

GRAFFHAM NURSERY SCHOOL

England & Wales · Charity number 1024518

Details

Other names	GRAFFHAM PLAYGROUP ASSOCIATION, GRAFFHAM PLAYGROUP
Status	Registered
Legal form	Other
Registered	1993-08-03
Register	View on the Charity Commission register

Contact

Address	Graffham Infant School Graffham Petworth GU28 0NJ
Phone	01798867324
Email	nursery@graffhaminfant.org.uk
Website	www.graffhamnursery.co.uk

Activities

Objects: TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS AND BY:(A) OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES, FAMILY LEARNING AND EXTENDED HOURS GROUPS, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY;(B) ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREAS;(C) INSTIGATING AND ADHERING TO AND FURTHERING THE AIMS AND OBJECTS OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: Sessional day care for children

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space
- **What:** Education/training
- **Who:** Children/young People

Geography

- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£1,731	£1,922	-	-
2023-08-31	£69,428	£97,201	-	-
2022-08-31	£75,747	£83,351	-	-
2021-08-31	£83,257	£73,350	-	-
2020-08-31	£71,724	£68,950	-	-

Trustees

Name	Role	Appointed
Florence Kathryn Sherwood	Chair	2020-10-21
Amanda Morton		2022-05-21
Kirsty Elizabeth Soffietto		2020-10-21
Lily Johnston		2021-10-21
Melissa Ackland		2022-07-16

GRAFFHAM NURSERY SCHOOL

England & Wales - Charity number 1024518

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 09	Year 2021		Day 31	Month 08	Year 2022

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

C/o Graffham Infant School	
Graffham, Petworth	
West Sussex	
Postcode	GU28 0NJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Florence Sherwood	Chair		
2	Sam O'Rourke	Treasurer	01/09/21 – 21/10/21	
3	Kirsty Soffietto	Treasurer from 21/10/21		
4	Esther Williams	Secretary	01/09/21 – 21/10/21	
5	Lily Johnston	Secretary from 21/10/21	21/10/21 – 31/08/22	
6	Lucy Whiffin		01/09/21 - 16/07/22	
7	Saffron Nugent		01/09/21 – 21/10/21	
8	Giovanni Soffietto		21/10/21 – 21/05/22	
9	Amanda Moreton		21/05/22 – 31/08/22	
10	Melissa Ackland		16/07/22 – 31/08/22	
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Pre School Learning Alliance Model Pre-school Constitution 2005
How the charity is constituted (eg. trust, association, company)	Unincorporated Association
Trustee selection methods (eg. appointed by, elected by)	Election by members

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The aim of the Nursery is to enhance the development and education of children primarily under statutory school age by offering appropriate play, education and care facilities.
--

Facilities – standalone nursery classroom with its own facilities linked to Graffham Infant School. Outdoor learning space shared with Graffham Infant School.

Finances – offer government funded places and privately funded places.

Policies – we reviewed, revised and up-dated our policies and procedures.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

12 children from nursery made the successful transition to Graffham Infant School in September 2021.

Parents and extended families continued to support our fundraising events.

Section E

Financial review

Brief statement of the charity's policy on reserves

To ensure continuity for all of the children who attend we hold a reserve large enough to cover at least one term's staff and running costs should the nursery be faced with a less demand for places in the future.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F



Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	FLORENCE SHERWOOD	KIRSTY SOFFIETTO
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	06/07/2025	



Charity Name Graffham Nursery School		No (if any) 1024518	CC16a
Receipts and payments accounts			
For the period from	01/09/2021	To	31/08/2022

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fee Payments & Voluntary Donations	38,617	-	-	38,617	-
Registration Fee	200	-	-	200	-
WSCC EY Funding	34,652	-	-	34,652	-
Donations and Fundraising	864	-	-	864	-
Bank Transfers In	1,376	-	-	1,376	-
Miscellaneous	37	-	-	37	-
WSCC Other Funding	-	-	-	-	-
Interest	1	-	-	1	-
Sub total (Gross income for AR)	75,747	-	-	75,747	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	75,747	-	-	75,747	-
A3 Payments					
Salaries	60,362	-	-	60,362	-
Supply Labour	-	-	-	-	-
HMRC	4,439	-	-	4,439	-
Pension	1,954	-	-	1,954	-
Marketing	434	-	-	434	-
Training	786	-	-	786	-
Registration & Insurance	1,361	-	-	1,361	-
Rates & Refuse Collection	720	-	-	720	-
Teaching Resources	382	-	-	382	-
Snacks	302	-	-	302	-
Audit Costs	-	-	-	-	-
Office	521	-	-	521	-
Website	1,221	-	-	1,221	-
Heat/Light/Water/Ground Maintenance	3,245	-	-	3,245	-
Book-keeping	830	-	-	830	-
Milage / Parking	-	-	-	-	-
Outgoing Donation	-	-	-	-	-
Cleaning	2,328	-	-	2,328	-
DBS & EY2 Costs	279	-	-	279	-
Miscellaneous	702	-	-	702	-
Outgoing Fees	-	-	-	-	-
Fundraising Costs	48	-	-	48	-
Bank Transfers Out	455	-	-	455	-
Equipment	2,982	-	-	2,982	-
Sub total	83,351	-	-	83,351	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	83,351	-	-	83,351	-
Net of receipts/(payments)	- 8,525	-	-	- 8,525	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	45,049	-	-	45,049	-
Cash funds this year end	36,524	1	-	36,524	06/07/2025

Section B Statement of assets and liabilities at the end of the period

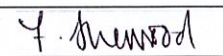
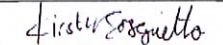
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	HSBC - Community Account	35,732		-
	HSBC - Business Money Manager	792		-
				-
	Total cash funds	36,524	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		FLORENCE SHERWOOD	06/07/2025
		KIRSTY SOFFIETTO	06/07/2025

Richard Gyles
Pennygate, Nonnington Lane
Grafham
West Sussex
Gu28 0PX

Tel: 01798867484
Mob: 07976243297

18th January 2023

richardgyles52@gmail.com

**GRAFFHAM NURSERY SCHOOL
PLAYGROUP ASSOCIATION ACCOUNT
PERIOD FROM 01/09/2021— 31/08/2022**

STATEMENT

In my opinion, the financial statement represents a true and fair view of the state of the Grafham Nursery School, Playgroup Association Account activities, as at 31/08/2022.

NOTES

Checked supplier invoices, cash receipts and income evidence to financial reports and banking records.

Tested audit trails to the HSBC Community and Business Money Manager final bank account reconciliations.

From the checks completed, it can be concluded that the accounts are accurate and have been signed off for the year to 31/08/2022.



Richard Gyles
Independent Examiner
18th January 2023

GRAFFHAM NURSERY SCHOOL

INCOME AND EXPENDITURE STATEMENT YEAR ENDING 31st AUGUST 2022

EXPENDITURE

Audit costs	£0.00
Bank Transfers	£454.70
Book Keeping	£830.00
Building / Ground Main	£2,115.52
Cleaning	£2,328.27
DBS & EY2 costs	£279.00
Equipment	£2,982.19
Fee Payments	£0.00
Fundraising costs	£47.83
Heat, light, water	£1,128.91
HMRC	£4,439.69
Interest	£0.00
Marketing	£433.90
Mileage & Parking	£0.00
Miscellaneous	£701.62
Office	£521.28
Outgoing Fees	£0.00
Pension	£1,954.41
Rates & Refuse Collection	£720.02
Registration & Insurance	£1,361.23
Salaries	£60,361.68
Snacks	£301.70
Supply Labour	£0.00
Teaching Resources	£381.63
Training	£786.45
Website	£1,221.03
	<u>£83,351.06</u>

INCOME

Bank Transfers	£1,375.61
Donations & Fundraising	£864.09
Fee Payments	£38,617.61
Interest	£0.26
Registration & Insurance	£200.00
Other income	£37.33
WSSC EY Funding	£34,652.49
WSSC Other	£0.00
	<u>£75,747.39</u>

MOVEMENT IN ACCOUNTS

REPRESENTED BY:

HSBC COMMUNITY ACCOUNT 11041118 - 01/09/2021	£43,689.76
HSBC BUSINESS MONEY MANAGER ACCOUNT 21238779 - 01/09/2021	£1,358.82
Income for the year	£75,747.39
Expenditure for the year	-£83,351.06
Less Transfers between accounts	-£920.91
TOTAL FUNDS	<u>£36,524.00</u>

Funds in Community Account 11041118 - 31/08/2022	£35,731.88
Funds in Business Money Manager 21238779 - 31/08/2022	£792.12
TOTAL IN ACCOUNTS	<u>£36,524.00</u>

BANK RECONCILIATION

HSBC COMMUNITY ACCOUNT 11041118 - 31/08/2022	£35,731.88
Unpresented cheques and credits	£0.00
Reconciled Balance in Community Account	<u>£35,731.88</u>
HSBC BUSINESS MONEY MANAGER ACCOUNT 21238779 - 31/08/2022	£792.12
Unrepresented cheques and credits	£0.00
Reconciled Balance in Business Money Manager Account	<u>£792.12</u>
TOTAL RECONCILED BALANCES AT BANK - 31/08/2022	<u><u>£36,524.00</u></u>

Richard Gyles
Independent Exam
13/01/2023

Bank analysis 2021/ 22

Community Bank at 1st Sept 2021	£43,689.76
Business Money account 1st Sept 2021	£1,358.82
Total funds at bank at start of year	£45,048.58
Income (Excluding Bank Transfers)	£74,371.78
Costs (Excluding Bank Transfers)	£82,896.36
Surplus of Income over costs during the year	-£8,524.58

Reconciled to:

Community Bank at 1st Sept 2022	£35,731.88
Business Money account 1st Sept 2022	£792.12
Total funds at bank at end of year	£36,524.00
Increase / (decrease) in funds	-£8,524.58

Richard Gyles
Independent Examiner
13/01/2023

GRAFFHAM NURSERY SCHOOL

England & Wales - Charity number 1024518

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 09	Year 2020		Day 31	Month 08	Year 2021

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

C/o Graffham Infant School	
Graffham, Petworth	
West Sussex	
Postcode	GU28 0NJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Florence Sherwood	Chair	21/10/20 – 31/08/21	
2	Esther Williams	Secretary		
3	Sam O'Rourke	Treasurer	21/10/20 – 31/08/21	
4	Lucy Whiffin			
5	Saffron Nugent		21/10/20 – 31/08/21	
6	Kirsty Soffietto		21/10/20 – 31/08/21	
7				
8				
9	Dawn Collins		01/09/20 – 21/10/20	
10	Ellen Moore		01/09/20 – 21/10/20	
11	Sonja Smithers		01/09/20 – 28/09/20	
12	Holly O'Rourke		01/09/20 – 11/02/21	
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <i>(eg. articles of association, memorandum)</i>	Pre School Learning Alliance Model Pre-school Constitution 2005
How the charity is constituted <i>(eg. members, trustees, directors)</i>	Unincorporated Association
Trustee selection methods <i>(eg. elected, appointed by, elected by)</i>	Election by members

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The aim of the Nursery is to enhance the development and education of children primarily under statutory school age by offering appropriate play, education and care facilities.

Facilities – standalone nursery classroom with its own facilities linked to Graffham Infant School. Outdoor learning space shared with Graffham Infant School.

Finances – offer government funded places and privately funded places.

Policies – we reviewed, revised and up-dated our policies and procedures.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

11 children from nursery made the successful transition to Graffham Infant School in September 2020.

Parents and extended families continued to support our fundraising events.

Section E Financial review

Brief statement of the charity's policy on reserves

To ensure continuity for all of the children who attend we hold a reserve large enough to cover at least one term's staff and running costs should the nursery be faced with a less demand for places in the future.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:


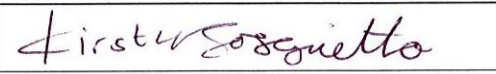
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	FLORENCE SHERWOOD	KIRSTY SOFFIETTO
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	20/07/2022	



Charity Name
Grafton Nursery School

No (if any)
1024518

Receipts and payments accounts

CC16a

For the period from 01/09/2020 To 31/08/2021

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Fee Payments & Voluntary Donations	31,577	-	-	31,577	-
Registration Fee	150	-	-	150	-
WSSC EY Funding	44,500	-	-	44,500	-
Donations and Fundraising	773	-	-	773	-
Bank Transfers In	4,447	-	-	4,447	-
Miscellaneous	1,135	-	-	1,135	-
WSSC Other Funding	675	-	-	675	-
Interest	0	-	-	0	-
Sub total (Gross income for AR)	83,257	-	-	83,257	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	83,257	-	-	83,257	-
A3 Payments					
Salaries	56,132	-	-	56,132	-
Supply Labour	-	-	-	-	-
HMRC	3,904	-	-	3,904	-
Pension	1,823	-	-	1,823	-
Marketing	156	-	-	156	-
Training	559	-	-	559	-
Registration & Insurance	865	-	-	865	-
Rates & Refuse Collection	346	-	-	346	-
Teaching Resources	1,123	-	-	1,123	-
Snacks	329	-	-	329	-
Audit Costs	-	-	-	-	-
Office	2,085	-	-	2,085	-
Website	362	-	-	362	-
Heat/Light/Water/Ground Maintenance	632	-	-	632	-
Book-keeping	740	-	-	740	-
Milage / Parking	-	-	-	-	-
Outgoing Donation	-	-	-	-	-
Cleaning	1,246	-	-	1,246	-
DBS & EY2 Costs	166	-	-	166	-
Miscellaneous	1,503	-	-	1,503	-
Outgoing Fees	445	-	-	445	-
Fundraising Costs	-	-	-	-	-
Bank Transfers Out	633	-	-	633	-
Equipment	301	-	-	301	-
Sub total	73,350	-	-	73,350	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	73,350	-	-	73,350	-
Net of receipts/(payments)	6,095	-	-	6,095	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	38,954	-	-	38,954	-
Cash funds this year end	45,049	-	-	45,049	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	HSBC - Community Account	43,690		-
	HSBC - Business Money Manager	1,359		-
				-
	Total cash funds	45,049	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

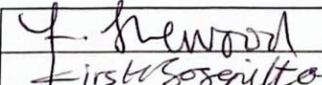
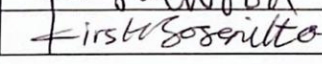
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	FLORENCE SHERWOOD	20/07/2022
	KIRSTY SOFFIETTO	20/07/2022

GRAFFHAM NURSERY SCHOOL

INCOME AND EXPENDITURE STATEMENT
YEAR ENDING 31st AUGUST 2021

EXPENDITURE

Audit costs	£0 00
Bank Transfers	£633 51
Book Keeping	£740 00
Cleaning	£1,245 82
DBS & EY2 costs	£166 00
Equipment	£300 72
Fee Payments	£0 00
Fundraising costs	£0 00
Heat, light, water	£632 05
HMRC	£3,904 16
Interest	£0 00
Marketing	£156 00
Mileage & Parking	£0 00
Miscellaneous	£1,502 75
Office	£2,085 49
Outgoing Fees	£444 75
Pension	£1,822 60
Rates & Refuse Collection	£346 25
Registration & Insurance	£864 92
Salaries	£56,131 54
Snacks	£328 61
Supply Labour	£0 00
Teaching Resources	£1,122 93
Training	£559 35
Website	£362 15

£73,349.60

INCOME

Bank Transfers	£4,446 70
Donations & Fundraising	£773 26
Fee Payments	£31,577 21
Interest	£0 19
Registration & Insurance	£150 00
Other income	£1,134 89
WSSC EY Funding	£44,500 32
WSSC Other	£675 00

£83,257.57

MOVEMENT IN ACCOUNTS

REPRESENTED BY:

HSBC COMMUNITY ACCOUNT 11041118 - 01/09/2020	£33,781 98
HSBC BUSINESS MONEY MANAGER ACCOUNT 21238779 - 01/09/2020	£5,171 82
Income for the year	£83,257 57
Expenditure for the year	-£73,349 60
Less Transfers between accounts	-£3,813 19

TOTAL FUNDS £45,048.58

Funds in Community Account 11041118 - 31/08/2021	£43,689 76
Funds in Business Money Manager 21238779 - 31/08/2021	£1,358 82

TOTAL IN ACCOUNTS £45,048.58

BANK RECONCILIATION

HSBC COMMUNITY ACCOUNT 11041118 - 31/08/2021	£43,689 76
Unpresented cheques and credits	£0 00

Reconciled Balance in Community Account £43,689.76

HSBC BUSINESS MONEY MANAGER ACCOUNT 21238779 - 31/08/2021	£1,358 82
Unpresented cheques and credits	£0 00

Reconciled Balance in Business Money Manager Account £1,358.82

TOTAL RECONCILED BALANCES AT BANK - 31/08/2021 £45,048.58

Richard Gyles
Independent E
28/06/2022

Bank analysis 2020/ 21

Community Bank at 1st Sept 2020	£33,781.98
Business Money account 1st Sept 2020	£5,171.82
Total funds at bank at start of year	£38,953.80
Income (Excluding Bank Transfers)	£78,810.87
Costs (Excluding Bank Transfers)	£72,716.09
Surplus of Income over costs during the year	£6,094.78

Reconciled to:

Community Bank at 1st Sept 2021	£43,689.76
Business Money account 1st Sept 2021	£1,358.82
Total funds at bank at end of year	£45,048.58
Increase / (decrease) in funds	£6,094.78

Richard Gyles
Independent Examiner
28/06/2022

Richard Gyles
Pennygate, Nonnington Lane
Graffham
West Sussex
Gu28 0PX

Tel: 01798867484
Mob: 07976243297

7th July 2022

richardgyles52@gmail.com

**GRAFFHAM NURSERY SCHOOL
PLAYGROUP ASSOCIATION ACCOUNT
PERIOD FROM 01/09/2020— 31/08/2021**

STATEMENT

In my opinion, the financial statement represents a true and fair view of the state of the Graffham Nursery School, Playgroup Association Account activities, as at 31/08/2021.

NOTES

Checked supplier invoices, cash receipts and income evidence to financial reports and banking records.

Tested audit trails to the HSBC Community and Business Money Manager final bank account reconciliations.

From the checks completed, it can be concluded that the accounts are accurate and have been signed off for the year to 31/08/2021.



Richard Gyles
Independent Examiner
7th July 2022

GRAFFHAM NURSERY SCHOOL

England & Wales - Charity number 1024518

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 09	Year 2019		Day 31	Month 08	Year 2020

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

C/o Graffham Infant School	
Graffham, Petworth	
West Sussex	
Postcode	GU28 0NJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Dawn Collins	Chair		
2	Esther Williams	Secretary		
3	Ellen Moore	Treasurer		
4	Sonja Smithers			
5	Lucy Whiffin			
6	Holly O'Rourke		21/10/19 – 31/08/20	
7				
8				
9	Jennifer Hotston		01/09/19 – 21/10/19	
10	Georgina Davidson		01/09/19 – 24/02/20	
11	Steve Beer		01/09/19 – 15/08/20	
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg trust deed, constitution)</small>	Pre School Learning Alliance Model Pre-school Constitution 2005
How the charity is constituted <small>(eg trust, association, company)</small>	Unincorporated Association
Trustee selection methods <small>(eg, appointed by, elected by)</small>	Election by members

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

--

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The aim of the Nursery is to enhance the development and education of children primarily under statutory school age by offering appropriate play, education and care facilities.
--

Facilities – standalone nursery classroom with its own facilities linked to Graffham Infant School. Outdoor learning space shared with Graffham Infant School.

Finances – offer government funded places and privately funded places.

Policies – we reviewed, revised and up-dated our policies and procedures.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

11 children from nursery made the successful transition to Graffham Infant School in September 2020.

Parents and extended families continued to support our fundraising events.

Forest School – Children at Graffham Nursery have enjoyed our extra Forest School sessions. They attended three sessions each week with our very own, qualified Forest School Leader. The children enjoyed lots of activities such as exploring, learning about woodland plants, birds and animals and fire making.

Section E

Financial review

Brief statement of the charity's policy on reserves

To ensure continuity for all of the children who attend we hold a reserve large enough to cover at least one term's staff and running costs should the nursery be faced with a less demand for places in the future.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

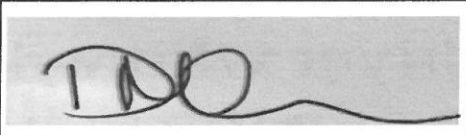
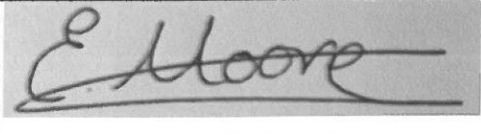
Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	DAWN COLLINS	ELLEN MOORE
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	20/10/2020	



Charity Name
Grafham Nursery School

No of ang
colleges

Receipts and payments accounts

CC16a

For the period from To

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Bank Transfers	180	-	-	180	-
Donations and Fundraising	2,729	-	-	2,729	-
Fee Payments	26,071	-	-	26,071	-
Interest	2	-	-	2	-
Registration & Insurance	125	-	-	125	-
Other Income	4,865	-	-	4,865	-
WSCC EY Funding	36,730	-	-	36,730	-
WSCC Other	1,022	-	-	1,022	-
Sub total (Gross income for AR)	71,724	-	-	71,724	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	71,724	-	-	71,724	-
A3 Payments					
Audit Costs	-	-	-	-	-
Bank Transfers	3,743	-	-	3,743	-
Book Keeping	720	-	-	720	-
Cleaning	757	-	-	757	-
DBS & EY2 Costs	97	-	-	97	-
Fee Payments	-	-	-	-	-
Equipment	76	-	-	76	-
Fundraising Costs	182	-	-	182	-
Heat, Light, Water	558	-	-	558	-
HMRC	4,937	-	-	4,937	-
Interest	-	-	-	-	-
Marketing	235	-	-	235	-
Milage & Parking	-	-	-	-	-
Miscellaneous	21	-	-	21	-
Office	677	-	-	677	-
Outgoing Fees	-	-	-	-	-
Pension	1,452	-	-	1,452	-
Rates & Refuse Collection	159	-	-	159	-
Registration & Insurance	810	-	-	810	-
Salaries	51,777	-	-	51,777	-
Snakes	250	-	-	250	-
Supply Labour	1,193	-	-	1,193	-
Teaching Resources	649	-	-	649	-
Training	499	-	-	499	-
Website	158	-	-	158	-
Sub total	68,950	-	-	68,950	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	68,950	-	-	68,950	-
Net of receipts/(payments)	6,337	-	-	6,337	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	32,617	-	-	32,617	-
Cash funds this year end	38,954	1	-	38,954	09/03/2022

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	HSBC - Community Account	33,782		-
	HSBC - Business Money Manager	5,172		-
	Total cash funds	38,954	-	-
(agree balances with receipts and payments account(s))				

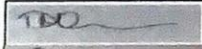
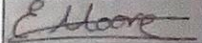
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	DAWN COLLINS	20/10/2020
	ELLEN MOORE	20/10/2020

Richard Gyles
Pennygate, Nonnington Lane
Graffham
West Sussex
Gu28 0PX

Tel: 01798867484
Mob: 07976243297

26th March 2021

richardgyles52@gmail.com

**GRAFFHAM NURSERY SCHOOL
PLAYGROUP ASSOCIATION ACCOUNT
PERIOD FROM 01/09/2019— 31/08/2020**

STATEMENT

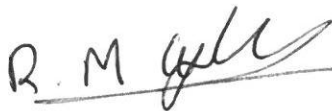
In my opinion, the financial statement represents a true and fair view of the state of the Graffham Nursery School, Playgroup Association Account activities, as at 31/08/2020.

NOTES

Checked supplier invoices, cash receipts and income evidence to financial reports and banking records.

Tested audit trails to the HSBC Community and Business Money Manager final bank account reconciliations.

From the checks completed, it can be concluded that the accounts are accurate and have been signed off for the year to 31/08/2020.



Richard Gyles
Independent Examiner
26th March 2021

GRAFFHAM NURSERY SCHOOL

**INCOME AND EXPENDITURE STATEMENT
YEAR ENDING 31st AUGUST 2020**

EXPENDITURE

Audit costs	£0.00
Bank Transfers	£3,742.88
Book Keeping	£720.00
Cleaning	£756.94
DBS & EY2 costs	£97.00
Equipment	£75.67
Fee Payments	£0.00
Fundraising costs	£182.00
Heat, light, water	£558.25
HMRC	£4,937.02
Interest	£0.00
Marketing	£235.07
Mileage & Parking	£0.00
Miscellaneous	£20.99
Office	£677.60
Outgoing Fees	£0.00
Pension	£1,452.23
Rates & Refuse Collection	£158.95
Registration & Insurance	£810.52
Salaries	£51,776.70
Snacks	£249.49
Supply Labour	£1,192.53
Teaching Resources	£648.71
Training	£499.49
Website	£157.98
	<hr/>
	£68,950.02

INCOME

Bank Transfers	£180.00
Donations & Fundraising	£2,728.74
Fee Payments	£26,070.75
Interest	£2.58
Registration & Insurance	£125.00
Other income	£4,864.84
WSCC EY Funding	£36,730.08
WSCC Other	£1,021.90

£71,723.89

MOVEMENT IN ACCOUNTS

REPRESENTED BY:

HSBC COMMUNITY ACCOUNT 11041118 - 01/09/2020

HSBC BUSINESS MONEY MANAGER ACCOUNT 21238779 - 01/09/2020

Income for the year	£71,723.89
Expenditure for the year	£68,950.02

TOTAL FUNDS

£140,673.91

Funds in Community Account 11041118 - 31/08/2020	£33,781.98
Funds in Business Money Manager 21238779 - 31/08/2020	£5,171.82

TOTAL IN ACCOUNTS

£38,953.80

BANK RECONCILIATION

HSBC COMMUNITY ACCOUNT 11041118 - 31/08/2020	£33,781.98
Unpresented cheques and credits	£0.00

Reconciled Balance in Community Account

£33,781.98

HSBC BUSINESS MONEY MANAGER ACCOUNT 21238779 - 31/08/2020	£5,171.82
Unrepresented cheques and credits	

Reconciled Balance in Business Money Manager Account

£5,171.82

TOTAL RECONCILED BALANCES AT BANK - 31/08/2020

£38,953.80

Richard Gyles
Independent E.
26/03/2021

Bank analysis 2020

Community Bank at 1st Sept 2019	£31,010.70
Business Money account 1st Sept 2019	£1,606.35
Total funds at bank at start of year	£32,617.05
Income (Excluding Bank Transfers)	£71,543.89
Costs (Excluding Bank Transfers)	£65,207.14
Surplus of Income over costs during the year	£6,336.75

Reconciled to:

Community Bank at 1st Sept 2020	£33,781.98
Business Money account 1st Sept 2020	£5,171.82
Total funds at bank at end of year	£38,953.80
Increase / (decrease) in funds	£6,336.75

Richard Gyles
Independent Examiner
26/03/2021

GRAFFHAM NURSERY - 2019 / 20 BANK RECONCILIATION

COMMUNITY / PLAYGROUP ACCOUNT - 11041118

DATE	Statement Sheet Number		Paid Out	Paid In	Monthly Movement	Statement Balance
Reconciled Balance at the start of year 01/09/2018					£31,010.70	
15/09/2019	524-525	(From 01/09/2019)	£40.66	£1,403.00	£1,362.34	£32,373.04
15/10/2019	526-527		£5,816.11	£988.26	-£4,827.85	£27,545.19
15/11/2019	528-530		£5,840.84	£10,526.95	£4,686.11	£32,231.30
15/12/2019	531-534		£5,904.82	£11,118.00	£5,213.18	£37,444.48
15/01/2020	535-537		£7,014.94	£3,996.20	-£3,018.74	£34,425.74
15/02/2020	538-541		£5,199.88	£7,332.50	£2,132.62	£36,558.36
15/03/2020	542-544		£5,372.61	£7,562.54	£2,189.93	£38,748.29
15/04/2020	545-546		£6,269.88	£10,763.92	£4,494.04	£43,242.33
15/05/2020	547-548		£4,943.90	£1,396.70	-£3,547.20	£39,695.13
15/06/2020	549-550		£4,079.02	£3,937.66	-£141.36	£39,553.77
15/07/2020	551-553		£8,484.94	£11,131.44	£2,646.50	£42,200.27
15/08/2020	554-555		£4,857.13	£1,564.13	-£3,293.00	£38,907.27
15/09/2020		(As at 31/08/2020)	£5,125.29	£0.00	-£5,125.29	£33,781.98
Total as per bank statement	31/08/2020		£68,950.02	£71,721.30	£33,781.98	
Movement in Year			£2,771.28			
Reconciled Balance at bank as at 31/08/2020					£33,781.98	
Balance at bank as at 15/09/2019					£35,738.82	
Unpresented Debits			£151.62		£151.62	
Unpresented Credits				£2,108.46	£2,108.46	
Reconciled Balance at bank as at 31/08/2020					£33,781.98	

Richard Gyles
Independent Examiner
26/03/2021

GRAFFHAM NURSERY - 2019 / 20 BANK RECONCILIATION

BUSINESS MONEY MANAGER ACCOUNT - 21238779

Date	Statement Sheet Number	Paid Out	Paid In	Monthly Movement	Statement Balance
Reconciled Balance at the start of the year 01/09/2019					£1,606.35
15/09/2019	71 (From 01/09/2019)		£0.25	£0.25	£1,606.60
15/10/2019	72		£0.26	£0.26	£1,606.86
15/11/2019	73		£0.27	£0.27	£1,607.13
15/12/2019	74		£0.26	£0.26	£1,607.39
15/01/2020	75		£44.89	£44.89	£1,652.28
15/02/2020	76		£0.28	£0.28	£1,652.56
15/03/2020	77		£0.26	£0.26	£1,652.82
15/04/2020	78		£0.28	£0.28	£1,653.10
15/05/2020	79		£0.27	£0.27	£1,653.37
15/06/2020	80		£0.14	£0.14	£1,653.51
15/07/2020	81		£3,407.47	£3,407.47	£5,060.98
15/08/2020	82	£180.00	£290.84	£110.84	£5,171.82
15/09/2020	83 (As at 31/08/2019)		£0.00	£0.00	£5,171.82
Total at Bank as at 31/08/2020		£180.00	£3,745.47	£5,171.82	
Reconciled Balance at Bank as at 31/08/2020					£5,171.82
Movement in year				£3,565.47	
Totals to Final Accounts		£180.00	£3,745.47	£3,565.47	
Community - Reconciled at 01/09/2019		£31,010.70			
BMM - Reconciled at 01/09/2019		£1,606.35			
Movement in Year - Community		£2,771.28			
Movement in Year - BMM		£3,565.47			
Total in Funds	31/08/2020	£38,953.80			

Richard Gyles
Independent Examiner
26/03/2021