



# Trustees' Annual Report for the period

Period start date		Period end date	
From	Day01 09 2019	To	Day31 08 2020

## Section A Reference and administration details

Charity name HIGHLEY MINORS CHILDCARE CENTRE

Other names charity is known by

Registered charity number (if any) 1027316

Charity's principal address

SEVERN CENTRE  
BRIDGNORTH ROAD  
HIGHLEY  
Postcode WV166JG

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Kirby Adlington	Chair		
2	Sarah Cadwallader			
3	Donna Richardson			
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16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document <i>(eg. trust deed, constitution)</i>	constitution
How the charity is constituted <i>(eg. trust, association, company)</i>	Trust
Trustee selection methods <i>(eg. appointed by, elected by)</i>	Appointed

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

To provide full day care and educational sessional care for children aged 3 months to 11 years
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To provide quality care with fully trained staff.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

Working within the framework as outlined by OFSTED

## Section E Financial review

Brief statement of the charity's policy on reserves

The trustees have examined the requirements to hold a level of reserves in light of any perceived future risks to the business. The amount Of reserves has been calculated to be £60,000

Details of any funds materially in deficit

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

*KA Davies*

Full name(s)

*Kath Davies*

Position (eg Secretary, Chair, etc)

*Manager*

Date

*8/7/2021*

# HIGHLEY MINORS CHILDCARE CENTRE

## TRADING ACCOUNTS FOR THE YEAR ENDED 31/08/2020

### INCOME

FEEs	£	59,851.27
SUNDRIES	£	618.68
HEADCOUNT	£	199,992.78
grants eypp	£	8,548.01
milk refund	£	813.76
chip and pin	£	1,639.71

### EXPENDITURE

Milk	£	1,851.11
Rent	£	17,600.00
Wages	£	197,883.76
Outings / Trip	£	574.40
Cons / Utilities	£	7,675.28
Admin	£	8,448.83
Café Setup	£	5,534.25
Other	£	7,683.44
insurance	£	1,137.26
Depreciation	£	1,303.90
Refuse	£	1,638.51
midshires	£	3,640.18
training	£	1,484.64
repairs	£	3,046.67
equip	£	1,318.33
	£	260,820.56

profit £ 10,643.65

Total £ 271,464.21

Total £ 271,464.21

**HIGHLEY MINORS CHILDCARE CENTRE**

**BALANCE SHEET AS AT 31/08/2020**

**FIXED ASSETS**

Fixtures, Fittings and Equipment 3,911.71

**CURRENT ASSETS**

Debtors 1,585.60  
Prepayments 1,760.00  
Bank 166,259.09  
cash in hand 86.45

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173,602.85

**CURRENT LIABILITIES**

Creditors 921.60

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172,681.25

**POFIT AND LOSS ACCOUNT**

BALANCE BROUGHT FORWARD 162,037.60  
NET PROFIT FOR YEAR £ 10,643.65

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172,681.25

**HIGLEY MINORS CHILDCARE CENTRE**

Notes to the accounts for year ended 31/08/2020

	<b>DEPRECIATION</b>
	1,303.90
<b>DEBTORS</b>	
Fees invoiced but not paid	1,585.60
<b>PREPAYMENTS</b>	
<b>Rent</b>	1,760.00
<b>CREDITORS</b>	
bg evans	168.10
veolia	104.98
k davies	14.99
scottish widows	566.75
medicare	16.80
m davies	49.98
	921.60
<b>fee income cash</b>	
fees	59,373.35
diff in tins	30.00
floats	346.87
adj to balance accounts	161.05
total fee income	59,851.27
<b>debtors</b>	
George Tate	640.00
jamie leigh coombes	4.00
owen christopher	40.00
elijah cadwallader	453.60
miamh murphy	448.00
	1,585.60

**Independent Examiners Report to the Trustees of Highley Minors Childcare**

I report on the accounts of the Trust for the year ended 31<sup>st</sup> August 2020, which are set out on Page 1.

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 43(2) of the Charities Act 1993 (the 1993 Act) and that an Independent examination is needed.

It is my responsibility to:

- 1 Examine the accounts (under section 43(3)(a) of the 1993 Act);
- 2 To follow the procedure laid down in the General Directions given by the Charity Commissioner (under section 43(7)(b) of the 1993 Act);and
- 3 To state whether particular matters have come to my attention.

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 usual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given in the accounts.

In connection with my examination, no matter has come to my attention:

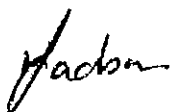
- 1 Which gives me reasonable cause to believe that in any material respect the requirements
  - A To keep accounting records in accordance with section 4 of the 1993 Act;
  - B To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act.

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.

Name: Ellen Jackson

Signature:



Address: Bethany, Withies Bank, Oretton, Cleobury Mortimer, Worcs. DY14 0TB

Date: 5<sup>th</sup> July 2021