

BETCHWORTH AND BUCKLAND CHILDREN'S NURSERY

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31ST AUGUST 2020

BETCHWORTH AND BUCKLAND CHILDREN'S NURSERY

SIGNIFICANT INFORMATION

Charity Number

1059883

Trustees:

M. Fisher (Chair)
A. Hedges
A Adams
Rev. A. Moore
A. Forrest
S Reaveley
P. Teague

Bankers:

HSBC plc
67 West Street
Dorking
Surrey
RH4 1BW

Accountants:

Braidwood & Company
Lowood
The Street
Betchworth
Surrey
RH3 7DJ

Principal Address:

The Betchworth and Buckland Children's Nursery
The Street
Betchworth
Surrey
RH3 7DJ

BETCHWORTH AND BUCKLAND CHILDREN'S NURSERY

TRUSTEES' REPORT

The Trustees present their Report and the accounts for the year ended 31st August 2020

Governing Document

The Nursery was governed by a trust deed dated 22nd September 1992. It was registered as a charity in 1996.

Trustees

Trustees are recruited on the basis of skills required to administer the Nursery. Careful consideration is given to the appointment of Trustees so that all key areas of responsibility are adequately covered. Trustees are elected according to the requirements of the Constitution. During the year M Fisher was appointed to the Board and took over as Chairperson in place of A Hedges who remained as a Trustee

Objects

The object of the Nursery is to provide education for pre-school aged children and a potential recruiting area for the North Downs Primary School. The Nursery is affiliated to the Early Years Alliance and is responsible to Ofsted.

Aims

The Nursery aims to provide an appropriate nursery experience for children up to 5 years old prior to entry to mainstream school.

Objectives and Significant Activities

The objective of the Nursery is to provide a high quality pre-school experience for the children of Betchworth & Buckland and to cater for all aspects of their diverse needs as outlined in the Early Years Foundation Stage Statutory Framework.

We endeavour to provide a stimulating environment with opportunities that develop our children's capabilities, competences and skills and where each individual can reach his/her potential. The last Ofsted inspection was in October 2018 and we received a 'Good' judgement. We continue to provide a high quality experience for the children in our care, ensuring children leave us as confident, active learners. We are confident that we offer exciting, well-resourced learning environments both in the nursery classroom and outside.

The Nursery is open Monday, Tuesday and Friday from 0915 to 1315 and on Wednesdays and Thursdays from 0915 to 1445 for 38 weeks per year. The oldest children are invited to participate in a programme of more formal afternoon activities in the Summer Term in preparation for their next step on the 'education' ladder. Activities are planned to reflect the requirements of the Foundation Stage Curriculum.

Our local environment is used as a learning resource and the children's moral and spiritual education is enhanced by visits to the local Parish Church at significant times of the year. The children frequently local enjoy walks and visits to our nearby farm. We enjoy visits to a local residential home for the elderly where we join together for music and craft sessions. Children's progress, development and achievements are recorded in individual records, which are shared with parents. These records are also used as a 'transition' tool when children are preparing to leave to join mainstream school. The Nursery employs a team of qualified, experienced staff.

BETCHWORTH AND BUCKLAND CHILDREN'S NURSERY

TRUSTEES' REPORT (continued)

Achievements and Performance

It has been a rocky year all round and I am not sure any of us thought we would still be navigating our way through the Pandemic as we are now. Covid-19 has had an impact on all our lives.

As a new year began in the nursery, it was under very different circumstances and has been very much governed by new guidelines and risk assessments set out by the government. These have undoubtedly had an impact on all areas of the day to day running of the nursery. During the first lockdown the nursery closed its doors and reopened again in June. As with all educational settings, the nursery opened by grouping children into bubbles, some attending in groups on Mondays and Tuesdays with a different group of children and staff on Thursday and Fridays. The nursery firstly invited children who were leaving to go to school as well as funded children. Following this, they opened up the invitation to return, to all children. Deep cleaning was required between groups on Wednesday and over the weekend.

There were some staff changes in the year and a new Nursery leader took over at the start of the year. The previous leader had dedicated many years to the nursery and had been a valued member of the nursery team. During Autumn 2019, the school was able to visit the church to celebrate Christmas as well as visiting Broome Park Nursing Home. Rev Anna Moore also visited the nursery children to share stories.

The nursery no longer have topic based planning but use keyworker planning to ensure children's interests are leading the planning. They also are spending valuable time with their keyworkers to help with their learning and development.

Despite the pandemic, the BBCN friends were able to hold activities for Autumn 2019, however following then, further activities needed to be put on hold. They held the Christmas raffle, dressing up days, sold sweets and are making plans for the future.

This has been a year like no other and due to the hard work and dedication of the nursery staff, the nursery has been able to run smoothly and remain open for the best part of the past year. The Nursery leader has done a wonderful job of navigating her way through ever changing government guidance, ensuring the safety of all staff, children and families through her care and diligence, implementing COVID safe routines and procedures. The nursery ladies have continued to put themselves forward to help support each other and keep the nursery open for our families and children. The success of the Nursery is undoubtedly due to their dedication and professionalism.

Financial Activities

During the year most of the income received was from fees and early years funding. The early years funding was reduced to £45,205 as the Nursery was closed from March to May due to the Coronavirus pandemic (2019 £49,490). Fees received also decreased by £5330 due to the partial closure in the year. Expenditure was also reduced because of being closed during the year but property maintenance increased as the outside of the buildings were painted and more garden maintenance was undertaken. The final surplus was £394 (2019 £4,193) which gives a surplus of £67,443 to carry forward (2019 £67,049).

Reserves Policy

The Trustees aim to maintain sufficient free reserves to cover normal expenditure of at least 3 months. Additionally they hope to build up reserves so as to be able to pay for any additional staff costs should these be necessary.

Risk Management

The Trustees have given consideration to the major risks to which the charity is exposed and systems have been designed and established to mitigate those risks. The Trustees review this policy annually.

Public Benefit

The Trustees have complied with the Charities Act 2011 to have regard to the public benefit guidance published by the Charities Commission.

BETCHWORTH AND BUCKLAND CHILDREN'S NURSERY

TRUSTEES' REPORT (continued)

Trustees Responsibility for the Accounts

We acknowledge as Trustees our responsibility to prepare statements of account for each financial year which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources for that period. In preparing those financial statements we are required to:

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

As Trustees we are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity, and to enable us to ensure that the statements of account comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. We 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.

Approved by the Trustees on 9/3/2021 and signed on their behalf by:

M. Fisher  (Chair)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
BETCHWORTH AND BUCKLAND CHILDREN'S NURSERY

I report on the accounts of the Charity for the year ended 31st August 2020 which are set out on pages 7 to 9.

Respective responsibilities of trustees and independent examiner

As the charity's trustees you are responsible for the preparation of the accounts, you consider that the audit requirement of section 144(2) of the Charities Act 2011 (the 2011 Act) does not apply and an independent examination is needed. It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

Basis of independent examiner's statement

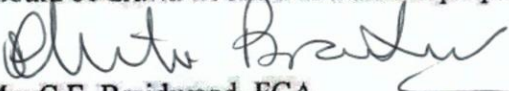
My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an opinion 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

No matters have come to my attention in connection with the examination which give me reasonable cause to believe:

- a) that in any material respect accounting records have not been kept in respect of the Charity in accordance with Section 130 of the 2011 Act; or
- b) that the accounts do not agree with the records; or
- c) that the accounts do not comply with the accounting requirements of the 2011 Act.

No matters have come to my attention in connection with my examination to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Mrs C.E. Braidwood, FCA
Braidwood & Company
Chartered Accountants
Lowood, The Street
Betchworth, Surrey, RH3 7DJ

Date 9/3/21

BETCHWORTH AND BUCKLAND CHILDREN'S NURSERY
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST AUGUST 2020

GENERAL FUND

INCOMING RESOURCES

	<u>2020</u>	<u>2019</u>
Early Years Funding	45,205	49,490
Fees	16,679	22,009
Donations	6	140
Registration fees	575	478
Sales of sweatshirts and photos	8	232
Sundry income and fundraising	-	-
Bank interest (gross)	106	128
	<u>62,579</u>	<u>70,477</u>

RESOURCES EXPENDED

Direct Charitable Expenditure

Wages & National Insurance	41,527	46,421
Pension Contributions	947	612
Staff training and additional labour	5,539	5,205
Rent reserve	1,440	1,440
Rates	224	554
Water rates	312	384
Toys, equipment & activities	822	725
Fundraising costs	-	-
Playground discovery area (Maintenance)	780	450
Purchases of sweatshirts and photos	123	146
Catering and domestic supplies	71	313
Office supplies, photocopying and paper	142	668
Computer costs	354	197
Insurance and Fire protection	1,083	1,185
Light & heat	1,195	1,862
Property maintenance	5,316	1,435
New Boiler	-	2,550
Subscriptions	266	155
Telephone	1,044	965
Advertising and promotion	176	192
Accountancy (PAYE)	824	775
Other professional services	-	50
	<u>62,185</u>	<u>66,284</u>

NET INCOMING RESOURCES

394 4,193

TOTAL FUNDS BROUGHT FORWARD

67,049 62,856

TOTAL FUNDS CARRIED FORWARD

£67,443 £67,049

The notes on page 9 form part of these accounts.

BETCHWORTH AND BUCKLAND CHILDREN'S NURSERY

BALANCE SHEET AS AT 31ST AUGUST 2020

	<u>2020</u>	<u>2019</u>
CURRENT ASSETS		
Cash at bank: Current account	27,224	18,105
Deposit account	65,040	64,933
Petty Cash balance	417	117
Debtors	100	3,133
	<hr/>	<hr/>
	92,781	86,288
CURRENT LIABILITIES		
Creditors:		
PAYE	73	415
Accruals	5,069	69
Rent reserve	20,196	18,755
	<hr/>	<hr/>
	25,338	19,239
NET CURRENT ASSETS	<hr/>	<hr/>
	67,443	67,049
TOTAL ASSETS	<hr/>	<hr/>
	£67,443	£67,049
FUNDS		
General fund	<hr/>	<hr/>
	£67,443	£67,049

Approved by the trustees on 9/3/2021 and signed on their behalf by:

 Trustee

The notes on page 9 form part of these accounts.

BETCHWORTH AND BUCKLAND CHILDREN'S NURSERY

NOTES TO THE ACCOUNTS

31ST AUGUST 2020

1. ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared under the historical cost convention and are in accordance with applicable accounting standards and the Statement of Recommended Practice, Accounting by Charities.

Income

Donations and fund raising are accounted for when received by the Nursery.

Grants and nursery fees are also accounted for when received.

2. GIFTS IN KIND

The Charity receives the benefit of work carried out by volunteers and no value has been placed on this.

3. LEASE

The Nursery was granted an 18 year lease with Surrey County Council at a peppercorn rent for the first 15 years. There is 1 year remaining.