

**GREAT BARTON PATHWAYS LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**

**UNAUDITED**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

**COMPANY NUMBER: 06601291**  
**CHARITY NUMBER: 1125759**



**GREAT BARTON PATHWAYS LIMITED**  
**REPORT OF THE DIRECTORS/TRUSTEES**

The directors/trustees present their report with the accounts of Great Barton Pathways Limited for the year ended 31 August 2017. The annual report forms part of this report.

**REFERENCE AND ADMINISTRATION DETAILS:-**

<b>DIRECTORS</b>	Mrs K Kay (resigned: 6 March 2018) Miss H E Virciglio Mrs L Moss (appointed: 6 March 2018)
<b>COMPANY SECRETARY</b>	Mrs S Horn
<b>REGISTERED/ PRINCIPAL OFFICE</b>	School Road, Great Barton, Bury St Edmunds, Suffolk, IP31 2RJ
<b>COMPANY REGISTRATION NUMBER</b>	06601291
<b>CHARITY REGISTRATION NUMBER</b>	1125759
<b>TRUSTEES</b>	Mrs K Kay (resigned: 6 March 2018) Miss H E Virciglio Mrs S Horn Mrs L Moss (appointed: 6 March 2018)
<b>BANKERS</b>	CAF
<b>REPORTING ACCOUNTANTS</b>	Twinn Accountants Limited, Suite 4 East Barton Barns, East Barton Road, Great Barton, Suffolk, IP31 2QY
<b>SOLICITORS</b>	Metcalf Copeman & Pettefar, Cage Lane, Thetford, Norfolk, IP24 2DT
<b>CUSTODIAN BUILDING TRUSTEES</b>	Mr R Leveritt

## **GREAT BARTON PATHWAYS LIMITED**

### **REPORT OF THE DIRECTORS/TRUSTEES (Continued)**

The directors submit their Report and Accounts for the year ended 31 August 2017. The financial statements have been prepared in accordance with the accounting policies set out on pages 7 to 13 of the accounts and comply with the charity's trust deed, the Charities Act 2011, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland FRS102 published on 16 July 2014 and updated 2 February 2016 and the Companies Act 2006.

#### **Structure, Governance and Management**

##### **Governing Document**

The organisation is a charitable company limited by guarantee, it was incorporated on 23 May 2008 and registered as a charity on 8 September 2008. The company remained dormant until 1 August 2008 when operations from a former un-incorporated charity 'Great Barton Under 5's' (charity number 1013627) were transferred.

The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its Articles of Association.

The company is limited by guarantee and has no authorised or issued share capital. The members may be called upon to contribute £1 each in the event of the company going into liquidation.

##### **Trustee Induction and Training**

The original and current trustees are already familiar with the practical work of the charity due to their 'hands on' involvement. Future new Trustees will be invited and encouraged to attend training sessions to familiarise themselves with the charity and the context in which it operates. Potential new Trustees will also be provided with the Charity Commission publication 'The Essential Trustee: what you need to know'.

##### **Objectives and activities for public benefit**

The principal activities of Great Barton Pathways Limited are in the pursuance of the objects for which it was formed, namely:-

Enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:-

1. Offering appropriate play, education and care facilities and training courses, together with the right of parents to take responsibilities for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability.
2. Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs.
3. Instigating and adhering to and furthering the aims and objectives of the pre-school learning alliance.

The Board of Trustees are aware of their duty to ensure the activities of Great Barton Pathways further its charitable objectives and that these activities are for the purpose of public benefit.

## **GREAT BARTON PATHWAYS LIMITED**

### **REPORT OF THE DIRECTORS/TRUSTEES (Continued)**

#### **Achievements and Performance**

2016/17 has remained a stable year for Pathways, continuing to be busy with many families using the setting.

Total income for the year was down 4.8% in comparison to the previous year. Pre-school attendance has been strong, although suffered during the Autumn term with fewer three year olds attending the setting than normal. As a result, pre-school income including the Early Years Grant decreased by £15,000. This was counteracted by an increase in fees from our breakfast club, after school club and holiday club – the latter attracting children from the local community as well as further afield as our reputation builds.

Investment in the setting has been limited this year to small scale equipment purchases as we build our reserves for the future and develop plans to replace some of our larger pieces of play equipment such as the ever popular Pirate Ship.

A number of successful fundraising events have taken place including the Christmas and Summer events. Profits from fundraising were put towards the annual trip out to Banham Zoo.

The end of term Sports Day was also thoroughly enjoyed by the children.

#### **FINANCIAL REVIEW**

Total incoming resources for the year were £152,204 compared to £159,961 in the previous period. The decrease being mainly attributable to pre-school income which saw a decline given a reduced number of 3 year olds attending the setting in the Autumn term. This was counteracted by an increase in wrap around care income, benefiting from both an increase in headcount and a fee increase. Total resources expended were £163,527 compared to £162,692 in the previous year.

Overall, expenditure exceeded income by £11,323 for the year, compared to a deficit of £2,731 in the previous period.

#### **Reserves Policy**

The Trustees have examined the requirements for free unrestricted financial reserves and consider that, given the nature of the charity's work, they should aim to ensure adequate working capital of around £32,000 to cover approximately one school terms staff and office costs. The Trustees review the Financial Reserves policy annually.

## **GREAT BARTON PATHWAYS LIMITED**

### **REPORT OF THE DIRECTORS/TRUSTEES (Continued)**

#### **Risk Review**

The Trustees reviewed potential major risks to which the organisation could be exposed and have established systems and controls to mitigate those risks.

#### **Directors' responsibilities**

The charity trustees (who are also the officers of Great Barton Pathways Limited for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare accounts for each financial period which give a true and fair view of the state of affairs of the company and the profit or loss of the company for that period. In preparing those accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principals in the Charities SORP
- make sure judgements and estimates are reasonable and prudent
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue to operate.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **Small company special provisions**

The above report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

#### **Signing on behalf of the board of Directors/Trustees**

..... L Moss .....

Mrs Laura Moss  
Director/Trustee

Approved by the board on .. 21 May 2018 ..

**GREAT BARTON PATHWAYS LIMITED**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

	<u>Notes</u>	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Year ended</u> <u>31.8.17</u> <u>Total</u> £	<u>Period ended</u> <u>31.8.16</u> <u>Total</u> £
<b>Income from:</b>					
Donations & grants	13	68,616	-	68,616	84,090
Charitable activities	14	83,536	-	83,536	75,736
Investment income	7	52	-	52	135
<b>Total</b>		<u>152,204</u>	<u>-</u>	<u>152,204</u>	<u>159,961</u>
<b>Expenditure on:</b>					
Raising funds	15	279	-	279	355
Charitable activities	16	163,248	-	163,248	162,337
<b>Total</b>		<u>163,527</u>	<u>-</u>	<u>163,527</u>	<u>162,692</u>
<b>Net income/(expenditure)</b>		(11,323)	-	(11,323)	(2,731)
<b>TAXATION</b>		-	-	-	-
<b>NET MOVEMENT IN FUNDS</b>		<u>(11,323)</u>	<u>-</u>	<u>(11,323)</u>	<u>(2,731)</u>
<b>TOTAL FUNDS BROUGHT FORWARD</b>		206,804	-	206,804	209,535
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>195,481</u>	<u>-</u>	<u>195,481</u>	<u>206,804</u>

All of the above results derive from continuing activities.

The statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 7 to 13 form part of these accounts

**GREAT BARTON PATHWAYS LIMITED**  
**BALANCE SHEET AS AT 31 AUGUST 2017**

	<u>Notes</u>	<u>Year ended</u> <u>31.8.17</u> £	<u>Period ended</u> <u>31.8.16</u> £
<b>FIXED ASSETS</b>			
Tangible assets	4	<u>120,829</u>	<u>156,061</u>
<b>CURRENT ASSETS</b>			
Stock		513	502
Debtors	5	5,638	5,840
Cash at bank & in hand		86,399	79,795
		<u>92,550</u>	<u>86,137</u>
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	6	<u>17,898</u>	<u>35,394</u>
<b>NET CURRENT ASSETS</b>		<u>74,652</u>	<u>50,743</u>
<b>NET ASSETS</b>		<u>195,481</u>	<u>206,804</u>
<b>INCOME FUNDS</b>			
Unrestricted funds	8	195,481	206,804
<b>TOTAL FUNDS</b>	9	<u>195,481</u>	<u>206,804</u>

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller entities (effective April 2008).

For the financial year ended 31 August 2017 the company was entitled to exemption from audit under Section 477 Companies Act 2006; and no notice has been deposited under Section 476.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with s.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 period and of its profit or loss for the financial period 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.

Approved by the Board of Directors on .....21 May 2018... and signed on its behalf by

.....L Moss..... Mrs L Moss (Director)

.....H. Virgilio..... Mrs H Virgilio (Director)

Company No: 06601291

The notes on pages 7 to 13 form part of these accounts

## **GREAT BARTON PATHWAYS LIMITED**

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2017**

#### **1 Accounting Policies**

##### **Basis of preparation**

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and updated on 2 February 2016 and the Companies Act 2006.

The accounts have been prepared to give a "true and fair" view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a "true and fair" view. This departure has involved following Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and updated 2 February 2016.

The charity constitutes a public benefit entity as defined by FRS102.

The trustees consider there to be no material uncertainties regarding the Charity's ability to continue as a going concern due to the value of the investments and reserves held.

##### **Financial Reporting Standard 102 – reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland":

- 
- the requirements of Section 7 Statement of Cash Flows.

The principal accounting policies adopted in the preparation of the financial statements are as follows:-

##### **Incoming Resources**

All incoming resources are included in the Statement of Financial Activities when:-

- the charity becomes entitled to the resources
- the trustees are virtually certain they will receive the resources and:
- the monetary value can be measured with sufficient reliability

##### **Donations and Grants**

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

- When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

##### **Interest Receivable**

Interest is included when receivable by the charity.



## **GREAT BARTON PATHWAYS LIMITED**

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2017**

#### **Resources Expended**

Resources expended are included in the Statement of Financial Activities on an accrual basis, inclusive of any VAT, which cannot be recovered.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.

#### **Tangible Fixed Assets**

Depreciation is provided in order to write off each asset over its estimated useful life as follows:

- Expenditure on leasehold property – 10 years straight line method
- Computer equipment – 3 years straight line method
- Furniture, fixtures and equipment – 4 years straight line method
- Indoor play equipment – 3 years straight line method
- Outdoor play equipment – 10 years straight line method

#### **Stock**

Stock is valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

#### **Fund Accounting**

Funds held by the charity are either:

- Unrestricted general funds – these are funds which can be used in accordance with the charitable objectives at the discretion of the trustees.
- Restricted funds – these are funds that can only be used for particular restricted purposes within the object of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purposes of each fund is included in the notes to the financial statement.

**GREAT BARTON PATHWAYS LIMITED**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2017 (continued)**

**2 SEGMENTAL INFORMATION**

The charity operates in the UK and the whole of its income and the utilisation of that income is attributable to its main activities.

**3 NET INCOME**

Year ended 31.8.17 £	Period ended 31.8.16 £
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Net outgoing resources for the year is stated after charging:

Directors' remuneration	-	-
Depreciation of tangible fixed assets	37,364	33,684
Independent Examination fee	1,764	2,010

**4 TANGIBLE FIXED ASSETS**

	<u>Computer Equipment</u> £	<u>Furniture, Fixtures &amp; Equipment</u> £	<u>Play Equipment</u> £	<u>Leasehold Property</u> £	<u>Total</u> £
<b>COST</b>					
At 1 August 2016	4,707	10,936	19,933	338,339	373,915
Additions	-	1,645	487	-	2,132
Disposals	-	-	-	-	-
As at 31 August 2017	<u>4,707</u>	<u>12,581</u>	<u>20,420</u>	<u>338,339</u>	<u>376,047</u>
<b>DEPRECIATION</b>					
At 1 August 2016	3,130	8,982	11,455	194,287	217,854
Charge for the year	932	892	1,706	33,834	37,364
Disposals	-	-	-	-	-
As at 31 August 2017	<u>4,062</u>	<u>9,874</u>	<u>13,161</u>	<u>228,121</u>	<u>255,218</u>
<b>NET BOOK VALUE</b>					
As at 31 August 2017	<u>645</u>	<u>2,707</u>	<u>7,259</u>	<u>110,218</u>	<u>120,829</u>
<b>NET BOOK VALUE</b>					
As at 31 August 2016	<u>1,577</u>	<u>1,954</u>	<u>8,478</u>	<u>144,052</u>	<u>156,061</u>

**5 DEBTORS**

Year ended 31.8.17 £	Period ended 31.8.16 £
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Trade debtors	1,827	2,350
Prepayments	2,541	2,227
Other debtors	1,270	1,263
	<u>5,638</u>	<u>5,840</u>

**GREAT BARTON PATHWAYS LIMITED**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2017 (continued)**

**6 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	Year ended 31.8.17 £	Period ended 31.8.16 £
Trade creditors	2,105	15,575
Accruals	1,766	2,010
Deferred income	<u>14,027</u>	<u>17,809</u>
	<u>17,898</u>	<u>35,394</u>

**7 INVESTMENT INCOME**

	Year ended 31.8.17 £	Period ended 31.8.16 £
The company's investment income is derived from the following:		
Bank interest received	<u>52</u>	<u>135</u>

**8 UNRESTRICTED FUNDS**

	Year ended 31.8.17 £	Period ended 31.8.16 £
<b>General Fund</b>		
Incoming resources (notes 7 & 13 to 15)	152,204	159,961
Resources expended (notes 15 & 16)	(163,527)	(162,692)
Taxation	-	-
Net movement in funds	<u>(11,323)</u>	<u>(2,731)</u>
Balance brought forward	<u>206,804</u>	<u>209,535</u>
Balance as at 31 August 2017	<u>195,481</u>	<u>206,804</u>

**GREAT BARTON PATHWAYS LIMITED**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2017 (continued)**

**9 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	Year ended 31.8.17 <u>Total</u> £	Period ended 31.8.16 <u>Total</u> £
Fund Balances as at 31 August 2016 are represented by:				
Tangible Fixed Assets	120,829	-	120,829	156,061
Current Assets	92,550	-	92,550	86,137
Creditors: Amounts falling due within one year	(17,898)	-	(17,898)	(35,394)
Total Net Assets as at 31 August 2017	<u>195,481</u>	<u>-</u>	<u>195,481</u>	<u>206,804</u>

**10 SHARE CAPITAL**

The company is limited by guarantee and has no share capital. In the event of the company being wound up each member will be required to contribute £1.

**11 RELATED PARTY TRANSACTIONS**

During the year no Trustee was paid remuneration for work carried out on behalf of the charity.

During the year £172 (2016: £155) was reimbursed to 2 (2016: 2) trustees for expenses.

**12 ANALYSIS OF STAFF COSTS**

	Year ended 31.8.17 £	Period ended 31.8.16 £
Staff costs were as follows:		
Salaries & Wages	88,471	91,528
Social Security Costs	<u>2,230</u>	<u>2,507</u>
	<u>90,701</u>	<u>94,035</u>

The average number of employees in the year was split as follows:-

Direct charitable expenditure	6.5	6.5
Administration & management	<u>0.5</u>	<u>0.5</u>
	<u>7</u>	<u>7</u>

**GREAT BARTON PATHWAYS LIMITED**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2017 (continued)**

**13 INCOME - DONATIONS AND GRANTS**

	Year ended 31.8.17 £	Period ended 31.8.16 £
<b>Unrestricted Funds:-</b>		
Suffolk County Council - Early Years Grant	<u>68,616</u>	<u>84,090</u>
	<u>68,616</u>	<u>84,090</u>

**14 INCOME - CHARITABLE ACTIVITIES**

	Year ended 31.8.17 £	Period ended 31.8.16 £
<b>Unrestricted Funds:-</b>		
Trips & activities	753	951
School dinners	3,470	2,347
Milk	263	302
Uniforms	489	314
Holiday club fees	20,406	21,720
After School club fees	32,050	26,791
Lunch club fees	5,937	5,483
Breakfast club fees	14,607	13,087
Pre-school fees	3,441	2,346
Fund raising activities	<u>2,120</u>	<u>2,395</u>
	<u>83,536</u>	<u>75,736</u>

**GREAT BARTON PATHWAYS LIMITED**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2017 (continued)**

**15 EXPENSES - RAISING FUNDS**

<b>Unrestricted Funds</b>	<b>Year ended 31.8.17</b>	<b>Period ended 31.8.16</b>
	£	£
Fund raising	<u>279</u>	<u>355</u>
	<u>279</u>	<u>355</u>

**16 EXPENSES - CHARITABLE ACTIVITIES**

<b>Unrestricted Funds</b>	<b>Year ended 31.8.17</b>	<b>Period ended 31.8.16</b>
	£	£
School dinners	3,510	2,357
Food, shopping & essentials	5,734	6,047
Uniforms	678	781
Materials & supplies	3,195	2,636
Advertising & promotion	84	292
Children's entertainment & replacement toys	1,859	1,188
Trips & activities	1,427	1,800
Staff training	540	215
Staff salaries	81,046	85,055
Staff pension contributions	206	-
Ofsted registration fee	220	220
Business rates	862	775
Water rates	517	672
Rent	100	100
Cleaning & refuse collection	2,152	1,799
Light & heat	1,602	1,574
Telephone	680	567
Insurance	2,562	2,119
Computer consumables & internet	2,001	2,453
Property & garden maintenance	3,726	6,363
Stationery & office expenses	394	214
Bookkeeping costs	2,773	2,048
Office salaries	6,882	6,932
Office pension contributions	3	-
Independent Examination fees	1,764	2,010
Professional fees - pension scheme set up	600	-
Miscellaneous	368	420
DBS Checks	399	16
Depreciation - furniture, fixtures & equipment	892	611
Depreciation - play equipment	1,706	1,478
Depreciation - computer equipment	932	1,078
Depreciation - leasehold property	33,834	30,517
	<u>163,248</u>	<u>162,337</u>