

**Annual Trustee Report 2023-2024**

St Hilary's Nursery School  
Maidstone Skills Centre  
Titchfield Road  
Maidstone  
Kent  
ME15 8FX

**Trustee Names**

Marie Stephenson (Chairperson)  
Danielle Denton (Secretary)  
Emma Paczensky (Treasurer)  
Louise Franks (Manager)

**Management and Recruitment**

The Nursery is managed by Louise Franks and operates on a Term Time only basis. The Nursery offers a variety of Nursery entitlement, this includes:

- Universal 15 Hour Funding for 3-4 Year Olds
- Free For 2 Funding
- 2-Year-Old Working Parent Entitlement
- 30 Hours Working Entitlement for 3-4 Year Olds
- Fee Paying option for those not eligible for government entitlements or those that wish to top up funding.

These can be used over 5, 3hour sessions or used for full days and remaining half sessions.  
We are a committee charity run nursery where trustee's are recruited by sending all parents and invitation for attend the Annual AGM Meeting. During this meeting perspective applicants are informed of the requirements to run the nursery legally and are asked what they could offer in order to continue the successful running of the nursery. The members are then asked to stand down and new members are then voted in.  
We are an established nursery and operate with 7 members of staff  
5 qualified at Levels 3 & 4  
1 at level 2 Apprenticeship  
1 Unqualified

Our main source of income is listed from the forms of Funding above and fee paying customers, the majority of Nursery Expenditure is spent on

- Staff salaries
- Utility Bills
- Nursery Resources
- Staff Training

We benefit the public by offering high quality childcare and provision to our local area. We were inspected in January 2023 and are OFSTED rated GOOD and offer a high level of quality education. We will make the final payment to KCC for the outstanding Rent Arrears on 1<sup>st</sup> September 2024.

St Hilary's Nursery August 2023-July 2024

Income

KCC funding	£136,324.12
Uniform	£529.50
Fees	£7513.22
Fundraising	£1646.50
Milk	£463.08
Photos	£660.00
Other	£1431.31

Total: £148,567.73

Expenditure

Wages	£89,005.93
KCC	£17,125.00
HMRC	£6737.05
MBC	£1358.05
ATM trans	£780.00
Card purchases	£6352.12
Direct Debits/Online Trans	£17,984.78
Transfers to reserve account	£1000.00
1081.58	
Fee refunds	

Total: £140,342.93

Balance of current account on 31<sup>st</sup> July 2024: £18,728.07  
 Balance of reserve account on 31<sup>st</sup> July 2023: £6800.85



CHARITY COMMISSION  
FOR ENGLAND AND WALES

# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

Report to the trustees

On accounts for the year ended

Set out on pages

1-2

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2023/2024	Charity no (if any)	1046371
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St Hilary's Nursery

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

1st October 2024

Name:

Deana Cunliffe

Relevant professional  
qualification(s) or body

Book Keeper

IER