

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021
FOR
SUTTON CENTRE UNDER FIVES

Killicks Limited
35/37 Kingsway
Kirkby in Ashfield
Nottinghamshire
NG17 7DR

SUTTON CENTRE UNDER FIVES

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SUTTON CENTRE UNDER FIVES
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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 (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the charity are to enhance the development and education of children under the statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

The activities provided include all kinds of creative activities using paint, glue, clay, dough, junk material, creative movement to music, design and construction. We also use sand, water, measuring scales to promote learning of quantity, capacity and volume.

We promote physical skills inside and outside by the use of equipment such as bikes, scooters, stepping stones, balls, balance beam, climbing frames, slide and parachute.

Fine finger skills are developed through threading, cutting, spreading, drawing, painting constructing, baking etc.

Role play is provided in the home corner with a large selection of dressing up clothes and resources etc.

Computer skills are catered for with a good selection of educational games.

Mathematical concepts are provided for by using all kinds of mathematical equipment and resources.

We also have a well stocked book corner.

Volunteers

Volunteers are used on a day to day basis within nursery and also for supervision purposes for childrens' trips made for educational purposes. The donated cost has not been recognised within the accounts.

SUTTON CENTRE UNDER FIVES

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2021**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Shauna Denman left the setting in May 2020. Helen Stinson left the setting in June 2020 and Melanie Hickman left in February 2021. We warmly welcomed Stacey Miller Younger in October 2020 and Aimee Beddows in February 2021. Shannon Sludds was appointed temporarily.

Shelley Denby was appointed deputy manager in February 2021, following Melanie Hickman's resignation. Aimee Beddows was appointed SENDCO.

From April to September 2020, (including March 2020) the setting was closed due to the national lockdown due to Covid 19. Staff worked from home completing courses and paperwork.

When we returned in September 2020, the session times changed from morning and afternoon sessions to one session a day 9am-2. This was due to not being able to do a thorough clean in between sessions.

Children now bring a packed lunch. Parents have commented on how they prefer the times now and also the children have adapted well to lunch times.

During the year we have attended the following training courses as follows:

- The Prevent duty
- Effective use of the Early Years Pupil Premium
- Providing a healthy food environment in an early years setting
- Level 2 Food Safety
- Reflective practice in an early years setting Level 2
- SEND Code of Practice
- Equality and inclusion in Early Years settings
- Theories underpinning the EYFS Level 2
- Introduction to Yoga
- Characteristics of effective leaders
- Characteristics of effective teaching and learning
- Supporting Early Language
- Getting to grips with the EYFS
- Being Safe: Effective first aid management in your setting
- Sustained shared thinking
- Managing your Early Years inspection
- Female Genital Mutilation
- Speech, language and communication
- Infection prevention and control in an Early Years setting
- Effective safeguarding practice
- Supporting SENCO in early years
- Being a keyworker in an early years setting
- The importance of self-evaluation
- Understanding children's rights
- Effective transition and emotional wellbeing in Early Years
- Creating an effective communication and Language environment
- Cultural Capital
- The role of the Trustees
- Marketing your Early Years Service Level 2
- Social Media marketing for Early Years settings
- Understanding and addressing behaviour
- Improving children's learning through play
- Paediatric first aid
- Paediatric first aid home learning
- NCFE CACHE Level Certificate in Understanding Safeguarding and Prevent
- Child Protection investigations
- NSCP working together to safeguard children - Part 1
- SENCO Network

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REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

Staff were unable to complete face to face termly parents meetings so did them by phone and by written reports.

Our usual Father's Day and Mother's Day parties couldn't go ahead due to Covid but the children made gifts and cards for their relatives.

We held Unicorn and Halloween parties. We held a Christmas party and parents came at an allocated time to see their children outside in the Santa's Grotto. Presents were purchased by Nursery.

Fees increased to £15 a session.

Early Years Pupil Premium has been spent on a staff training and resources for the setting..

We continue to run a library scheme throughout the term for children to pick a book and take it home.

We continue to run a breakfast club on Friday sessions.

Covid 19 has had a huge financial impact on nursery. We were still allocated Government funding which covered staff wages throughout the Pandemic. However, we have been limited on fundraising, had no fees coming in for months and numbers have been low due to parents wanting to keep their children at home during the Pandemic. The manager and deputy were told to shield due to health issues and therefore worked from home.

We held an outdoor graduation in July 2020 and children were given an individual time slot to come with their parents. The children were presented with a scroll, a memory book, their online Tapestry Journal and a Sutton Centre Under 5's personalised teddy bear.

At Easter, the children were presented with a wooden Easter Bunny with a chocolate egg.

Fundraising activities

For Easter, we did an online raffle which raised £220

In June, we had a £50 donation from a parent of a child who was leaving in July 2020.

We held an online raffle in November to win an Elf on the Shelf balloon, which raised £53.

Christmas fundraising for raffles, calendars, party food and sales of Reindeer hot chocolate cones raised a total of £458

In August 2020, we applied for a Covid 19 Support Grant from The Early Years Alliance and were successful with our application. We received £750, with which we developed our garden and outside area.

FINANCIAL REVIEW

Principal funding sources

Our main source of funding is the Nottinghamshire County Council "Nursery Education Funding." We receive funding each term from the term after a child's 3rd birthday. We also receive government funding for 2 year olds who qualify for the 2 year old entitlement; this is dependent upon on individual family's financial circumstances. A session fee of £15 is required if a child does not meet the entitlement criteria. A further main source of income on which we rely is fundraising by the committee, staff, parents and the local community, although, as mentioned above, opportunities have been limited this year by the national lockdown.

SUTTON CENTRE UNDER FIVES

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2021**

FINANCIAL REVIEW

Reserves policy

We have reviewed the pre-school's need for reserves, in line with guidance issued by the Charity Commission, to ensure that the charity is able to operate during periods of lower income (e.g. a source of income not being renewed), or to ensure funds can be set aside for future expenditure.

The trustees understand that uncertainties may be faced in the future and that there is a need to hold reserves where future income alone is unlikely to meet costs. We recognise that trustees need to be able to justify the holding of income as reserves as Charity Law requires any income received be spent within a reasonable period of receipt.

The Reserves Policy is a working document that will be reviewed annually as part of our financial planning.

The trustees have determined that, as with all business functions, there is an inherent risk of liability through trading. Therefore, we aim to hold £40,000 in reserves, as well as in the bank account, to protect the charity against unexpected emergency expenditure. This includes, but is not limited to:

- Ensure there are sufficient cash reserves in the current account to cover day to day running costs, including staff training and staff meetings.
- Replace equipment as it wears out and carry out necessary maintenance.
- Closure due to unexpected damage to our rented premises or for any other reason.
- Unexpected drop in income.
- Redundancy payments after closure of business.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

Recruitment and appointment of new trustees

The trustees are appointed annually at the Annual General Meeting.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1019154

Principal address

Sutton Centre
High Pavement
Sutton in Ashfield
Nottinghamshire
NG17 1EE

Trustees

Mrs H J Halfpenny
Mrs S Worthington

Independent Examiner

M. Stafford FCCA
Killicks Limited
35/37 Kingsway
Kirkby in Ashfield
Nottinghamshire
NG17 7DR

SUTTON CENTRE UNDER FIVES
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

Approved by order of the board of trustees on 20 January 2022 and signed on its behalf by:

Mrs S Worthington - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SUTTON CENTRE UNDER FIVES

Independent examiner's report to the trustees of Sutton Centre Under Fives

I report to the charity trustees on my examination of the accounts of Sutton Centre Under Fives (the Trust) for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

M. Stafford FCCA
Killicks Limited
35/37 Kingsway
Kirkby in Ashfield
Nottinghamshire
NG17 7DR

21 January 2022

SUTTON CENTRE UNDER FIVES

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted fund £	Restricted fund £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM	Notes				
Donations and legacies	2	1,185	-	1,185	333
Charitable activities	4				
Fees		250	-	250	3,250
Vouchers		75,040	-	75,040	75,512
Other trading activities	3	1,205	-	1,205	3,017
Total		77,680	-	77,680	82,112
 EXPENDITURE ON					
Raising funds		489	-	489	1,793
Charitable activities					
Staff costs		69,236	-	69,236	81,381
Play equipment		2,323	-	2,323	2,437
Depreciation		830	-	830	830
Consumables		120	-	120	1,038
Repairs and cleaning		412	-	412	1,087
Office costs		9,080	-	9,080	6,230
Total		82,490	-	82,490	94,796
 NET INCOME/(EXPENDITURE)		(4,810)	-	(4,810)	(12,684)
 RECONCILIATION OF FUNDS					
Total funds brought forward		55,890	-	55,890	68,574
 TOTAL FUNDS CARRIED FORWARD		51,080	-	51,080	55,890

The notes form part of these financial statements

SUTTON CENTRE UNDER FIVES

STATEMENT OF FINANCIAL POSITION
31 MARCH 2021

		Unrestricted fund £	Restricted fund £	2021 Total funds £	2020 Total funds £
FIXED ASSETS	Notes				
Tangible assets	7	3,680	-	3,680	4,510
CURRENT ASSETS					
Cash at bank and in hand		51,158	-	51,158	55,318
CREDITORS					
Amounts falling due within one year	8	(3,758)	-	(3,758)	(3,938)
NET CURRENT ASSETS		47,400	-	47,400	51,380
TOTAL ASSETS LESS CURRENT LIABILITIES		51,080	-	51,080	55,890
NET ASSETS		51,080	-	51,080	55,890
FUNDS	9				
Unrestricted funds				51,080	55,890
TOTAL FUNDS				51,080	55,890

The financial statements were approved by the Board of Trustees and authorised for issue on 20 January 2022 and were signed on its behalf by:

H J Halfpenny - Trustee

The notes form part of these financial statements

SUTTON CENTRE UNDER FIVES

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31 MARCH 2021**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemptions 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.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 10% on cost

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects 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 purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Grants received

Grants of a revenue nature are taken to income in the year to which they relate.

SUTTON CENTRE UNDER FIVES

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2021

2. DONATIONS AND LEGACIES

	2021	2020
	£	£
Donations	155	333
Grants	1,030	-
	<u>1,185</u>	<u>333</u>

Donations and legacies are made up of cash donations from parents of children attending nursery.

Grants received, included in the above, are as follows:

	2021	2020
	£	£
Other grants	1,030	-
	<u>1,030</u>	<u>-</u>

3. OTHER TRADING ACTIVITIES

	2021	2020
	£	£
Fundraising events	1,205	3,017
	<u>1,205</u>	<u>3,017</u>

4. INCOME FROM CHARITABLE ACTIVITIES

		2021	2020
	Activity	£	£
Fees	Fees	250	3,250
Vouchers	Vouchers	75,040	75,512
		<u>75,290</u>	<u>78,762</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

Operating expenses of nil and £130 were reimbursed to H. Halfpenny and S Worthington respectively during the year (2020: £17 and £27 respectively).

SUTTON CENTRE UNDER FIVES

NOTES TO THE FINANCIAL STATEMENTS - continued **FOR THE YEAR ENDED 31 MARCH 2021**

6. STAFF COSTS

	2021	2020
	£	£
Wages and salaries	68,271	78,677
Social security costs	-	1,254
Other pension costs	965	1,225
	<u>69,236</u>	<u>81,156</u>

The average monthly number of employees during the year was as follows:

	2021	2020
Charitable activities	6	6
Governance	1	1
	<u>7</u>	<u>7</u>

No employees received emoluments in excess of £60,000.

7. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2020	8,306
Disposals	(1,500)
At 31 March 2021	<u>6,806</u>
DEPRECIATION	
At 1 April 2020	3,796
Charge for year	830
Eliminated on disposal	(1,500)
At 31 March 2021	<u>3,126</u>
NET BOOK VALUE	
At 31 March 2021	<u>3,680</u>
At 31 March 2020	<u>4,510</u>

SUTTON CENTRE UNDER FIVES

NOTES TO THE FINANCIAL STATEMENTS - continued **FOR THE YEAR ENDED 31 MARCH 2021**

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Taxation and social security	363	740
Other creditors	3,395	3,198
	<u>3,758</u>	<u>3,938</u>

9. MOVEMENT IN FUNDS

	At 1.4.20	Net movement in funds	At 31.3.21
	£	£	£
Unrestricted funds			
General fund	55,890	(4,810)	51,080
	<u>55,890</u>	<u>(4,810)</u>	<u>51,080</u>
TOTAL FUNDS	<u>55,890</u>	<u>(4,810)</u>	<u>51,080</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	77,680	(82,490)	(4,810)
	<u>77,680</u>	<u>(82,490)</u>	<u>(4,810)</u>
TOTAL FUNDS	<u>77,680</u>	<u>(82,490)</u>	<u>(4,810)</u>

Comparatives for movement in funds

	At 1.4.19	Net movement in funds	At 31.3.20
	£	£	£
Unrestricted funds			
General fund	68,574	(12,684)	55,890
	<u>68,574</u>	<u>(12,684)</u>	<u>55,890</u>
TOTAL FUNDS	<u>68,574</u>	<u>(12,684)</u>	<u>55,890</u>

SUTTON CENTRE UNDER FIVES

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2021

9. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	82,112	(94,796)	(12,684)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>82,112</u>	<u>(94,796)</u>	<u>(12,684)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	68,574	(17,494)	51,080
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>68,574</u>	<u>(17,494)</u>	<u>51,080</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	159,792	(177,286)	(17,494)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>159,792</u>	<u>(177,286)</u>	<u>(17,494)</u>

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

SUTTON CENTRE UNDER FIVES

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	155	333
Grants	1,030	-
	<hr/> 1,185	<hr/> 333
Other trading activities		
Fundraising events	1,205	3,017
Charitable activities		
Fees	250	3,250
Vouchers	75,040	75,512
	<hr/> 75,290	<hr/> 78,762
Total incoming resources	77,680	82,112
EXPENDITURE		
Other trading activities		
Fundraising events	489	1,793
Charitable activities		
Wages	68,271	78,677
Social security	-	1,254
Pensions	965	1,225
Sundries	698	654
Play equipment	2,323	2,437
Food	56	472
	<hr/> 72,313	<hr/> 84,719
Support costs		
Management		
Fixtures and fittings	830	830
Governance costs		
Rent, rates, light and heat	3,893	2,613
Insurance	360	425
Telephone	746	381
Postage and stationery	746	855
Sundries	538	437
Accountancy and legal fees	1,422	1,656
Repairs and renewals	1,153	1,087
	<hr/> 8,858	<hr/> 7,454

This page does not form part of the statutory financial statements

SUTTON CENTRE UNDER FIVES

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	2021	2020
	£	£
Total resources expended	<u>82,490</u>	<u>94,796</u>
Net expenditure	<u><u>(4,810)</u></u>	<u><u>(12,684)</u></u>

This page does not form part of the statutory financial statements