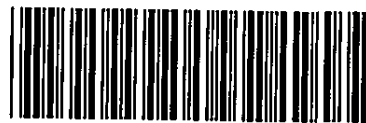


Peter Pan Nursery
(Company number 7285867, registered charity number 1136915)
Financial statements
for the year ended 31 October 2012

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**Peter Pan Nursery
Administrative details
for the year ended 31 October 2012**

Full name Peter Pan Nursery

Registered charity number 1136915

Registered company number 7285867

Principal address & Registered Office

Peter Pan Nursery
Hoon Avenue
Newcastle under Lyme
Staffordshire
ST5 9NY

Directors (Trustees)

Mr G C Wilson
Mr C I Barcroft
Mrs R Chilton-Jones (resigned 18 September 2012)
Mrs D McVey (appointed 18 September 2012)

Secretary

Ms A J Price

Bankers

National Westminster Bank

Independent examiner

Sarah Townshend
VAST
The Dudson Centre
Hope Street
Hanley
Stoke on Trent
Staffordshire
ST1 5DD

**Peter Pan Nursery
Chairmans Report
for the year ended 31 October 2012**

2012 was essentially a year of consolidation for The Peter Pan Nursery, following on from the major Nursery relocation and corporate reorganisation that was undertaken in 2011

The Peter Pan Nursery continued to deliver a high quality and unique service to children under the age of 5 with special needs in the North Staffordshire and South Cheshire areas. Overall the quantity of childcare sessions delivered was similar to last year, but current funding constraints mean that we have been unable to eliminate our waiting list, and that remains a key short term target

Through reflecting on the service it was identified that steps could be taken to make the service more sustainable. As a result the Nursery team was enhanced by the recruitment of a Deputy Manager, and the Management team is now enhanced with a Business Manager and Head of Fundraising

The Nursery continues to have the physical capacity to increase the number of sessions per child from an average of 1.4 to at least 2, which remains our objective over the longer term

During the year, our fundraising activity began to develop. The first Peter Pan Golf Day was a major success, attracting 40 participants and raising £4,000. This was supported by a series of fundraising events, including 7 skydivers, our first official Open Day and many community projects. Total funds raised through this type of activity were £12,176 which is considered to be a very encouraging for our first year. Our profile within our local community and with the corporate sector has been raised significantly, which will provide a sound basis for the events planned during 2013, when we expect funds raised will increase substantially. The economic environment remains very challenging, and competition for funds is fierce, but the Directors believe their investment in a fundraising program is a key strategy in making the Nursery financially secure over the longer – term

A brief review of our reserves and the shortfall for the year is included in the director's report

The deficit of £30,852 was manageable albeit disappointing

The key objectives for 2012 / 13 will be raising further monies from our own fundraising activities and replacing the funding of £100k per year that has been provided by The Big Lottery for a 5 year period which ends 31 October 2013

I am delighted to report that Diane McVey was appointed as a Director of the Company on 18 September 2012. Diane has a wealth of experience in the area of education of children with special needs, and will bring invaluable skills and experience to our operation. I would also like to thank Rachel Chilton-Jones who resigned as a Director on 18 September 2012 for her contribution to Peter Pan,

Finally, we are very proud to report that Denise Leigh has agreed to become the first Patron of the Peter Pan Nursery. Denise is an internationally renowned soprano, having performed solo at the Opening ceremony of the 2012 Paralympics to a worldwide TV audience of 11.2 million, and is herself a former attendee at the Nursery

Signed



Date

26/3/13

G C WILSON

Peter Pan Nursery
'Directors' report (incorporating the Trustees' annual report)
for the year ended 31 October 2012

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 31 October 2012. The charity is a company limited by guarantee and the governing document is the Memorandum and Articles of Association. There are no specific restrictions imposed by the governing document.

Appointment of Trustees

Trustees are required to number a minimum of 3

Organisational Structure and Decision Making

The trustees meet regularly to manage and direct the work of the charity. The charity employs Managers who are responsible for the operation of the Nursery, fundraising and administration and finance on a day to day basis.

Review of Activities

Peter Pan Nursery for children with special needs was originally established in 1969 and is the only setting in Staffordshire and Cheshire that provides care and education to children with special needs. In 2010 a new company ("Peter Pan Nursery") limited by guarantee was established and this has carried out all the activities of the Nursery since 1st May 2011. The nursery operates five days per week on a session basis and charge just a small fee per session and subsidise transport to enable our parents to access the facility where needed. We were Ofsted inspected in November 2011 and received a grade of outstanding in all areas.

How our activities deliver public benefit

Our main activities and who we try to help are described below. All our charitable activities focus on the care and education of young children with special needs and to provide the parents of such children with support and respite. 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 future activities.

The main aims and objectives of the nursery

- To provide care and education to children from birth to five years of age with a wide range of needs including children with complex needs, speech and language delays, physical delays, autism spectrum disorders, visual and hearing impairments, undiagnosed conditions and rare conditions. All families are given a copy of our policies prior to the children attending the nursery. This makes them aware of what we fully offer as a service and the procedures that are involved to ensure that child's overall safety and welfare.
- To support parents / carers and other family members. We offer courses for parents/carers such as Makaton, Choking and resuscitation, Oral Health etc and emotional support for all family members.
- To signpost families to various organisations/services. We have a very holistic approach and make our families aware of other services and organisations in order for them to access extra help/support that they may need. Services may include Home Start, Children's Centres, North Staffs Adventure Playground and Social Services.
- To liaise with health professionals. Our children are involved with various professionals such as Speech and Language Therapists, Physiotherapists, Occupational Therapists etc who we have strong relationships with. We also refer to many services.
- To liaise with various settings. We have a liaison service which involves taking parents/carers to look around potential schools, whether this is Mainstream or Special Schools and other settings such as Children's Centres, Private Day Nurseries etc. Once a setting has been chosen, we invite them in (with parental control) to observe the children and share targets. This ensures a smooth transition and eases anxieties for families.
- To ensure that the skills of our staff and volunteers are fully used to support families in all areas. All staff receive regular training and performance reviews and appraisals. We currently have a lack of volunteers and an awareness campaign to raise the profile of the nursery and encourage volunteers to join us needs to be implemented.

**Peter Pan Nursery
Director's report (continued)
for the year ended 31 October 2012**

- To deliver the Early Years Foundation Stage Framework, which aims to implement effective practice. The principles of this are grouped into four themes: A Unique Child, Positive Relationships, Enabling Environments, Learning and Development. Additional to this, we set achievable IEP's (Individual Education Plans) for each child and hold regular reviews with parents/carers to keep them fully informed/involved of their child's development.
To adhere to the Special Education Needs Code of Practice, which sets out guidance on Policies and Procedures aimed at ensuring pupils reach their full potential, to be fully included in nursery and to make successful transitions into school.
- To secure ongoing sustainable income. We actively fundraise in order to raise monies to cover the service we provide on a yearly basis. At present we are receiving Big Lottery support which is helping greatly with our funding needs but we have to improve our own ability to generate funds and to strengthen our balance sheet to enable us to move towards self sufficiency before the Lottery funding ends in 2013.

Plans for Future Periods

Last year we appointed a Head of Fundraising with the aim of increasing our profile in the area and raising additional funds from both the community and our own fundraising activities. The objectives of our policy were both to enable the enhancement of our services, particularly by offering more sessions to each child and to reduce our dependency on grant funding. Despite 2011/12 being a very tough market we have made some progress and we hope some of the foundations laid in this year will start to bear fruit in 2012/13.

Financial Review

The total incoming resources for the year ended 31 October 2012 amounted to £211,670 (six months period ended 31 October 2011 £101,737).

The total resources expended for the year ended 31 October 2012 amounted to £242,252 (six months period ended 31 October 2011 £119,016).

The above has resulted in the charity recording a net outgoing of funds of £30,582 (six months period ended 31 October 2011 £17,279). Whilst this was a significantly poorer result than we budgeted for we believe that we have made positive steps towards enhanced sustainability and we are in the process of seeking additional grant funding at the present time.

Reserves Policy

Total reserves at 31 October 2012 totalled £164,550 (2011 £191,535).

We frequently have a 3 to 4 year commitment to children who use the Nursery and we are also seeking to increase both the number of sessions and the number of children/families we support. In addition, the Nursery has an increasing requirement to self generate funds.

Accordingly the Trustees endeavour to maintain sufficient funds in the charity to provide resources adequate for twelve months uninterrupted services. The nursery is also required to match a percentage of the Big Lottery funding from its own resources. At 31st October 2012 the Nurseries general reserves approximated to 40% of our 2012/13 budgeted expenditure.

Lottery Grant

The Big Lottery is a five year grant which has one year to run. It is being used to fund certain salary, recruitment, training, travel, toys and rental costs. Other funding for the project will come from fees, fundraising and appeal letters. Certain project outcomes are to be completed by the end of the grant. At present we believe that we have met the milestones set by the Lottery to this point in time and plan to reapply for ongoing support during the course of 2012/13.

Exemptions

The trustees have taken advantage of the exemptions available to small companies, including the audit exemption (see statement on balance sheet).

**Peter Pan Nursery
Director's report (continued)
for the year ended 31 October 2012**

Statement of Directors' and Trustees' responsibilities

The directors are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice

Directors are required by company law to prepare financial statements which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements directors should follow best practice and

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in business

Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure the financial statements 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 provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

For and behalf of the Trustees

Signed

 Date 26/3/13

G C WILSON

**Independent examiner's report to the trustees of
Peter Pan Nursery
for the year ended 31 October 2012**

I report on the accounts of the charity, which are set out on pages 8 to 15

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed

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

- examine the accounts under section 145 of the 2011 Act,
 - follow the procedures laid down in the general directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act, and
- state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below

Independent examiner's statement

In connection with my examination, no matter has come to my attention

- 1 which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 386 of the Companies Act 2006, and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charitieshave 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



Date

26/3/13

Sarah Townshend

Community Accountant

VAST

Peter Pan Nursery
Statement of financial activities
(incorporating the income and expenditure account)
for the year ended 31 October 2012

	Note	Unrestricted Funds £	Restricted Funds £	2012 Total Funds £	2011 see note * £
Incoming resources					
Voluntary income					
Donations & gifts	2	68,450	102,367	170,817	91,299
Activities for generating funds	3	12,687	-	12,687	2,942
Investment income	4	4,013	-	4,013	142
Incoming resources from charitable activities					
Services provided	5	14,977	-	14,977	4,232
Grant income receivable	5	9,176	-	9,176	3,122
Total incoming resources		<u>109,303</u>	<u>102,367</u>	<u>211,670</u>	<u>101,737</u>
Resources expended					
Costs of charitable activities	6	104,485	136,190	240,675	116,132
Governance costs	6	885	692	1,577	2,884
Total resources expended		<u>105,370</u>	<u>136,882</u>	<u>242,252</u>	<u>119,016</u>
Net incoming/(outgoing) resources		3,933	(34,515)	(30,582)	(17,279)
Transfers between funds		<u>(23,023)</u>	<u>23,023</u>	<u>-</u>	<u>-</u>
		(19,090)	(11,492)	(30,582)	(17,279)
Unrealised gain on revaluation of investment assets		3,597	-	3,597	1,114
Total funds brought forward		141,827	49,708	191,535	-
Fund balances at 1 May 2011 transferred from unincorporated charity	7	-	-	-	207,700
Total funds carried forward	12	<u>126,334</u>	<u>38,216</u>	<u>164,550</u>	<u>191,535</u>

All the activities of the charitable company are classed as continuing

* Whilst 2011 was a twelve month accounting period the figures only include six months trading activity from 1st May 2011 to 31st October 2011 (see note 7)

The notes on pages 10 to 15 form part of these financial statements

**Peter Pan Nursery
Balance sheet
at 31 October 2012**

	Note	£	2012 £	2011 £
Fixed assets				
Tangible assets	8	20,673		20,187
Investments	9	<u>46,739</u>		<u>41,236</u>
			67,412	61,423
Current assets				
Debtors	10	12,050		10,782
Cash at bank and in hand		<u>93,627</u>		<u>125,002</u>
Total current assets		105,677		135,784
Liabilities				
Creditors amounts falling due within one year	11	<u>(8,539)</u>		<u>(5,672)</u>
Net current assets			97,138	130,112
Net assets			<u>164,550</u>	<u>191,535</u>
The funds of the charity				
Unrestricted income funds			126,334	141,827
Restricted income funds			<u>38,216</u>	<u>49,708</u>
Total funds	12		<u>164,550</u>	<u>191,535</u>

Exemption from audit

For the year ending 31 October 2012 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

Directors' responsibilities

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

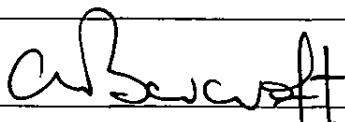
These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The trustees declare that they have approved the accounts above
Signed on behalf of the charity's trustees

Signed _____

Dated 26/3/13

C I Barcroft



Position

TREASURER

G C Wilson



Position

CHAIRMAN

The notes on pages 10 to 15 form part of these financial statements

Peter Pan Nursery
Notes to the accounts
for the year ended 31 October 2012

1 Accounting policies

Principal accounting policies

These financial statements have been prepared under the historical cost convention (except for investments) and in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP revised 2005), the Financial Reporting Standard for Smaller Entities (effective April 2008) and the provisions applicable to companies subject to the small companies regime under the Companies Act 2006. A summary of the more important accounting policies, which have been applied constantly, is set out below.

Basis of 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 a particular purpose. The cost of raising and administering funds are charged against the specific fund.

Incoming resources

All material 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. Grants receivable and other income have been accounted for on an accruals basis. All other income is taken into account on the basis of due date for payment.

Recognition of liabilities

Liabilities are recognised on the accruals basis in accordance with the guidance given in the Statement of Recommended Practice for Accounting and Reporting (effective April 1985) issued by the Charity Commissioners for England and Wales.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs to the charity related to the category. Support costs have been allocated to specific activities where applicable. Governance costs are those incurred in connection with the administration of the Charity and compliance with constitutional and statutory requirements.

Tangible Fixed Assets and Depreciation

Tangible fixed assets are capitalised and included at cost. Depreciation is provided on all tangible fixed assets at rates calculated to write down the cost or valuation, less estimated residual value, of each asset over its expected useful life. Unless assets are considered to have a shorter life they are generally written off on a straight line basis over 4 years.

Where assets relate to restricted funds, depreciation is charged to the relevant restricted fund.

Fixed Asset Investments and related income

Investments held as fixed assets are included in the balance sheet at market value. The statement of financial activities shows net investment gains or losses from both sales (realised) and changes in the market value of the investments (unrealised).

Taxation

The company is registered as a charity and, as such, is not liable to taxation on its income.

Leasing commitments

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

Peter Pan Nursery
Notes to the accounts (continued)
for the year ended 31 October 2012

2 Voluntary Income

	Unrestricted funds	Restricted funds	Total funds	2011
	£	£	£	£
General donations and gifts	44,161	-	44,161	42,853
Grants	24,289	102,367	126,656	48,446
	<u>68,450</u>	<u>102,367</u>	<u>170,817</u>	<u>91,299</u>

3 Activities for generating funds

	Unrestricted funds	Restricted funds	Total funds	2011
	£	£	£	£
Fundraising events	12,687	-	12,687	2,942
	<u>12,687</u>	<u>-</u>	<u>12,687</u>	<u>2,942</u>

4 Investment Income

	Unrestricted funds	Restricted funds	Total funds	2011
	£	£	£	£
Interest received	2,107	-	2,107	20
Dividend income	1,906	-	1,906	122
	<u>4,013</u>	<u>-</u>	<u>4,013</u>	<u>142</u>

5 Incoming resources from activities to further the charities objectives

	Unrestricted funds	Restricted funds	Total funds	2011
	£	£	£	£
Services provided				
Fees	14,977	-	14,977	4,232
Grant income receivable				
Council fees	9,176	-	9,176	3,122
	<u>24,153</u>	<u>-</u>	<u>24,153</u>	<u>7,354</u>

Peter Pan Nursery
Notes to the accounts (continued)
for the year ended 31 October 2012

6 Total resources expended

	Services Unrestricted £	Services Restricted £	Governance Unrestricted £	Governance Restricted £	2012 £	2011 £
Costs directly allocated to activities						
Staff costs	66,053	117,810	-	-	183,863	66,947
Staff training	-	1,272	-	-	1,272	710
Travel & subsistence	521	3,388	-	-	3,909	2,739
Refreshments, small toys & play	3,353	-	-	-	3,353	4,568
Fundraising costs	5,609	-	-	-	5,609	-
Support costs allocated to activities						
Premises costs	5,064	4,384	-	-	9,448	22,239
Office costs	15,056	420	-	-	15,476	7,379
Advertising	7,102	-	-	-	7,102	968
Bookkeeping	-	-	-	692	692	1,134
Independent examiners fees	-	-	700	-	700	400
Professional fees	1,335	-	185	-	1,520	3,055
Other expenses	392	-	-	-	392	2,568
Depreciation	-	8,916	-	-	8,916	6,309
	<u>104,485</u>	<u>136,190</u>	<u>885</u>	<u>692</u>	<u>242,252</u>	<u>119,016</u>

7 Transfer from unincorporated charity

On the 1st May 2011 the company took on the activities of Peter Pan Nursery for Children with Special Needs (Charity No 508670) which has subsequently ceased to operate. All funds at that date were transferred to the company. Accordingly all the trading comparative figures disclosed are for the six month period ended 31 October 2011.

8 Tangible assets

	Fixtures, Fittings & Equipment £	Nursery Equipment £	Total £
Cost			
Brought forward	3,957	22,539	26,496
Additions	312	9,090	9,402
	<u>4,269</u>	<u>31,629</u>	<u>35,898</u>
Depreciation			
Brought forward	735	5,574	6,309
Charge this period	1,072	7,844	8,916
	<u>1,807</u>	<u>13,418</u>	<u>15,225</u>
Net book value			
At 31 October 2012	<u>2,462</u>	<u>18,211</u>	<u>20,673</u>
Net book value			
At 1 November 2011	<u>3,222</u>	<u>16,965</u>	<u>20,187</u>

Peter Pan Nursery
Notes to the accounts (continued)
for the year ended 31 October 2012

9 Investments and cash

	2012	2011
	£	£
Market value at 1 November 2011	40,157	-
Additions	2,412	39,043
Unrealised gains	3,597	1,114
	<u>46,166</u>	<u>40,157</u>
Cash available for investments	573	1,079
	<u>46,739</u>	<u>41,236</u>
Represented by:		
UK Equities	46,166	40,157
Cash	573	1,079
	<u>46,739</u>	<u>41,236</u>

The equity investments are spread broadly equally between 11 companies with an emphasis on dividend yield

10 Debtors

	2012	2011
	£	£
Other debtors	9,650	8,632
Prepayments	2,400	2,150
	<u>12,050</u>	<u>10,782</u>

11 Creditors

	2012	2011
	£	£
Trade creditors	3,423	3,622
Accruals and deferred income	5,116	2,050
	<u>8,539</u>	<u>5,672</u>

Peter Pan Nursery
Notes to the accounts (continued)
for the year ended 31 October 2012

12 Movements in funds

	Opening balance £	Incoming resources £	Resources expended £	Transfers £	Closing balances £
Unrestricted funds					
General fund	83,627	112,900	(79,534)	(23,023)	93,970
Fundraising/sustainability fund	58,200	-	(25,836)	0	32,364
	<u>141,827</u>	<u>112,900</u>	<u>(105,370)</u>	<u>(23,023)</u>	<u>126,334</u>
Restricted funds					
Big Lottery fund	5,910	100,367	(125,132)	23,023	4,168
Cooperative Community fund	-	2,000	-	-	2,000
Multi sensory/move fund	43,798	-	(11,750)	-	32,048
	<u>49,708</u>	<u>102,367</u>	<u>(136,882)</u>	<u>23,023</u>	<u>38,216</u>
	<u>191,535</u>	<u>215,267</u>	<u>(242,252)</u>	<u>-</u>	<u>164,550</u>

Fundraising/sustainability fund

We have appointed a head of Fundraising and a PR Agency to start to enhance our fundraising capability in order to meet the pressing demands on the Nursery from parents and children. We have designated funds specifically to cover the first two years costs.

Big Lottery fund

Funding received from the Big Lottery forms part of a commitment from them to support the nursery for 5 years. The amount shown is the amount received during year 4 of the 5 year commitment. The funding is restricted to cover a percentage of the nursery's salary costs, professional fees, travel costs and training.

Cooperative Community fund

The Cooperative Community fund made a £2,000 donation to cover the cost of the development and production of a product designed specifically to encourage schools and youth groups to fundraise on behalf of the nursery. Work on this project will be completed in January 2013.

Multi sensory/move fund

This represents funds raised in 2010/11 to assist with the purchase of various equipment for the new nursery building and to provide support with the increased premises costs.

Peter Pan Nursery
Notes to the accounts (continued)
for the year ended 31 October 2012

13 Analysis of net assets by fund

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Fixed assets	1	20,672	20,673
Investments	46,739	-	46,739
Net current assets	79,594	17,544	97,138
	<u>126,334</u>	<u>38,216</u>	<u>164,550</u>

14 Staff costs

Staff costs were as follows

	2012	2011
	£	£
Wages	170,781	62,469
Social security costs	13,082	4,478
	<u>183,863</u>	<u>66,947</u>

No employees received emoluments of more than £60,000 (2011 – nil) The average weekly number of employees during the period was

	2012	2011
Directors (unpaid)	3	3
Administration and supervisory staff	2	2
Nursery staff	8	7
	<u>13</u>	<u>12</u>

15 Directors, remuneration, benefits and expenses

Directors received no expenses, remuneration or benefits in this period (2011 – none)

VAST
The Dudson Centre
Hope Street
Hanley
Stoke on Trent
ST1 5DD

This representation letter is provided in connection with your independent examination of the financial statements of Peter Pan Nursery for the year ended 31 October 2012 for the purpose of providing an independent examiner's report in accordance with section 145 of the Charities Act 2011 and the General Directions on independent examinations given by the Charity Commissioners under section 145(5)(b) of the Charities Act 2011

We acknowledge as trustees our responsibilities under the Charities Act 2011 for preparing financial statements which give a true and fair view and for making accurate representations to you

We confirm that the following representations are made on the basis of enquiries of management and staff of the charity with relevant knowledge and experience and, where appropriate, of inspection of supporting documentation sufficient to satisfy ourselves that we can properly make each of the following representations to you

We confirm, to the best of our knowledge and belief and having made appropriate enquiries of other trustees and officials of the Charity, the following representations

Accounting records

All the accounting records have been made available to you for the purpose of your independent examination and all the transactions undertaken have been properly reflected and recorded in the accounting records. All other records and related information which might affect the truth and fairness of, or necessary disclosure in, the financial statements, including minutes of trustees' and relevant management meetings, have been made available to you and no such information has been withheld

Accounting policies

We confirm that we have reviewed the charity's accounting policies and estimation techniques and, having regard to the possible alternative policies and techniques, the accounting policies and estimation techniques selected for use in the preparation of the financial statements are the most appropriate to give a true and fair view for the charity's particular circumstances, as required by FRS 18

Related parties

We confirm that we have disclosed all related party transactions relevant to the charity and that we are not aware of any other such matters required to be disclosed in the financial statements whether under FRS 8, the Statement of Recommended Practice "Accounting and Reporting by Charities" or other requirements

Contractual arrangements/agreements

All contractual arrangements entered into by the charity with third parties have been properly reflected in the accounting records or, where material (or potentially material) to the financial statements, have been disclosed to you

Laws and regulations

We are not aware of any instances of actual or potential breaches of or non-compliance with laws and regulations that are central to the charity's ability to conduct its business, to the retention of charitable status, or that could have a material effect on the financial statements

We are not aware of any irregularities, or allegations of irregularities including fraud, involving management or employees who have a significant role in the accounting and internal control systems, or that could have a material effect on the financial statements

Fraud

We acknowledge our responsibility for the design and implementation of internal control to prevent and detect fraud

We have disclosed to you

- i) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud
- ii) our knowledge of fraud or suspected fraud affecting the charity involving
 - Management
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements,
- iii) our knowledge of any allegations of fraud, or suspected fraud, affecting the charity's financial statements communicated by employees, former employees, analysts, regulators or others

Grants and donations

All grants, donations and other income have been notified to you and where the receipt is subject to specific terms or conditions, we confirm that they have been recorded in restricted funds. There have been no breaches of terms or conditions during the period in the application of such income

Completeness of Income

We confirm that to the best of our knowledge all income receivable by the Charity during the accounting period has been included in the financial statements

Taxation

We confirm that to the best of our knowledge, throughout the year, the Charity has acted within its charitable objectives and therefore there are no activities on which the Charity should be accounting for direct taxes

Subsequent events

There have been no circumstances or events subsequent to the period end which require adjustment to or disclosure in the financial statements, the notes thereto and the trustees report

Going Concern

We believe that the charity's financial statements should be prepared on a going concern basis on the grounds that the current and future sources of funding or support will be more than adequate for the charity's needs for at least the next year from the date of this letter

We believe that no further disclosures relating to the charity's ability to continue as a going concern need to be made in the financial statements

Assets and liabilities

We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements

In our opinion, on realisation in the ordinary course of the business the current assets in the balance sheet are expected to produce no less than the net book amounts at which they are stated

The charity has not had nor entered into at any time during the year, any arrangement, transaction, or agreement to provide credit facilities (including loans, quasi-loans or credit facilities) for trustees nor to guarantee or provide security for such matters

We have recorded or disclosed, as appropriate, all liabilities, both actual and contingent

Litigation

We are not aware of any pending or threatened litigation, proceedings, hearing or claims negotiations which may result in significant loss to the charity

As minuted by the board of trustees at its meeting on 26/3/13

(Trustee)

For and on behalf of Peter Pan Nursery