

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022
FOR
SUTTON CENTRE UNDER FIVES

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

SUTTON CENTRE UNDER FIVES

CONTENTS OF THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31 MARCH 2022**

	Page
Report of the Trustees	1 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Statement of Financial Position	8
Notes to the Financial Statements	9 to 13
Detailed Statement of Financial Activities	14 to 15

SUTTON CENTRE UNDER FIVES
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their report with the financial statements of the charity for the year ended 31 March 2022. 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 2022**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

There have been no changes in staffing which has meant constancy for the setting and especially the children.

Linda has taken on the role as Language Lead.

Charlotte Mason has completed her Childcare level 2 and is now an apprentice, working towards her Level 3.

Charlotte Mason and Stacey Miller-Younger are now outdoor provision coordinators.

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

- The Prevent duty
- Providing a healthy food environment in Early Years' Setting
- Equality and Inclusion in Early Years settings
- NSCP Introduction to Safeguarding
- Supporting Early Language
- Getting to grips with EYFD (New)
- Being Safe: Effective First Aid Management in your setting
- Female Genital Mutilation
- Speech, language and communication
- Infection prevention and control in an Early Years setting
- Effective safeguarding practice
- Supporting SENCO in early years
- Understanding children's rights
- Effective transition and emotional wellbeing in Early Years
- Cultural Capital
- Understanding and addressing behaviour
- NSCP Child protection Investigations
- NSCP working together to safeguard children Level 3
- Effective transition and emotional wellbeing
- NSCP Domestic Abuse
- SEND Code of Practice Level 2
- Paediatric First Aid
- New to the role of language lead. Session 1
- Child Protection: Responsibilities of the Designated Safeguarding Lead
- Certificate in Autism Awareness
- NCFE CACHE Level 2 Certificate for the children and young people's workforce (Charlotte Mason)
- SENDCO Conference
- Radicalisation and Extremism Assessment
- Staying Safe Online
- What you can trust
- British values
- Autism Friendly Settings
- DSL Safeguarding and Child Protection
- Awareness of child abuse and neglect
- Additional abuses and digital safeguarding

Staff completed face to face termly parents' meetings to talk about the children's progress.

For Mother's Day, the children made gifts and a card and the staff prepared an afternoon tea for them to eat together at home. There were staff shortages; therefore the afternoon tea couldn't go ahead as originally organised.

For Father's Day, the children made a gift and a card for Dads or an alternative male relative (depending upon family dynamics).

We held our Halloween party, where the children dressed up and we played party games. 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.

SUTTON CENTRE UNDER FIVES
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

We held a graduation ceremony in July 2021. The children were presented with a scroll, a memory book, their online Tapestry journal and a Sutton Centre Under 5's memory frame was made for the children. The children wore caps and gowns.

At Easter, the children were presented with a chocolate egg which was donated by a company called 'Gift of Christmas'.

Fundraising activities

For Easter, we did an online raffle which raised £133. We also send out a sponsored humpty dumpty form for children to do which raised £241.

We sold ice-creams at the White Post Farm roadshow which made £17.80.

We held a sponsor autumn bag collection and raised a total of £355.84.

Christmas fundraising for raffles, donations, party food and sales of reindeer hot chocolate cones was total of £408.

We did some Chinese food tasting to celebrate the Chinese New Year and donations of £13.00 were given towards the food.

For Mother's Day donations were made towards the children's and Mum's afternoon tea take aways which raised £6.

FINANCIAL REVIEW

Financial position

We have noticed a huge fall in finances. This we feel is due to several things:

- Increase in minimum wage,
- Government funding not increasing to cover staff wages/staff ratios,
- Changing sessions to one session per day is limiting us on how many children we can have. (This had to be changed due to Covid).
- We have applied for grants but have been rejected as so many charities are asking for help since the impact of Covid.

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 2022**

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 2022

Approved by order of the board of trustees on 23 February 2023 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 2022.

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

23 February 2023

SUTTON CENTRE UNDER FIVES

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

		Unrestricted fund £	Restricted fund £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM	Notes				
Donations and legacies	2	553	-	553	1,185
Charitable activities	4				
Fees		1,720	-	1,720	250
Vouchers		49,525	-	49,525	75,040
Other trading activities	3	1,924	-	1,924	1,205
Total		<u>53,722</u>	<u>-</u>	<u>53,722</u>	<u>77,680</u>
EXPENDITURE ON					
Raising funds		897	-	897	489
Charitable activities					
Staff costs		65,757	-	65,757	69,236
Play equipment		2,346	-	2,346	2,323
Depreciation		830	-	830	830
Consumables		388	-	388	120
Repairs and cleaning		730	-	730	412
Uniforms					
		180	-	180	-
Office costs		4,773	-	4,773	9,080
Total		<u>75,901</u>	<u>-</u>	<u>75,901</u>	<u>82,490</u>
NET INCOME/(EXPENDITURE)		<u>(22,179)</u>	<u>-</u>	<u>(22,179)</u>	<u>(4,810)</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		51,080	-	51,080	55,890
TOTAL FUNDS CARRIED FORWARD		<u><u>28,901</u></u>	<u><u>-</u></u>	<u><u>28,901</u></u>	<u><u>51,080</u></u>

The notes form part of these financial statements

SUTTON CENTRE UNDER FIVES

STATEMENT OF FINANCIAL POSITION
31 MARCH 2022

		Unrestricted fund £	Restricted fund £	2022 Total funds £	2021 Total funds £
FIXED ASSETS	Notes				
Tangible assets	7	2,850	-	2,850	3,680
CURRENT ASSETS					
Cash at bank and in hand		29,446	-	29,446	51,158
CREDITORS					
Amounts falling due within one year	8	(3,395)	-	(3,395)	(3,758)
NET CURRENT ASSETS		<u>26,051</u>	<u>-</u>	<u>26,051</u>	<u>47,400</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>28,901</u>	<u>-</u>	<u>28,901</u>	<u>51,080</u>
NET ASSETS		<u>28,901</u>	<u>-</u>	<u>28,901</u>	<u>51,080</u>
FUNDS	9				
Unrestricted funds				<u>28,901</u>	<u>51,080</u>
TOTAL FUNDS				<u>28,901</u>	<u>51,080</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 23 February 2023 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 2022**

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 2022**

2. DONATIONS AND LEGACIES

	2022	2021
	£	£
Donations	553	155
Grants	-	1,030
	553	1,185

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

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

	2022	2021
	£	£
Other grants	-	1,030

3. OTHER TRADING ACTIVITIES

	2022	2021
	£	£
Fundraising events	1,924	1,205

4. INCOME FROM CHARITABLE ACTIVITIES

		2022	2021
	Activity	£	£
Fees	Fees	1,720	250
Vouchers	Vouchers	49,525	75,040
		51,245	75,290

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

Operating expenses of £91 was reimbursed to S Worthington respectively during the year (2021:£130).

6. STAFF COSTS

	2022	2021
	£	£
Wages and salaries	64,918	68,271
Other pension costs	839	965
	65,757	69,236

SUTTON CENTRE UNDER FIVES

NOTES TO THE FINANCIAL STATEMENTS - continued **FOR THE YEAR ENDED 31 MARCH 2022**

6. STAFF COSTS - continued

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

	2022	2021
Charitable activities	5	6
Governance	1	1
	<u>6</u>	<u>7</u>

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

7. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2021 and 31 March 2022	<u>6,806</u>
DEPRECIATION	
At 1 April 2021	3,126
Charge for year	830
At 31 March 2022	<u>3,956</u>
NET BOOK VALUE	
At 31 March 2022	<u>2,850</u>
At 31 March 2021	<u>3,680</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Taxation and social security	-	363
Other creditors	<u>3,395</u>	<u>3,395</u>
	<u>3,395</u>	<u>3,758</u>

SUTTON CENTRE UNDER FIVES

NOTES TO THE FINANCIAL STATEMENTS - continued **FOR THE YEAR ENDED 31 MARCH 2022**

9. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	51,080	(22,179)	28,901
TOTAL FUNDS	<u>51,080</u>	<u>(22,179)</u>	<u>28,901</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	53,722	(75,901)	(22,179)
TOTAL FUNDS	<u>53,722</u>	<u>(75,901)</u>	<u>(22,179)</u>

Comparatives for 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
TOTAL FUNDS	<u>55,890</u>	<u>(4,810)</u>	<u>51,080</u>

Comparative 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)
TOTAL FUNDS	<u>77,680</u>	<u>(82,490)</u>	<u>(4,810)</u>

SUTTON CENTRE UNDER FIVES

NOTES TO THE FINANCIAL STATEMENTS - continued **FOR THE YEAR ENDED 31 MARCH 2022**

9. MOVEMENT IN FUNDS - continued

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

	At 1.4.20 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	55,890	(26,989)	28,901
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>55,890</u>	<u>(26,989)</u>	<u>28,901</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	131,402	(158,391)	(26,989)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>131,402</u>	<u>(158,391)</u>	<u>(26,989)</u>

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

SUTTON CENTRE UNDER FIVES

DETAILED STATEMENT OF FINANCIAL ACTIVITIES **FOR THE YEAR ENDED 31 MARCH 2022**

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	553	155
Grants	-	1,030
	<hr/> 553	<hr/> 1,185
Other trading activities		
Fundraising events	1,924	1,205
Charitable activities		
Fees	1,720	250
Vouchers	49,525	75,040
	<hr/> 51,245	<hr/> 75,290
Total incoming resources	<hr/> 53,722	<hr/> 77,680
EXPENDITURE		
Other trading activities		
Fundraising events	897	489
Charitable activities		
Wages	64,918	68,271
Pensions	839	965
Sundries	751	698
Play equipment	2,412	2,323
Food	249	56
	<hr/> 69,169	<hr/> 72,313
Support costs		
Management		
Fixtures and fittings	830	830
Governance costs		
Rent, rates, light and heat	860	3,893
Insurance	438	360
Telephone	411	746
Postage and stationery	331	746
Sundries	195	538
Accountancy and legal fees	2,132	1,422
Repairs and renewals	638	1,153
	<hr/> 5,005	<hr/> 8,858

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 2022

	2022	2021
	£	£
Total resources expended	<u>75,901</u>	<u>82,490</u>
Net expenditure	<u><u>(22,179)</u></u>	<u><u>(4,810)</u></u>

This page does not form part of the statutory financial statements