

CHARITY NUMBER 1047565

NORTHAMPTONSHIRE CHILDMINDING ASSOCIATION
TRUSTEES REPORT AND FINANCIAL INFORMATION
FOR THE YEAR ENDED 31st MARCH 2017

LIST OF OFFICERS AND TRUSTEES

Year ended 31st March 2017

Charity number: 1047565

Trustees: Anita Baxter
Hayley Mackay
Julie Coombes
Tracy Bailey resigned July
Kerry Dilley resigned July
Aimee Walden resigned March
Melanie Youngson
Carly Boddington
Peter Dilley joined July

Chair: Anita Baxter

Vice Chair: Hayley Mackay

Treasurer: Julie Coombes

Secretary: Melanie Youngson

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 2017.

STRUCTURE, GOVERNANCE AND MAINTENANCE

The charity is constituted by trust deed.

The trustees delegate the day to day responsibility for organizing 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.

NCA ACHIEVEMENTS AND PERFORMANCE

NCA secured a new contract for one year with Northamptonshire County Council (NCC) until end of March 2017. The focus of this contract was mainly to improve Ofsted inspection outcomes. Additional income was generated through online resources, training and membership schemes. NCA has successfully represented childminders at NCC, other local partnership meetings, a Westminster briefing and an Action 4 Children event as well as in national press. We also attended the National Play Day in Northampton, promoting childminding to parents.

Support in Northamptonshire

Home Visits to Childminders

- 6 pre-registration
 - 114 visit to new childminders before their 1st Ofsted inspection
 - 3 to support 2 year olds
 - 2 for safeguarding support
 - 1 to support following a complaint
 - 70 to support with funding forms (registering and/or claiming)
 - 9 to support following an Inadequate Ofsted grading
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- 26 general quality improvement
- 75 support with preparing for an Ofsted inspection
- 38 to support following a Requires Improvement Ofsted grading
- 23 to support children with SEND
- 34 Membership visits
- 14 to take flowers to outstanding childminders
- 6 following an Unmet Ofsted grading

Over the year 98 visits were cancelled by the childminder and 98 childminders declined a support visit.

Other Visits

- 166 visits to Childminding Support Groups
- 9 meetings at Children's Centres

Email and telephone support is also available 5 days a week and included:

- 141 pre-registration
- 84 (100%) new childminders were contacted by their consultant and sent a welcome pack.
- 232 funding support
- 539 inspection and quality improvement support
- 77 safeguarding support
- 86 pre inspection
- 24 SEN support
- 106 parents
- 178 general enquiries from childminders

Quality Improvement

In the year 2016-2017 Ofsted carried out 153 childminder inspections in Northamptonshire. From the end of March 2016 to end of March 2017 there was a 6% increase in the numbers of Good/Outstanding/Met (94%), a decrease of 3% Requires Improvement (4%) and a decrease of 2% not met (2%) and no childminders graded inadequate.

Email and Telephone support out of County

- 124 pre-registration enquiries
- 33 parents
- 77 childminders

OTHER KEY ACTIVITIES

Further support and income generation

Premium Membership

Premium membership increased to 175. Termly membership evenings continued to help members keep up to date and continue their professional development.

Childminding UK Membership

The new CUK Membership increased to 22.

Childminding UK website

New information and downloadable resources were added throughout the year.

Online Training

New courses developed:

- Getting ready for your Ofsted Inspection
- Prevent Duty and British Values
- Completing your early years SEF

Online Childminder Introductory training consisting of 5 modules:

- Safeguarding children
- Understanding the EYFS
- Developing children's learning
- Recording children's development
- Leading and managing a childminding setting

Face to Face training delivered

1 x Recording Children's Development (30 attended)

1 x Safeguarding children (30 attended)

6 x 2 part sessions of Healthy Eating (85 attended)

Conferences

The annual conference and AGM was held in July, attended by 46 childminders.

Fun Days

71 childminders attended a Fun Day at Wicksteed Park, benefitting from free parking and ride tickets and activities organised by NCA.

FINANCIAL REVIEW

There was no abatement in the economic and financial environment for charities, big or small during 2016-17. Although the general economic climate improved for the UK, very few of the financial benefits filtered through to the charity sector. This was evident for NCA, as the public sector contract provided through NCC (Northamptonshire County Council), reduced from £212,937 in 2015-16 to £200,000 in 2016-17.

Income for the year 2016-17 was £228,242 compared to £310,601 in the previous year showing a 27% decrease in income, mainly due £60,000 Trajectory funding and the one off £10,000 from the Lottery Healthy Eating funding finishing in 2015-16. NCA charitable activity income from membership and sale of resources did increase from £24,347 in 2015-16 to £27,581 in 2016-17.

Expenditure in 2016-17 reduced significantly from £323,622 in 2015-16 to £238,438 in 2016-17, a 26% reduction, reflecting the loss of income mentioned above. The main areas of reduced expenditure were in the areas of office & support, equipment, marketing & promotion and payroll costs. These figures resulted in the charity having a net deficit of £10,196 for the year, reducing reserves to £137,504 from £147,700.

The charity continues to have monthly trustee meetings to discuss financial as well as other key issues affecting the charity. The current year will also be difficult for NCA, as the NCC has only committed to a 6 month contract to the end of September 2017, see future developments below.

NCA will again consolidate its financial position and will continue to identify funding opportunities to ensure it does not have 'all eggs in one basket'. NCA is very resourceful and is confident of finding these opportunities, generating new funds which will build upon the core service provision.

FUTURE DEVELOPMENTS

The contract with NCC ended in March 2017. A further 6 month extension to the contract was finally awarded in April but it's unlikely to be extended beyond October 2017. NCA will engage with NCC and provide any information required by TUPE regulations to ensure job security for staff. The business plan reflects this loss of funds and trustees have planned for the business to continue as Childminding UK, taking into account the likely income from membership, sales and training.

NCA will become known as Childminding UK. The charitable status will continue but as a Charitable Incorporated Organisation with no trustee liability or personal responsibility and a new constitution.

Face to Face training

NCA will be offering Safeguarding, Prevent Duty and Recording Children's Development training in Northamptonshire.

Online Training

Two new Healthy Eating courses will be added.

Downloadable Resources

Items on sale will include Childminding UK Quality Audit, individual policies and a start-up pack.

Membership

A monthly payment scheme will be introduced and NCA Premium members will become Childminding UK members.

Website

Childminding UK website will be completely redesigned with improved functionality and user journey. All resources and publicity will be rebranded in line with the new look website. No new information will be added to the NCA website after October and the childminding advertising service will no longer be available.

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 10 to 14, which have been prepared on the accruals concept for the financial year ending 31st March 2017.

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: 14th August 2017

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 2017

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2016/17 £	Total 2015/16 £
INCOME					
<u>Income and Endowments</u>					
Donations and Legacies	2	204	-	204	763
Charitable Activities	3	27,581	-	27,581	24,347
Investments	4	457	-	457	444
Grants from Government & Other Organisations	5	200,000	-	200,000	285,047
TOTAL INCOME		228,242	-	228,242	310,601
EXPENDITURE					
<u>Expenditure On:</u>					
Raising Funds	6	11,948	3,708	15,656	19,602
Charitable Activities	7	194,507	10,290	204,797	282,880
Governance Costs	8	16,112	1,873	17,985	21,140
TOTAL EXPENDITURE		222,567	15,871	238,438	323,622
NET INCOME/(EXPENDITURE)		5,675	(15,871)	(10,196)	(13,021)
TRANSFER BETWEEN FUNDS	13 & 14	9,184	(9,184)	-	-
NET MOVEMENT IN FUNDS		14,859	(25,055)	(10,196)	(13,021)
<u>RECONCILIATION OF FUNDS</u>					
TOTAL FUNDS BROUGHT FORWARD	13 & 14	122,645	25,055	147,700	160,721
TOTAL FUNDS CARRIED FORWARD		137,504	-	137,504	147,700

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 12 to 14 form part of these financial statements.

NORTHAMPTONSHIRE CHILDMINDING ASSOCIATION
BALANCE SHEET
AS AT 31 MARCH 2017

ASSETS	Notes	31/03/2017	31/03/2016
			£
Fixed Assets			
Tangible Assets		-	-
Total Fixed Assets		-	-
Current Assets			
Debtors & Prepayments	10	868	54,618
Cash at Bank and in Hand	11	139,480	99,311
Total Current Assets		140,348	153,929
Current Liabilities			
Creditors Due Within One Year	12	2,844	6,229
Total Current Liabilities		2,844	6,229
NET CURRENT ASSETS		137,504	147,700
TOTAL ASSETS LESS CURRENT LIABILITIES		137,504	147,700
NET ASSETS		137,504	147,700
FUNDS OF THE CHARITY			
Unrestricted Funds:			
Designated Funds	13	79,268	57,632
General Charitable Funds	13	58,236	65,013
Restricted Funds	14	-	25,055
TOTAL FUNDS		137,504	147,700

These accounts were approved by the board on the 20th September 2017
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 2017

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 2016/17 £	Total 2015/16 £
Donations	204	-	204	763

3. Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total 2016/17 £	Total 2015/16 £
AGM, Stall Holder & Raffle	2,069	-	2,069	3,942
Online Advertising & Membership	11,100	-	11,100	10,375
Training	5,595	-	5,595	5,430
Online Training & Resources	7,373	-	7,373	2,303
Miscellaneous	-	-	-	187
Resources	1,444	-	1,444	2,110
Total	27,581	-	27,581	24,347

4. Investments

	Unrestricted Funds £	Restricted Funds £	Total 2016/17 £	Total 2015/16 £
Interest Income	457	-	457	444

5. Grants provided by Government & Other Organisations

	Unrestricted Funds £	Restricted Funds £	Total 2016/17 £	Total 2015/16 £
Northamptonshire County Council:	£	£	£	£
NCC Contract	200,000	-	200,000	212,937
Specialist Sitters	-	-	-	2,110
Lottery Healthy Eating	-	-	-	10,000
Trajectory Funding NCC	-	-	-	60,000
Total	200,000	-	200,000	285,047

NORTHAMPTONSHIRE CHILDMINDING ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

6. Raising Funds	Unrestricted Funds	Restricted Funds	Total 2016/17	Total 2015/16
	£	£	£	£
AGM & Conference	143	3,084	3,227	14,214
Online Advertising, & Website Costs	11,805	624	12,429	5,388
Total	11,948	3,708	15,656	19,602

7. Charitable Activities	Unrestricted Funds	Restricted Funds	Total 2016/17	Total 2015/16
	£	£	£	£
Bad Debts Written Off	-	-	-	350
Bank Charges	545	-	545	692
Childminder Support	301	-	301	1,741
Consultancy Project Management	-	-	-	8,132
Equipment	76	-	76	3,678
Office Expenses & Support	1,254	6	1,260	4,748
Insurance, HR and Subscriptions	3,031	-	3,031	2,964
Marketing, Advertising and Promotion	900	696	1,596	21,880
Network & Quality Approval Meetings	1,438	-	1,438	1,944
Payroll Costs (see note 9)	173,540	1,595	175,135	196,949
**Resources & Programme Expenses	1,374	7,333	8,707	22,640
Specialist Sitters	-	-	-	1,632
Staff & Volunteer Training	1,760	-	1,760	1,999
Travel & Other	10,288	660	10,948	13,531
Total	194,507	10,290	204,797	282,880

8. Governance Costs	Unrestricted Funds	Restricted Funds	Total 2016/17	Total 2015/16
	£	£	£	£
Accounts, Examination, Payroll & Pension	6,489	-	6,489	5,924
Home Office	4,885	45	4,930	7,043
Room Hire, Storage & Committee Expense	4,738	1,828	6,566	8,173
Total	16,112	1,873	17,985	21,140

9. Staff Costs and Emoluments	Total 2016/17	Total 2015/16
Gross Salaries & Wages	163,054	182,833
Employer's National Insurance	10,623	13,156
Pension Costs (defined contribution scheme)	1,458	960
Total	175,135	196,949

The average number of staff employed during the period: 8 9

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

No Trustees claimed expenses or remuneration during the period (2015-16 £nil).

NORTHAMPTONSHIRE CHILDMINDING ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

10. Debtors & Prepayments	Total 2016/17 £	Total 2015/16 £
NCC Debtor	-	53,844
Prepayments	811	374
Other Debtors	57	400
	868	54,618

11. Cash at Bank and In Hand	Total 2016/17 £	Total 2015/16 £
Deposit Account	130,962	86,710
Current Account	6,068	9,451
Floats and Petty Cash	2,450	3,150
	139,480	99,311

12. Creditors - Amounts Falling Due Within One Year	Total 2016/17 £	Total 2015/16 £
Sundry Creditors	1,456	4,600
Accrued Expenses	1,388	1,629
Total	2,844	6,229

13. Unrestricted Funds	Opening Balance £	Income £	Expense £	Transfer £	Closing Balance £
Designated Funds:					
NCC Contract	11,247	200,150	197,852	-	13,545
I.T. Equipment	276	-	-	(276)	-
NCA Training	13,351	5,595	2,638	-	16,308
Membership & Advertising	16,772	11,100	2,360	-	25,512
Online Resources	8,617	7,373	900	-	15,090
Other Resources	7,369	1,444	-	-	8,813
General Unrestricted Funds	65,013	2,580	18,817	9,460	58,236
Total	122,645	228,242	222,567	9,184	137,504

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

I.T. Project complete, balances transferred to General Funds

14. Restricted Funds	Opening Balance £	Income £	Expense £	Transfer £	Closing Balance £
Family Support	531	-	531	-	-
Trajectory	24,524	-	15,340	(9,184)	-
Total	25,055	-	15,871	(9,184)	-

Family Support & Trajectory projects finished during 2016-17, balance of funds transferred to General Funds.

15. Ultimate Controlling Party

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