

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023
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 2023

The trustees present their report with the financial statements of the charity for the year ended 31 March 2023. 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 2023**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Due to financial reasons some staff reduced their hours due to a low intake of children in October 2022. The numbers slowly increased throughout the financial year.

There were no changes in childcare staffing during the year. Heidi Wain was employed in November 2022 to do some cleaning and to cover staffing as and when needed.

On 6th March we had our Ofsted inspection, where we were thrilled to received a Good grade.

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

- Healthy Start seminar
- The Prevent duty
- Sensitive conversation
- Female Genital Mutilation
- Cultural Capital
- Level 2 Food Hygiene and Safety
- Awareness of Child Abuse and Neglect
- Child Sexual Exploitation
- Learning from Serious Case Reviews
- Domestic Violence
- What makes a good MASH referral
- Child Criminal Exploitation and County Lines
- Statutory two-year-old Progress Check
- Safer Settings
- Introduction to Safeguarding
- Safer Recruitment
- Food Allergy and Intolerance Training
- Safeguarding Refresher
- Language Lead Network
- Paediatric First Aid
- SENCO Network

Fees increased to £5 per hour.

Snack payments increased to £1.50 per week for children attending 15 hours per week and £2.50 per week for children attending 30 hours per week.

Termly parents meetings took place to discuss children's development and targets

We celebrated Mother's day with an afternoon tea and played games. Children made cards and made handmade chocolates for Mum's. We celebrated the Queens jubilee by making crowns and flags and having a Great British afternoon tea.

For Father's day the children made cards and made a handprint tree as a gift.

The White Post Farm Roadshow came to Pre-school in July. Parents and children came together and fun was had by all.

In July, we had a graduation party for the school leavers. They were presented with a leavers' gift, a scroll, a memory book and parents received a copy of their learning journal.

At Christmas, we had a party with Santa. Parents came back to watch the children sing Christmas songs and see the children get their presents from Santa. Presents were donated by 'Gift of Christmas' Each child received a gift bag with a toy, a soft toy, reindeer food and a selection box.

On 6th March we had our Ofsted inspection, where we were thrilled to received a Good grade. We celebrated our achievements with a party with the children.

SUTTON CENTRE UNDER FIVES

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2023**

At Easter, the children made Easter bonnets at home and did a parade which was videoed for parents to watch on Tapestry (children's online learning journal). The children each received an Easter egg to take home.

Fundraising activities

At Easter, we did a raffle via the wheel of names online. We raised £265. Prizes included chocolate hampers, Easter eggs, Easter themed craft sets. We also did a sponsor humpty dumpty form, this raised £509.50. Prizes were awarded for the top three amounts raised.

Staff completed some work booklets for ATFFE, which gave the setting a £1500 grant for the setting

In May, we did an 'all about me' fundraising event to raise money for the White Post Farm Roadshow. We raised £360

For our Autumn fundraiser, the children got sponsors from friends and relatives to do a Autumn treasurer hunt. We raised £432.10.

In December, we asked for donations for our raffle from parents and local businesses. We did an online wheel of names. Along with sales from hot chocolate cones and Christmas cakes we raised £660.

In February, we came second in the Asda green token scheme and was awarded £400

We had donations of £20 for Mother's day afternoon tea's

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.

We are working hard as a committee and management team to do as much fundraising events and applying for grants as we possibly can to improve our financial income. Again this year there has been an increase in the minimum wage and we had a lower number of children therefore In October we cut staff hours to lower the staff wage outgoings, however we have to remain in ratios and as soon as numbers increased and more income was coming in via the government funding we were able to increase staff hours.

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.

SUTTON CENTRE UNDER FIVES

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 MARCH 2023**

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

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

Approved by order of the board of trustees on 16 February 2024 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 2023.

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.

AJ Horton

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

19 February 2024

SUTTON CENTRE UNDER FIVES

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

		Unrestricted fund £	Restricted fund £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM	Notes				
Donations and legacies	2	2,094	-	2,094	553
Charitable activities	4				
Fees		3,985	-	3,985	1,720
Vouchers		74,083	-	74,083	49,525
Other trading activities	3	5,048	-	5,048	1,924
Total		85,210	-	85,210	53,722
EXPENDITURE ON					
Raising funds		767	-	767	897
Charitable activities					
Staff costs		73,002	-	73,002	65,757
Play equipment		1,014	-	1,014	2,346
Depreciation		382	-	382	830
Consumables		110	-	110	388
Repairs and cleaning		461	-	461	730
Uniforms		-	-	-	180
Office costs		8,267	-	8,267	4,773
Total		84,003	-	84,003	75,901
NET INCOME/(EXPENDITURE)		1,207	-	1,207	(22,179)
RECONCILIATION OF FUNDS					
Total funds brought forward		28,901	-	28,901	51,080
TOTAL FUNDS CARRIED FORWARD		30,108	-	30,108	28,901

The notes form part of these financial statements

SUTTON CENTRE UNDER FIVES

STATEMENT OF FINANCIAL POSITION **31 MARCH 2023**

		Unrestricted fund £	Restricted fund £	2023 Total funds £	2022 Total funds £
	Notes				
FIXED ASSETS					
Tangible assets	7	2,468	-	2,468	2,850
CURRENT ASSETS					
Cash at bank and in hand		31,035	-	31,035	29,446
CREDITORS					
Amounts falling due within one year	8	(3,395)	-	(3,395)	(3,395)
NET CURRENT ASSETS		27,640	-	27,640	26,051
TOTAL ASSETS LESS CURRENT LIABILITIES		30,108	-	30,108	28,901
NET ASSETS		30,108	-	30,108	28,901
FUNDS	9				
Unrestricted funds				30,108	28,901
TOTAL FUNDS				30,108	28,901

The financial statements were approved by the Board of Trustees and authorised for issue on 16 February 2024 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 2023**

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 2023

2. DONATIONS AND LEGACIES

	2023	2022
	£	£
Donations	194	553
Grants	1,900	-
	<u>2,094</u>	<u>553</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:

	2023	2022
	£	£
Other grants	1,900	-
	<u>1,900</u>	<u>-</u>

3. OTHER TRADING ACTIVITIES

	2023	2022
	£	£
Fundraising events	5,048	1,924
	<u>5,048</u>	<u>1,924</u>

4. INCOME FROM CHARITABLE ACTIVITIES

		2023	2022
	Activity	£	£
Fees	Fees	3,985	1,720
Vouchers	Vouchers	74,083	49,525
		<u>78,068</u>	<u>51,245</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

Operating expenses of nil and £41 were reimbursed to H. Halfpenny and S Worthington respectively during the year (2022: nil and £130 respectively).

SUTTON CENTRE UNDER FIVES

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2023

6. STAFF COSTS

	2023	2022
	£	£
Wages and salaries	71,970	64,918
Other pension costs	1,032	839
	<u>73,002</u>	<u>65,757</u>

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

	2023	2022
Charitable activities	5	5
Governance	1	1
	<u>6</u>	<u>6</u>

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

7. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2022 and 31 March 2023	<u>6,806</u>
DEPRECIATION	
At 1 April 2022	3,956
Charge for year	382
	<u>4,338</u>
At 31 March 2023	
NET BOOK VALUE	
At 31 March 2023	<u>2,468</u>
At 31 March 2022	<u>2,850</u>

SUTTON CENTRE UNDER FIVES

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Other creditors	<u>3,395</u>	<u>3,395</u>

9. MOVEMENT IN FUNDS

	At 1.4.22	Net movement in funds	At 31.3.23
	£	£	£
Unrestricted funds			
General fund	28,901	1,207	30,108
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>28,901</u>	<u>1,207</u>	<u>30,108</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	85,210	(84,003)	1,207
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>85,210</u>	<u>(84,003)</u>	<u>1,207</u>

Comparatives for 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
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>51,080</u>	<u>(22,179)</u>	<u>28,901</u>

SUTTON CENTRE UNDER FIVES

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2023

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	53,722	(75,901)	(22,179)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>53,722</u>	<u>(75,901)</u>	<u>(22,179)</u>

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

	At 1.4.21 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	51,080	(20,972)	30,108
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>51,080</u>	<u>(20,972)</u>	<u>30,108</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	138,932	(159,904)	(20,972)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>138,932</u>	<u>(159,904)</u>	<u>(20,972)</u>

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

SUTTON CENTRE UNDER FIVES

DETAILED STATEMENT OF FINANCIAL ACTIVITIES **FOR THE YEAR ENDED 31 MARCH 2023**

	2023 £	2022 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	194	553
Grants	1,900	-
	<hr/>	<hr/>
	2,094	553
 Other trading activities		
Fundraising events	5,048	1,924
 Charitable activities		
Fees	3,985	1,720
Vouchers	74,083	49,525
	<hr/>	<hr/>
	78,068	51,245
 Total incoming resources	<hr/>	<hr/>
	85,210	53,722
 EXPENDITURE		
Other trading activities		
Fundraising events	767	897
 Charitable activities		
Wages	71,970	64,918
Pensions	1,032	839
Sundries	439	751
Play equipment	1,014	2,412
Food	353	249
	<hr/>	<hr/>
	74,808	69,169
 Support costs		
Management		
Fixtures and fittings	382	830
 Governance costs		
Rent, rates, light and heat	3,476	860
Insurance	443	438
Telephone	399	411
Postage and stationery	623	331
Sundries	576	195
Accountancy and legal fees	2,068	2,132
Repairs and renewals	461	638
	<hr/>	<hr/>
	8,046	5,005

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 2023

	2023	2022
	£	£
Total resources expended	<u>84,003</u>	<u>75,901</u>
Net income/(expenditure)	<u><u>1,207</u></u>	<u><u>(22,179)</u></u>

This page does not form part of the statutory financial statements