year was only 11 months long. Comparisons with the previous year should be treated with care.
5. The investment lost nearly £2K in market value and was worth £30.4K at year end. Dividend income was £1.3K (4%), The investment may need to be sold to raise money to improve cash flow. This process should be started early as there may be bureaucratic hurdles to overcome. A partial withdrawal is suggested to test the procedure.
6. Local authority funding had increased by 2% (after adjusting for last year's 11 month year) to a total of £260K. After similar adjustments parents' contributions had increased by 26% to £110.3K.
7. Wage costs were £309K having increased by 10% after allowing for the short previous year. As the minimum wage increased by nearly 10% in Apr 23, a £30K rise in wage costs can be expected in the coming year. Agency costs had nearly halved to £2.6K.
8. Professional fees totalled £9K of which almost £4K was spent on professional fundraisers but they raised – nothing. The aspiration to change the status of the charity to a CIO incurred further solicitors charges.

9. The Business Manager was astute enough to enter a 4 year fixed price gas and electricity deal in 2020. Hence these charges remained at around £3.6K and had not doubled as seen elsewhere. However, this deal comes to end in Feb 24, and the fund has been warned to expect huge increases.

10. In 21/22 there was a gain of nearly £10K from operating activities but this was achieved in the main by the efforts of a member of staff who provided training elsewhere and earned the fund £7.5K. In contrast, this year the income was only £0.8K.

11. It has proved very difficult for the Business Manager to produce a Business Plan as the Government/PCC has yet to provide the figures for Early Years funding. Sadly, parental top up fees are not permitted, although voluntary donations can be requested.

### Summary

12. The value of the fund fell by £21.3K to £464K. The movements in the fund can be summarised as follows:

- Operating loss - £12K (the bulk of which arose because of exceptional professional fees which cost £9.1K).
- Unrealised loss in the value of the investment - £2K.
- Write down of the value of the property - £7.3K.

13. The bulk of this was represented by the £364.7K value of the building. The unrestricted general funds were worth £99.3K having fallen by £14K.

14. The fund currently has £110.4K in bank and investment assets, although summer term funding prepayments and various creditors headed by HMRC reduce the available balance by £13.1K to £97.3K.

**ALEXANDRA HOUSE (ROYAL UNITED SERVICE SHORT STAY RESIDENCE FOR SERVICE CHILDREN)**

England & Wales - Charity number 202922

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# Accounts

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## **ALEXANDRA HOUSE**

**(Royal United Services Short Stay Residence for Service Children)**

### **TRUSTEES ANNUAL REPORT**

Charity Registration number	202922
Covering the Accounting Year	1 May 2020 to 30 April 2021
Address	20 Crownhill Fort Road Crownhill Plymouth PL6 5BX
Governing Document	Administered by a Charitable Trust (the “green book” – revised 2001).
Object	To relieve and assist children of Service personnel who are temporarily unable to care for them due, for example, to sudden illness, matrimonial problems or other domestic emergency, and to reduce the likelihood of such emergencies in the future for families who may be vulnerable due, for example to illness, social isolation or disability. In recent times this object has been broadened to include full time and sessional day care provision for children aged up to five years of age.
Trustees	Commodore P Waterhouse Royal Navy Commander A C Burns OBE Royal Navy Mr R Davey Mr D Richmond
Appointment of Trustees	The Objects, Rules, Government and General Information of the Charity (last reprinted 2012) state that there shall not be more than six trustees. The trustees shall initially be invited, by the President, 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.

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Independent Examiner  
Peter Nicholls MBE MAAT  
5 Nursery Road  
Havant  
Hants PO9 3BG

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

The charity provided flexible childcare for approximately 145 children up to the age of 5 during 19/20. There were 105 on the roll at Apr 21. The charity continued to offer Ofsted registered childcare to Service and civilian families and offered ongoing support for parents and carers. The charity continued to work alongside other agencies ensuring that a child's needs are primary and individual to each child.

Alexandra House continued to raise the awareness of its support available to families within the local community and to a wider audience across the city.

The charity continued to liaise with the Royal Navy and Royal Marines Welfare to maintain the Service Level Agreement and worked in close partnership with the LEA and Ofsted.

Staff members were encouraged to maintain high levels of training to continue to improve practice.

### **Financial Review**

Despite the restrictions of Covid 19, Alexandra House kept operating for most of the year. The value of the fund had increased by £7.1K to £481.8K, although the bulk of this was represented by the value of the property at £379.3K. HMRC and the local authority had provided grants. The unrestricted funds were worth £102.6K. The main movements in the fund were as follows:

- An operating gain - £5.4K
- An unrealised gain in the value of the investment - £9K.
- Both were offset by write down of the value of the property -£7.3K.

### **Investment Selection Policy**

Reserves are held in an M&G charity fund primarily for generation of income rather than for growth. The trustees are aware of the vagaries of the stock market, which led to an increase in value this year, but seek to get the benefits of dividend rates rather than the negligible returns from cash deposits.

## **Reserves Policy**

The Trustees have considered the level of reserves they aspire to hold for the charity's needs. This is held in the investment which was valued at £31.3K. The trustees aim to ensure that the charity will be able to continue to fulfil its charitable objectives even when there is a temporary shortfall in income e.g. adverse demographics in the area, or unexpected expenditure. Reserves are generated by parental paid fees, as opposed to Government funding, which may only be utilised in accordance with Ofsted regulations.

## **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.

## **Public Benefit Statement**

This fund 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*

D Richmond  
Trustee

23 June 2021

## **Independent Examiner's Report to the Trustees of Alexandra House (Royal United Service Short Stay Residence for Service Children)**

I report on the accounts of the Charity for the year ended 30 April 2021, which are set out in pages 1 to 5.

### **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. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a licenced member of the Association of Accounting Technicians.

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

23 June 2021

# ALEXANDRA HOUSE

## Royal United Service Short Stay Residence for Service Children

Registered Charity No: 202922

### BALANCE SHEET

30-Apr-21

			<u>30-Apr-20</u>
	Notes		
<i>Fixed Assets</i>			
Leasehold Interest	5 & 1	£ 379,265	£ 386,559
Investment	5A	<u>£ 31,378</u>	<u>£ 22,337</u>
		£ 410,643	£ 408,896
<i>Current Assets</i>			
Debtors	8	£ 1,651	£ 7,730
Bank Account		<u>£ 128,833</u>	<u>£ 121,166</u>
Total Current Assets		£ 130,483	£ 128,895
<i>Less Liabilities</i>			
Creditors (within one year)	9	<u>£ (59,284)</u>	<u>£ (63,089)</u>
Net Current Assets		£ 71,199	£ 65,807
<b>Total Assets</b>		<b><u><u>£ 481,842</u></u></b>	<b><u><u>£ 474,703</u></u></b>
The funds of the charity			
Endowment Funds	5	£ 379,265	£ 386,559
Unrestricted Funds		<u>£ 102,577</u>	<u>£ 88,144</u>
		<u><u>£ 481,842</u></u>	<u><u>£ 474,703</u></u>

Approved  
on behalf of all of the trustees

*Signed on Original*

D Richmond  
Trustee  
23 June 2021

## ALEXANDRA HOUSE

### STATEMENT OF FINANCIAL ACTIVITIES

For 12 months ended 30 April 2021

	Notes	Unrestricted Funds	Endowment Fund	Totals	<i>16 months to 30-Apr-20 Totals</i>
<b>Income</b>					
Donations		£ 25,212	£ -	£ 25,212	£ 5,483
Charitable Activities		£ 323,756	£ -	£ 323,756	£ 470,467
Other Activities		£ 438	£ -	£ 438	£ 233
Investment Income		<u>£ 1,218</u>	<u>£ -</u>	<u>£ 1,218</u>	<u>£ 3,105</u>
 Total Income	 2	 £ 350,624	 £ -	 £ 350,624	 £ 479,288
<b>Expenditure</b>					
Charitable Activities		£ 345,231	£ -	£ 345,231	£ 439,242
Other Costs	5A	<u>£ -</u>	<u>£ 7,294</u>	<u>£ 7,294</u>	<u>£ 7,294</u>
Total Expenditure		£ 345,231	£ 7,294	£ 352,525	£ 446,536
Net income (expenditure)	3	£ 5,392	£ (7,294)	£ (1,902)	£ 32,752
Gains (or losses) on Investments		£ 9,041	£ -	£ 9,041	£ (6,863)
Total Funds brought forward		£ 88,144	£ 386,559	£ 474,703	£ 448,814
Total Funds carried forward		<u><u>£ 102,577</u></u>	<u><u>£ 379,265</u></u>	<u><u>£ 481,842</u></u>	<u><u>£ 474,703</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 2011. Significant policies adopted are:

Incoming resources:

- a. 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.
- b. Incoming resources from fund raising are reported gross in the SOFA
- c. Intangible income is not included in the accounts.
- d. 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.

##### Permanent Endowment Fund

The permanent endowment fund represents the receipt of monies from the Nuffield Trust (£442,674) and specific donations from other sources.. This fund was established in 1999 and was for the singular purpose of relocating Alexandra House to purpose built premises. Depreciation has been charged on the property and it is to be written off over its remaining 52 years of its lease.

<b>Note 2 - Income</b>	<u>12 mths to 30 Apr 21</u>	<u>16 mths to 30 Apr 20</u>
<i>Donations</i>		
Grants	£ 6,300	£ 4,483
Furlough Grants	£ 15,448	£ -
Isolating Grants	£ 2,464	£ -
Apprentice Grant	£ 1,000	£ 1,000
	£ 25,212	£ 5,483
<i>Charitable Activities</i>		
Local Authority Funding	£ 275,068	£ 355,967
Additional Local Authority Funding	£ 15,999	£ 13,120
Parental Contributions	£ 32,689	£ 101,380
	£ 323,756	£ 470,467
<i>Other Trading Activities</i>		
Fundraising	£ 75	£ 118
Sundry Income	£ 363	£ 115
	£ 438	£ 233
<i>Investment Income</i>		
Dividends	£ 1,169	£ 2,973
Bank Interest	£ 49	£ 132
	£ 1,218	£ 3,105
Total Income	£ 350,624	£ 479,288

### **Note 3 - Expenditure**

<i>Charitable Activities</i>		
Operating Costs		
Wages & National Insurance	£ 228,654	£ 287,342
Pension Contributions	£ 9,293	£ 9,900
Agency Cover	£ 299	£ 1,893
Cleaning	£ 3,923	£ 9,643
Maintenance	£ 10,821	£ 9,194
Gas & Electricity	£ 3,583	£ 2,854
Rent	£ 350	£ 350
Rates	£ -	£ 6,273
Water	£ 1,060	£ 1,989
Refuse	£ 1,651	£ 2,899
Food	£ 6,351	£ 12,283
Nursery resources	£ 3,474	£ 2,098
Uniform	£ 889	£ 531
First Aid Supplies	£ 51	£ -
Miscellaneous Expenses	£ 309	£ 634
Insurance (incl Trustees)	£ 4,221	£ 6,081
Governance Costs		
Independent Examination fees	£ 625	£ 615
Support Costs		
Salaries & Wages	£ 49,718	£ 63,239
Support Staff Pensions	£ 769	£ 1,115
Staff Training	£ 1,298	£ 750
Staff Events & Team days	£ 953	£ 1,277
Computing	£ 2,673	£ 4,995
Telephone	£ 2,148	£ 2,237
Office Consumables	£ 3,332	£ 3,643
Advertising	£ -	£ 58
Recruitment	£ 145	£ 366
Licences & Subscriptions	£ 182	£ 1,396
Ofsted Registration Fees	£ 2,140	£ 50
Professional Fees	£ 3,119	£ 1,961
Equipment/Furniture	£ 2,881	£ 2,574
Bank & Card Charges	£ 318	£ 1,005
	£ 345,231	£ 439,242
<i>Other Costs</i>		
Leasehold property	£ 7,294	£ 7,294
Total Expenditure	£ 352,525	£ 446,536

#### Note 5 - Tangible Fixed Assets - Leasehold Interests - Endowment Fund

Alexandra House - Crownhill		£ 386,289
Depreciation	Note 1	<u>£ (7,294)</u>
		<u>£ 378,995</u>

#### Note 5A - Investments

M & G Securities Charifund Income	£ 22,337	at 30 Apr 20
Gain in market value	<u>£ 9,041</u>	
	<u>£ 31,378</u>	at 30 Apr 21

#### Note 6 - Paid Employees

- The Charity has paid employees, average numbers were 22. All are employed directly on the charity's objectives. None was paid in excess of £60,000 in this year or last.
- Staff wage costs were £288,433 (Previous 16 month year £361,594)
- Employer's National Insurance Costs were £10469 (Previous 16 month year - £13358)

#### Note 7 - Trustee and Other Related Parties

- No expenses or emoluments have been paid to the Trustees
- There were no amounts due to or from the Trustees

#### Note 8 - Debtors and Prepayments

Prepaid - Front Door	£ 751
Outstanding Parental Fees	£ 254
Dividends	£ 236
HMRC Furlough Grant - Apr 21	<u>£ 410</u>
	<u>£ 1,651</u>

#### Note 9 - Creditors and Accruals

PCC Paid in Advance	£ 54,887
HMRC - PAYE	£ 783
Pensions	£ 837
Peake GB (Nappies)	£ 55
Clarity Copiers	£ 57
Electricity	£ 235
Gas	£ 653
Focus Phones	£ 88
Carpentry	£ 747
Local Purchases	£ 153
Best Accountants	£ 164
PNIE	<u>£ 625</u>
	<u>£ 59,284</u>

**Note 9A - Creditors (amounts due after one year)**

In 2010 the charity received a grant of £20,865 from Plymouth City Council towards the provision of offering facilities for baby care at the house. A substantial amount of building work was carried out at Alexandra House in order for these facilities to be offered. The grant was being written off in equal instalments over the length of the lease. This policy has been reviewed and deferred income will no longer be shown. In essence the grant income was received in 2010 and spent in 2010. Baby care has been phased out.

**Note 10 - Declarations**

- a. The Trustees have not changed the year end date nor the length of the fund's financial year.
- b. All the fund's operations are continuing operations and 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.

# PN INDEPENDENT Examinations

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Road  
Havant  
Hants  
PO9 3BG

☎ 07801 064450

The Trustees  
Alexandra House

14 Jun 21

## **ALEXANDRA HOUSE - ACCOUNTS & INDEPENDENT EXAMINATION** **- 30 APR 21**

1. The examination of the fund for the year ended 30 Apr 21 has been completed satisfactorily and accounts prepared. A draft Trustees Annual Report (TAR) is also enclosed.
2. Once agreed by the trustees, PDF versions of the accounts and TAR can be provided by PNIE which can then be uploaded to the Charity Commission website at the same time as the annual return is completed.
3. A copy of the Alexandra House CIO accounts is also enclosed. Whilst the CIO has been registered, there has been no transfer of funds from the unincorporated charity into the CIO and therefore there are nil transactions in the accounts.
4. The accounts were well presented using a combination of spreadsheets and Xero accounting software. Any comparison with the previous year figures should be treated with care as that accounting year covered 16 months.
5. The investment continued to recover from the losses seen in Mar 19 and with a valuation of £31.4K exceeded the £29.2K seen in Dec 18. On the other hand, dividend income had fallen to £1.2K.
6. The bank account held £128.8K but this was high as the local authority grant for the summer term had arrived in the account. It was estimated that £54.8K of this grant was a prepayment for the weeks after 30 Apr.
7. There was a short closure at the start of the year caused by the Covid restrictions but this was followed by attendance of a third of children as their parents were key workers. Full attendance resumed

from Sep 20. Allowing for the long year in 19/20, local authority funding was broadly the same. However, after making the same adjustments for the long previous year, parental contributions fell by more than half to £32.6K. The fund was supported by various grants totalling £25K.

8. After allowing for the long year, this year's wages costs had risen but effectively just by the increase in the minimum wage. Some other costs had been significantly reduced e.g. cleaning, food, refuse and insurance. In contrast maintenance and nursery resource costs had increased.

#### Summary

9. The value of the fund had increased by £7.1K to £481.8K, although the bulk of this was represented by the value of the property at £379.3K. The unrestricted funds were worth £102.6K.

10. The movements in the fund can be summarised as follows:

- Operating gain - £5.4K
- Unrealised gain in the value of the investment - £9K.
- Offset by write down of the value of the property - £7.3K.