

## **The Oaks Nursery Annual General Meeting 20<sup>th</sup> October 2022 (held at The Oaks)**

### **1. Welcome**

Becky and Kirsten welcomed everyone to the AGM

### **2. Chairpersons Introduction – Kirsten Iles**

Kirsten outlined another challenging but successful year for the nursery and highlighted the continued successful fundraising efforts. She thanked everyone for their continued support.

### **3. Managers Report – Becky Tyler**

Becky thanked all for being here tonight and for coming to support us. As a charity we are totally reliant on parental support to remain sustainable so we are grateful that you are here. As with the rest of the country rising costs are hitting the nursery hard. Becky wants to ensure all aware how the nursery is run and funded as I am not sure that it is always clear.

We are a charity. The nursery is not owned by me or the committee. The committee represents you as parents and employ me and the staff on your behalf. The nursery building and grounds are owned by the church and we have to pay them rent on a monthly basis – there's a very long back story to this but I won't go into that.

In terms of income, all children from the term after their 3<sup>rd</sup> birthday are given 15 hours funded early years education from the government. For each of these hours the government gives us just £4.31. We charge £7 for any additional hours or for unfunded children. We also ask for a voluntary contribution of £25 per term to support the cost of our snack.

Out of this income we have to cover the costs of maintenance and upkeep of our aging building, utilities, staff wages and any resources. Lizanne will cover the accounts in a bit more detail however what is clear is that we are heavily reliant on fundraising to boost our income and cover our costs. This, sadly is proving increasingly difficult.

Anyway, enough doom and gloom! Let's talk about the last year!!

After a very unsettled couple of years due to the pandemic we were pleased to return in September 21 looking forward to a full year ahead. Apart from one minor blip around Christmas when we decided to close a couple of days early to ensure everyone could have a healthy family Christmas, we made it through. We had some lovely events throughout the year including our Easter Egg Hunt, a wonderful summer outing to Penshurst Place and a lovely last day with our party, sports day and leavers' service. We even survived the hottest summer ever!!

We returned in September looking forward to a busy time and with our sessions almost full. Sadly we had 6 children drop out before they had started and without any warning or notification which left us with fewer children than we had hoped.

We now have 39 children on the role with 28 with us currently. 25 will leave us in July to go to Primary school leaving 14 children with us for next year. For our current cohort, their formative years have been very different. They were true COVID babies and have not had the experiences that young children have had in the past. We have a number of children who need additional support, particularly in their speech and language and with their interactions. We have had to reflect on our practice and change what we do each day and how we do it. We are reading different stories, doing lots more singing and doing lots of activities to develop physical strength. It was quite a tough start to the year but we are really starting to see some lovely progress now and we're looking forward to this continuing throughout the forthcoming year.

I'd just like to finish by saying a couple of thankyou's. Firstly to the committee.... To Kirsten as chair, she's always available if I need her, to Lizanne for all the work she does on the finances, I think we have a really good handle on where we are now, to Julie for all her help as secretary, and to Lisa who can't be with us today. She worked so hard on the fundraising last year, particularly with the last day of term. We are very grateful for your help.

Finally thanks to my team. Your children are very fortunate to be looked after by a wonderful group of ladies who work so hard day in and day out to ensure the best for all of the children in the setting. The Oaks really would not be what it is without them.

#### **4. Treasurers Report – Lizanne McCloud**

Lizanne took everyone through the accounts for last year and compared it to the figures for the previous year.

Gross income marginally up on last year although to note that £2000 of that is a one-off KCC Grant related to Covid.

£1,171 was spent on much needed Boiler and Heating repairs.

The increase in staff costs reflects HMRC backdated charges and increases in minimum wage.

Fundraising, was £2452 for the year, critically important in reducing the impact on cash reserves.

Overall the nursery made a loss of £3,627 for the year.

#### **5. Committee News**

The resignations of fundraiser positions Lisa James and Sam Bowers were accepted with thanks for their amazing efforts.

The Chair, Treasurer, Secretary and one Fundraiser positions were all proposed and relected as follows:

Chairperson - Kirsten Iles

Treasurer – Lizanne McCloud

Secretary – Julie McDonald (nee Edwards)

Sarah Lamey was proposed and elected to fundraiser position.

Becky and Kirsten thanked all for joining.



# Receipts and payments accounts

CC16a

For the period  
from

1st Sept 2021

To

31st Aug 2022

## 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 £ |
| <b>A1 Receipts</b>                                    |                    |                  |                  |                  |                  |
| Nursery Education Grant                               | 65,339             | -                | -                | 65,339           | 68,059           |
| Fees  | 37,345             | -                | -                | 37,345           | 29,579           |
| Fund raising  | 2,452              | -                | -                | 2,452            | 1,705            |
| Donations   | 50                 | -                | -                | 50               | 4,261            |
| Sale - t shirts/sweatshirts                           | 130                | -                | -                | 130              | 27               |
| KCC Grant   | 2,176              | -                | -                | 2,176            | -                |
| Fun events  | 719                | -                | -                | 719              | 725              |
| Bank interest   | -                  | -                | -                | -                | -                |
| Job Retention Scheme Grant                            | -                  | -                | -                | -                | -                |
| Other income  | 812                | -                | -                | 812              | 748              |
| <b>Sub total (Gross income for AR)</b>                | <b>109,023</b>     | <b>-</b>         | <b>-</b>         | <b>109,023</b>   | <b>105,104</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>109,023</b>     | <b>-</b>         | <b>-</b>         | <b>109,023</b>   | <b>105,104</b>   |
| <b>A3 Payments</b>                                    |                    |                  |                  |                  |                  |
| Staff Costs   | 90,878             | -                | -                | 90,878           | 79,843           |
| Toys and resources                                    | 5,323              | -                | -                | 5,323            | 3,644            |
| Rent and rates  | 5,088              | -                | -                | 5,088            | 3,892            |
| Repairs and maintenance                               | 1,171              | -                | -                | 1,171            | 4,746            |
| Printing, postage, stationery, advertising            | 451                | -                | -                | 451              | 443              |
| Light, water and heat                                 | 2,181              | -                | -                | 2,181            | 2,346            |
| Fun events  | 368                | -                | -                | 368              | -                |
| Gardening   | -                  | -                | -                | -                | 240              |
| Insurance   | 1,522              | -                | -                | 1,522            | 1,463            |
| Cleaning  | 775                | -                | -                | 775              | 687              |
| Accounting  | 1,008              | -                | -                | 1,008            | 1,205            |
| Refreshments  | 829                | -                | -                | 829              | 767              |
| Telephone/Internet                                    | 522                | -                | -                | 522              | 648              |
| Fund raising expenses                                 | 20                 | -                | -                | 20               | 883              |
| Consultancy   | -                  | -                | -                | -                | -                |
| Subscriptions   | 826                | -                | -                | 826              | 867              |
| Staff Training  | 1,462              | -                | -                | 1,462            | 569              |
| Legal and professional                                | -                  | -                | -                | -                | -                |
| Other expenses  | 226                | -                | -                | 226              | 997              |
|   | -                  | -                | -                | -                | -                |
| <b>Sub total</b>                                      | <b>112,650</b>     | <b>-</b>         | <b>-</b>         | <b>112,650</b>   | <b>103,240</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>112,650</b>     | <b>-</b>         | <b>-</b>         | <b>112,650</b>   | <b>103,240</b>   |
| <b>Net of receipts/(payments)</b>                     | <b>- 3,627</b>     | <b>-</b>         | <b>-</b>         | <b>- 3,627</b>   | <b>1,864</b>     |
| <b>A5 Transfers between funds</b>                     | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>A6 Cash funds last year end</b>                    | <b>36,870</b>      | <b>-</b>         | <b>-</b>         | <b>36,870</b>    | <b>35,006</b>    |
| <b>Cash funds this year end</b>                       | <b>33,243</b>      | <b>-</b>         | <b>-</b>         | <b>33,243</b>    | <b>36,870</b>    |



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

| Categories    | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---------------|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | Bank Account No 1                                      | 32,941                             | -                                | -                               |
|               | Bank Account No 2                                      | 98                                 | -                                | -                               |
|               | Petty Cash   | 204                                | -                                | -                               |
|               | <b>Total cash funds</b>                                | <b>33,243</b>                      | <b>-</b>                         | <b>-</b>                        |
|               | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              |

|                          | Details | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|--------------------------|---------|------------------------------------|----------------------------------|---------------------------------|
| B2 Other monetary assets |         | -                                  | -                                | -                               |
|                          |         | -                                  | -                                | -                               |
|                          |         | -                                  | -                                | -                               |
|                          |         | -                                  | -                                | -                               |
|                          |         | -                                  | -                                | -                               |
|                          |         | -                                  | -                                | -                               |

|                      | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|----------------------|---------|-----------------------------|-----------------|--------------------------|
| 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 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

  
Lizanne McCloud (Oct 19, 2022 16:38 GMT+1)

  
R Tyler (Oct 21, 2022 08:12 GMT+1)





# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

The Oaks Nursery School

On accounts for the year  
ended

31<sup>st</sup> August 2022

Charity no  
(if any)

1045244

Set out on pages

1 and 2

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

*M I Lewis*

Date:

19/10/2022

Name:

M I Lewis

Relevant professional  
qualification(s) or body  
(if any):

FCA – Institute of Chartered Accountants in England and Wales

Address:

91A Church Lane, Bulphan, Upminster RM14 3TR



## Section B

## Disclosure

Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose.**





## Receipts and payments accounts

CC16a

For the period  
from

1st Sept 2021

To

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|   | -                  | -                | -                | -                | -                |
|   | -                  | -                | -                | -                | -                |
| <b>Sub total</b>                                      | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>Total receipts</b>                                 | <b>109,023</b>     | <b>-</b>         | <b>-</b>         | <b>109,023</b>   | <b>105,104</b>   |
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| Other expenses  | 226                | -                | -                | 226              | 997              |
|   | -                  | -                | -                | -                | -                |
| <b>Sub total</b>                                      | <b>112,650</b>     | <b>-</b>         | <b>-</b>         | <b>112,650</b>   | <b>103,240</b>   |
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|   | -                  | -                | -                | -                | -                |
|   | -                  | -                | -                | -                | -                |
| <b>Sub total</b>                                      | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
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| <b>A6 Cash funds last year end</b>                    | <b>36,870</b>      | <b>-</b>         | <b>-</b>         | <b>36,870</b>    | <b>35,006</b>    |
| <b>Cash funds this year end</b>                       | <b>33,243</b>      | <b>-</b>         | <b>-</b>         | <b>33,243</b>    | <b>36,870</b>    |



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

| Categories    | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
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|               | Petty Cash   | 204                                | -                                | -                               |
|               | <b>Total cash funds</b>                                | <b>33,243</b>                      | <b>-</b>                         | <b>-</b>                        |
|               | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              |

|                          | Details | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|--------------------------|---------|------------------------------------|----------------------------------|---------------------------------|
| B2 Other monetary assets |         | -                                  | -                                | -                               |
|                          |         | -                                  | -                                | -                               |
|                          |         | -                                  | -                                | -                               |
|                          |         | -                                  | -                                | -                               |
|                          |         | -                                  | -                                | -                               |
|                          |         | -                                  | -                                | -                               |

|                      | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|----------------------|---------|-----------------------------|-----------------|--------------------------|
| 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 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

  
Lizanne McCloud (Oct 19, 2022 16:38 GMT+1)

  
R Tyler (Oct 21, 2022 08:12 GMT+1)





# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

The Oaks Nursery School

On accounts for the year  
ended

31<sup>st</sup> August 2022

Charity no  
(if any)

1045244

Set out on pages

1 and 2

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

*M I Lewis*

Date:

19/10/2022

Name:

M I Lewis

Relevant professional  
qualification(s) or body  
(if any):

FCA – Institute of Chartered Accountants in England and Wales

Address:

91A Church Lane, Bulphan, Upminster RM14 3TR



## Section B

## Disclosure

Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose.**