

# 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**

<b>Income</b>	Notes	<i>Previous 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**

	<u>12 mths to 31 Mar 25</u>	<u>Previous Year</u>
<i>Charitable Activities</i>		
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 £312,032)
- 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