

Charity Registration No. SC024692

**GLEN URQUHART CHILDCARE CENTRE  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR TO 31 AUGUST 2022**

**J COLEMAN AND CO**

Accountants  
34 Wrightfield Park  
Maryburgh  
IV7 8ER

# GLEN URQUHART CHILDCARE CENTRE

## Legal and Administrative Information

31 August 2022

### Trustees

Richard Haviland  
Michael Thorp  
Mike Cameron  
Barbara Girvan  
Helen Gillespie  
Anna Collis  
(appointed 13 June 2022)  
(appointed 13 June 2022)

Charity number SC024692

### Registered Office

Glen Urquhart Childcare Centre  
Drumnadrochit  
IV63 1XA

### Independent Examiner

James Wallace  
J Coleman and Co  
34 Wrightfield Park  
Maryburgh  
IV7 8ER

GLEN URQUHART CHILDCARE CENTRE  
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FOR THE YEAR TO 31 AUGUST 2022

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## GLEN URQUHART CHILDCARE CENTRE

### TRUSTEES' REPORT

31 August 2022

The trustees present their report and accounts for the year ended 31 August 2022.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charities Act 1993 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

#### **Structure, governance and management**

The charity is an unincorporated association, the purposes and administration arrangements are set out in its constitution.

The members of the trustees who served during the year were:

Richard Haviland  
Michael Thorp  
Mike Cameron  
Barbara Girvan  
Helen Gillespie  
Anna Collis

(appointed 13 June 2022)

(appointed 13 June 2022)

The overall management and policy decisions of the charity are the responsibility of the trustees who are elected under the terms of the charities constitution.

There are no formal induction procedures for new trustees. New trustees are advised and guided by existing trustees.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

#### **Objectives and activities**

The charity's objects are to advance the education, learning and development of children during term times and during holiday periods, and to relieve poverty.

#### **Achievements and performance**

During the period the charity continued to operate nursery and after school facilities for a number of children.

These facilities are funded through fees and grants supplemented by fundraising. In this period fundraising events included rag bags, Soirbheas photo competition and bonfire night.

The support of staff and parents is greatly appreciated.

#### **Financial review**

During the period the charity made a profit of £23,660 (2021 - profit of £64,715). At the year end the charity held unrestricted funds of £ 225,431 (2021 - £201,771), and restricted funds of £4,440 (2021 - £4,440) The wages have increased considerably this year to £216,727, last year was £194,208. There is an extra employee this year and also as you will see in note 2 there is a HC ASN Staffing grant of £14,645.

GLEN URQUHART CHILDCARE CENTRE

TRUSTEES' REPORT (Continued)

31 August 2022

Under advisement it is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

On behalf of the board of trustees



Trustee RICHARD KAVILAND

Date: 20.3.23

**GLEN URQUHART CHILDCARE CENTRE**

**INDEPENDENT EXAMINER'S REPORT TO THE BOARD OF  
TRUSTEES ON THE UNAUDITED FINANCIAL STATEMENTS OF  
GLEN URQUHART CHILDCARE CENTRE**

**31 August 2022**

I report on the accounts of the charity for the year ended 31 August 2022, which are set out on pages 4 to 5

This report is made to the Charity's Board of Trustees, as a body in accordance with the terms of engagement. My work has been undertaken to enable me to prepare the financial statements on behalf of the Charity's Board of Trustees and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Board of Trustees, as a body, for my work or for this report.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1) (a) to ( c ) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) ( c ) of the Act and to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks 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 I do not express an audit opinion of the view given by the accounts.

**Independent examiner's statement**

In the course of 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 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations

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.



Signed:  
Name:

James Wallace

Date: 31/08/22

FCCA 0041840 / ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

Address: J Coleman and Co  
34 Wrightfield Park  
Maryburgh  
IV7 8ER

GLEN URQUHART CHILDCARE CENTRE  
STATEMENT OF FINANCIAL ACTIVITIES

31 August 2022

<u>Incoming Resources</u>	Notes	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>Incoming resources from generated funds</b>					
Voluntary income	2	50,207	-	50,207	65,895
Activities for generating funds		1,659	-	1,659	3,946
Investment income	3	55	-	55	121
		51,921	-	51,921	69,962
<b>Incoming resources from charitable activities</b>					
Insurance for loss of fees due to Covid-19	4	252,817	-	252,817	238,084
<b>Total Incoming Resources</b>		<b>304,738</b>	<b>-</b>	<b>304,738</b>	<b>308,046</b>
<b>Resources Expended</b>					
<b>Cost of generating funds</b>					
Fundraising expenditure	5	591	-	591	369
<b>Charitable activities</b>					
Childcare services		234,949	-	234,949	206,314
Support costs		44,118	-	44,118	35,298
<b>Total charitable expenditure</b>		<b>279,067</b>	<b>-</b>	<b>279,067</b>	<b>241,612</b>
<b>Governance costs</b>		<b>1,420</b>	<b>-</b>	<b>1,420</b>	<b>1,350</b>
<b>Total Resources Expended</b>		<b>281,078</b>	<b>-</b>	<b>281,078</b>	<b>243,331</b>
<b>Net movement in funds</b>					
Fund balances 1 September 2021		23,660	-	23,660	64,715
Fund balances 31 August 2022		201,771	4,440	206,211	141,496
		<b>225,431</b>	<b>4,440</b>	<b>229,871</b>	<b>206,211</b>

GLEN URQUHART CHILDCARE CENTRE

BALANCE SHEET

FOR THE YEAR TO 31 AUGUST 2022

	Note	2022	2021
	£	£	£
<b>FIXED ASSETS</b>			
Tangible assets	7	16,452	24,933
		<u>16,452</u>	<u>24,933</u>
<b>CURRENT ASSETS</b>			
Debtors	8	5,788	6,804
Cash at bank		212,434	179,318
		<u>218,222</u>	<u>186,122</u>
<b>CREDITORS: Amounts falling due within one year</b>	9	4,803	4,844
<b>NET CURRENT ASSETS</b>		<u>213,419</u>	<u>181,278</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>229,871</u>	<u>206,211</u>
<b>FUNDS</b>			
Restricted funds	10	4,440	4,440
Unrestricted funds		225,431	201,771
<b>SHAREHOLDERS FUNDS</b>		<u>229,871</u>	<u>206,211</u>

The accounts were approved by the Trustees on 15 March 2023

  
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Trustee RICHARD HAVILAND

**GLEN URQUHART CHILDCARE CENTRE  
NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR TO 31 AUGUST 2022**

**1. ACCOUNTING POLICIES**

**Basis of preparation**

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with accounting standards applicable to smaller entities, the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities", issued in March 2005, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

**Going Concern**

The charity has reported a surplus for the year of £23,660 which has increased the reserves at 31 August 2022 to £229,871. In practical terms the trustees are satisfied that with their fund raising activities combined grant assistance and childcare fees this will allow all liabilities to be met as they fall due for a period of at least 12 months from the date of signing these accounts. For this reason the Trustees consider it appropriate to prepare the accounts on a going concern basis.

**Incoming resources**

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. There were no donated assets received by the charity. No amounts are included in the financial statements for services donated by volunteers.

**Resources expended**

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended.

**Tangible fixed assets and depreciation**

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Property Improvements	10% straight line
Fixtures, fittings and equipment	20% straight line

**Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**GLEN URQUHART CHILDCARE CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR TO 31 AUGUST 2022**

**2 Voluntary income**

	Unrestricted funds	Restricted Funds	Total
	£	£	£
	2021	2022	2021
	£	£	£
Donations and gifts	1,026	1,026	1,333
Grants receivable for core activities	49,181	49,181	64,562
	<u>50,207</u>	<u>50,207</u>	<u>65,895</u>

Included in grants receivable are the following unrestricted amounts:

Milk £0 (2021 - £298)
Soirbheas £2,500 (2021 - £11,564)
HC Discretionary Fund £2,364 (2021 - £13,469)
HC Covid Grant £3,000 (2021 - £8,080)
Scotmid £15000 (2021 - £500)
HC Snack Grant £1,098 (2021 - £1,753)
Glenurquhart Rural Covid Grant £0 (2021 - £1,919)
Foundation Scotland £0 (2021 - £3,175)
Garfield Weston Foundation £0 (2021 - £5,000)
Corra Foundation £0 (2021 - £6,500)
HC Transitional Fund £0 (2021 - £5500)
HC Inclusion Fund £0 (2021 - £1030)
Alkpit £0 (2021 - £225)
HIE Community Recovery Fund £0 (2021 - £5,057)
Inspiring Scotland £0 (2021 - £492)
Summer of Hope 22 £8,000
MFR Cash for Kids £2,574
HC ASN Staffing £14,645

**3 Investment income**

Interest receivable

	2022	2021
	£	£
	55	121

**4 Incoming resources from charitable activities**

Childcare fees  
Other income

	2021	2021
	£	£
	252,817	237,599
	-	485
	<u>252,817</u>	<u>238,084</u>

**5 Total resources expended**

**Costs of generating funds**  
Fundraising expenditure

	Depreciation	Other costs	2021
	£	£	£
	2022	2022	2021
	£	£	£
	-	591	369

**Charitable activities**

Childcare services  
Activities undertaken directly  
Support costs  
Activities undertaken directly

	2021	2022	2021
	£	£	£
	211,090	234,949	206,314
	11,336	24,301	44,118
	<u>222,426</u>	<u>279,067</u>	<u>241,612</u>

Governance costs

	2022	2021
	£	£
	1,420	1,350
	<u>8,481</u>	<u>281,078</u>
	<u>222,426</u>	<u>243,331</u>

**GLEN URQUHART CHILDCARE CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR TO 31 AUGUST 2022**

**cont**

**5** Other childcare services expenditure consists of:

Small toys and consumables £16,370 (2021 - £14,658)  
 Outings £0 (2021 - £480)  
 Staff and childrens' uniforms £42 (2021 - £2,510)

Other support costs consist of:

Office expenses £2,243 (2021 - £2,400)  
 Repairs and renewals £5,207 (2021 - £3,855)  
 Gifts £961 (2021 - £852)  
 Insurance £2,591 (2021- £1,490)  
 Telephone £8 (2021 - £0)  
 Professional fees £6,455 (2021 - £4,762)  
 Leasing £1,478 (2021 - £1,597)  
 Motor and travel expenses £38 (2021 - £0)  
 Bank charges £103 (2021 - £110)  
 Subscriptions £671 (2021 - £506)  
 Sundries £86 (2021 - £133)  
 Milk food etc £7447  
 Music and Drama £4460

**6 Employees**

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Childcare	13	12
<b>Employment costs</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Wages and salaries	207,455	185,148
Social security costs	9,272	8,880
Pensions	5,699	5,692
	222,426	199,720

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

GLEN URQUHART CHILDCARE CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR TO 31 AUGUST 2022

7 Tangible fixed assets

	Property Improve	Fixtures, Fittings & Equipment	Total
	£	£	£
<b>COST</b>			
At 01-Sep-21	8,928	85,793	94,721
Additions	-	-	-
At 31-Aug-22	8,928	85,793	94,721
<b>DEPRECIATION</b>			
At 01-Sep-21	8,892	60,896	69,788
Charge for the year	36	8,445	8,481
At 31-Aug-22	8,928	69,341	78,269
<b>NET BOOK VALUE</b>			
At 31-Aug-22	0	16,452	16,452
At 01-Sep-21	36	24,897	24,933

8 Debtors

Trade debtors

	2022	2021
	£	£
	5,788	6,804

9 Creditors: amount falling due within one year

Paye  
Accruals  
Other creditors

	2022	2021
	£	£
	1,351	1,461
	1,420	1,350
	2,032	2,033
	4,803	4,844

10 Restricted funds

The income funds of the charity include restricted funds comprising the following expended balances of grants held on trust for specific purposes.

	Movement in funds		
	Balance at 01-Sep-21	Incoming resources expended	Balance at 31-Aug-22
	£	£	£
Capital fund	1,392	-	1,392
Specific donations	3,048	-	3,048
	4,440	-	4,440

The capital fund represents the net book values of assets purchased using Awards for All grant funding.

**GLEN URQUHART CHILDCARE CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR TO 31 AUGUST 2022**

**11 Analysis of net assets between funds**

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fund balances at 31 August 2022 are represented by:			
Tangible fixed assets	16,452	-	16,452
Current assets	213,782	4,440	218,222
Creditors amounts falling due within one year	4,803	-	4,803
	225,431	4,440	229,871

**12 Control**

The charity is controlled by the trustees.

GLEN URQUHART CHILDCARE CENTRE  
MANAGEMENT INFORMATION  
FOR THE YEAR TO 31 AUGUST 2022

The following pages do not form part of the statutory financial statements.

**GLEN URQUHART CHILDCARE CENTRE  
DETAILED PROFIT AND LOSS ACCOUNT**

**FOR THE YEAR TO 31 AUGUST 2022**

	2022	2021
	£	£
<b>INCOME</b>		
Childcare fees	252,817	237,599
Grants received	49,181	64,562
Fundraising	1,659	3,946
Donations	1,026	1,333
Other income	-	485
Interest received	55	121
	<u>304,738</u>	<u>308,046</u>
<b>Expenditure</b>		
Wages and salaries	216727	194,028
Employees pensions	5699	5,692
Small toys and consumables	16370	14,658
Milk, food etc	7,447	-
Music and drama fees	4,460	-
Depreciation	8481	8,539
Office expenses	2243	2,400
Fundraising expenses	591	369
Repairs and renewals	5207	3,855
Accountancy	1420	1,350
Insurance	2591	1,490
Staff and childrens' uniforms	42	2,510
Gifts	961	852
Motor and travel expenses	38	-
Professional fees and courses	6455	4,762
Outings	-	480
Subscriptions	671	506
Telephone	8	-
Leasing of photocopier	1478	1,597
Bank charges	103	110
Sundries	86	133
	<u>281,078</u>	<u>243,331</u>
Surplus/Deficit for the year	<u>23,660</u>	<u>64,715</u>