

**CHARITY NUMBER 1047565**

**NORTHAMPTONSHIRE CHILDMINDING ASSOCIATION  
TRUSTEES REPORT AND FINANCIAL INFORMATION  
FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2020**

---

## LIST OF OFFICERS AND TRUSTEES

Year ended 31<sup>st</sup> March 2020

Charity number: 1047565

Trustees: Anita Baxter  
Hayley Mackay  
Julie Coombes  
Peter Dilley  
Theresa Anderson  
Aimee Burton joined 17/7/19  
Linda Jennings joined 20/11/19  
Lynn Haycocks joined 20/11/19

Chair: Anita Baxter

Vice Chair: Hayley Mackay

Treasurer: Julie Coombes

Secretary: Vacant - Julie Coombes covering

Principal Address: PO Box 7114  
Kettering  
Northants  
NN16 6BG

Accountant: Dean Middleton  
DM Accounting Services  
5 Bush Hill  
Northampton

Independent Examiner: Peter Strong  
16 Sapphire Close  
Kettering  
Northants

Bankers: Santander

---

The Trustees present their report and the financial statements of the Charity for the year ended 31st March 2020.

## **STRUCTURE, GOVERNANCE AND MAINTENANCE**

The charity is constituted by trust deed.

The trustees delegate the day to day responsibility for organising the advice and advocacy to the NCA Executive Director.

Appointment of trustees is governed by the trust deed of the charity. The Board of Trustees is authorised to appoint new trustees to fill vacancies arising through resignation or death of an existing trustee. The trustees named on page 1 have served throughout the year

## **THE NCA OVERALL OBJECTIVES**

The trustees have taken into consideration the Charity Commission's guidance on public benefit when reviewing our aims and objectives and planning our activities throughout the year. NCA policies are regularly reviewed and adopted, in accordance with the objectives and legal requirements.

## **INVESTMENT POWERS**

The Trust Deed authorises the trustees to make and hold investments using the general funds of the charity, but no such investments are presently held.

## **CHARITABLE STATUS**

Our application to become a Charitable Incorporated Organisation was approved by the Charities Commission at the end of March 2019. A resolution to close Northamptonshire Childminding Association and transfer all assets to Childminding UK was sent to all members and passed by 28 members on 4<sup>th</sup> May 2019.

## **ACHIEVEMENTS AND PERFORMANCE**

### **Staff**

A new Consultant, Cheryl Whyte, was appointed in June 2019. The charity continues to benefit from a small friendly staff team with a vast amount of experience between them.

### **Membership**

Membership stood at 625 at the end of March 2019 and had increased to 821 by the end of March 2020. We added new resources and training modules to the membership package as well as new discounts on external resources and services. A new Ofsted inspection framework came into force in September so we wrote training modules and answered emails and calls for support from members. We set up a closed Facebook page for members. From January we decided to send the members' newsletter monthly instead of quarterly.

### **Contact with Childminders and Parents**

A new website page exclusively for parents with information and advice about childminding was

---

developed. We continued to answer phone calls from prospective childminders about the registration process and set up a closed Face Book page for them. We also met with Ofsted to discuss the new inspection framework and new Ofsted application process. We introduced an 01536 number for the Enquiry Line, significantly reducing the cost to callers. By the end of March this year we were advising about the government advice for childminders and parents during the pandemic.

### **Online Training**

Our introductory training courses continued to be very popular, we sold 496 Childminder Introductory courses and 40 Common Core courses.

We developed new modules to support the new inspection framework:

- Teaching and Learning in the Early Years (Pedagogy)- August 19
- Cultural Capital – August 19
- Understanding your Ofsted Inspection- revised August 19

Also a new module Engaging boys - March 20

### **Face to Face Events**

Our events aim to help improve the quality of care offered to children and their families and they mainly focus on topics which support the Safeguarding and Welfare requirements of the EYFS:

- Prevent Duty- June 8<sup>th</sup>
- Education Inspection Framework September 21<sup>st</sup>
- Education Inspection Framework Oct 19<sup>th</sup>
- Safeguarding Children Feb 1<sup>st</sup>
- Safeguarding Children March 7<sup>th</sup>
- Safeguarding Children March 10<sup>th</sup>
- Safeguarding Children Nov 16<sup>th</sup>
- First Aid April 27<sup>th</sup>
- First Aid June 1<sup>st</sup>
- First Aid July 6<sup>th</sup>
- First Aid Sept 21<sup>st</sup>
- First Aid Nov 9<sup>th</sup>
- First Aid Feb 8<sup>th</sup>

We also organised an event for members in Birmingham on 11<sup>th</sup> May. The aim of this networking and professional development event with speakers was to facilitate discussions with members about the charity and its aims, including the resolution to close NCA. The Annual Conference and AGM held in October was again really well received.

### **New Downloadable Resources**

We released a number of new resources this year:

- Preparing for your Ofsted Registration Visit- March 20
  - Communication Environment Checklist – Sept 19
  - Expressive Arts and Design Checklist – Jan 20
  - Physical Environment Checklist – June 19
  - PSED Environment Checklist – June 19
  - Understanding the World Environment Checklist – Jan 20
  - Transition Document- revised Jan 20
-

### **Grant Funding**

We continued to work with the Learning Academy and Goodwill Solutions on their projects to improve skills of those interested in a career in childcare, setting up learners with the Childminder Introductory training.

### **Childminding UK Website**

We began discussions with the web team to improve the members' dashboard and shop.

### **Marketing**

We have continued to advertise in Childcare publications, we also exhibited at Childcare Expos in London, Manchester and Coventry. Subscribing to Mailchimp has helped us keep in touch with members and customers. New YouTube videos were added to the website.

## **FINANCIAL REVIEW**

2019-20 was always going to be a challenging financial environment for the charity, as Northamptonshire Childminding Association had no external funding and was solely reliant on generating its own income.

The charity also realised that it needed to significantly invest in the improvement of the website, so that it was user friendly and customers could access information and easily purchase tools and resources. This resulted in more time and money focused on the website and I.T. support.

It has been an encouraging year as income for 2019-20 was £137,322 compared to £132,613 in the previous year showing a 3.5% increase. Income from membership continued to shine with a 40% increase on the previous year. Training income also increased by £6,331, a 57% increase, though online training & resources fell by £12,761, an 18% reduction on last year.

As expected, expenditure in 2019-20 increased by £41,559, a 37% change. The charity decided to take on another member of staff early in the financial year and this resulted in payroll costs increasing by 22%. The charity also invested in staff training and networking, with costs increasing by £5,249 on the previous year as well as website design and I.T. support, which doubled to £27,201 during the year.

The significant increase in spending as resulted in a deficit of £16,386 for the year, decreasing reserves to £123,240 from £139,626. On reflection, this was a reasonable financial outcome and was much better than the charity had forecast at the start and mid-way through the year.

As with all organisations and people alike, COVID-19 has had a devastating effect. The charity has had to make changes so that it can function more efficiently and effectively during these trying times. It is too early to measure the full impact the virus will have on the charity, the sector or the country as a whole.

On a positive note, the charity has over 9 months' costs covered by unrestricted reserves and it is confident that income sales from training, membership and resources will hold up well under these trying times. Expenditure should also be less than expected during the early part of this year as staff have been furloughed for a period, resulting in a government payment to cover staff costs. Some other costs have either been deferred or cancelled until things improve. These factors will help keep the financial strength of the charity robust.

---

## **FUTURE DEVELOPMENTS**

The business plan takes into account the likely income from membership, sales and training. We will continue to seek funding for local projects as resources allow.

### **Face to Face Events**

Sadly all events planned for 2020 have had to be postponed or cancelled due to the pandemic. We are hoping the annual conference can take place next April and the AGM will be virtual.

### **First Aid courses**

Course will run in September and November and we will respond to demand, working with 2 providers.

### **Online Training**

We will write short modules on Treasure Baskets and Schemas. Some courses can now be delivered virtually to replace those that were cancelled. We will commission out some training – Online Safety, SEN and Nurture, Play and Curiosity.

### **Downloadable Resources**

Add COVID-19 Risk Assessments and Parental Agreement, also resources to support children back into the childminding setting after lockdown. Rewrite the Business Plan and Financial packs

### **Membership**

Increase membership to 1,200. Organise another annual conference to coincide with Annual General Meeting. Source Public Liability Insurance to be included in membership package.

### **Volunteers**

Develop volunteer programme out of county to promote Childminding UK and increase membership.

### **Website**

Work with the designer to improve and standardise our resources. Make improvements to the dashboard and shop areas.

### **Enquiry Line**

Support is offered during the hours of 9-3 weekdays to members and deal with enquiries from prospective childminders and parents.

## **RISK MANAGEMENT**

The trustees have considered the major business and operational risks which the charity faces and confirm that systems have been established so that the necessary steps can be taken to reduce these risks. The trustees do not believe that the association is subject to any substantial risk beyond the liabilities disclosed in the annual report and financial statements. The association holds public and employer liability insurance and professional indemnity insurance to protect it in case of a claim. The association maintains a risk register which is reviewed and updated regularly at trustee meetings.

## **RESERVES**

It is policy to keep a minimum of 3 months running costs in reserve. This policy gives due regard to the risks associated with our current funding arrangements.

---

## **Accounting Convention**

The accounts have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities", preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and with the Charities Act 2011. The following specific accounting policies have been adopted:

### **Incoming Resources**

Voluntary income including donations and grants that provide core funding or are of a general nature, are recognised on the statement of financial activities where there is an entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Investment income is recognised on a receivable basis. Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions is recognised as earned. Grant income included in this category provides funding to support the organisation's activities and is recognised when there is entitlement, certainty of receipt and the amount can be measured with sufficient liability. Some grant funding may be passed directly to members to improve their service with specific outcomes.

### **Fixed Assets**

Tangible fixed assets are shown at cost less depreciation. Depreciation is provided to write off the costs of fixed assets less their estimated residual value over their expected useful lives as follows: Equipment over 4 years - straight line method

### **Volunteers and Donated Services and Facilities**

The value of donated facilities and voluntary help etc. is not included in the statements since it is considered impracticable to quantify such income.

### **Resources Expended**

Expenditure is recognised when a liability is incurred. Costs of charitable activities comprise all costs incurred in the pursuit of the objectives of the charity. These include both costs that can be allocated directly to activities and costs necessary to support those activities. Governance costs include those incurred in the governance of the charity.

### **Contributions to Pension Funds**

The Pension cost charged represents the amount of contributions payable in respect of the accounting period.

### **Fund Accounting**

Funds held by the Charity are either:

- Unrestricted general funds - these are funds that can be used in accordance with the charitable objects at the discretion of the Trustees.
- Designated Funds these are funds set aside by the Trustees out of unrestricted funds for specific future projects.
- Restricted Funds - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Signed on behalf of the Trustees  
Treasurer

---

## Independent Examiner's Report

To: **The members of Northamptonshire Childminding Association**

Registered Charity Number: **1047565**

I have examined the accounts of the Charity set out on pages 9 to 13, which have been prepared on the accruals concept for the financial year ending 31<sup>st</sup> March 2020.

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

### Basis of independent examiner's statement

My examination was carried out in accordance with 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 the trustees concerning 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 Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have 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.

Date: 23rd July 2020

Mr P Strong – Independent Examiner  
 16 Sapphire Close  
 Kettering  
 Northants

---



**NORTHAMPTONSHIRE CHILDMINDING ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCORPORATING THE INCOME & EXPENDITURE ACCOUNT)**  
**FOR YEAR ENDED 31ST MARCH 2020**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2019/20 £	Total 2018/19 £
<b>INCOME</b>					
<b><u>Income and Endowments</u></b>					
Donations and Legacies	<b>2</b>	-	-	-	3,291
Charitable Activities	<b>3</b>	136,544	-	136,544	128,768
Investments	<b>4</b>	778	-	778	554
<b>TOTAL INCOME</b>		<b>137,322</b>	<b>-</b>	<b>137,322</b>	<b>132,613</b>
<b>EXPENDITURE</b>					
<b><u>Expenditure On:</u></b>					
Raising Funds	<b>5</b>	40,935	-	40,935	21,268
Charitable Activities	<b>6</b>	102,393	-	102,393	79,788
Governance Costs	<b>7</b>	10,380	-	10,380	11,093
<b>TOTAL EXPENDITURE</b>		<b>153,708</b>	<b>-</b>	<b>153,708</b>	<b>112,149</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(16,386)</b>	<b>-</b>	<b>(16,386)</b>	<b>20,464</b>
<b>TRANSFER BETWEEN FUNDS</b>	<b>12 &amp; 13</b>	-	-	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>(16,386)</b>	<b>-</b>	<b>(16,386)</b>	<b>20,464</b>
<b><u>RECONCILIATION OF FUNDS</u></b>					
<b>TOTAL FUNDS BROUGHT FORWARD</b>	<b>12 &amp; 13</b>	<b>139,626</b>	<b>-</b>	<b>139,626</b>	<b>119,162</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>123,240</b>	<b>-</b>	<b>123,240</b>	<b>139,626</b>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 11 to 13 form part of these financial statements.

**NORTHAMPTONSHIRE CHILDMINDING ASSOCIATION**  
**BALANCE SHEET**  
**AS AT 31 MARCH 2020**

<b>ASSETS</b>	<b>Notes</b>	31/03/2020 £	31/03/2019 £
<b>Fixed Assets</b>			
Tangible Assets		-	-
<b>Total Fixed Assets</b>		-	-
<b>Current Assets</b>			
Debtors & Prepayments	<b>9</b>	9,811	3,210
Cash at Bank and in Hand	<b>10</b>	114,940	138,316
<b>Total Current Assets</b>		124,751	141,526
<b>Current Liabilities</b>			
Creditors Due Within One Year	<b>11</b>	1,511	1,900
<b>Total Current Liabilities</b>		1,511	1,900
<b>NET CURRENT ASSETS</b>		123,240	139,626
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>123,240</u>	<u>139,626</u>
<b>NET ASSETS</b>		<u><b>123,240</b></u>	<u><b>139,626</b></u>
<b>FUNDS OF THE CHARITY</b>			
Unrestricted Funds:			
Designated Funds	<b>12</b>	86,036	139,626
General Charitable Funds	<b>12</b>	37,204	-
Restricted Funds	<b>13</b>	-	-
<b>TOTAL FUNDS</b>		<u><b>123,240</b></u>	<u><b>139,626</b></u>

Note- As at 31st March 2020, Northamptonshire Childminding Association transferred its assets and liabilities to a new separate charity entity and Incorporated Organisation called Childminding UK Ltd, Charity Number 1047565 and Northamptonshire Childminding Association will be dissolved.

These accounts were approved by the board on the 16th September 2020 and are signed on their behalf by:

Signed .....

Name (Printed).....

Charity Registration Number: 1047565

---

**NORTHAMPTONSHIRE CHILDMINDING ASSOCIATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

**ACCOUNTING POLICIES**

**1. Basis of Accounting**

The accounts have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities", preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and with the Charities Act 2011.

Going Concern - There are no material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern.

a) Voluntary income is received by way of donation and gifts and is included in full in the Statement of Financial Activities when received.

b) Grants, including grants for the purchase of equipment, are recognised in full in the Statement of Financial Activities in the year in which they are received.

c) Resources expended that can be wholly attributed to a fund are allocated as such. Other resources expended are divided between each fund depending on activity of the fund at the time of expenditure.

d) Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund.

e) Unrestricted funds are donations and other income received or generated for the objects of the Charity without further specified purpose and are available as general funds.

f) Designated funds are funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

g) The charity operates a non-capitalisation policy for items purchased under £1,000.

**2. Donations & Legacies**

	Unrestricted Funds	Restricted Funds	Total 2019/20	Total 2018/19
	£	£	£	£
Donations	-	-	-	<b>3,291</b>

**3. Charitable Activities**

	Unrestricted Funds	Restricted Funds	Total 2019/20	Total 2018/19
	£	£	£	£
AGM, Stall Holder & Raffle	4,284	-	4,284	4,444
Membership	56,355	-	56,355	40,204
Training	17,429	-	17,429	11,098
Online Training & Resources	58,037	-	58,037	70,798
Home Visits	364	-	364	2,151
Resources	75	-	75	73
<b>Total</b>	<b>136,544</b>	-	<b>136,544</b>	<b>128,768</b>

**4. Investments**

	Unrestricted Funds	Restricted Funds	Total 2019/20	Total 2018/19
	£	£	£	£
Interest Income	<b>778</b>	-	<b>778</b>	<b>554</b>

**NORTHAMPTONSHIRE CHILDMINDING ASSOCIATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

<b>5. Raising Funds</b>	Unrestricted Funds £	Restricted Funds £	Total 2019/20 £	Total 2018/19 £
AGM & Conference	13,834	-	13,834	8,242
Online Advertising, & Website Costs	27,101	-	27,101	13,026
	<b>40,935</b>	<b>-</b>	<b>40,935</b>	<b>21,268</b>

<b>6. Charitable Activities</b>	Unrestricted Funds £	Restricted Funds £	Total 2019/20 £	Total 2018/19 £
Bank Charges	2,633	-	2,633	1,945
Debts Written Off	717	-	717	-
Equipment Rental	-	-	-	107
Equipment	1,967	-	1,967	3,105
HR Services	1,292	-	1,292	1,436
Office Support & Hospitality	617	-	617	1,042
Insurance & Subscriptions	1,808	-	1,808	1,792
Marketing, Advertising and Promotion	6,805	-	6,805	2,637
Payroll Costs (see note 8)	70,958	-	70,958	58,086
Recruitment	-	-	-	425
Resources & Programme Expenses	2,285	-	2,285	3,314
Staff/Volunteer Training & Networking	9,515	-	9,515	4,266
Travel & Subsistence	3,796	-	3,796	1,633
<b>Total</b>	<b>102,393</b>	<b>-</b>	<b>102,393</b>	<b>79,788</b>

<b>7. Governance Costs</b>	Unrestricted Funds £	Restricted Funds £	Total 2019/20 £	Total 2018/19 £
Accounts & Independent Examination	4,250	-	4,250	3,950
Home Office	2,811	-	2,811	1,982
Payroll & Pension	468	-	468	363
Room Hire & Storage	2,851	-	2,851	4,798
<b>Total</b>	<b>10,380</b>	<b>-</b>	<b>10,380</b>	<b>11,093</b>

<b>8. Staff Costs and Emoluments</b>	Total 2019/20	Total 2018/19
Gross Salaries & Wages	67,754	55,902
Employer's National Insurance	1,888	1,420
Pension Costs (defined contribution scheme)	1,316	764
<b>Total</b>	<b>70,958</b>	<b>58,086</b>

The average number of staff employed during the period: **3.75**      **3.0**

No employees received emoluments of more than £60,000 per annum.

No Trustees claimed expenses or remuneration during the period (2018/19 £nil).

**NORTHAMPTONSHIRE CHILDMINDING ASSOCIATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

<b>9. Debtors &amp; Prepayments</b>	Total 2019/20 £	Total 2018/19 £
Prepayments	2,465	1,903
Other Debtors	7,346	1,307
	<b>9,811</b>	<b>3,210</b>

Other Debtors include Learning & Skills Academy £4,356.50 & Herts Minders £1,050

<b>10. Cash at Bank and In Hand</b>	Total 2019/20 £	Total 2018/19 £
Deposit Account	110,583	134,455
Current Account	2,957	2,811
Floats and Petty Cash	1,400	1,050
	<b>114,940</b>	<b>138,316</b>

<b>11. Creditors - Amounts Falling Due Within One Year</b>	Total 2019/20 £	Total 2018/19 £
Sundry Creditors	617	1,276
Accrued Expenses	634	624
Pension Liability	260	-
<b>Total</b>	<b>1,511</b>	<b>1,900</b>

<b>12. Unrestricted Funds</b>	Opening Balance £	Income £	Expense £	Transfer £	Closing Balance £
<b>Designated Funds:</b>					
Goodwill	-	8,459	5,613	-	2,846
Home Visits	1,562	364	1,230	-	696
NCA Training	1,358	10,269	6,800	-	4,827
Membership	35,536	56,355	47,441	-	44,450
Online Resources	53,714	56,737	77,234	-	33,217
<b>General Unrestricted Funds</b>	47,456	5,138	15,390	-	37,204
<b>Total</b>	<b>139,626</b>	<b>137,322</b>	<b>153,708</b>	-	<b>123,240</b>

General Unrestricted Funds' made up of general fund, investment income and voluntary income

Other Resources reserves were transferred into General Funds during 2019-20

<b>13. Restricted Funds</b>	Opening Balance £	Income £	Expense £	Transfer £	Closing Balance £
<b>Total</b>	-	-	-	-	-

There were no restricted funds at the beginning during or at the end of the financial year.

**14. Ultimate Controlling Party**

The Trustees hold control of the Charity, whose names are shown at the front of the financial statements.