

Charity Registration No. 1085397

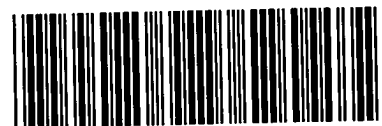
Company Registration No. 04013169 (England and Wales)

CLIFTON-UPON-TEME NURSERY LIMITED

(A COMPANY LIMITED BY GUARANTEE)

**MANAGEMENT COMMITTEE REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2014**

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CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION

Management Committee	Mrs Cathryn Throup (Chair) Mr Adam Marriott (Vice Chair) Mr John Fletcher Mrs Clare Gibbs Mr Christopher Hurley Mrs Wendy Gibson Mrs Serena Spring
Secretary	Mr Christopher Cale
Charity number	1085397
Company number	04013169
Principal address	Clifton-upon-Teme Early Years Centre The Village Clifton-upon-Teme Worcestershire WR6 6DH
Registered office	Clifton-upon-Teme Early Years Centre The Village Clifton on Teme Worcs. WR6 6DH
Independent examiner	Kendall Wadley LLP Granta Lodge 71 Graham Road Malvern Worcestershire WR14 2JS
Bankers	Lloyds TSB 48 Belle Vue Terrace Malvern Worcestershire WR14 4QG
Solicitors	Stallard March and Edwards LLP 8 Sansome Walk Worcester WR1 1LW

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
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CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
MANAGEMENT COMMITTEE REPORT
FOR THE YEAR ENDED 30 JUNE 2014

The Management Committee presents its report and accounts for the year ended 30 June 2014.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's memorandum and articles of association, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in March 2005.

Structure, governance and management

Clifton-upon-Teme Nursery Limited is a charitable company limited by guarantee incorporated on 12 June 2000 and registered as a charity on 6 March 2001. The company was established under a Memorandum of Association that established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members of the company are required to contribute an amount not exceeding £5. The total number of such guarantees at 30 June 2014 is 39.

The members of the Management Committee, who are also the directors for the purpose of company law, who served during the year were:

Mrs Cathryn Throup (Chair)	(Appointed 23rd September 2013)
Mr Adam Marriott (Vice Chair)	(Appointed 23rd September 2013)
Mrs Debbie Mitchell	(Resigned 23rd July 2013)
Mr Ian Whitaker	(Resigned 13th December 2013)
Mr David Warmington	(Resigned 23rd September 2013)
Mrs Zoie Tillman	(Resigned 14th October 2014)
Mrs Joanne Massey	(Resigned 26th November 2013)
Mr John Fletcher	
Mrs Clare Gibbs	
Mrs Zoe Barnett	(Appointed 23rd September 2013 and Resigned 9th December 2014)
Mrs Emma Payne	(Appointed 23rd September 2013 and Resigned 29th April 2014)
Mrs Victoria Dean	(Appointed 23rd September 2013 and Resigned 14th October 2014)
Mr Christopher Hurley	(Appointed 15th October 2014)
Mrs Wendy Gibson	(Appointed 11 February 2015)
Mrs Serena Spring	(Appointed 11 February 2015)

The current Management Committee consists of seven members, having recently been restored to this number. We intend to ensure that the community continues to be well represented.

The directors of the Company, who are also charity Trustees for the purposes of charity law and under the Company's Articles, are known as Members of the Management Company. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General meeting.

As Trustees, we continue to develop appropriate policies to ensure sound management of the setting and to support our staff. The Nursery Manager has day-to-day responsibility for operational management and she is supported by her staff to deliver the relevant childcare services to our families.

Many of the staff team have extended their qualifications in Early Years & Childcare with eleven qualified to a minimum of NVQ level three. One member of the team has a Foundation Degree in Early Years. The Nursery is committed to continuous professional development and this includes ensuring that staff with a relevant degree qualification have the opportunity to complete the Early Years Professional Status (EYPS) qualification.

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
MANAGEMENT COMMITTEE REPORT (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2014

The work of the Nursery involves childcare for children in the community and the Management Committee seeks to ensure that the community is represented with an accent on education, health and welfare skills. The Trustees regularly assess their skill base to identify areas where additional skills will be beneficial to the team. In addition to the skill mix required to deliver the objectives of the organisation, the more traditional business skills are well represented on the Management Committee.

Our nursery is very much part of the community and as a result we encourage members of the community to be involved either as trustees and/or volunteers. To support both trustees and volunteers, we have developed an induction process and where relevant instigate related training sessions to enable the Trustees and volunteers to familiarise themselves with the charity and its specific operations. New Trustees spend time with the staff and management to understand the role of the Nursery and how they might contribute to its successful operation.

Under the Memorandum and Articles of Association, the charitable company has the power to make any investment which the Trustees see fit.

The Management Committee understands the principal areas of operation of the Nursery and how the team - staff, Trustees and volunteers - interact with children and their families. Such relationships justify careful assessment of risk, both personal and physical, not only when services are being delivered within the nursery boundaries but also when in outreach locations such as local village buildings or on trips to other locations.

Risk assessment on all issues relating to the health, welfare and safety of the children and staff is an integral part of our policies and procedures. Our Health & Safety procedures have recently been reviewed to ensure compliance with our own stringent requirements, those of Ofsted who oversee our performance through regular inspections and sensible assessment of the overall needs of the Nursery to ensure our staff are well supported. Included in this process is the need to ensure that all staff, Trustees and relevant volunteers are DBS checked in order that they can be fully involved in the services offered by the Nursery.

Objectives and activities

The company is a charity and exists to deliver its objects in the village of Clifton-upon-Teme and surrounding community via the Clifton-upon-Teme Early Years Centre.

The objects of the charity are to support the development of children under school age within the village of Clifton-upon-Teme and its immediate environs ("the Community") by:

- (i) providing quality day care and education for babies and children between three months and statutory school age.
- (ii) supporting parents in rural areas requiring day care for their children in order that they can attend to other responsibilities where it would be inappropriate to have children with them (for example - but not excluding other responsibilities - returning to work, furthering their education or serving the community).
- (iii) creating an environment where information and support can be given to those desiring to enhance family skills and values and promote lifelong learning.
- (iv) subject to the above any other charitable purpose for the benefit of children in the Community as the trustees from time to time determine.

Public benefit statement

The Management Committee confirm that they have paid due regard to the guidance given by the Charity Commission on public benefit.

Achievements and performance

During 2013/2014 numbers on the register reduced significantly throughout the year, with a further shift away from children attending 'all year round' to 'term-time only'.

The nursery continued to offer places covered by Nursery Education Funding scheme via Worcestershire County Council where there was a decrease from £32,107 for 2012/13 to £29,251 for 2013/14, reflecting the lower register numbers.

**CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
MANAGEMENT COMMITTEE REPORT (CONTINUED)**

FOR THE YEAR ENDED 30 JUNE 2014

Our partnership with Teme Valley Children's Centre (TVCC) continued during the year and the Management Committee is represented on the Teme Valley Advisory Board, (the Management Committee of the TVCC).

Our staff continue to be committed and enthusiastic towards the high quality care of our children and still work hard to enhance their skills and formal qualifications. Thanks to all their efforts, well over 90% of our permanent staff are qualified to a minimum of level three in childcare - above the norm expected by Ofsted.

Numbers at the after-school club - Whizz Kids - located in the Clifton-upon-Teme Village School reduced throughout the year and at times the after-school club was held on the nursery premises in order to balance costs against available income.

Financial review

The reduction in numbers and continued shift from 'all year round' to 'term-time only' mentioned above impacted upon our financial performance for 2013/2014 with fees being lower as a result. Non staff expenditure was controlled and the Trustees began to look at reducing staff costs during the latter part of the financial year although the full benefit of this exercise will not be seen until the 2014/2015 performance.

The total incoming resources for the year amounted to £166,351 (2013: £179,845). Total resources expended were £187,208 (2013: £192,552), including depreciation of £7,765 (2013: £8,260).

This resulted in a deficit of £20,857 (2013: deficit of £12,707).

Reserve policy

In 2007 we sought to create an objective of free reserves equivalent to 4 months income - a financial objective of about £50,000 based on an average annual income of £150,000. 2014 free reserves have now dropped to £11,064 (2013: £25,612). This objective therefore remains elusive and the Trustees are bearing this objective in mind when looking at how best to ensure child provision in the Teme Valley area. We must however remain mindful of the need for an asset renewal/replacement policy to ensure we maintain the Nursery to a high standard.

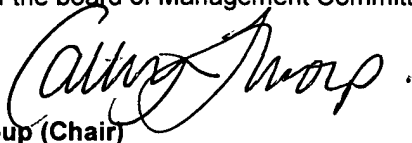
Asset cover for funds

Note 14 sets out an analysis of the assets attributable to the various funds. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

Plans for the future

As previously mentioned the Trustees began to reduce staff costs during the latter part of the financial period with the aim of reversing prior years deficits'. This continued into 2014/2015 and the Trustees are also looking at how best to ensure future child provision in the Teme Valley and what structure that might take. The nursery will continue to work for the community, supporting all families who wish to benefit from childcare. This will include those families who live in isolation or who find meeting the fees of childcare challenging. We will continue to provide support and, where possible, subsidy to enable children and their families to benefit from the social experience of childcare. The organisation will continue to work with the TVCC, County and other agencies to meet the national objectives set out under 'Every Child Matters'. In addition we will seek to support older children via Whizz Kids after-school club.

On behalf of the board of Management Committee


Mrs C Throup (Chair)

Dated: 11 March 2015

**CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT**

TO THE MANAGEMENT COMMITTEE OF CLIFTON-UPON-TEME NURSERY LIMITED

I report on the accounts of Clifton-upon-Teme Nursery Limited for the year ended 30 June 2014, which are set out on pages 5 to 12.

Respective responsibilities of Management Committee and examiner

The Management Committee who are also the directors of Clifton-upon-Teme Nursery Limited for the purposes of company law, are responsible for the preparation of the accounts. The Management Committee 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 43 of the 1993 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- (iii) to state whether particular matters have come to my attention.

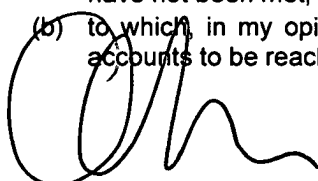
Basis of independent examiner's report

My examination was carried out in accordance with the 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 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 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:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Elizabeth Needham ACA

for and on behalf of Kendall Wadley LLP

Member of the Institute of Chartered Accountants in England and Wales

Granta Lodge

71 Graham Road

Malvern

Worcestershire

WR14 2JS

Dated: 11 March 2015

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 JUNE 2014

	Notes	Unrestricted funds £	Restricted funds £	Total 2014 £	Total 2013 £
<u>Incoming resources from generated funds</u>					
Voluntary income	2	29,898	238	30,136	33,017
Activities for generating funds		136,211	-	136,211	146,821
Investment income	3	4	-	4	7
Total incoming resources		166,113	238	166,351	179,845
<u>Resources expended</u>					
Charitable activities	4				
Operating costs - Early Years Centre		178,217	6,863	185,080	191,249
Governance costs	6	2,128	-	2,128	1,303
Total resources expended		180,345	6,863	187,208	192,552
Net outgoing resources before transfers		(14,232)	(6,625)	(20,857)	(12,707)
Gross transfers between funds		(316)	316	-	-
Net expenditure for the year/ Net movement in funds		(14,548)	(6,309)	(20,857)	(12,707)
Fund balances at 1 July 2013		25,612	43,729	69,341	82,048
Fund balances at 30 June 2014		11,064	37,420	48,484	69,341

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET

AS AT 30 JUNE 2014

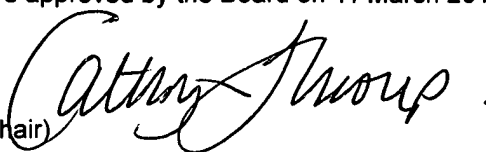
	Notes	2014 £	£	2013 £	£
Fixed assets					
Tangible assets	10		44,797		52,562
Current assets					
Debtors	11	10,377		14,289	
Cash at bank and in hand		3,511		12,576	
		13,888		26,865	
Creditors: amounts falling due within one year	12	(10,201)		(10,086)	
Net current assets			3,687		16,779
Total assets less current liabilities			48,484		69,341
Income funds					
Restricted funds	13		37,420		43,729
Unrestricted funds			11,064		25,612
			48,484		69,341

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 June 2014. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on 11 March 2015

Mrs C Throup (Chair)



Mr Adam Marriott



Company Registration No. 04013169

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET (CONTINUED)

AS AT 30 JUNE 2014

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

1.2 Incoming resources

All incoming resources becoming available to the Company are recognised in the Statement of Financial Activities as soon as it is prudent and practicable to do so. Resources relating to a specific time period are recognised over that period. Grants and donations intended for specific purposes are credited to a restricted fund.

1.3 Resources expended

"Direct Charitable Expenditure" comprises all expenditure directly relating to the objects of the Company and includes the cost of supporting charitable activities and projects. Expenditure from restricted funds is disclosed in the Statement of Financial Activities and charged against the relevant fund. Administration and fundraising expenses relates to the administration, co-ordination and promotion of the Company. Overhead costs are apportioned on the basis of staff costs.

1.4 Tangible fixed assets and depreciation

Items of equipment are capitalised where the purchase price exceeds £500 or where the aggregate value of expenditure relating to a particular asset exceeds £500.

Depreciation - on a straight line basis - is provided on all tangible fixed assets, so as to write off the cost of the assets over their estimated useful lives as follows:

Property	20 years
Property improvements	10 years
Equipment	5 years
Fixtures and fittings	5 years

Property, property improvements and equipment is partly funded by Restricted Funds and as a result, depreciation has been allocated pro-rata between Restricted and Unrestricted Funds to properly apply this cost to the relevant Reserve.

1.5 Accumulated funds

Funds held by the charity are:

Unrestricted General Funds - these are the funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted Funds - these are the 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 a particular restricted purpose.

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET (CONTINUED)
AS AT 30 JUNE 2014

2 Voluntary income

	Unrestricted funds £	Restricted funds £	Total 2014 £	Total 2013 £
Donations and gifts	647	-	647	243
Grants receivable for core activities	29,251	238	29,489	32,774
	<u>29,898</u>	<u>238</u>	<u>30,136</u>	<u>33,017</u>
Grants receivable for core activities				
Unrestricted funds:				
Nursery Education Grant			29,251	32,107
General donations			-	255
Fundraising events			-	137
			<u>29,251</u>	<u>32,499</u>
Restricted funds:				
Worcestershire Early Years			238	275
			<u>238</u>	<u>275</u>

3 Investment income

	2014 £	2013 £
Interest receivable	<u>4</u>	<u>7</u>

4 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2014 £	Total 2013 £
Charitable activities					
<u>Operating costs - Early Years Centre</u>					
Activities undertaken directly	154,365	7,765	22,950	185,080	191,249
Governance costs	-	-	2,128	2,128	1,303
	<u>154,365</u>	<u>7,765</u>	<u>25,078</u>	<u>187,208</u>	<u>192,552</u>

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET (CONTINUED)

AS AT 30 JUNE 2014

5 Activities undertaken directly

	2014	2013
	£	£
Other costs relating to Operating costs - Early Years Centre comprise:		
Training and quality assurance	240	630
Consumables	5,005	5,178
Premises expenses	7,758	7,162
Communications	1,264	985
Insurance	2,253	2,020
Stationery and postage	1,662	1,587
Sundry office expenses	2,537	2,456
Small capital items	249	482
Toys	83	63
Miscellaneous expenditure	143	408
Marketing	560	1,223
Service deliverers	-	481
Computer software costs	989	1,098
Travel expenses	207	189
	22,950	23,962

6 Governance costs

	2014	2013
	£	£
Other governance costs comprise:		
Independent examination	1,525	1,101
Other costs	603	-
	2,128	1,101

7 Management Committee

None of the Management Committee (or any persons connected with them) received any remuneration during the year.

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET (CONTINUED)

AS AT 30 JUNE 2014

8 Employees

Number of employees

The average full time equivalent monthly number of employees during the year was:

	2014	2013
	Number	Number
Management	1	1
Nursery staff	8	9
	<u>9</u>	<u>10</u>

Employment costs

	2014	2013
	£	£
Wages and salaries	149,817	152,781
Social security costs	4,548	6,448
	<u>154,365</u>	<u>159,229</u>

There were no employees whose annual remuneration was £60,000 or more.

9 Taxation

The charitable company is exempt from corporation tax on its activities.

10 Tangible fixed assets

	Property	Property	Equipment	Fixtures and	Total
	£	improvements	£	fittings	£
		£		£	
Cost					
At 1 July 2013 and at 30 June 2014	<u>95,733</u>	<u>23,085</u>	<u>8,999</u>	<u>18,115</u>	<u>145,932</u>
Depreciation					
At 1 July 2013	57,036	10,294	8,999	17,041	93,370
Charge for the year	<u>4,805</u>	<u>2,311</u>	<u>-</u>	<u>649</u>	<u>7,765</u>
At 30 June 2014	<u>61,841</u>	<u>12,605</u>	<u>8,999</u>	<u>17,690</u>	<u>101,135</u>
Net book value					
At 30 June 2014	<u>33,892</u>	<u>10,480</u>	<u>-</u>	<u>425</u>	<u>44,797</u>
At 30 June 2013	<u>38,697</u>	<u>12,791</u>	<u>-</u>	<u>1,074</u>	<u>52,562</u>

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET (CONTINUED)

AS AT 30 JUNE 2014

11 Debtors	2014	2013
	£	£
Trade debtors	4,634	12,600
Prepayments and accrued income	5,743	1,689
	10,377	14,289

12 Creditors: amounts falling due within one year	2014	2013
	£	£
Trade creditors	2,635	1,399
Taxes and social security costs	1,012	1,074
Other creditors	2,676	3,325
Accruals	3,878	4,288
	10,201	10,086

13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			
	Balance at 1 July 2013	Incoming resources	Resources expended	Transfers
	£	£	£	£
Nursery Building Fund	32,800	-	(4,100)	-
Staff Development and Training Fund	250	238	(804)	316
Property Improvement Fund	10,679	-	(1,959)	-
	43,729	238	(6,863)	316
	28,700	-	37,420	-

The Nursery Building Fund represents funds received from The Community Fund and Vital Villages for the purchase of the nursery building. Depreciation charges and repair work can be offset against this fund.

The Staff Development and Training Fund represents monies received from Worcestershire County Council to provide staff with training and development and to provide the Charitable Company with staff cover during these periods.

The property improvement fund represents funds received for improving the property. The expenditure from this fund has been capitalised, with the depreciation charge being offset against the fund.

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET (CONTINUED)

AS AT 30 JUNE 2014

14 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 30 June 2014 are represented by:			
Tangible fixed assets	7,377	37,420	44,797
Current assets	13,888	-	13,888
Creditors: amounts falling due within one year	(10,201)	-	(10,201)
	<u>11,064</u>	<u>37,420</u>	<u>48,484</u>

15 Related parties

Clifton-upon-Teme Nursery Limited has a Commercial service level agreement with Clifton-upon-Teme Children's Centre Limited, now owned by Action for Children (from 1st April 2013) and known as Teme Valley Children's Centre. During the year no amounts were invoiced by Clifton-upon-Teme Nursery (2013: £106) for childcare to support families either on a low income and/or when they are attending courses delivered by the Children's Centre. There were no balances outstanding at the year end.

During the year Mr Ian Whitaker, Mrs Joanne Massey, Mr John Fletcher, Mrs Clare Gibbs, Mrs Victoria Dean, Mr Adam Marriott, Miss Emma Payne and Mrs Zoe Barnett, who are also members of the management committee, used the services provided by Clifton-Upon-Teme Nursery Limited to the value of £25,101 (2013: £35,154 in relation to eight committee members) on an arms length basis.

Amounts due to the committee members at the balance sheet date in respect of payments in advance for the provision of nursery services was £122 (2013: £942 due from the committee members).