



Patrons Christopher Khoo DL & Naomi Khoo and
Helene Raynsford

Company Registration Number: 07279320
Charity Number: 1137609

**Dingley Family and Specialist Early Years Centres
(Limited by guarantee)**

Financial Statements

Year ended 31 March 2018

**Dingley Family and Specialist Early Years Centres
(Limited by guarantee)**

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Dingley Family and Specialist Early Years Centres (Limited by guarantee)

Legal and Administrative information

The Trustee Board presents their report, together with the financial statements, for the period from 1 April 2017 to 31 March 2018.

Reference and administrative details of the charity, its directors and advisors

Dingley Family and Specialist Early Years Centres is a registered charity, number 1137609 and is a charitable company limited by guarantee, number 03081670.

Trustee Board

The members of the Trustee Board (who are also the directors of the charitable company) during the period were as follows:

Chair:	Mr David Ormrod
Treasurer:	Mr Ian Mackinder
Secretary:	Vacant
Trustees:	Mr David Ormrod
	Mr Nick Richards
	Mr Ian Mackinder
	Mr Allan Gibson
	Ms Mary Baldwin (resigned 26 October 2017)
	Mr Richard Cronin
	Mrs Lorna Fairbairn (appointed 26 October 2017)
	Mrs Helen Amner Munslow (appointed 14 June 2018)

The following are parent representatives:

Reading:	Vacant
Wokingham:	Natalie Atkins appointed April 2017 (Ayanda Larkin resigned March 2017)
Newbury:	Vacant

In addition, our Patron, Lady Stevenson DL, stepped down in September 2017. Two new Patrons, Christopher Khoo DL and Naomi Khoo, were appointed in January 2018, and a further Patron, Helene Raynsford was appointed in June 2018.

Key Management Personnel

Catherine McLeod MBE	Chief Executive Officer
Sarah Affleck	Fundraising and Communications Manager
Aimee Knight	Group Operations Manager
Theresa Bowers	Finance Officer
Louise Farmer	West Berks (Newbury) Centre Manager
Zora Morgan	Wokingham Centre Manager
Hannah Spence	Reading Centre Manager

Company registered number

07279320

Charity number

1137609

Bankers

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

**Dingley Family and Specialist Early Years Centres
(Limited by guarantee)**

Legal and Administrative information

Registered office

Kennet Walk Community Centre
Kenavon Drive
Reading
Berkshire
RG1 3GD

Outreach addresses

Poplar Place
Shaw
Newbury
Berkshire
RG14 1NA

All Saints School
Norreys Avenue
Wokingham
Berkshire
RG40 1UX

Independent Examiner

Moore Stephens LLP
Prospect House
58 Queens Road
Reading
Berkshire
RG1 4RP

Dingley Family and Specialist Early Years Centres (Limited by guarantee)

Directors' annual report Year ended 31 March 2018

Structure, governance and management

Dingley Family and Specialist Early Years Centres is both a registered charity and a company limited by guarantee. It is governed by Articles of Association, which were approved and adopted in August 2010 (upon registration as a charitable company).

In May 2016, the company formally adopted Dingley's Promise as the new brand name, retaining Dingley Family and Specialist Early Years Centres as its registered company name. The term Dingley's Promise (or Dingley) will be used throughout the remaining narrative sections of this document.

As we seek volunteers with new skills and experience and as, inevitably, we have to replace volunteers who can no longer work with us for various reasons, the charity will have to "induct" new Trustee Directors on a reasonably regular basis. To provide a consistency and thoroughness of introduction that will maximise the new Trustee Director contribution as quickly as possible, we follow an induction process which is both simple and yet sufficiently flexible to take account of individual's needs and availability. The process is described in the Trustee Induction document dated April 2017, and includes:-

- Attending at least one Board Meeting as an observer;
- Providing a CV and letter/email outlining the contribution that the potential Trustee feels they will make to Dingley's Promise;
- Providing two written references;
- Agreeing a written Trustee Role Specification specific to his/her role on the Board;
- Signing a Trustee Director Commitment document detailing his/her commitment to the organisation, including completion, within 3 months of appointment, of a Safeguarding Children Level 1 course (possibly on-line).

Upon appointment as a Trustee Director, the Chairperson will inform Companies House and The Charity Commission of that appointment and the new Trustee Director will complete the Ofsted EY2 on-line registration process.

When appointing key management, and when reviewing their remuneration packages, external benchmarking is undertaken against directly compatible roles, wherever possible. The Trustee Board is responsible for setting and agreeing the remuneration package of the CEO. The CEO reviews and recommends changes to the remuneration packages of his/her direct reports (see below), which must be agreed by the Trustee Board who will bear in mind the agreed expenditure budget for the relevant period. The Group Operations Manager follows the same process with the CEO when setting and reviewing the remuneration packages of the Centre Managers.

Organisational structure and decision making process

The Trustee Board delegates day to day management of the operations of the charity to the Chief Executive Officer (CEO), Catherine McLeod MBE, who was appointed in March 2015. The CEO has three direct reports, a Fundraising & Communications Manager (FCM), Sarah Affleck (who replaced Janice Powell in June 2017), a Group Operations Manager (GOM), Aimee Knight (who was appointed in May 2016) and a Finance Officer (FO), Theresa Bowers who was appointed in February 2017 and who, since August 2017, has operated as a contractor to Dingley. The GOM directly manages the Centre Managers who are as follows:

Newbury:	Ms Abi Preston-Rees
Wokingham:	Ms Zora Morgan
Reading:	Ms Louise Farmer

Directors meetings are held six times per year. In between meetings decisions are made in consultation with the Chair and other Directors as required. If necessary a special meeting of the Board is convened.

In 2016, we created an Advisory Board, and this currently comprises the following individuals:-

Chris Burnell (Buildings Compliance & Development)
Jacquie Hathaway (Early Years Foundation Stage & Ofsted compliance)
Karen England (Fundraising)
Paul Wallace (Social Enterprise)
Laxmi Patel (SEND Law)
Adrian Walcott (Diversity)

Dingley Family and Specialist Early Years Centres (Limited by guarantee)

Directors' annual report (continued) Year ended 31 March 2018

Objectives and activities

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

As part of our five year strategy review in 2015 we updated our Vision and Mission statements:-

Dingley's Promise vision is *'The best start for every child'*.

Our Mission Statement is *'We deliver life changing support to under 5's with additional needs & disabilities and their families, by providing specialist learning through play, family support & training, and advice to mainstream settings'*.

Within this overall framework, our main objectives are:-

- Reach as many children as possible.
- Ensure every child transitions to the best educational option for them when they leave Dingley.
- Offer year round provision to take the pressure off parents and give each child as much support as we can.
- Be active in networking and signposting to ensure all of the child's needs are met.
- Ensure parents are always given choices and their voices are heard.

We also took the opportunity as part of the strategy review to bring to the fore our core values:-

- We seek **excellence** in all we do through continuous learning and improvement.
- We **care** for each other, our children and their families.
- We promote **development** of children, families & our team in a stimulating environment.
- We work with **integrity**, sharing resources and expertise for best outcomes.
- We **empower** children and families to make their own choices.

The Newbury Centre operates from a building in Shaw, Newbury, which opened to families in mid-February 2015. We have a sub-lease for the building, large garden and 10 car parking spaces with Shaw Social Club which is co-terminus with their own lease with West Berkshire Council due for review and renewal in March 2024.

In April 2012, the Wokingham Centre moved to larger premises within the All Saints School in Wokingham. We have a licence to occupy this space (with 12 months notice by either party) and pay both fixed and variable (eg utilities costs) elements of rent based on the percentage of space that we occupy within the school.

The Reading Centre operates from a Reading Borough Council owned building for which we pay a peppercorn rent, but for which we must pay the buildings insurance, utilities costs and all associated building maintenance costs as part of the lease. In October 2012, in response to demands from grant providers, a new 7 year lease was put in place.

Volunteers play a very important role within the groups by assisting with fundraising, driving children to the groups, and helping in the playgroup. As a result, Dingley's Promise was nominated to receive the Queen's Award for Voluntary Service (the MBE for charities), and the formal announcement of the receipt of that award was made in June 2011. During 2017/18, our volunteer hours (including Trustee time) totalled over 2,800 hours, and the number of volunteers increased by 20%.

Risk Management Statement

A detailed risk analysis was undertaken in 2014 and a Risk Policy was implemented in February 2015, which remains valid. The policy states that :-

- The trustees and executive management of Dingley Family & Specialist Early Years Centres believe that sound risk management is integral to both good management and good governance practice.
 - Risk management considerations will form an integral part of our decision-making and be incorporated within strategic and operational planning.
 - Risk assessment will be conducted on all new activities and projects to ensure they are in line with Dingley Family & Specialist Early Years Centres's strategic plan and objectives.
 - Risks and opportunities will be identified, analysed and reported at an appropriate level and escalated as necessary.
-

Dingley Family and Specialist Early Years Centres (Limited by guarantee)

Directors' annual report (continued) Year ended 31 March 2018

- A risk register covering key strategic risks will be maintained and updated *at least twice* a year and more frequently where risks are known to be volatile.
- All staff will be provided with adequate training on risk management and their role and responsibilities in implementing this.
- Dingley Family & Specialist Early Years Centres will regularly review and monitor the effectiveness of its risk management framework and update it as considered appropriate.
- Reports will be made to the trustee board and CEO each quarter of continuing and emerging high concern risks and those where priority action is needed to effect better control.
- Individual error and incident reports will be required from individual staff where a reportable event is identified.
- This policy is a formal acknowledgement that the Trustee Board is committed to maintaining a strong risk management framework. The aim is to ensure that Dingley Family & Specialist Early Years Centres makes every effort to manage risk appropriately by maximising potential opportunities whilst minimising the adverse affects of risks.
- This policy will be used to support the internal control systems of Dingley Family & Specialist Early Years Centres, enabling us to respond to operational, strategic and financial risks regardless of whether they are internally or externally driven.

A "root & branch" risk review was held in August 2018 and a further review will be held in February 2019.

Our key risks are in recruiting suitable staff, serious failures in following policy or procedures, workplace stress for staff, and failure to comply with data protection regulations. In addition, a further key risk is that local authority changes in funding levels causes decreased core income.

Achievements and performance

The year to 31 March 2018 has been a very successful one, with most of our aims for the period having been achieved. The highlights of the year include:

- a) Winning two achievement awards - the Community & Charity award in the Newbury Weekly News Best in Business Awards (which also generated £2,000 through donations on the night), and the Charity of the Year in the Thames Valley Business and Community Awards.
- b) We have been able to sustain the significant increase in the volume and range of services achieved in the previous period. Holiday Playscheme hours delivered increased by 23% and our Family Support Worker, now operating across all three centres, increased her contact hours with parents by 150%. We have also greatly increased the number of hours (and attendance) at our additional activities (stay and play, coffee mornings, trips and holiday playschemes), with over 1,250 children hours vs 330 last year. This means that our sessions are fuller, and we are able to build better relationships between children and families and make the most of our resources.
- c) Our continued focus on children with a higher dependency who find it very difficult, if not impossible, to obtain support elsewhere, dictates higher staff to children ratios. The number of children requiring 1:1 support in our Learning Through Play (LTP) sessions increased by 70%, and the number of children with Educational Health Care Plans (EHCPs) almost doubled to 35. This higher needs care has inevitably led to a reduced number of children (152), but we believe it also signals a shift whereby more children with lower needs are able to access mainstream provision. This increase in inclusion is a key aim of our work and we expect to see a continuing shift in the future.
- d) A routine Ofsted inspection at Newbury resulted in an Outstanding assessment and an unannounced Ofsted inspection at Wokingham resulted in a Good assessment.
- e) The development of our on-line training courses has progressed quickly and very successfully. The aim is to assist other settings to provide more SEND provision. The training courses have been certified by ncf (a national educational awarding organisation) and the content we have developed will be delivered within an established learner management framework provided by ALM (The Academy of Leadership and Management). To date, in addition to a number of our own staff who undertook the courses before final release, we have put 15 external students through the full four module course.

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Directors' annual report (continued) Year ended 31 March 2018

- f) We continued to invest in the well-being of our staff, who do a fantastic job throughout the year. One significant step here was to contract with Incahoot who provide staff benefit, loyalty and rewards solutions. We also signed the national 'Time to Change' Employers Pledge showing our commitment to staff wellbeing and to talking openly about wellbeing and mental health. Our latest staff survey at the end of 2017 showed a marked improvement in how staff felt about their own role and the quality and impact of our services.
- g) Our CEO continued to attend, and speak at, national conferences where the focus was on inclusion of SEND children in mainstream settings. She also wrote articles and contributed case studies for leading organisations and publications such as NDTI (The National Development Team for Inclusion), the Council for Disabled Children, Third Sector magazine and The Alliance for Inclusive Education. In line with this more wider focus on influencing others, we also became a member of the Council for Disabled Children, and were invited to join the steering group of their year long focus project on the early years. We also became a member of the Disabled Children's Partnership.
- h) We achieved the Safe & Sound quality standard in July 2018, (a new quality award developed by Reading Voluntary Action that Reading Borough Council use to assess the governance of organisations when considering funding applications), demonstrating a thorough grounding in charity governance in all eight of the key areas.
- i) We were naturally disappointed to lose the services of our Patron, Lady Catherine Stevenson, DL, who stepped back from her many Patron and Trustee roles during 2017. The Trustee Board would like to express our thanks and appreciation to Lady Catherine for her fantastic support over the past 5 years. We were, however, delighted to be able to welcome Christopher Khoo DL and Naomi Khoo as our new Patrons in early 2018, and doubly delighted when Para-Olympic gold medalist Helene Raynsford agreed to join Christopher and Naomi in a Patron role in June 2018.
- j) Family commitments meant that our Parent Services Trustee, Mary Baldwin, had to step down from her role. However, we have been fortunate to have added Lorna Fairbairn (a Learning & Development consultant with a background in HR) to our Trustee Board. In addition, one of our Newbury parents with a recent career, and passionate belief, in disability care was appointed as Parent Voice Trustee in June 2018. This is a major step forward for us, as we want to ensure that our families' voices are heard at all levels for the organisation.
- k) Very significant enhancements were made to the Reading Centre, which received a full decorating make-over (courtesy of Valspar volunteers) and a fully refurbished kitchen (grants from the Mobbs Memorial Trust and the Peter Harrison Foundation). The Newbury Centre received a full garden refurbishment, including all new fencing, sheds and additional play equipment, courtesy of the DM Thomas Foundation for Young People and the Tesco Bags for Help project.
- l) We continued to add to our Advisory Board established in 2016, and it currently comprises individuals willing and able to assist us, on an "as needs" basis, in the areas of Buildings Compliance, Early Years Foundation Stage (EYFS) & Ofsted, Fundraising, Social Enterprise, SEND Law and Diversity.
- m) We celebrated 20 years of our work in West Berkshire with a large family and supporter event at Shaw Social Club at the end of August. We were grateful to all the families, staff and supporters who attended, showing the strength of our operations in West Berkshire. With the start of our 35th year anniversary for the whole organisation in January 2018, we have also launched our 35 stories for 35 years campaign, whereby well known or inspirational people read a story for our children. To date, we have secured promises from 22 readers including Chris Jarvis (CBeebies presenter), Sally Phillips (Actor and activist) and Rebecca Jackson (Author and Racing Driver). We hope that this campaign will raise more awareness of the charity, helping to ensure that every family that needs our services will know of us.

Financial review

This financial year started against a background of running for two consecutive years with deficit budgets. During this time we used part of our accumulated reserves to improve our management capabilities and to expand the scope and reach of our services. However, we did not want to further deplete our reserves in 2017/18, so we are delighted to have run an almost balanced budget (a deficit of £2,327 or 0.4% of expenditure), whilst continuing to grow our services.

Our total income for 2017/18 was £581,309, representing a 9 per cent increase on the previous year. Meanwhile our expenditure increased by less than 3 per cent to £583,636. Our salaries represent nearly three quarters of our expenditure, and it is here where the small increase occurred, with us being able to afford a small uplift in pay and benefits.

Dingley Family and Specialist Early Years Centres (Limited by guarantee)

Directors' annual report (continued) Year ended 31 March 2018

This year our income from local government grants fell very slightly to £140,997. It also showed a significant swing away from service level agreements and payments for providing short break respite, towards one-to-one payments in respect of specific children. Our income from the Nursery Grant increased slightly to £95,434, but for the first time in a number of years, we received no grant funding directly from the NHS. Altogether we suffered a fall of £40,113 in our funding from the public sector. In contrast, we achieved great success in securing grants from other bodies, resulting in an overall £45,000 increase in our total grant income. A full list of the grants we received is given on page 15, but one of the most important achievements in securing our long term future, was a successful bid to BBC Children in Need to renew and increase our existing grant. This extended grant provides funding for a further three years at Reading, and (for the first time) at our Newbury centre.

Our other income, mainly from donations and fundraising, showed a small increase. This was partly thanks to our annual ball in March, which was once again very successful, and raised the highest amount ever, a net amount of over £10,000. We have been fortunate to be the beneficiaries of a number of events held by third parties, including the Hilton Reading Ball supported by the DM Thomas Foundation for Young people (over £3,000) and the Rotary Club of Reading Abbey Golf Day (almost £4,000). We are also grateful to The Good Exchange, who in addition to giving grants have provided match-funding for many individual donations. Importantly, our fundraising income was also the result of generous donations from companies, community groups and individuals. We would like to give a special mention to the following companies and community groups who each raised over £1,000 for us:

- AWE Aldermaston
- Berkshire Masonic Trust
- Henley Lions Club
- Osborne Clarke
- Maiden Erlegh Rotary
- Newbury Weekly News
- Newbury Round Table
- Plough on the Green
- Reading Mayor's (Cllr Mohammed Ayub) Charity of the Year

We are also tremendously grateful for all the individuals who fundraised for us by completing various tough and whacky challenges. Of these Tim Rees (London Marathon), BNI Bourne-Newbury (Velocity Challenge) and Valspar Paint (Rough Runner) have each staggeringly raised over £1,000 for us. We are also honoured to receive donations in memory of people who have passed away, so particular thanks to Keith Ormrod's donation in memory of his late wife and to those who donated in memory of Rebecca Green, a special girl who attended our Newbury centre. All this support is vital in maintaining our core services.

Our balance sheet (see page 11) shows that we have net assets of £248,404. A large part of these (£100,584) is invested in our buildings and equipment, and another major part (£86,326) is designated for our reserves policy. Our reserves policy requires us to set aside sufficient money to meet our financial liabilities and to continue our LTP sessions for a further four months were there to be any unforeseen collapse in our funding. Some of our remaining assets (£18,146) are in 'restricted' funds, typically grants that remain to be spent on specific activities. This leaves £43,348 of funds that are both unrestricted and undesignated and are available to fund any future deficit, or to support our business plan objectives.

Plans for future periods

- a) We will continue to follow our five-year Business Strategy with stated intentions to:
 - maximise our current assets to expand the services at our existing centres, mainly focused on additional services to assist parent/carers and the extended family;
 - offer access to support sessions for families who have left us;
 - open additional centres where demand can be proven and local financial support can be secured;
 - publish guidance on best practice in the area of providing care for additional needs pre-school children, and making these available via the internet;
 - ensure transition is effective and understood by parents
- b) Further develop and fully roll-out our on-line training offering to mainstream settings on how best to support SEND children.
- c) We will continue to seek out and work with other organisations that undertake work similar to ours, with a view to sharing experience and learning new methods.
- d) Although unsuccessful in the past two years, we still hope to secure funding to undertake reconfiguration work on the Reading building to maximise available space and build on the recent improvements to the lighting and heating systems and the full refurbishment of the kitchen.

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**Directors' annual report (continued)
Year ended 31 March 2018**

- e) We will continue to seek to add suitably experienced and motivated people to both the Trustee Board and the Advisory Board.
- f) The annual Spring Ball will take place again in early 2019, and we are in the early stages of planning one or more large scale public events to raise our profile, interact more closely with the business community and raise funds.

Statement of directors' responsibilities

The directors are responsible for preparing the directors' annual report and the 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 financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure for that period. In preparing those financial statements the directors' are required to:

- select suitable accounting policies and apply them consistently;
- observe the method and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charitable company will continue in operation.

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


In so far as the directors are aware:

- there is no relevant accounting information of which the charitable company's accountant is unaware; and
- the directors have taken all steps that they ought to have taken to make themselves aware of any relevant accounting information and to establish that the accountant is aware of that information.

The directors are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislations in other jurisdictions.

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

Signed by order of the Trustee Director Board on 12 Sep 2018


.....
Mr David Ormrod – Chair


.....
Mr Ian Mackinder

Company registration number: 07279320

**Dingley Family and Specialist Early Years Centres
(Limited by guarantee)**

**Independent Examiner's report
to the Directors of Dingley Family and Specialist Early Years Centre**

I report on the accounts of the company for the year ended 31 March 2018, which are set out on pages 10 to 20.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with my examination giving me cause to believe:

- (1) accounting records were not kept in respect of the Company as required by section 386 of the Act 2006; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination; or
- (4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for 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).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Use of my report

This report is made solely to the Charity's Trustees, as a body, in accordance with Chapter 3 of Part 8 of the Charities Act 2011. My examination has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report 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 Trustees as a body, for my examination, for this report, or for the opinions I have formed.



.....
M McAllister ACA
Chartered Accountant
Moore Stephens LLP
Reading

Date: 12-09-18

**Dingley Family and Specialist Early Years Centres
(Limited by guarantee)**

**Statement of financial activities
for the year ended 31 March 2018**

	Unrestricted Funds	←			→			2018 Total	2017 Total
		Training Offering	Reading	Reading Buildings	Restricted funds	Wokingham Buildings	Newbury Buildings		
	£	£	£	£	£	£	£	£	
Income and endowments from:									
Donations and legacies	86,626	1,000	4,290	-	770	-	93,006	103,720	
Income from investments									
- Bank interest	1,531	-	-	-	-	-	1,531	2,574	
Charitable activities									
- Earned income	3,657	2,049	44,963	-	52,446	-	141,028	-	
- Grants (note 2)	45,900	24,822	107,526	8,500	81,218	11,000	345,744	427,534	
Total income and endowments	137,714	27,871	156,779	8,500	134,434	11,000	581,309	533,828	
Expenditure on:									
Raising funds (note 3a)	73,896	1,543	896	-	436	-	77,108	74,789	
Charitable activities (note 3b)	7,079	25,893	167,611	7,720	137,962	10,559	506,528	493,204	
Total expenditure	80,975	27,436	168,507	7,720	138,398	10,559	583,636	567,993	
Net income/(expenditure)	56,739	435	(11,728)	780	(3,964)	441	(2,327)	(34,165)	
Transfers between funds	(72,091)		16,871	-	-	-	-	-	
Fund balances brought forward at 1 April 2017	145,026	-	1,791	15,929	13,850	74,135	250,731	284,896	
Fund balances carried forward at 31 March 2018	129,674	435	6,934	16,709	9,886	74,576	248,404	250,731	

The charitable company's income and expenditure all relate to continuing activities. The charitable company has no recognised gains and losses other than the net movement in funds each year.

The notes on pages 13 to 20 form part of these financial statements

**Dingley Family and Specialist Early Years Centres
(Limited by guarantee)**

**Balance sheet
As at 31 March 2018**

	Note	2018 £	2017 £
Fixed assets			
Tangible fixed assets	5	<u>100,584</u>	<u>92,523</u>
Current assets			
Other debtors and prepayments	6	17,024	21,246
Cash at bank and in hand		<u>176,856</u>	<u>175,996</u>
		193,880	197,242
Creditors: amounts falling due within one year			
Other creditors and accruals	7	(46,060)	(39,034)
		<u>147,820</u>	<u>158,208</u>
Net current assets		147,820	158,208
Net assets		<u>248,404</u>	<u>250,731</u>
Represented by:			
Funds			
Unrestricted funds		129,674	145,026
Restricted funds		<u>118,730</u>	<u>105,705</u>
		<u>248,404</u>	<u>250,731</u>

The Directors are satisfied that the charitable company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

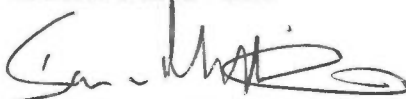
The Directors acknowledge their responsibilities for:

- (i) ensuring that the charitable company keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its results for the financial year in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

These financial statements were approved by the Trustee Director Board and authorised for issue on 12.9.2018 and were signed on their behalf by:


Mr David Ormrod – Chair


Mr Ian Mackinder

Company registration number : 07279320

The notes on pages 13 to 20 form part of these financial statements

**Dingley Family and Specialist Early Years Centres
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**Statement of cash flows
Year ended 31 March 2018**

	Note	2018 £	2017 £
Cash flows from operating activities			
Cash used in operating activities	13	<u>30,569</u>	<u>(34,690)</u>
Cash flows from investing activities			
Interest income		1,531	2,574
Purchase of tangible fixed assets		<u>(31,240)</u>	<u>-</u>
Cash provided by (used in) investing activities		<u>(29,709)</u>	<u>2,574</u>
Increase/(decrease) in cash and cash equivalents in the year		860	(32,116)
Cash and cash equivalents at the beginning of the year		175,996	208,112
Total cash and cash equivalents at the end of the year		<u><u>176,856</u></u>	<u><u>175,996</u></u>

The notes on pages 13 to 20 form part of these financial statements

Dingley Family and Specialist Early Years Centres (Limited by guarantee)

Notes to the financial statements Year ended 31 March 2018

1. Accounting policies

General information

Dingley Family and Specialist Early Years Centres is a registered charity, number 1137609, and a charitable company limited by guarantee, number 03081670, incorporated in England and Wales. The address of its registered office is Kennet Walk Community Centre, Kenavon Drive, Reading, Berkshire, RG1 3GD.

Basis of accounting

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with 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) (effective 1 January 2015) – (Charities SORP(FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

A separate income and expenditure account has not been prepared as the information required by the Companies Act 2006 is given in the Statement of Financial Activities and in the notes of the financial statements.

The financial statements are prepared in pound sterling (£) and the figures are rounded to the nearest £.

Going concern

After making enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue its activities for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the financial statements as outline in the Statement of Directors' Responsibilities.

Funds

Unrestricted funds represent funds of the charitable company that are not subject to any restrictions regarding their use.

Restricted funds represent funds available to meet specific expenditure as specified by the fund provider.

Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income subject to the specific wishes of the donors is treated as restricted funds.

Expenditure

Expenditure is included on an accruals basis, inclusive of any VAT, which cannot be recovered. Certain expenditure is apportioned to costs categories based on the estimated amount attributable to the activity during the year.

Depreciation

Depreciation is calculated to write off the cost less estimated residual value of fixed assets over their estimated useful lives.

Equipment – 4 years straight-line
Leasehold improvements – over the remaining term of the lease

Operating leases

Rentals applicable to operating leases are charged to the Statement of Financial Activity over the period in the which the cost is incurred.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**Dingley Family and Specialist Early Years Centres
(Limited by guarantee)**

**Notes to the financial statements
Year ended 31 March 2018**

2. Accounting policies (*continued*)

Pensions

The charity contributes to a defined contributions scheme.

Significant judgments and estimates

In the application of the charity's accounting policies, the directors are required to make judgments, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

There were no judgment or material estimation uncertainties affecting the reported financial performance in the current or prior year.

**Dingley Family and Specialist Early Years Centres
(Limited by guarantee)**

**Notes to the financial statements (continued)
Year ended 31 March 2018**

2. Grants	Unrestricted Funds £	Restricted funds					2018 Total £	2017 Total £	
		Training Offering	Reading £	Reading Building £	Wokingham £	Newbury £			Newbury Building £
Ascot Racecourse Community Fund (via Berkshire Community Foundation) FSW Reading & Wokingham	-	-	2,000	-	2,000	-	4,000	-	
Bailey Thomas Community Fund - towards Centre Manager at Newbury	-	-	-	-	-	12,000	12,000	-	
Berkshire Community Foundation	-	-	1,000	-	1,000	5,000	7,000	5,000	
BBC Children in Need	-	-	32,466	-	-	11,738	44,204	30,488	
Berkshire NHS	-	-	-	-	-	-	-	30,000	
Big Lottery Fund	-	-	-	-	31,408	-	31,408	28,901	
Big Lottery Fund – Dingley Garden Tots	-	-	-	-	-	-	-	8,987	
Cardy Beaver Foundation	2,000	-	-	-	-	-	2,000	2,000	
David Solomons Charitable Trust	-	-	-	-	-	-	-	1,000	
DM Thomas Foundation for Young People	-	-	-	-	-	-	10,000	-	
Englefield Charitable Trust	-	-	-	-	-	-	-	2,000	
English Provender Co Ltd	-	-	-	-	-	-	-	358	
Garfield Weston Foundation	-	15,000	-	-	-	-	15,000	-	
Gerald Palmer Eling Trust	-	-	-	-	-	3,000	3,000	3,000	
Greenham Common Trust- Find Me a Grant	-	-	887	-	-	4,676	5,563	4,162	
Greenham Common Trust- Pitch to the Panel	-	-	8,935	-	-	-	8,935	12,500	
Greenham Common Trust – Reactive Grant	-	-	-	-	-	2,500	2,500	5,000	
Hungerford Town Council	-	-	-	-	-	-	-	150	
Involve – Wokingham Carers Project	-	-	-	-	3,750	-	3,750	1,250	
Jules Thorn Charitable Trust - Ann Rylands small grants scheme	750	-	-	-	-	-	750	-	
Mobbs Memorial Trust - Reading Kitchen	-	-	-	4,000	-	-	4,000	-	
Mr & Mrs A J Pye's Charitable Settlement	1,000	-	-	-	-	-	1,000	-	
Newbury Town Council	-	-	-	-	-	-	-	2,121	
Newman's Own	-	-	-	-	-	-	-	13,708	
Percy Bilton Charity - Hoist	-	-	-	-	-	2,632	2,632	-	
Peter Baker Foundation	-	-	-	-	-	2,830	2,830	3,000	
Peter Harrison Foundation - Reading Kitchen	-	-	-	4,500	-	-	4,500	-	
Reading Borough Council – 2 year old project funding	-	-	-	-	-	-	-	9,589	
Reading Borough Council- Nursery Education Grant	-	-	-	-	-	-	-	29,806	
Reading Borough Council- PASS	-	-	-	-	-	-	-	5,680	
Reading Borough Council - Short Breaks	-	-	5,000	-	-	-	5,000	-	
Reading Borough Council- Resource Unit	-	-	24,251	-	-	-	24,251	27,630	
Reading Borough Council- SLA Grant	-	-	35,000	-	-	-	35,000	41,800	
Reading St Laurence Church Lands	1,000	-	-	-	-	-	1,000	1,000	
Sobell Foundation – FSW for Reading & Wokingham	-	-	5,000	-	5,000	-	10,000	2,500	
Souter Charitable Trust	2,000	-	-	-	-	-	2,000	3,000	
St James's Place Foundation	-	-	-	-	-	1,000	1,000	10,000	
Tesco Bags for Help - Newbury Garden	-	-	-	-	-	-	1,000	-	
Thatcham Town Council	-	-	-	-	-	472	472	500	
The Act Foundation - Mobi changer bed	-	-	-	-	-	3,347	3,347	-	
The Childwick Trust	6,000	-	-	-	-	-	6,000	2,000	
The Dr Mortimer & Theresa Sackler Foundation	-	-	-	-	-	-	-	5,000	
The Hobson Charity, via The CAF Charity Account - Learn Through Play	-	-	-	-	-	5,000	5,000	-	
The Lake House Foundation - Champion Funds - Big Give Campaign Matching K Ormrod donation	-	-	333	-	334	333	1,000	-	
The Medlock Charitable Trust	5,000	-	-	-	-	-	5,000	-	
The Sackler Trust	3,000	-	-	-	-	-	3,000	-	
The Shanley Foundation - Boogie Mites Programme	-	-	1,000	1,000	1,000	-	3,000	-	
The Toy Trust - Hoists and Slings	-	-	1,476	1,476	-	-	2,952	-	
Theodore Roussel Memorial Trust	5,000	-	-	-	-	-	5,000	5,000	
Trusthouse Charitable Foundation	-	-	-	-	-	-	-	2,000	
Welton Foundation	20,150	-	-	-	-	-	20,150	-	
West Berkshire Council – 1:1 for specified children	-	-	-	-	-	-	-	9,591	
West Berkshire Council - Nursery Education Grant	-	-	-	-	-	-	-	27,988	
West Berkshire Council - Short Breaks Grant	-	-	-	-	-	11,250	11,250	10,307	
Wokingham Borough Council- Child with complex needs	-	-	-	-	-	-	-	3,650	
Wokingham Borough Council- Early years census 2 year old project funding	-	-	-	-	-	-	-	458	
Wokingham Borough Council - Nursery Education Grants	-	-	-	-	-	-	-	34,910	
Wokingham Borough Council - PASS	-	-	-	-	-	-	-	5,000	
Wokingham Borough Council - Short Breaks	-	-	-	3,750	-	-	3,750	5,000	
Wokingham Borough Council - SLA	-	-	-	30,000	-	-	30,000	30,000	
Wokingham Town Council	-	-	-	1,500	-	-	1,500	1,500	
	45,900	24,822	107,526	8,500	81,218	66,778	11,000	345,744	427,534

**Dingley Family and Specialist Early Years Centres
(Limited by guarantee)**

**Notes to the financial statements *(continued)*
Year ended 31 March 2018**

2. Grants *(continued)*

For 2017/18, income from the Nursery Education Grant and 1:1 funding has been re-categorised as Earned Income, removing c£127k from the above table.

Reading received grants, both statutory and from other sources, primarily to deliver Learning Through Play (LTP) sessions, Monday through Friday during school term times. They also received funds to partly fund a Family Support Worker (FSW), a role which forms the link between the work we do with children when they attend our sessions, and the equally important learning and development that takes place in the home environment. Reading also received a number of grants for equipment in the play rooms and for a much needed new kitchen.

Wokingham 's non-equipment grants were of a similar profile and were used for exactly the same purpose as Reading's, with the addition of grants that also funded holiday play schemes.

The profile of Newbury's grants was a little different, with the very much lower levels of statutory funding being allocated to holiday playschemes and the LTP sessions. Grants from charitable trusts and other sources were used to enhance our core LTP sessions with massage sessions and music therapy. Newbury also received a significant grant enabling a full garden make-over.

Other grants awarded to us with no particular use specified by the donor (ie unrestricted funding) were used to offset our core running costs, purchase fundraising and marketing materials and develop new services.

**Dingley Family and Specialist Early Years Centres
(Limited by guarantee)**

**Notes to the financial statements (continued)
Year ended 31 March 2018**

3. Expenditure

	←				→				2017 Total £
	Unrestricted Funds £	Reading Centre £	Reading Building £	Wokingham Centre £	Wokingham Building £	Newbury Centre £	Newbury Building £	Training Offering £	
a) Expenditure on raising funds									
Advertising/Marketing	2,889	896	-	436	-	337	-	1,543	6,101
Fundraising purchases	7,771	-	-	-	-	-	-	-	7,771
Salaries, national insurance & pensions	53,417	-	-	-	-	-	-	-	53,417
Contractors	1,628	-	-	-	-	-	-	-	1,628
Fundraising – Major event costs	8,191	-	-	-	-	-	-	-	8,191
	<u>73,896</u>	<u>896</u>	<u>-</u>	<u>436</u>	<u>-</u>	<u>337</u>	<u>-</u>	<u>1,543</u>	<u>77,108</u>
b) Expenditure on charitable activities									
Salaries, national insurance & pensions	-	124,447	-	111,513	-	108,857	-	20,743	349,435
Contractor	-	1,627	-	1,628	-	1,628	-	1,552	6,435
Play equipment expenses	1,555	6,926	-	2,863	-	2,829	-	-	14,173
Transport costs	-	2,192	-	-	-	252	-	-	2,444
Stationery & consumables	667	652	-	389	-	916	-	21	2,645
Rent, rates & utilities	838	4,331	-	10,713	-	9,960	-	-	25,842
Building & garden work	-	6,745	-	59	-	6,060	-	-	12,864
Training & personal development	1,706	3,097	-	1,625	-	3,025	-	-	9,453
Insurance	-	2,312	-	954	-	954	-	-	4,220
Bank fees	-	23	-	23	-	29	-	-	75
Computer running costs	462	1,852	-	1,225	-	1,225	-	120	4,884
General purchases	186	3,408	-	2,505	-	3,240	-	392	9,731
Legal and professional fees	1,307	1,224	-	1,166	-	996	-	3,065	7,758
Special Events	358	6,000	-	2,059	-	5,127	-	-	13,544
Depreciation	-	1,535	7,720	-	-	3,366	10,559	-	23,180
Governance costs	-	-	-	-	-	-	-	-	-
Independent examiner's fee	-	1,240	-	1,240	-	1,240	-	-	3,720
	<u>7,079</u>	<u>167,611</u>	<u>7,720</u>	<u>137,962</u>	<u>-</u>	<u>149,704</u>	<u>10,559</u>	<u>25,893</u>	<u>506,528</u>
									<u>493,204</u>

**Dingley Family and Specialist Early Years Centres
(Limited by guarantee)**

**Notes to the financial statements (continued)
Year ended 31 March 2018**

4. Staff costs	2017 £	2017 £
Salaries	396,159	387,905
Employers NI	19,784	11,786
Employer Pension Contributions	3,034	2,536
	<u>418,977</u>	<u>402,227</u>
	No.	No.
The average number of part-time employees was	<u>33</u>	<u>35</u>
The average number of full time employees was	<u>5</u>	<u>3</u>

No employees received employee benefits in excess of £60,000 (2017 – Nil).

No member of the Trustee Director Board received any remuneration or expenses during the year (2017 – Nil).

The key management personnel of the charity received employee benefits totalling £178,359 (2017 - £167,390).

5. Tangible fixed assets

	Leasehold Improvements £	Equipment £	Total £
Cost			
At 31 March 2017	119,766	29,504	149,270
Additions	21,801	9,439	31,240
Disposals	-	-	-
At 31 March 2018	<u>141,567</u>	<u>38,943</u>	<u>180,510</u>
Depreciation			
At 31 March 2017	30,381	26,366	56,747
Charge for the year	20,612	2,567	23,179
Elimination of disposal	-	-	-
At 31 March 2018	<u>50,993</u>	<u>28,933</u>	<u>79,926</u>
Net book value			
At 31 March 2018	<u>90,574</u>	<u>10,010</u>	<u>100,584</u>
Net book value			
At 31 March 2017	<u>89,385</u>	<u>3,138</u>	<u>92,523</u>

**Dingley Family and Specialist Early Years Centres
(Limited by guarantee)**

**Notes to the financial statements (continued)
Year ended 31 March 2018**

6.	Debtors		2018	2017
			£	£
	Other debtors		9,467	19,591
	Prepayment		7,557	1,655
			<u>17,024</u>	<u>21,246</u>
7.	Creditors			
	Amounts falling due within one year		2018	2017
			£	£
	Other taxes, social security & pensions		5,512	1,249
	Accruals & other creditors		13,950	10,447
	Deferred income		26,598	27,338
			<u>46,060</u>	<u>39,034</u>

Income received during the year that has been deferred as it does not meet the recognition criteria as set out in the accounting policies is as follows:

	Unrestricted Funds	Restricted Funds				2018 Total
		Training Offering	Reading	Wokingham	Newbury	
			£	£	£	£
Funding via The Good Exchange		1,887	-	-	-	1,887
Sobell Foundation	-	-	3,750	3,750	-	7,500
Greenham Common Trust	-	11,211	-	-	-	11,211
RCVYS	-	-	5,000	-	-	5,000
Prudential	-	-	-	-	1,000	1,000
	<u>-</u>	<u>13,098</u>	<u>8,750</u>	<u>3,750</u>	<u>1,000</u>	<u>26,598</u>

8. Analysis of net assets between funds

	Unrestricted £	Restricted £	Total 2018 £
Tangible fixed assets	-	100,584	100,584
Net current assets	129,674	18,146	147,820
	<u>129,674</u>	<u>118,730</u>	<u>248,404</u>
	Unrestricted £	Restricted £	Total 2017 £
Tangible fixed assets	-	92,523	92,523
Net current assets	145,026	13,182	158,208
	<u>145,026</u>	<u>105,705</u>	<u>250,731</u>

**Dingley Family and Specialist Early Years Centres
(Limited by guarantee)**

**Notes to the financial statements (continued)
Year ended 31 March 2018**

9. Reserves policy

As described in the Directors Report on page 6, the directors have reviewed and renewed the reserves policy. The new total requirement for 4 months of net operating costs, redundancy and other costs would be £86,326. This would be covered by:

Unrestricted funds 86,326

10. Commitments under operating leases

At 31 March 2018 the company had future minimum lease payments under non-cancellable operating leases as set out below:

	2018		2017	
	Land and buildings £	Other £	Land and buildings £	Other £
Within 1 year	15,952	-	15,952	-
Later than 1 year and not later than 5 years	31,200	-	31,200	-
Later than 5 years	7,800	-	15,600	-
	<u>54,952</u>	<u>-</u>	<u>62,752</u>	<u>-</u>

11. Pensions

The charitable company runs a defined contribution scheme. The costs for the year represents the charitable company's contributions to the scheme of £3,034 (2017 - £2,536). At the year end £Nil (2017 - £Nil) was accrued in respect of contributions to this scheme.

12. Taxation

The company is a registered charity. It has no liability to corporation tax on any of its sources of income or on any chargeable gains realised to date.

13. Reconciliation of net movement in funds to net cash flow from operating activities

	2018 £	2017 £
Net movement in funds	(2,327)	(34,165)
Add back depreciation charge	23,179	21,163
Deduct investment income shown in investing activities	(1,531)	(2,574)
(Increase)/decrease in debtors	4,222	(6,848)
(Decrease)/increase in creditors	7,026	(12,266)
Net cash used in operating activities	<u>30,569</u>	<u>(34,690)</u>