

CHARITY NUMBER 1047565

**NORTHAMPTONSHIRE CHILDMINDING ASSOCIATION
TRUSTEES REPORT AND FINANCIAL INFORMATION
FOR THE YEAR ENDED 31st MARCH 2019**

LIST OF OFFICERS AND TRUSTEES

Year ended 31st March 2019

Charity number: 1047565

Trustees: Anita Baxter
Hayley Mackay
Julie Coombes
Melanie Youngson - resigned
Carly Boddington - resigned
Peter Dilley
Theresa Anderson

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 2019.

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.

CONSTITUTION

A new Constitution was adopted ready for submission to the Charity Commission in the application to become a Charitable Incorporated Organisation.

NCA ACHIEVEMENTS AND PERFORMANCE

This was our first full financial year of operating solely as Childminding UK.

Staff

Two key staff members resigned in May and June and it was decided to appoint a new part time member of staff, Cat Wakerley as a Childminding UK Consultant from September.

Membership

As a result of the contract for Northamptonshire being withdrawn, we lost some members locally. However, membership had increased to 625 at the end of March 2019. We expanded the offer of membership discounts with other companies and organisations.

Online Training

The Data Protection course was fully updated in line with the new GDPR. The Common Core introductory course which will be accepted by Ofsted for those registering on the Childcare Register was completed and on sale in February.

Face to Face training delivered

- 1 x Prevent Duty and Fundamental British values Northampton (18 attended)
- 1 x Safeguarding children Kettering (13 attended)
- 1 x Safeguarding children Kettering (15 attended)
- 1 x Safeguarding children Northampton (28 attended)
- 1 X GDPR (41 attended)

We also delivered face to face courses to various closed groups by request in Kettering:

- Safeguarding (12 attended)
- GDPR (12 attended)
- Safeguarding (11 attended)
- Safeguarding (10 attended)

Goodwill Solutions

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

Downloadable Resources

New documents/policies were written for childminders to comply with the GDPR regulations. A new Communication Checklist went on sale in November.

First Aid Training

3 more Paediatric First Aid courses ran successfully in Northamptonshire, delivered in partnership with Academy of First Aid.

Conferences

The Annual Conference and AGM held in September focused on Developing Communication and was attended by 85 childminders and other childcare professionals.

Childminding UK Website

We have worked closely with the web team (outsourced) to improve the website, investing more this year in the support contract and other projects.

Marketing

We have continued to advertise in Childcare publications, we also exhibited at Childcare Expos in Coventry and London. We have invested in staff training and more time on Social Media (face Book, Twitter and Instagram), increasing our reach in all these areas.

FINANCIAL REVIEW

2018-19 continued to be a very challenging financial environment for charities, big and small alike. Local authority grants available to charities, especially small charities like ours, were few and far between. As a result of this environment our charity receives no direct funding from Northamptonshire County Council. Grants from Trusts and Foundations were also difficult to come by, especially if you are specialised such as Northamptonshire Childminding Association. In the short term, things look likely to continue in this vein.

Income for 2018-19 was £132,613 compared to £163,661 in the previous year showing a 19% decrease in income, mainly due to receiving no grant from Northamptonshire County Council, as commented above. There was good news as income from membership, online training and online resources significantly improved again as income from charitable activities increased from £73,345 in 2017-18 to £128,768, a 176% increase. This was helped by the continued development of the charity website.

As expected, expenditure in 2018-19 had to reduce to match the loss of the grant. Spending was £112,149 compared to £182,003, a 38% reduction. The main areas of reduced spending were staff costs, resources/programme materials and travel costs, reflecting the reduction in average staff numbers during the year to 3.0 from 5.5 in the previous year.

The significant increase in income and the reduction in spending resulted in the charity having a net surplus of £20,464 for the year, increasing reserves to £139,626 from £119,162.

The charity continues to have regular trustee meetings to discuss financial as well as other key issues affecting the charity. The current year will be demanding, as the charity looks for new funding and income opportunities, as well as the continued investment in the development of the website. So far the current year has seen similar demand for membership, online training and online resources. If this continues for the rest of the year, the charity expects a small deficit.

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 training

2 Safeguarding courses in Northamptonshire

1 Prevent Duty in Northamptonshire

Write an online course about the new framework and deliver face to face as requested.

Liaise with groups, specifically in Staffordshire, Kidderminster and Hertfordshire to deliver face to face training.

First Aid courses

4 in Northamptonshire, 1 in Leicestershire and 1 more out of county

Online Training

Rewrite Getting Ready for your Ofsted Inspection to incorporate new inspection framework

Complete transfer of existing modules for new system

Look into webinars – costs and time involved

Downloadable Resources

Add new checklists: Maths, Physical and PSED.

Membership

Increase membership to 1,000. Organise another annual conference to coincide with Annual General Meeting. Organise an event for childminders in Birmingham with speakers for their professional development and to recruit volunteers and trustees.

Volunteers

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

Marketing and Promotion

Attend promotional events (Childcare Expos). Advertise in Childcare magazines and continue to develop social media to advertise our services.

Website

Increase outsourced time to 3 days a month to improve user journey. Add a section for parents.

Enquiry Line

Support is offered during the hours of 9-3 weekdays to members and deal with enquiries from prospective childminders and parents. Number will change to an 0300 number so calls are free for users.

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 31st March 2019.

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: 25th July 2019

Mr P Strong – Independent Examiner
 16 Sapphire Close
 Kettering
 Northants

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING THE INCOME & EXPENDITURE ACCOUNT)
FOR YEAR ENDED 31ST MARCH 2019**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2018/19 £	Total 2017/18 £
INCOME					
<u>Income and Endowments</u>					
Donations and Legacies	2	3,291	-	3,291	20
Charitable Activities	3	128,768	-	128,768	73,345
Investments	4	554	-	554	296
Grants from Government & Other Organisations	5	-	-	-	90,000
TOTAL INCOME		132,613	-	132,613	163,661
EXPENDITURE					
<u>Expenditure On:</u>					
Raising Funds	6	21,268	-	21,268	24,732
Charitable Activities	7	79,788	-	79,788	141,855
Governance Costs	8	11,093	-	11,093	15,416
TOTAL EXPENDITURE		112,149	-	112,149	182,003
NET INCOME/(EXPENDITURE)		20,464	-	20,464	(18,342)
TRANSFER BETWEEN FUNDS	13 & 14	-	-	-	-
NET MOVEMENT IN FUNDS		20,464	-	20,464	-
<u>RECONCILIATION OF FUNDS</u>					
TOTAL FUNDS BROUGHT FORWARD	13 & 14	119,162	-	119,162	137,504
TOTAL FUNDS CARRIED FORWARD		139,626	-	139,626	119,162

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 2019

ASSETS	Notes	31/03/2019 £	31/03/2018 £
Fixed Assets			
Tangible Assets		-	-
Total Fixed Assets		-	-
Current Assets			
Debtors & Prepayments	10	3,210	4,392
Cash at Bank and in Hand	11	138,316	116,488
Total Current Assets		141,526	120,881
Current Liabilities			
Creditors Due Within One Year	12	1,900	1,718
Total Current Liabilities		1,900	1,718
NET CURRENT ASSETS		139,626	119,162
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>139,626</u>	<u>119,162</u>
NET ASSETS		<u>139,626</u>	<u>119,162</u>
FUNDS OF THE CHARITY			
Unrestricted Funds:			
Designated Funds	13	97,670	74,832
General Charitable Funds	13	41,956	44,330
Restricted Funds	14	-	-
TOTAL FUNDS		<u>139,626</u>	<u>119,162</u>

These accounts were approved by the board on the 18th September 2019
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 2019

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 2018/19 £	Total 2017/18 £
Donations	3,291	-	3,291	20

3. Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total 2018/19 £	Total 2017/18 £
AGM, Stall Holder & Raffle	4,444	-	4,444	3,619
Membership	40,204	-	40,204	15,139
Training	11,098	-	11,098	11,321
Online Training & Resources	70,798	-	70,798	39,259
Miscellaneous	-	-	-	454
Home Visits	2,151	-	2,151	1,906
Resources	73	-	73	1,647
Total	128,768	-	128,768	73,345

4. Investments

	Unrestricted Funds £	Restricted Funds £	Total 2018/19 £	Total 2017/18 £
Interest Income	554	-	554	296

5. Grants provided by Government & Other Organisations

	Unrestricted Funds	Restricted Funds £	Total 2018/19 £	Total 2017/18 £
Northamptonshire County Council:				
NCC Contract	-	-	-	90,000
Total	-	-	-	90,000

NORTHAMPTONSHIRE CHILDMINDING ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

6. Raising Funds	Unrestricted Funds £	Restricted Funds £	Total 2018/19 £	Total 2017/18 £
AGM & Conference	8,242	-	8,242	5,824
Online Advertising, & Website Costs	13,026	-	13,026	18,908
	21,268	-	21,268	24,732

7. Charitable Activities	Unrestricted Funds £	Restricted Funds £	Total 2018/19 £	Total 2017/18 £
Bank Charges	1,945	-	1,945	1,195
Equipment Rental	107	-	107	70
Equipment	3,105	-	3,105	-
Hospitality	496	-	496	173
Office Support	546	-	546	498
Insurance, HR and Subscriptions	3,229	-	3,229	3,575
Marketing, Advertising and Promotion	2,637	-	2,637	2,663
Network Meetings	266	-	266	186
Payroll Costs (see note 9)	58,086	-	58,086	118,940
Recruitment	425	-	425	-
Resources & Programme Expenses	3,314	-	3,314	7,601
Staff & Volunteer Training	3,999	-	3,999	1,625
Travel & Other	1,633	-	1,633	5,329
Total	79,788	-	79,788	141,855

8. Governance Costs	Unrestricted Funds £	Restricted Funds £	Total 2018/19 £	Total 2017/18 £
Accounts, Examination, Payroll & Pension	4,313	-	4,313	5,280
Home Office	1,982	-	1,982	3,762
Room Hire, Storage & Committee Expense	4,798	-	4,798	6,374
Total	11,093	-	11,093	15,416

9. Staff Costs and Emoluments	Total 2018/19	Total 2017/18
Gross Salaries & Wages	55,902	111,318
Employer's National Insurance	1,420	6,167
Pension Costs (defined contribution scheme)	764	1,455
Total	58,086	118,940

The average number of staff employed during the period: **3.0** **5.5**
 No employees received emoluments of more than £60,000 per annum.
 No Trustees claimed expenses or remuneration during the period (2017/18 £nil).

NORTHAMPTONSHIRE CHILDMINDING ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

10. Debtors & Prepayments	Total 2018/19 £	Total 2017/18 £
Prepayments	1,903	-
Other Debtors	1,307	4,392
	<u>3,210</u>	<u>4,392</u>

11. Cash at Bank and In Hand	Total 2018/19 £	Total 2017/18 £
Deposit Account	134,455	115,346
Current Account	2,811	92
Floats and Petty Cash	1,050	1,050
	<u>138,316</u>	<u>116,488</u>

12. Creditors - Amounts Falling Due Within One Year	Total 2018/19 £	Total 2017/18 £
Sundry Creditors	1,276	700
Accrued Expenses	624	1,018
Total	<u>1,900</u>	<u>1,718</u>

13. Unrestricted Funds	Opening Balance £	Income £	Expense £	Transfer £	Closing Balance £
Designated Funds:					
Home Visits	1,906	2,151	2,495	-	1,562
NCA Training	11,509	11,098	21,249	-	1,358
Membership	25,863	40,204	30,531	-	35,536
Online Resources	30,094	70,798	47,178	-	53,714
Other Resources	5,460	73	33	-	5,500
General Unrestricted Funds	44,330	8,289	10,663	-	41,956
Total	<u>119,162</u>	<u>132,613</u>	<u>112,149</u>	<u>-</u>	<u>139,626</u>

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

14. Restricted Funds	Opening Balance £	Income £	Expense £	Transfer £	Closing Balance £
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

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

15. Ultimate Controlling Party

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