

Leigh Village Abbots Pass Hall,  
Tel: 01306 611381 Email: enqui



Road, Leigh, Surrey RH2 8NP  
ps.org www.leighlollipops.org.uk

## Minutes of Annual General Meeting

Tuesday 16<sup>th</sup> February 2021 virtual meeting held over Zoom

**Present:** Erica Charlton (Chairperson, Committee Member), Adele Turner (Treasurer, Committee Member), Amy Lowry (Nursery Manager, Committee Member), Lucy Jarrett (Secretary, Committee Member), Eve Waddingham (Staff Member, Committee Member), Sarah (Josie's Mum), Ron (Joyce's Dad), Rachel (Mia and Jack's Mum)

### 1. Welcome

Erica Charlton began by welcoming everyone and thanking them for attending

### 2. Apologies for absence

None

### 3. Approval of previous minutes

The minutes of the 2019 AGM were reviewed by, and signed by, Erica: there were no outstanding matters.

### 4. Chairperson's Report of 2019/20

Please see attached.

### 5. Treasurer's Report of 2019/20 and presentation of accounts

Please see attached.

### 6. Acceptance of accounts

Erica proposed that the accounts be accepted, Lucy Jarrett seconded. Motion passed.

### 7. Any questions

None

### 8. AOB

Fundraising - Remains challenging through lockdown.

New ideas - Lollipops recipe book (Ron to assist) - Potential to raise ~£400-600

Virtual balloon race - More details to follow

We will continue to focus on proven fundraisers from the previous years that are can be adapted to virtual or during nursery time activities (smarties tubes/easter hamper/sponsored bounce and others).

Succession planning for the officer role - Erica to put out a letter to parents to gain new members to take over these roles by the end of the Summer Term 2021.

### 11. Resignation of current Committee Members

The current Committee all tendered their resignations and were thanked for their hard work.



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## **AGM - Chairperson's & Nursery Manager's Report** **2019/20**

### **Introduction**

The academic year 2019/20 continued to bring many changes to the Nursery, but this would also prove to be one of the most challenging periods of its time. By the end of March 2020 the country went into a national lockdown and from Monday 23<sup>rd</sup> March the Nursery closed its door for the foreseeable future. Regardless of this, the Nursery still delivered positive results, building a wonderful team and continued to nurture our wonderful children, as well as remaining to remain solid financially.

Let's take a look at what happened during this academic year.

### **Our Staff**

In the autumn of 2019, led by Amy, our team continued with Alice (Gambrill), Rebecca (Jones), Julie (Finch), Holly (Fuller) and Eve (Waddingham). The team continued to work well together. By the end of the autumn term, our longest serving member, Rebecca had made the decision to resign. At the end of our Christmas concert, with families present, we bid our farewell in an emotional send off, wishing her well in retirement with her partner Keith, and a 'bon voyage' with some adventurous travel plans they had made together.

Amy and Alice did a wonderful job supporting the Nursery always rolling up their sleeves to provide support to the staff and children where and when needed. They remained pivotal to the smooth running of the Nursery, keeping the children at the heart of everything, whilst maintaining happy staff and parents alike, and ensuring the Nursery is run cost effectively. A notable achievement they should be very proud of.

Eve (Waddingham) began the academic year as bank staff, and then started as a Nursery Assistant working two mornings per week from January 2020.





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**The Treasurer's Report for the AGM**  
**Academic Year 01 Sept 2019 to 31 Aug 2020**

7<sup>th</sup> February 2021

**High Level Summary**

This accounting year Leigh Lollipops Nursery has a negative net movement in funds of £8,363<sup>1</sup>. This figure is after fundraising profit has been included and is a £10,028 loss on an operating basis (before fundraising profit) driven by the effects of the lockdown during the pandemic in 2020 and in what remains challenging times for Early Years Providers<sup>23</sup>.

There remains a challenging environment to recruit new children in each term and to continue uptake of sessions. Strong leadership on the ground and willingness from staff and committee to implement new ideas and strategies to run the nursery continues to be critical. A need to adapt sessions to ensure children levels are optimal has been necessary to continue to operate profitably going forward.

The cash reserves continue to be monitored against the cost of winding up the nursery at a point in time in order to better manage the business and adapt to changing circumstances. At the end of the academic year 19/20 the cash reserves are more than sufficient to cover the wind-up cost. The plan is to rebuild the reserves it was necessary to draw on this year to ensure sufficient reserves for future unforeseen circumstances. This is expected to be possible within 1-3 years.

Finally, fundraising took a hit this year due to the restrictions on socializing imposed by the pandemic. The ultimate aim remains for the nursery to be profitable on an operating basis as well as post fundraising.

From myself and the entire committee we would like to thank the staff for all their hard work to ensure that the nursery remains a safe, nurturing and most importantly happy place for all the children who attend and for providing parents with clear, open and honest communications enabling them to feel safe and secure knowing their children are receiving the best care even during a pandemic.

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<sup>1</sup> There was a late payment of £500 fundraising income received in September 2020 that is applicable to this academic year but will be reported in the 2020/2021 accounts

<sup>2</sup> [Millions in early years funding not reaching providers - NDNA investigation reveals](#)

<sup>3</sup> [One in six childcare providers in England may close by Christmas | Education | The Guardian](#)



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## 1. Large/Unusual Movements in Figures over the Accounting Period Compared to 2018/2019 year

### 1.1. Income

The largest differences in income compared to the prior year were as follows:

- Large fall in Nursery Fees due to lower occupancy in Autumn and the lockdown.
- EYFE payments continued to be paid during the pandemic.
- Fundraising income was lower due to the restrictions on socializing introduced due to the pandemic.
- Large income entry from the Government for the Job Retention Scheme payment
- Tax rebate from HRMC

### 1.2. Expenditure

The largest changes in expenditure compared to the prior year were as follows:

- Salary costs were part-funded due to the utilization of the Job Retention Scheme.
- Lower rent due to the closure of the nursery during the Summer term and the rental being waived by the Hall owners.
- Training costs for staff are lower this year due to the pandemic.
- Lower supply costs due to the pandemic closure and the lower children numbers in the Autumn term than the prior year.

## 2. Changes in assets/liabilities over the accounting period

Starting funds as at 1 <sup>st</sup> September 2019	£27,777
Net movement in funds over the accounting year	-£8,363
Ending funds as at 31 <sup>st</sup> August 2020	£19,414

Signed by: A. Turner Adele Turner (Treasurer 2019/2020)

Date: 16/2/21





**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1<sup>st</sup> September 2019 Period start date To 31<sup>st</sup> August 2020 Period end date**

**Charity name:** Leigh Lollipops Nursery

**Charity registration number:** 1033808

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The purpose of Leigh Lollipops Pre-School Nursery is to provide a happy and caring learning environment for children aged from 2 to 5 years old, in which every child is supported and encouraged through their learning journey to develop to their full potential.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The aims of the pre-school as documented in the constitution document are 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:</p> <ul style="list-style-type: none"><li>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 and ability;</li><li>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</li><li>c) instigating and adhering to and furthering the aims and objectives of the Pre-school Learning Alliance.</li></ul>

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Leigh Lollipops Nursery has continued to provide not-for-profit childcare to pre-school children in the local area. This means that profits made from the charity's activities go back into the Nursery to purchase or update equipment. During this academic year we purchased some

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable.
Policy on social investment including program related investment	Para 1.38	Not applicable.
Contribution made by volunteers	Para 1.38	<p>Leigh Lollipops Nursery is run by a volunteer committee, made up mostly of parents/carers.</p> <p>The overall management and control of the Nursery will rest with the individual members of the Nursery's management committee ("the committee"). As well as being responsible for the management of the Nursery the Committee members are also the charity trustees of the Nursery.</p> <p>The Committee is elected every year at the AGM; there is a Chairperson, Secretary, Treasurer and a maximum of eight other elected members.</p>
Other		Not applicable.

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>This year was a challenging one for the Nursery with lower occupancy rates than the previous year. The impact of COVID-19 also meant the nursery was unable to open during the Summer term.</p> <p>It remains a challenging environment for small independent nurseries in general, as government subsidies do not adequately compensate for the cost of providing "free" childcare.</p> <p>We have adapted our business model to consolidate our care into 3 days of the week now and expect to move to a profitable position again next year and to build back the reserves.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Detailed above.
Performance of fundraising activities against objectives set	Para 1.41	Net fundraising was down on the previous year. This was due to a combination of having fewer children and so our fundraising efforts were targeting the same pool of parents, which is harder. Also, COVID-19 meant that we could not run the Summer fundraisers which usually bring in a large proportion of our total fundraising profits.
Investment performance against objectives	Para 1.41	Not applicable.
Other		Not applicable.



## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The reserves we hold are the profits of the Nursery from previous years. Due to the fluctuating nature of children numbers and occupancy rates from year to year, we keep these reserves as a buffer to cover unexpected losses, we also use them to cover our cost of wind-up should the Nursery be forced to close.
Amount of reserves held	Para 1.22	£24,120
Reasons for holding zero reserves	Para 1.22	Not applicable.
Details of fund materially in deficit	Para 1.24	Not applicable.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Not applicable.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable.
A description of the principal risks facing the charity	Para 1.46	<p>The principal risks facing the charity are as follows:</p> <ol style="list-style-type: none"> <li>1. child occupancy rates below a level that can support our fixed costs</li> <li>2. government funding for childcare being below the cost of providing the care</li> <li>3. loss of a key member of staff</li> <li>4. withdrawal of the contract to rent our premises from the Leigh Village Hall</li> <li>5. loss of reputation</li> <li>6. a downgrade from Ofsted</li> </ol>



		<p>1 is mitigated as much as possible by marketing and open mornings.</p> <p>2. We cannot control except by the mix of funded and non-funded children.</p> <p>3. Annual staff reviews are undertaken to mitigate this.</p> <p>4. This is a small risk and our Nursery Manager is a member of village hall Management Committee.</p> <p>5. Strict safeguarding policies are in place and adhered too.</p> <p>6. The adherence to 5 means that 6 is also minimised.</p>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Unincorporated Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>The overall management and control of the Pre-school will rest with the individual members of the Pre-school's management committee ("the Committee"). As well as being responsible for the management of the Pre-school the Committee members are also the charity trustees of the Preschool.</p> <p>The minimum number of Committee members shall be 5 and the maximum shall be 12, together with up to a further 3 co-opted members. The Committee shall consist of:</p> <p>(a) a Chair, a Treasurer and a Secretary ("the Officers"); and</p> <p>(b) not less than 2 nor more than 9 other elected Members; and</p> <p>(c) if the Committee decides it can co-opt up to 3 further Members on to the Committee at any time after the AGM.</p> <p>Not less than 60 per cent of the Committee members, including co-opted members, shall at the time of election or co-option be Family Members. In the event that this 60 per cent figure cannot be achieved, the Pre-school may elect Affiliate Members to make up the balance of the Committee subject to the Affiliate Members being approved by the Pre-school Learning Alliance.</p> <p>Where an individual is elected as a Committee member it is that individual who is the Committee member and charity trustee and no other individual with whom they share Family Membership or Affiliate Membership shall be entitled to stand in their place at Committee meetings or have any other rights as a Committee member.</p> <p>Retiring Committee members are eligible for re-election unless they have already served on the Committee in any capacity for ten consecutive years.</p>



		<p>Co-opted members may join at any time on the invitation of the Committee but shall retire at the next Annual General Meeting. No co-opted member shall serve for more than six consecutive years.</p> <p>In the event of the death or resignation of an elected Committee member, the vacancy shall be filled until the next Annual General Meeting by a Family Member or an Affiliate Member appointed by the Committee.</p> <p>All Committee members will have one vote each at Committee meetings. In the event of a tie the Chair of the Committee has a second or casting vote.</p> <p>A quorum for Committee meetings is not less than half the Committee, including any two of the Officers.</p> <p>All Members shall be eligible to stand for election to the Committee, except ordinarily a Member who is a paid employee of the Pre-school. A Member who is a paid employee of the Pre-school may however be eligible for election to the Committee subject to the following conditions being satisfied:</p> <p>a) No Committee member may be paid for services provided to the Pre-school that form part of their duties as a Committee member and trustee of the Pre-school;</p> <p>b) Any services which are provided by a Member who is a paid employee to the Pre-school must be the subject of a written agreement between the individual and the Pre-school on such terms as are considered by the Committee to be in the interests of the Pre-school and have been approved by a resolution of the Committee;</p> <p>c) The amount of the remuneration for such services are what is reasonable in the circumstances and do not exceed the amount that is customarily paid by the Pre-school to other persons who are not Committee members for such services; and</p> <p>d) Not more than a minority of Committee members may at any time be the subject of such arrangements with the Pre-school and no such Committee members shall vote on or sit in any Committee meeting at which any</p>
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		<p>matters concerning any such agreement relating to the provision of their services to the Pre-school is considered by the Committee.</p> <p>Not less than two weeks before the date of the next Annual General Meeting of the Pre-school at which the election of elected Committee members will take place each Member shall be sent a form which any Member wishing to stand as a candidate for election to the Committee must complete and return to the Secretary to indicate their willingness to act as a member of the Committee if elected.</p> <p>At the Annual General Meeting the prospective new elected members of the Committee will be those candidates receiving the highest number of votes from the Members, up to a maximum of 12 elected Committee members in total. Candidates will need to notify their willingness to stand on the Committee to the Secretary.</p> <p>At the first Committee meeting following the Annual General Meeting at which the newly elected members of the Committee are elected they shall choose from amongst their number the members who will act as Chair, Treasurer and Secretary.</p> <p>The term of office of any Committee member will automatically cease:</p> <p>(a) if he or she is not re-elected or re-appointed in accordance with the provisions of this clause;</p> <p>(b) if they are disqualified under the Charities Acts from acting as a charity trustee;</p> <p>(c) if they are incapable whether mentally or physically of managing his or her own affairs;</p> <p>(d) if they resign (but only if at least 5 other elected members of the Committee will remain in office);</p> <p>(e) if they are removed from the Committee by a resolution passed by a majority of the members of the Committee on the grounds that they have acted in a way which brings or is likely to bring the Pre-school into</p>
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		disrepute or he/she has failed to abide by the rules of the Constitution. Before the Committee decides whether to remove the Committee member, the Committee will give him/her written notice of the misconduct or failure alleged to have occurred. The Committee member will have not less than 14 days in which to submit a written response to the notice. The Committee will have regard to this written response before making the final decision on whether or not to remove him/her from the Committee.
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### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Not applicable.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Not applicable.
Relationship with any related parties	Para 1.51	Not applicable.
Other		Not applicable.

### Reference and Administrative details

Charity name	Leigh Lollipops Nursery
Other name the charity uses	Not applicable
Registered charity number	1033808
Charity's principal address	Leigh Village Hall, Bunce Common Road, Leigh, Reigate, Surrey RH2 8NP

### 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	Amy Lowry	Nursery Manager		
2	Adele Turner	Treasurer		
3	Erica Charlton	Chairperson		
4	Eve Waddingham	Trustee		
5	Lucy Jarrett	Company Secretary		
6				
7				
8				
9				
10				

### Corporate trustees – names of the directors at the date the report was approved

Director name		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and	Not applicable



segregation of such assets from the charity's own assets	
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### Additional information (optional)

#### 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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### Exemptions from disclosure

#### Reason for non-disclosure of key personnel details

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### Other optional information

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### Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	E. Charlton.	A-Turner
Full name(s)	ERICA CHARLTON.	A-TURNER (ADGE)
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	17/02/21	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Accounts

## 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 £
<b>A1 Receipts</b>					
Nursery fees	8,488	-	-	8,488	27,516
Voluntary Contributions	1,497	-	-	1,497	1,912
EYFE from Surrey CC	21,756	-	-	21,756	25,831
SEN funding from Surrey CC	-	-	-	-	6,698
Gift Aid Reclaimed from HRMC	-	-	-	-	-
Late Fees for overdue monies	-	-	-	-	200
Commission	-	-	-	-	-
Fundraising Income	1,665	-	-	1,665	3,072
Charitable donations	-	-	-	-	100
Hiring out of Lollipops equipment	-	-	-	-	250
Children's Uniform	34	-	-	34	119
Children's milk cost reclaimed	23	-	-	23	86
Interest income	32	-	-	32	23
Job Retention Scheme	3,006	-	-	3,006	333
HMRC Tax Rebate	773	-	-	773	-
Sundries	161	-	-	161	-
<b>Sub total (Gross income for AR)</b>	<b>37,425</b>	<b>-</b>	<b>-</b>	<b>37,425</b>	<b>65,039</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>37,425</b>	<b>-</b>	<b>-</b>	<b>37,425</b>	<b>65,039</b>
<b>A3 Payments</b>					
Staff Wages	35,794	-	-	35,794	48,597
Hall Rental & maintenance	3,055	-	-	3,055	4,994
Refunds of deposits, overpaid fees & EYFE income	2,425	-	-	2,425	930
Telephone and internet	1,012	-	-	1,012	1,083
Marketing Costs	677	-	-	677	947
Staff Training costs	148	-	-	148	1,070
Staff and Children's uniform	51	-	-	51	248
Printing and sundry expenses	328	-	-	328	924
Membership of professional bodies and insurance	1,065	-	-	1,065	1,031
Supplies - educational, household & catering	865	-	-	865	2,154
Children's Milk	37	-	-	37	83
Staff, children and committee gifts	53	-	-	53	169
Accountancy Fees	-	-	-	-	-
Bank charges	55	-	-	55	55
Forest school	-	-	-	-	118
Fundraising expenses	-	-	-	-	361
Depreciation	205	-	-	205	-
Estimate for July/Aug 2020 tax	18	-	-	18	-
<b>Sub total</b>	<b>45,788</b>	<b>-</b>	<b>-</b>	<b>45,788</b>	<b>62,756</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>45,788</b>	<b>-</b>	<b>-</b>	<b>45,788</b>	<b>62,756</b>



Net of receipts/(payments)	- 8,363			- 8,363	2,284
A5 Transfers between funds	0			0	428
A6 Cash funds last year end	27,777			27,777	25,921
Cash funds this year end	19,414			19,414	27,777

## 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 £
<b>B1 Cash funds</b>				
	Natwest Reserve account	-	-	-
	Natwest Current account	-	-	-
	CAF online account	107	-	-
	CAF gold account	19,306	-	-
	<b>Total cash funds</b>	19,413	-	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>				
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>				
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>				
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>				
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
A. Turner.	A. TURNER	04/12/20
A. Lowry	A. LOWRY	08/12/2020



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### Notes to 2019/20 accounts

#### **1. SUMMARY**

This year has been a particularly challenging year with lower children numbers initially per session compared with normal and then the impact of COVID-19 on the nursery. A full shutdown from Easter to the end of the academic year followed. The nursery utilized the job retention scheme whilst EYFE payments continued and we had no rent to pay for the summer term. This helped reduce the total loss this year.

From Autumn 2020 the nursery has taken steps to become COVID secure. And from September 2020 the nursery has opened for Monday to Wednesday sessions.

The final result for this year was an £8,363 loss bringing the nursery's cash funds to £19,414 at 31 August 2020.

## 2. CHECKS & RECONCILIATIONS

### 2.1. Checks

Income: The EYFE remittances from Surrey CC have been reconciled with the income in the bank account. There was one overpayment of £1,643.25 and this was repaid in the same year.

Average children numbers per term have been multiplied by the fee amounts and reconciled to the fee income for a high level check. EYFE payments have been verified also against the number of children who are eligible.

Expenses: The rental invoices have been checked against those paid. Average salary amounts have been compared term on term as a sense check and look reasonable. Also other expenses have been compared term on term and look reasonable too with a big drop in Summer due to the nursery being closed.

### 2.2 Reconciliations

No adjustments were needed to the 2018/2019 year as all income and expenditure attributable to that year had been allowed for in last year's accounts.

However the starting bank balance in the cashbook of £4,669 needs adjusting for the income and expenses that hadn't been incurred until 2019/2020 so the start balance for the accounts is £5,574. And the starting bank balance in the CAF gold account is £22,203 not £22,103 as shown in the cashbook. This is because £100 of the easy fundraising monies was allowed for in the 2018/2019 accounts but it was not received (along with an additional £6.31) until the 29<sup>th</sup> October 2019.

This tallies with the final bank balances shown in last year's accounts:

Details	Unrestricted funds to nearest £
Natwest Reserve account	-
Natwest Current account	-
CAF online account	5,574
CAF gold account	22,203
<b>Total cash funds</b>	<b>27,777</b>

So, the starting bank balance as at 01 September 2019 was £5,574 in CAF cash and £22,203 for CAF gold (the reserve account). A total starting balance of £27,777.



The end bank balances as at 31 August 2020 is £107 in CAF cash and £19,305.97 which is a total of £19,430.97.

Details	Unrestricted funds to nearest £
Natwest Reserve account	-
Natwest Current account	-
CAF online account	107
CAF gold account	19,306
<b>Total cash funds</b>	<b>19,413</b>

This represents a loss in the 2019/2020 year of £8,363 which reconciles with the figure in the accounts.

There are still 2 items to clear the bank at this stage and this is an expense of £481.44 which is a refund to Surrey CC for over payment of the Summer term EYFE amount and a credit for £500 fundraising income from the plant sale. There has also been an estimate of £17.29 put into the expenses for tax for July and August 2020.

### 3. COMPARISON TO PRIOR YEARS

#### 3.1 Income

	2019/2020 academic year	2018/2019 academic year	2017/2018 academic year	
A1 Receipts	to the nearest £	to the nearest £	to the nearest £	% diff prev and current year
Fee income	8,488	27,515	25,983	31%
Voluntary Contributions	1,497	1,912	4,429	78%
EYFE from Surrey CC	21,756	25,831	27,850	84%
Other funding from Surrey CC	0	5,598	1,608	0%
Gift Aid Reclaimed from HMRC	-	-	2,177	0%
Late Fees for overdue monies	-	200	100	0%
Commission	-	-	61	54%
Fundraising income	1,665	3,072	3,594	0%
Charitable donations	-	100	610	0%
Hire fee for Lollipops equipment	-	250	25	29%
Uniform & Equipment fee	34	119	86	26%
Children's milk cost reclaimed	23	86	-	140%
Interest income	32	23	7	
Job Retention Scheme	3,006			
HMRC Tax Rebate	773			
Sundries	151	333	313	
<b>Sub total (Gross income for AR)</b>	<b>37,425</b>	<b>65,039</b>	<b>66,843</b>	<b>45%</b>
				<b>58%</b>

In prior year's the fee income has been much higher, this is a combination of lower children numbers and session uptake in Autumn and Spring and no fee income being received in the Summer term. EYFE was paid for the Summer term, the drop from prior years reflects the lower occupancy this year.

Our fundraising income also took a hit this year because due to COVID-19 we were unable to fundraise during the summer and this is when our biggest events are. It was also lower than previous years due to less children being at nursery and hence a smaller pool of people to fundraise from.

Sundries were much higher this year this was due to £3,006 in funding from the job retention scheme and £773 tax rebate from HMRC.

## 3.2 Expenses

### A3 Payments

	to the nearest £	to the nearest £	to the nearest £	% diff prev and current year
Wages with estimate for July/Aug Tax & Pensions	35,794	48,597	48,749	74%
Hall Rental & equipment repairs	3,055	4,994	4,757	61%
Refunds of overpaid fees & EYFE	2,425	930	41	261%
Telephone and internet	1,012	1,083	1,015	93%
Advertising	677	947	1,278	72%
Training	148	1,070	399	14%
T-shirts and jumpers	51	248	278	21%
Printing and sundry expenses	328	924	889	35%
Membership of professional bodies	1,065	1,031	897	103%
Supplies - educational, household and catering	865	2,154	2,672	40%
Childrens Milk	37	83	-	44%
Staff, children and committee gifts	53	159	465	33%
Spending Fundraising Expenses	-	-	-	
Accountancy Fees	-	-	960	
Bank charges	55	55	81	100%
Forest school	-	118	100	0%
Fundraising expenses	205	361	480	57%
Depreciation	-	-	151	
Estimate for July/Aug 2020 tax	18			
<b>Sub total</b>	<b>45,788</b>	<b>62,756</b>	<b>63,212</b>	<b>73%</b>

The big movements in income this year were a drop in wages received by Lollipops using the job retention scheme and that the total salaries are less in this year than others.

Rent was lower because we did not pay for the Summer term rental.

Training costs were lower as in person courses were cancelled due to COVID-19 and replaced with cheaper online courses.

Supplies, printing and sundry expenses were lowered by active management from staff to ensure that these were kept to essentials this year.

## 4. Conclusions

This year has been a combination of adverse scenarios causing financial pressure on the nursery. We have sufficient reserves to weather this and intend to use future years to build back the reserves that we have needed to use this year.



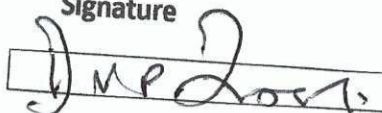
### Report of Independent Examiner

I have examined the above Income and Expenditure Account and confirm that it is in accordance with the books, vouchers and information supplied and is correct to the best of my knowledge.

Signature

Print Name

Date of Approval

	D.V.P. FROST	18th Dec 2020
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D.V.P Frost – Orchard Cottage, Church Road, Leigh, Surrey



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Receipts and payments accounts

For the period  
from

To

CC16a

### 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 £
<b>A1 Receipts</b>					
Nursery fees	8,488	-	-	8,488	27,815
Voluntary Contributions	1,497	-	-	1,497	1,912
EYFE from Surrey CC	21,756	-	-	21,756	25,831
SEN funding from Surrey CC	-	-	-	-	6,598
Gift Aid Reclaimed from HMRC	-	-	-	-	200
Late Fees for overdue monies	-	-	-	-	-
Commission	-	-	-	-	-
Fundraising income	1,665	-	-	1,665	3,072
Charitable donations	-	-	-	-	190
Hiring out of Lollipop equipment	-	-	-	-	250
Children's Uniform	34	-	-	34	119
Children's milk cost reclaimed	23	-	-	23	86
Interest income	32	-	-	32	23
Job Retention Scheme	3,006	-	-	3,006	333
HMRC Tax Rebate	773	-	-	773	-
Sundries	151	-	-	151	-
<b>Sub total (Gross income for AR)</b>	<b>37,425</b>	<b>-</b>	<b>-</b>	<b>37,425</b>	<b>65,039</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>37,425</b>	<b>-</b>	<b>-</b>	<b>37,425</b>	<b>65,039</b>
<b>A3 Payments</b>					
Staff Wages	35,794	-	-	35,794	49,597
Hall Rental & maintenance	3,055	-	-	3,055	4,994
Refunds of deposits, overpaid fees & EYFE income	2,425	-	-	2,425	930
Telephone and internet	1,012	-	-	1,012	1,083
Marketing Costs	677	-	-	677	947
Staff Training costs	148	-	-	148	1,070
Staff and Children's uniform	51	-	-	51	248
Printing and sundry expenses	328	-	-	328	924
Membership of professional bodies and insurance	1,065	-	-	1,065	1,031
Supplies - educational, household & catering	865	-	-	865	2,154
Children's Milk	37	-	-	37	83
Staff, children and committee gifts	53	-	-	53	159
Accountancy Fees	-	-	-	-	-
Bank charges	55	-	-	55	55
Forest school	-	-	-	-	118
Fundraising expenses	-	-	-	-	361
Depreciation	205	-	-	205	-
Estimate for July/Aug 2020 tax	18	-	-	18	-
<b>Sub total</b>	<b>45,788</b>	<b>-</b>	<b>-</b>	<b>45,788</b>	<b>62,756</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>45,788</b>	<b>-</b>	<b>-</b>	<b>45,788</b>	<b>62,756</b>



Net of receipts/(payments)	- 8,363			- 8,363	2,284
A5 Transfers between funds	0			0	428
A6 Cash funds last year end	27,777			27,777	26,921
Cash funds this year end	19,414			19,414	27,777

## 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				
	Natwest Reserve account	-	-	-
	Natwest Current account	-	-	-
	CAF online account	107	-	-
	CAF gold account	19,306	-	-
	<b>Total cash funds</b>	<b>19,413</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			

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

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

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

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

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

Signature	Print Name	Date of approval
A. Turner	A. TURNER	04/12/20
A. Lowry	A. LOWRY	08/12/2020