



Trustees' Annual Report for the period

Period start date Period end date
 From 01 09 2022 To 31 08 2023

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

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	Lowri Garrett	Chair		
2	Sarah Cadwallader			
3	Jess Humphries			
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
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)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed or articles of association)</small>	Constitution
How the charity is constituted <small>(eg. under a trust deed or articles of association)</small>	Trust
Trustee selection methods <small>(eg. appointed or elected)</small>	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.

We have trustees but also run by an elected governing committee

Section C Objectives and activities

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

To provide full daycare and educational sessional care for children aged 3months to 11 years
--

To provide childcare 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)

n/a

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 trustees recognise the need for a reasonable amount of financial reserves in order to protect the trust from the possibility of any adverse or unforeseen circumstances that could arise. The amount of reserves has been calculated to be £60,000.00

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) *M Hodgson*

Full name(s) MELISSA HODGSON

Position (eg Secretary, Chair, etc) MANAGER

Date 17/7/24

HIGHLEY MINORS CHILDCARE CENTRE

TRADING ACCOUNTS FOR THE YEAR ENDED 31.08.23

<u>INCOME</u>		<u>EXPENDITURE</u>	
FEE INCOME	£ 168,624.87	RENT	£ 21,120.00
HEADCOUNT	£ 194,361.69	WAGES	£ 326,872.37
GRANTS	£ 40,640.00	CONSUMMABLES & MILK	£ 19,939.44
SUNDRIES	£ 434.00	ADMIN	£ 9,883.56
milk return	£ 42.89	INSURANCE	£ 1,825.20
fund raising	£ 798.75	DEPRECIATION	£ 699.12
		REFUSE	£ 2,692.81
		PHOTOCOPIER	£ 4,688.68
		TRAINING	£ 2,784.60
		REPAIRS	£ 933.13
		EQUIP	£ 1,973.65
		other	£ 5,624.77
			<u>£ 399,037.33</u>
		surplus	£ 5,864.87
			<u><u>£ 404,902.20</u></u>
			<u><u>£ 404,902.20</u></u>

HIGHLEY MINORS CHILDCARE CENTRE

BALANCE SHEET AS AT 31.08.2023

FIXED ASSETS

Fixtures, Fittings and Equipment £ 2,097.38

CURRENT ASSETS

Debtors £ 15,252.80
Prepayments £ 1,760.00
Bank £ 87,247.56
Cash in hand £ 577.88

CURRENT LIABILITIES

Creditors £ 12,189.80

£ 94,745.82

PROFIT AND LOSS ACCOUNT

Balance brought forward 88881.66
Net profit for year 5864.87

£ 94,746.53

HIGHLEY MINORS CHILDCARE CENTRE

Notes to the accounts for year ended 31/08/20223

DEPRECIATION 699.12

DEBTORS

Fees invoiced but not paid 15,252.80

PREPAYMENTS

Rent 1,760.00

CREDITORS

veolia	<u>126.00</u>
medicare	48.82
eyrs training	32.40
hmrc	2,507.22
severn centre	5,280.00
café school meals	472.00
severn centre	1,780.15
severn centre	638.58
scottish widows	1,199.00
t roberts for s cooke present	105.63
	<u><u>12,189.80</u></u>

fee income cash

fees	168,651.23
diff in tin	-
floats	134.02
adj to balance accounts	-
	53.48
	<u><u>168,624.87</u></u>

Independent Examiners Report to the Trustees of Highley Minors Childcare

I report on the accounts of the Trust for the year ended 31st August 2023, 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: *Kim Russon*

Signature: *KRus*

Address: *14 Beech Street
Highley*

*Bridgnorth
Shropshire WV16 6HL*

Date:

13/7/2024