



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From September 2021 to September 2022

Charity name: Sandhurst Nursery School

Charity registration number: 1060849

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide early years education for children below compulsory school age.
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	To follow Kent County Council statutory requirements and provide a nursery setting regulated by Ofsted to provide care and education for children in the local area.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees are elected to provide a governing body to ensure all requirements are fulfilled.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	We provide fundraising events that can be accessed by all members of the community and stakeholders to raise money for resources and equipment to provide good quality childcare.
Policy on social investment including program related investment	Para 1.38	We receive contributions from Kent County Council and stakeholders to sustain the nursery.
Contribution made by volunteers	Para 1.38	Parents continue to contribute towards snacks and other small resources i.e. nappies and wipes, fruit and snacks.

Other		

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>The nursery school manager has continued to work hard this year to increase the number of children attending the setting and the number of sessions children attend.</p> <p>The manager continues to use the procedure for collection of fees so that they are paid on time and by the end of every term.</p> <p>The nursery continually reviews its policies coupled with a conscious effort to keep spending in line with a budget this has further improved the financial stability of the nursery. The increased surplus has been spent on resources for both learning rooms and outdoors, baby room furniture and new toys.</p> <p>The nursery manager continues to attend collaboration meetings with other early years settings to bring new ideas and initiatives into the nursery and benchmark the nursery's procedures with those of other nurseries.</p> <p>The nursery continues to build on its positive relationship with parents of children at the setting using Tapestry software to share stories of children's successes.</p> <p>Although limited by covid, the fundraising committee have hosted a few events this year (Dressing up days, Uniform sale and hosting a stall at the school summer fete. These events continue to keep us at the heart of the village community.</p> <p>The nursery welcomed a student practitioner into the setting this year, she has contributed greatly to the provision on offer and now works part-time for the setting.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

--	--	--

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The nursery is funded by grants from Kent County Council and receives fees from parents for non-funded sessions.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to maintain expenditure in-between grant payments from KCC.
Amount of reserves held	Para 1.22	Reserves held to meet ongoing commitments.
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

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	Kent County Council Parent fees Parental/community fundraising
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		Constitution
Type of governing document (trust deed, royal charter)	Para 1.25	Trust
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	Elected by other Trustees and parents of the nursery children currently attending the nursery.

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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Sandhurst Nursery School
Other name the charity uses	
Registered charity number	1060849

Charity's principal address	Sandhurst Nursery School Rye Road Sandhurst Kent TN18 5JE

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	Charles Newton	Chairperson	Retired 14 th July 2022	Trustees
2	Amanda Norman	Treasurer/Chairperson	Change of role 14 th July 2022	Trustees
3	Louise Reeves	Trustee		Trustees
4	Jade Phillips	Parent Liaison		Trustees
	Morag Digweed	Finance Officer		
5	Rachael Beaney	Secretary		Trustees
6	Charlie Kibblewhite	Deputy Manager	Resigned 19 th April 2022	Trustees
7	Angela Writer	Manager	Retired 14 th July 2022	Trustees
8	Hannah Baker	Manager	Appointed 14 th July 2022	
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

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)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

A Norman.

Full name(s)

Amanda Norman

Sophie Willard

Position (eg
Secretary, Chair, etc)

Chair

Treasurer

Date

10th March 2023

SANDHURST NURSERY SCHOOL

Charity No 1060849

ACCOUNTS

FOR THE YEAR ENDED

30 SEPTEMBER 2022

SANDHURST NURSERY SCHOOL

CONTENTS OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH SEPTEMBER 2022

- 1) STATEMENT OF FINANCIAL ACTIVITIES
- 2) BALANCE SHEET
- 3) NOTES TO THE FINANCIAL STATEMENTS
- 4) INDEPENDENT EXAMINER'S REPORT

SANDHURST NURSERY SCHOOL
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2022

	<u>Notes</u>	<u>Unrestricted</u> <u>Funds</u> <u>2022</u> £	<u>Unrestricted</u> <u>Funds</u> <u>2021</u> £
<u>Incoming Resources</u>			
Incoming Resources from generated funds			
Voluntary Income	2	-	-
Investment Income	3	-	-
Incoming resources from charitable activities	4	120,628	105,818
Total Incoming Resources		120,628	105,818
<u>Resources Expended</u>			
Costs of generating funds			
Charitable activities			
Education	5	125,100	93,126
Total resources expended		125,100	93,126
Net incoming / (outgoing) resources before transfers		(4,472)	12,693
Fund balances brought forward		37,033	24,339
Fund balances carried forward		32,560	37,033

The attached notes form part of these accounts.

SANDHURST NURSERY SCHOOL
BALANCE SHEET
AS AT 30 SEPTEMBER 2022

	Notes	<u>2022</u>	<u>2021</u>
Fixed Assets			
Tangible Fixed Assets	7	<u>£ 13,552</u>	<u>£ 10,076</u>
Current Assets			
Debtors and Prepayments		£ 2,326	£ 2,074
Cash at Bank	8	£ 19,461	£ 27,432
Cash in Hand		£ 138	£ 138
		<u>£ 21,925</u>	<u>£ 29,644</u>
Current Liabilities			
Creditors and Provisions	9	<u>£ 2,916</u>	<u>2,687</u>
Net Current Assets		<u>£ 19,009</u>	<u>29,657</u>
<u>NET ASSETS</u>		<u>£ 32,561</u>	<u>37,033</u>
FUNDS			
Unrestricted Income Funds		<u>£ 32,561</u>	<u>£ 37,033</u>

Chairman

Date.....

B Norman 19/4/2023

For and on behalf of the Committee

SANDHURST NURSERY SCHOOL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

1 Accounting Policies

General

These accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting and Reporting by Charities 2005 and with the Charities Act 2011.

Depreciation

Depreciation is provided on furniture and equipment at 25% pa (straight line basis).

2	Voluntary Income	<u>2022</u>	<u>2021</u>
	Grants and Donations	£ 1,853	£ 4,096
3	Investment Income		
	Bank deposit interest	£ 6	£ 4
4	Incoming resources from charitable activities		
	<u>Education</u>		
	Fees	£ 50,808	£ 39,788
	County Council Funding (KCC)	£ 67,478	£ 61,261
	Fundraising	£ 208	£ 130
	Milk Rebates	£ -	£ -
	Reimbursed expenses	£ -	£ -
	Miscellaneous Income	£ -	£ 126
	Clothing Sales	£ 275	£ 414
		<u>£ 118,769</u>	<u>£ 101,718</u>
	Total Income	<u>£ 120,628</u>	<u>£ 105,818</u>

SANDHURST NURSERY SCHOOL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022 continued

5 **Total resources expended**

Charitable activities

2022

2021

Staff Costs

Salaries & Pensions
Advertising
Training

£ 86,425
£ 2,980
£ 1,085 £ 90,490

£ 69,800
£ 139
£ 1,814 £ 71,753

Premises Costs

Rent, Rates and Insurance
Utilities
Cleaning

£ 4,718
£ 2,401
£ 651 £ 7,770

£ 2,994
£ 2,340
£ 321 £ 5,656

Resources

Consumables
Resources purchased from fundraising
Uniforms

£ 13,913
£ -
£ 617 £ 14,530

£ 4,559
£ -
£ 682 £ 5,241

Administration Expenses

Postage and stationery
Professional Fees
Repairs
Support costs
Subscriptions
Telephone and internet
Gifts and donations
Outings, travel and entertainment
Refreshments and milk
Sundry expenses
Bank Charges and Misc Fees
Legal Fees
Depreciation of fixed assets
Bookkeeping

£ 1,126
£ 2,100
£ 2,422
£ 175
£ 1,848
£ 894
£ -
£ -
£ -
£ -
£ -
£ -
£ 1,556
£ 2,189 £ 12,310

£ 1,728
£ -
£ 2,774
£ 247
£ 1,685
£ 778
£ -
£ -
£ -
£ -
£ -
£ 949
£ 2,317 £ 10,476

£ 125,100

£ 93,126

6 **Support Costs**

Independent examiner's fee

£ 175

£ 247

SANDHURST NURSERY SCHOOL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022 continued

7	Tangible Fixed Assets	<u>Building</u>	<u>Furniture &</u>	Total
		<u>Costs</u>	<u>Equipment</u>	
		£	£	£
	Cost			
	B/forward 1/10/21	£ 8,407	£ 13,257	£ 21,663
	Additions		£ 5,031	£ 5,031
	Disposals	£ -	£ -	£ -
		<u>£ 8,407</u>	<u>£ 18,288</u>	<u>£ 26,695</u>
	Depreciation			
	B/forward 1/10/21	£ -	£ 11,587	£ 11,587
	Charge for year	£ -	£ 1,556	£ 1,556
	Disposals	£ -	£ -	£ -
		<u>£ -</u>	<u>£ 13,143</u>	<u>£ 13,143</u>
	Net Book Value			
	At 30/9/22	£ 8,407	£ 5,145	£ 13,552
	At 30/9/21	<u>£ 8,407</u>	<u>£ 1,669</u>	<u>£ 10,076</u>
8	Cash at Bank	<u>2022</u>		<u>2021</u>
	Co-Operative Bank Current Account	£ 1,781	£ 6,090	
	Co-Operative Bank Trustee Account	£ 17,000	£ 20,662	
	Co-Operative Bank Fundraising Account	£ 680	£ 680	
		<u>£ 19,461</u>	<u>£ 27,432</u>	
9	Creditors			
	Accrued Expenses and Provisions	£ 2,932	£ 2,281	
	PAYE and National Insurance	(£ 191)	£ 231	
	Independent examiner's fee	£ 175	£ 175	
		<u>£ 2,916</u>	<u>£ 2,687</u>	
10	Staff Costs			
	Gross wages and salaries	£ 87,061	£ 69,655	
	Employer's National Insurance	(£ 636)	£ 145	
	Training	£ 1,085	£ 1,814	
	Advertising	£ 2,980	£ 139	
		<u>£ 90,490</u>	<u>£ 71,753</u>	

**Independent Examiner's Report on the Unaudited Financial
Statements to the Trustees of Sandhurst Nursery School
Charity No: 1060849**

I report on the financial statements for the year ended 30th September 2022 set out on the following pages.

Respective responsibilities of Trustees and Independent Examiner

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

It is my responsibility to:

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

Basis of independent examiner's statement

My examination was conducted 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 I do not express an audit opinion on the accounts.

Independent examiner's statement

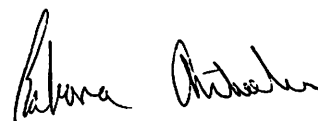
In the course of my examination, no matter has come to my attention

(1) which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 130 of the Act); and
- accounts are prepared which agree with the accounting requirements of the 2011 Act; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

B A Antrobus BSc (Open) FCA CTA
Lyndhurst
Main Street
Peasmarsh, Rye
East Sussex TN31 6YA



21 APRIL 2023

0606/AA

B.A. TAXATION SERVICES LIMITED

Registered Office:

**LYNDHURST
MAIN STREET
PEASMARSH, RYE
EAST SUSSEX
TN31 6YA**

Tel: 01797 230793

My Ref: A7051/AA

Mrs A Writer
Sandhurst Nursery School
Rye Road
Sandhurst
Cranbrook, Kent TN18 5JE

21 April 2023

TO PROFESSIONAL SERVICES

Reviewing the records of the Sandhurst Nursery School for the year ended 30th September 2022. Checking the bank reconciliations with the bank statements.

Ensuring that the vouchers produced agreed with the records. Completing the Independent Examination for the charity.

General care and attention.

FEE: £175.00

Please make cheques payable to B.A. Taxation Services Ltd

**Bank Details: HSBC Hastings
Sort Code 40-23-18
No: 22005123
B.A. Taxation Services Ltd**

Registered in England and Wales:
No. 04548292

Director: B. A. Antrobus BSc (Open) FCA CTA