

(Charity Registration number 1048973)

ST. CATHERINE'S HODDESDON C. OF E.

PRIVATE NURSERY SCHOOL

ANNUAL REPORT AND ACCOUNTS

YEAR ENDED 31 AUGUST 2021

**ST. CATHERINE'S HODDESDON C. OF E. PRIVATE NURSERY SCHOOL
LEGAL AND ADMINISTRATIVE INFORMATION
YEAR ENDED 31 AUGUST 2021**

St. Catherine's Hoddesdon C. Of E. Private Nursery School was founded in 1995. Its constitutional and operational procedures are set out in the governing document that were last amended in April 2005. It is a registered charity and the Registration Number is 1048973.

Trustees:

Jane Acreman - Chairperson
Kealey White - Vice Chair
Leigh Davies - Secretary
Kerry O'Rourke
Sheralee Reed
Amanda Griggs
Lynette Bell
Carly Clifft

Treasurer/Administrator:

Mrs S Dixon

Independent Examiner:

Sean Clark
Southwell, Tyrrell & Co.
Chartered Accountants
41 Baldock Street
Ware
Herts.
SG12 9DH

Bankers:

National Westminster Bank Plc.
Hoddesdon
Chatham Customer Service Centre
Western Avenue Waterside Court
Chatham
ME4 4RT

Registered Address:

Haslewood Avenue
Hoddesdon
Herts
EN11 8HT

**ST. CATHERINE'S HODDESDON C. OF E. PRIVATE NURSERY SCHOOL
TRUSTEES' REPORT
YEAR ENDED 31 AUGUST 2021**

The Trustees have pleasure in presenting their Annual Financial Statements for the year ended 31 August 2021. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the requirements of FRS 102.

OBJECTIVES & ACTIVITIES

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.

The nursery provides sessional childcare for children aged between 2 years 6 months to school age.

FINANCIAL REVIEW

The Charity derives its income mainly from the government grants and the fees.

The government grants and the fees received were increased during the year. The overall income increased by £20,892 to £137,135.

The total expenditure increased during the year by £7,709 to £126,105.

The overall funds available for the Trustees, of which is all unrestricted, increased by £11,030 to £36,988.

RESERVES

The Trustees consider the net assets at 31 August 2021 as representing the reserves held for future charitable purposes as all monies are held in unrestricted funds.

RISKS

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

As the nursery receives the majority of its income from the Early Years Education grant provided by the Government any significant fall in value could be a potential risk to the continuation of the nursery in its current format.

Children numbers tend to be lower in the autumn term (Sept – Dec) but increase for the spring/summer terms.

In order to maintain a strong financial base the nursery needs to meet its quota of at least 25 children per session for the final 2 terms to achieve this.

Staff contracts are reviewed to ensure that salary costs are proportionate to children ratio's and spending is carefully monitored.

STRUCTURE, GOVERNANCE AND MANAGEMENT

St. Catherine's Hoddesdon C. Of E. Private Nursery School was founded in 1995. Its constitutional and operational procedures are set out in the charity's constitution that were last amended in April 2005. It is a registered charity and the Registration Number is 1048973. The nursery is registered with OFSTED and also also a member of the Early Years Alliance.

ST. CATHERINE'S HODDESDON C. OF E. PRIVATE NURSERY SCHOOL
TRUSTEES' REPORT
YEAR ENDED 31 AUGUST 2021

The overall management and control of the nursery will rest with the individual members of the management committee. As well as being responsible for the management of the nursery the Committee members are also the charity trustees.

The trustees are drawn from serving members of the management committee of the nursery. Trustees are appointed each year at the Annual General Meeting. Following a clear DBS check and registration with OFSTED the trustees may vote at meetings.

The trustees meet once every half term to discuss performance, children numbers, finance, policy reviews and any matters that have arisen.

Policies, procedures and risk assessments are adopted from the EYA and adapted to the setting. The nursery also takes advice from Hertfordshire County Council.

ST. CATHERINE'S HODDESDON C. OF E. PRIVATE NURSERY SCHOOL
TRUSTEES' REPORT
YEAR ENDED 31 AUGUST 2021

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and UK Generally Accepted Accounting Practice.

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102)
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

SUE DIXON
Trustee name


Signature

10.05.2022
Date

Signed On behalf of the Board of Trustees

ST. CATHERINE'S HODDESDON C. OF E. PRIVATE NURSERY SCHOOL
INDEPENDENT EXAMINER'S REPORT
YEAR ENDED 31 AUGUST 2021

Independent Examiner's Report to the Trustees of St Catherine's Hoddesdon C of E Private Nursery School

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 August 2021 which are set out on pages 6 to 11.

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 charity's accounts carried out under section 145 of the 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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

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

Sean Clark
Southwell, Tyrrell & Co.
Chartered Accountants
41 Baldock Street
Ware
Herts.
SG12 9DH

28 April 2022

ST. CATHERINE'S HODDESDON C. OF E. PRIVATE NURSERY SCHOOL
INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31 AUGUST 2021

| | <u>Notes</u> | <u>2021</u> | | | <u>2020</u> |
|--|--------------|---------------------|-------------------|----------------|----------------|
| | | <u>Unrestricted</u> | <u>Restricted</u> | <u>Total</u> | <u>Total</u> |
| | | <u>Funds</u> | <u>Funds</u> | <u>Funds</u> | <u>Funds</u> |
| | | <u>£</u> | <u>£</u> | <u>£</u> | <u>£</u> |
| INCOME | | | | | |
| Fees Receivable | | 9,588 | - | 9,588 | 5,399 |
| Grants and Donations | 2 | 125,694 | - | 125,694 | 110,328 |
| Fund-raising Events | 3 | 357 | - | 357 | - |
| Bank Deposit Interest (Net of Income Tax) | | - | - | - | - |
| JRS Grant | | 1,496 | | 1,496 | 516.00 |
| Total incoming resources | | 137,135 | - | 137,135 | 116,243 |
| EXPENDITURE | | | | | |
| Accommodation | | 1,809 | - | 1,809 | 2,000 |
| Insurance | | 2,025 | - | 2,025 | 1,603 |
| Operational Costs | | 3,911 | - | 3,911 | 540 |
| Salaries and National Insurance | 4 | 96,743 | - | 96,743 | 90,949 |
| Books and Learning Aids | | - | - | - | - |
| Snacks and Cleaning Supplies | | 1,112 | - | 1,112 | 1,367 |
| Advertising | | 30 | - | 30 | 34 |
| Staff Training | | 119 | - | 119 | 546 |
| Fees | | 2,199 | - | 2,199 | 2,618 |
| Payroll Administrative Charges | | 600 | - | 600 | 588 |
| Sundry Expenses | | 1,411 | - | 1,411 | 619 |
| Depreciation - Equipment | | 112 | - | 112 | 167 |
| Depreciation - Premises | | - | - | - | 6,545 |
| Equipment | | 5,773 | - | 5,773 | 3,015 |
| General Maintenance | | 5,263 | - | 5,263 | 5,632 |
| Telephone | | 895 | - | 895 | 817 |
| Management and Administration | 5 | 903 | - | 903 | 1,356 |
| Other legal and professional costs | | 3,200 | | 3,200 | - |
| Total expenditure | | 126,105 | - | 126,105 | 118,396 |
| Net income/(expenditure) for the year | | 11,030 | - | 11,030 | -2,153 |
| Transfer between Funds | | - | - | - | - |
| Net movement in Funds | | 11,030 | - | 11,030 | -2,153 |
| Fund Balances at 31 August 2020 | | 25,958 | - | 25,958 | 28,111 |
| Fund Balances at 31 August 2021 | | 36,988 | - | 36,988 | 25,958 |

ST. CATHERINE'S HODDESDON C. OF E. PRIVATE NURSERY SCHOOL
BALANCE SHEET
AT 31 AUGUST 2021

| | <u>Notes</u> | <u>2021</u> | <u>2020</u> |
|-----------------------------|--------------|-------------|-------------|
| | | £ | £ |
| FIXED ASSETS | | | |
| Equipment and Teaching Aids | 6 | 224 | 336 |
| Premises Expenditure | 7 | - | - |
| | | 224 | 336 |
| CURRENT ASSETS | | | |
| Debtors | 8 | 272 | - |
| Cash In Banks | | | |
| Current Account | | 37,792 | 26,909 |
| Savings Account | | - | - |
| | | 38,064 | 26,909 |
| CURRENT LIABILITIES | | | |
| Creditors Payable Within | | | |
| One Year | 9 | 1,300 | 1,287 |
| NET CURRENT ASSETS | | 36,764 | 25,622 |
| NET ASSETS | | 36,988 | 25,958 |
| REPRESENTED BY:- | | | |
| RESTRICTED FUNDS | | - | - |
| UNRESTRICTED FUNDS | | 36,988 | 25,958 |
| Total Charity Funds | | 36,988 | 25,958 |

SUE DIXON
Trustee name

[Signature]
Signature

10.05.2022
Date

Signed On behalf of the Board of Trustees

ST. CATHERINE'S HODDESDON C. OF E. PRIVATE NURSERY SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 AUGUST 2021

1. ACCOUNTING POLICIES

- a) The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the requirements of FRS 102.

The St. Catherine's Hoddesdon C. Of E. Private Nursery School meets the definition of a public benefit entity under the FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

- b) In preparing these accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

No such restatements were required.

- c) The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

- d) Donations are shown on a cash received basis. No Gift Aid relief was claimed. Interest and dividends income are accounted for on a cash received basis. Interest is received gross. Tax on dividends is no longer recoverable by charities.

- e) Grants and prizes are accounted for on a cash paid basis. All other costs are accounted for on an accrual basis.

- f) Advantage has been taken within the provisions of the Statement of Recommending Practice to show on the Statement of Financial Activities expenditure classifications appropriate to the Charity.

- g) No cash flow statement has been prepared as the Charity falls within the exemption provisions of FRS 102 "Statement of cash flow".

- h) Depreciation is provided on Fixed Assets at the following rates, based on the estimated useful life of these fixed assets and anticipated residual value.

| | |
|----------------------------------|---|
| Equipment and Teaching Resources | 33 1/3% p.a (reducing balance basis) |
|----------------------------------|---|

Premises Expenditure has been depreciated over 5 years straight line.

Expenditure on Teaching Aids, which have an estimated life of up to one year is written off to the Income and Expenditure Account in the year of purchase.

2. GRANTS AND DONATIONS

| | <u>2021</u> | <u>2020</u> |
|--------------------------------|----------------|----------------|
| | £ | £ |
| Hertfordshire Education Grants | 125,694 | 110,328 |
| Gift Aid Receipts | - | - |
| Donations | - | - |
| | <u>125,694</u> | <u>110,328</u> |

ST. CATHERINE'S HODDESDON C. OF E. PRIVATE NURSERY SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 AUGUST 2021

3. FUND RAISING

| | <u>2021</u> | <u>2020</u> |
|------------------|-------------|-------------|
| | £ | £ |
| Other | 108 | - |
| Photo commission | 249 | - |
| Less expenditure | <u>-</u> | <u>-</u> |
| | <u>357</u> | <u>-</u> |

4. EMPLOYEES' REMUNERATION

| | <u>2021</u> | <u>2020</u> |
|-------------------------------|---------------|---------------|
| | £ | £ |
| Staff Salaries | 95,888 | 90,240 |
| Employer Pension | 855 | 709 |
| Employer's National Insurance | - | - |
| | <u>96,743</u> | <u>90,949</u> |

5. MANAGEMENT AND ADMINISTRATION OF THE CHARITY

| | <u>2021</u> | <u>2020</u> |
|-----------------------------|-------------|--------------|
| | £ | £ |
| Independent Examination Fee | 372 | 342 |
| Printing and Stationery | 531 | 1,014 |
| Subscriptions | <u>-</u> | <u>-</u> |
| | <u>903</u> | <u>1,356</u> |

ST. CATHERINE'S HODDESDON C. OF E. PRIVATE NURSERY SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 AUGUST 2021

6. EQUIPMENT AND TEACHING RESOURCES

| | <u>2021</u> £ |
|--------------------------------------|------------------|
| Cost at 1st September 2018 | 20,697 |
| Additions in Year | - |
| Disposals | <u>-</u> |
| Cost at 31st August 2019 | <u>20,697</u> |
| Depreciation at 1st September 2018 | 19,943 |
| Charge for Year | 251 |
| Disposals | <u>-</u> |
| Depreciation at 31st August 2019 | <u>20,194</u> |
| Net Book Value at 1st September 2018 | <u>1,131</u> |
| Net Book Value at 31st August 2019 | <u>503</u> |
| Net Book Value at 31st August 2020 | <u>336</u> |
| Net Book Value at 31st August 2021 | <u>224</u> |

7. PREMISES EXPENDITURE

| | <u>2021</u> £ |
|---------------------------------------|------------------|
| Cost at 1st September 2018 | |
| Outside Play Area | 10,265 |
| Building Renovation | <u>55,181</u> |
| | 65,446 |
| Additions in year | - |
| Cost at 31st August 2019 | <u>65,446</u> |
| Depreciation as at 1st September 2018 | 52,356 |
| Charge for the year | <u>6,545</u> |
| Depreciation at 31st August 2019 | <u>58,901</u> |
| Net Book Value at 1st September 2018 | <u>13,090</u> |
| Net Book Value at 31st August 2019 | <u>6,545</u> |
| Net Book Value at 31st August 2020 | <u>-</u> |

ST. CATHERINE'S HODDESDON C. OF E. PRIVATE NURSERY SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 AUGUST 2021

| 8. DEBTORS | <u>2021</u> | <u>2020</u> |
|-----------------------------|--------------------|--------------------|
| | £ | £ |
| PAYE and National Insurance | 272 | - |
| | <hr/> | <hr/> |
| | <u>272</u> | <u>-</u> |

9. CREDITORS - Payable within One Year

| | <u>2021</u> | <u>2020</u> |
|--------------------------------|---------------------|---------------------|
| | £ | £ |
| Pension | 157 | 104 |
| PAYE and National Insurance | - | 221 |
| Independent Examiner Fee | 372 | 342 |
| Payroll Administrative Charges | 600 | 588 |
| Funding received in advance | - | - |
| Rent | 171 | 32 |
| | <hr/> | <hr/> |
| | <u>1,300</u> | <u>1,287</u> |

10. TRUSTEES' EXPENDITURE

No expenses were reimbursed to members of the Executive Committee.

No members of the Executive Committee nor any person connected with them has received or is due to receive any remuneration for the year, directly or indirectly from the Charity's funds.