



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From September 2022 to September 2023**

**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>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 and do not generate an income.</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	<b>The nursery is funded by grants from Kent County Council and receives fees from parents for non-funded sessions.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Reserves are held to maintain expenditure in-between grant payments from KCC.</b>
Amount of reserves held	Para 1.22	<b>Reserves held to meet ongoing commitments.</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>None</b>

### 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	<b>Kent County Council Parent fees Parental/community fundraising</b>
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)
2	Amanda Norman	Chairperson		Trustees
3	Louise Reeves	Trustee		Trustees
	Morag Digweed	Finance Officer		
	Sophie Willard	Secretary		Trustees
5	Frances Holland	Secretary		Trustees
8	Hannah Baker	Manager		Trustees
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

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## 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)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## 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

25<sup>th</sup> July 2024



**SANDHURST NURSERY SCHOOL**

**Charity No 1060849**

**ACCOUNTS**

**FOR THE YEAR ENDED**

**30 SEPTEMBER 2023**

**SANDHURST NURSERY SCHOOL**

**CONTENTS OF THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30TH SEPTEMBER 2023**

- 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 2023**

	<u>Notes</u>	<u>Unrestricted</u> <u>Funds</u> <u>2023</u>  £	<u>Unrestricted</u> <u>Funds</u> <u>2022</u>  £
<b><u>Incoming Resources</u></b>			
<b>Incoming Resources from generated funds</b>			
Voluntary Income	2	-	1,853
Investment Income	3	96	6
Incoming resources from charitable activities	4	145,264	118,769
<b>Total Incoming Resources</b>		<b>145,360</b>	<b>120,628</b>
<b><u>Resources Expended</u></b>			
<b>Costs of generating funds</b>			
<b>Charitable activities</b>			
Education	5	149,765	125,100
<b>Total resources expended</b>		<b>149,765</b>	<b>125,100</b>
<b>Net incoming / (outgoing) resources before transfers</b>		<b>(4,405)</b>	<b>(4,472)</b>
Fund balances brought forward		32,561	37,033
<b>Fund balances carried forward</b>		<b>28,157</b>	<b>32,561</b>

The attached notes form part of these accounts.

**SANDHURST NURSERY SCHOOL**  
**BALANCE SHEET**  
**AS AT 30 SEPTEMBER 2023**

	Notes	<u>2023</u>	<u>2022</u>
<b>Fixed Assets</b>			
Tangible Fixed Assets	7	<u>£ 12,331</u>	<u>£ 13,552</u>
<b>Current Assets</b>			
Debtors and Prepayments		£ 4,714	£ 2,326
Cash at Bank	8	£ 13,179	£ 19,461
Cash in Hand		£ 138	£ 138
		<u>£ 18,031</u>	<u>£ 21,925</u>
<b>Current Liabilities</b>			
Creditors and Provisions	9	£ 2,204	2,916
<b>Net Current Assets</b>		<u>£ 15,826</u>	<u>19,009</u>
<b><u>NET ASSETS</u></b>		<u>£ 28,157</u>	<u>32,561</u>
<b>FUNDS</b>			
Unrestricted Income Funds		<u>£ 28,157</u>	<u>£ 32,561</u>

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Chairman

Date.....

For and on behalf of the Committee

SANDHURST NURSERY SCHOOL  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2023

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	<b>Voluntary Income</b>	<b><u>2023</u></b>	<b><u>2022</u></b>
	Grants and Donations	£ -	£ 1,853
3	<b>Investment Income</b>		
	Bank deposit interest	£ 96	£ 6
4	<b>Incoming resources from charitable activities</b>		
	<u>Education</u>		
	Fees	£ 68,899	£ 50,808
	County Council Funding (KCC)	£ 74,216	£ 67,478
	Fundraising	£ 907	£ 208
	Milk Rebates	£ -	£ -
	Reimbursed expenses	£ -	£ -
	Miscellaneous Income	£ 1,192	£ -
	Clothing Sales	£ 51	£ 275
		<u>£ 145,264</u>	<u>£ 118,769</u>
	Total Income	<u>£ 145,360</u>	<u>£ 120,628</u>

SANDHURST NURSERY SCHOOL  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2023 continued

5	<b>Total resources expended</b>			
	<b>Charitable activities</b>	<b><u>2023</u></b>		<b><u>2022</u></b>
	<i>Staff Costs</i>			
	Salaries & Pensions	£ 111,270		£ 86,425
	Advertising	£ 300		£ 2,980
	Training	£ 1,918	£ 113,488	£ 1,085 £ 90,490
	<i>Premises Costs</i>			
	Rent, Rates and Insurance	£ 4,990		£ 4,718
	Utilities	£ 6,048		£ 2,401
	Cleaning	£ 1,147	£ 12,184	£ 651 £ 7,770
	<i>Resources</i>			
	Consumables	£ 8,408		£ 13,913
	Resources purchased from fundraising	£ -		£ -
	Uniforms	£ 293	£ 8,700	£ 617 £ 14,530
	<i>Administration Expenses</i>			
	Postage and stationery	£ 2,107		£ 1,126
	Professional Fees	£ 140		£ 2,100
	Repairs	£ 6,362		£ 2,422
	Support costs	£ 14		£ 175
	Subscriptions	£ 2,198		£ 1,848
	Telephone and internet	£ 1,023		£ 894
	Gifts and donations	£ -		£ -
	Outings, travel and entertainment	£ -		£ -
	Refreshments and milk	£ -		£ -
	Sundry expenses	£ -		£ -
	Bank Charges and Misc Fees	£ -		£ -
	Legal Fees	£ -		£ -
	Depreciation of fixed assets	£ 2,072		£ 1,556
	Bookkeeping	£ 1,477	£ 15,393	£ 2,189 £ 12,310
			<b><u>£ 149,765</u></b>	<b><u>£ 125,100</u></b>
6	<b>Support Costs</b>			
	Independent examiner's fee		<b><u>£ 100</u></b>	<b><u>£ 175</u></b>

**SANDHURST NURSERY SCHOOL**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2023 continued**

7	<b>Tangible Fixed Assets</b>	<u>Building</u>	<u>Furniture &amp;</u>	<u>Total</u>
		<u>Costs</u>	<u>Equipment</u>	
		£	£	£
	<b>Cost</b>			
	B/forward 1/10/22	£ 8,407	£ 18,288	£ 26,695
	Additions		£ 851	£ 851
	Disposals	£ -	£ -	£ -
		<u>£ 8,407</u>	<u>£ 19,139</u>	<u>£ 27,545</u>
	<b>Depreciation</b>			
	B/forward 1/10/22	£ -	£ 13,143	£ 13,143
	Charge for year	£ -	£ 2,072	£ 2,072
	Disposals	£ -	£ -	£ -
		<u>£ -</u>	<u>£ 15,215</u>	<u>£ 15,215</u>
	<b>Net Book Value</b>			
	At 30/9/23	£ 8,407	£ 3,924	£ 12,331
	At 30/9/22	<u>£ 8,407</u>	<u>£ 5,145</u>	<u>£ 13,552</u>
8	<b>Cash at Bank</b>	<b><u>2023</u></b>		<b><u>2022</u></b>
	Co-Operative Bank Current Account	£ 9,179	£ 1,781	
	Co-Operative Bank Trustee Account	£ 4,000	£ 17,000	
	Co-Operative Bank Fundraising Account	£ -	£ 680	
		<u>£ 13,179</u>	<u>£ 19,461</u>	
9	<b>Creditors</b>			
	Accrued Expenses and Provisions	£ 1,411	£ 2,932	
	PAYE and National Insurance	£ 694	-£ 191	
	Independent examiner's fee	£ 100	£ 175	
		<u>£ 2,204</u>	<u>£ 2,916</u>	
10	<b>Staff Costs</b>			
	Gross wages and salaries	£ 111,270	£ 87,061	
	Employer's National Insurance	£ -	(£636 )	
	Training	£ 1,918	£ 1,085	
	Advertising	£ 300	£ 2,980	
		<u>£ 113,488</u>	<u>£ 90,490</u>	

# Report to the trustees of SANDHURST NURSERY SCHOOL Charity no. 1060849

On accounts for the year ended 31 March 2023 set out in part 1, 2 and 3

## Respective Responsibilities of Trustees and Examiner

As the Trustees of the Charity, 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 to me by the Charity commission under section 145(5)(b) of the Act.

My examination included 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

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

- Accounting records were not kept in accordance with section 130 of the Charities Act or
- The accounts do not accord with the accounting records

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



KAREN MARR  
Independent Examiner

28<sup>th</sup> August 2024

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