

ST JOSEPH'S CHILD CARE GROUP

Bridge Road

Aldershot

GU11 3DD

Registered Charity: 1125115



**ST. JOSEPH'S
CHILD CARE
GROUP**

ANNUAL REPORT

**For the Financial Year Ending
31st August 2019**

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SECTION 1: Administrative Details

1a Name of Charity:

St. Joseph's Child Care Group

1b Charity Registration Number:

1125115

1c Address:

St. Joseph's Child Care Group Bridge Road Aldershot GU11 3DD

1d Trustees:

Dr. Campbell McCafferty CBE
Fr. Anthony Glaysher
Mr. Richard Fridge
Mr. David Paterson

1e Additional Trustees in the reporting year:

None

SECTION 2: Structure, Governance and Management

2a Particulars:

Governing Document: Trust Deed
Constitution: Unincorporated Association

2b Appointment of New Trustees:

Trustees are appointed by formal application.

SECTION 3: Financial Review

3a Policy on Reserves: The Charity commissioned a reserves policy in January 2012. The policy indicated that we will build up a reserve equivalent to two months operating costs up to a maximum of £50,000. At the end of this financial year the reserve account stood at £32,084. This will be built up back to £50,000 in the next financial year. The balance was used for cash flow to pay the August salaries and will be returned in year.

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SECTION 3: Financial Review (Cont.)

3b Deficit funds:

The Charity has maintained positive cash balances in the following accounts in the reporting period. (The figures below are in year figures and do not include the carry forwards from previous years.)

2018/19 In Year (does not include any previous carry forward sums.)

Account	Income	Expenditure	Balance
*Tea Time Club	£87,665.	£102,262.	-£14,597.
Pre School	£142,267.	£131,179.	£11,088.
Day Nursery**	£212,433.	£216,188.	-£3,755.
Reserve*	£32,084.	-£45,000.	-£12,976

*Tea Time Club £21,910 to school (profits from Play scheme over several years)

** Nursery numbers slightly down for the year

***Reserve Account balance as at 31.08.19 is £-12,976. £12 k owed from Nursery salaries in Aug and 1 k gift repayment to be paid in new financial year.

Loan 3

Opening balance: August 2018	£23,901.30
Draw Down Loan Proceeds	£ 0
Payments	£26,856.00
Interest	£ 143.55
Closing balance: August 2019	<u>-£2811.15</u>

Please note Loan 4 £110,000 will be drawn down by end of December 2019. Payments were continued on a monthly basis; hence the credit balance at end of year.

SECTION 4: Funds held as custodian trustee on behalf of others

4a Assets held:

The Charity has no assets held in the reporting period.

4b Assets held on behalf of:

The Charity has no assets held in the reporting period.

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4c Arrangements for safe custody of assets:

The Charity has no assets held in the reporting period.

SECTION 5: Additional Information

5a Administrative delegation:

The day to day administration of the charity is delegated to Mr Bill James, Executive Principal of St Joseph's Catholic Primary School.

5b Organizations relevant to the Charity:

Bankers: Lloyds TSB
75 Castle Street
Farnham Surrey GU9 7LT

Auditors: Wise & Co Chartered Accountants
Wey Court West Union Road
Farnham Surrey GU9 7PT

Payroll Service Provider:
Firmvalue Payrolls Ltd Wey Court West
Union Road Farnham Surrey GU9 7PT

5c Policies and procedures:

The following policies have been adopted in the reporting period:

None

5d Organizational structure:

Please see **Appendix 1**

5e Risks:

The associated risks within the Charity are concerned with two main factors. The numbers of children who are using the settings as this affects our income stream and the expenditure associated with running the various settings. The tight financial management of the Charity ensures that the Charity always operates a positive budget. The individual settings are closely financially monitored. This will be a continued focus for the next reporting period.

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SECTION 6: Objectives and Activities

6a Objects of the Charity:

- a. To provide the necessary facilities for the daily care, recreation and education of the children during out of school hours and school holidays;
- b. To provide opportunities for play and education for children whilst involving parents and carers;
- c. To advance the education and training of persons in the provision of such care, education and recreational facilities

6b Aims of the Charity:

6c Main aims for the coming year:

- To continue to meet the objects of the Charity
- To ensure that all documentation is reviewed annually
- To continue to service the loan successfully
- To maintain the high levels of qualifications in each setting
- To monitor numbers in each of the settings
- Undertake an inspection review for Nursery in January 2020
- Review development plans for each setting
- If inspected, to gain a good or better rating for Preschool, Nursery 2+ and all other settings
- (There are no major capital projects planned for the next financial year)

6d Strategy to achieve main aims:

1. Through sound financial management
2. Through recruitment policy
3. Through clear training and development policy

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SECTION 6: Objectives and Activities (Cont.)

6e Activities of the Charity:

The Charity has had a successful ninth year in operation. We have successfully developed all settings and they are now in a sound financial position. We have continued to successfully service the loan. The Charity continues to work in association with St Joseph's School to promote the use of this Community Room. The settings continue to run independently on behalf of the Charity.

SECTION 7: Achievements and Performance

7a Performance against previous objectives:

- To continue to meet the objects of the Charity **(Achieved)**
- To ensure that all documentation is reviewed annually **(Achieved)**
- To continue to service the loan successfully **(Achieved)**
- To maintain the high levels of qualifications in each setting **(Achieved)**
- To monitor numbers in each of the settings **(Achieved)**
- Review the opening times of the baby room in Nursery **(Achieved)**
- To have development plans in place for each setting **(Achieved)**
- Review menus in Breakfast Club and Tea Time Club **(Achieved)**
- To recruit anew trustee to replace Nigel Smith **(Achieved)**
- If inspected, to gain a good or better rating for Preschool, Nursery 2+ and all other settings **(Not inspected)**

7b Fundraising:

Small scale fund raising was undertaken by the different settings. Total fundraising for the reporting period was £393.30 for the Shooting Star Chase Charity (Children's Hospice)

7c Investments:

The Charity does not currently have any investments.

7d Factors beyond the Charities control:

There were no factors beyond the Charities control that had an effect in the reporting period other than the fluctuation of numbers.

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SECTION 8: Financial Review

8a How has expenditure supported key objectives

The loan has been successfully serviced.
Development areas have been successfully financed

8b Material Investments:

There were no material investments in excess of £5,000. in the reporting period.

SECTION 9: Future Plans

9a Aims for the next reporting period:

Please refer to 6c

DATE OF APPROVAL:

December 2019

Signed: Mr W James

Registered Person

Dr Campbell McCafferty CBE

Chair of Trustees