

REGISTERED CHARITY NUMBER: 1067049

**Poppins Nursery and Pre School
Trustees' Annual Report and Accounts
for the year ended 31st March 2021**

Poppins Nursery and Pre School

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for the year ended 31st March 2021

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Poppins Nursery and Pre School
Legal and Administrative Information
for the year ended 31st March 2021

Charity name: Poppins Nursery and Pre School

Trading name: Poppins Pre-School

Charity Commission registered number: 1067049

Charity's principal address:

The Lampard Centre
Sally Port Gardens
Brompton
Gillingham
Kent
ME7 5BU

Trustees:

Michelle Sergeant – Secretary
Kate White – Treasurer
Sarah Goodearl – Chairperson
Anju Thapa (resigned 18th January 2021)

Independent Examiner:

Beak Kemmenoe
Chartered Accountants and
Registered Auditors
1 - 3 Manor Road
Chatham
ME4 6AE

Bankers:

HSBC
87 High Street
Gillingham
ME7 1BP

Poppins Nursery and Pre School
Trustees' Annual Report
for the year ended 31st March 2021

The trustees submit their report together with the financial statements of the charity for the year ended 31st March 2021.

Structure, Governance and Management

The trustees during the year under review were:

Michelle Sergeant – Secretary
Kate White – Treasurer
Sarah Goodearl – Chairperson
Anju Thapa (resigned 18th January 2021)

Description of Charity's trusts: Constitution adopted 3 October 1997

Recruitment and appointment of trustees: The Committee members, who are also the charity trustees of the pre-school, are elected by the members of the pre-school during the Annual General Meeting. The minimum number of committee members is five and the maximum number is twelve, although the committee may co-opt up to three further members at any one time.

Objectives and Activities

Objects of the charity: 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.

Main activities undertaken for the public benefit: To offer appropriate play facilities, support and encouragement to help such groups and to ensure opportunities for all children regardless of race, culture and religion. When planning the activities for the year, the trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to guidance published by the Charity Commission, including public benefit guidance.

Our Vision

To provide the best possible care and learning environment to enable every child the opportunity to reach their full potential.

Poppins Nursery and Pre School
Trustees' Annual Report
for the year ended 31st March 2021

Achievements and Performance

The main achievements of the charity during the year were:

- New apprentice taken on.
- Full working team.
- Full sessions, with a waiting list.
- All staff are first aid trained.
- All staff has completed Child Protection training.

Through the work the charity has done with its beneficiaries (the children) it continues to strive to ensure the children are ready for school transition, they are able to actively develop social skills and provide parents/carers with the opportunity for respite.

Financial Review

General: The full financial results are set out on pages 5 to 8. In summary the total receipts from all sources amounted to £146,921 and total payments amounted to £135,451. This resulted in an excess of receipts over payments on unrestricted funds of £11,470 before transfers. The net unrestricted funds of the charity have increased from £27,047 to £38,517.

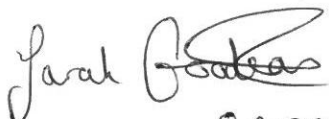
Covid-19: The government restrictions requiring the School to close during lockdown, fortunately, Poppins Nursery and Pre School had worked hard in the preceding years to build up and maintain a strong reserve to help the School through this period. The School has also been able to maintain a healthy cashflow thanks to the continuous income support from Medway Council, and with the added help of the Government's Furlough Job Retention Scheme, the school is in a relatively healthy financial position.

Reserves Policy: Our policy is to hold sufficient reserves to sustain the pre-school should our income fall below expected levels. Our intention would be to continue functioning as a pre-school if at all possible, but in the event of closure we would need sufficient funds to cover staff redundancies.

Declaration and Signing

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

Signed on behalf of the charity's trustees


SARAH Goodearl

Sarah Goodearl

Chairperson

Date of Approval:

27/4/22

Poppins Nursery and Pre School
Independent Examiner's Report to the Trustees
On the Accounts for the year ended 31st March 2021

Independent examiner's report to the trustees of Poppins Nursery and Pre School

I report to the trustees on my examination of the accounts of Poppins Nursery and Pre School for the year ended 31 March 2021.

Responsibilities and basis of report

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 s. 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under s. 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:

- (1) Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- (2) The accounts do not accord with those records.

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.

Beak Kemmenoe
Chartered Accountants
1-3 Manor Road
Chatham
Kent
ME4 6AE


R D Price FCA

Dated: 27-04-2022

Poppins Nursery and Pre School

Receipts and Payments Accounts

for the year ended 31st March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total Funds £	2020 Total Funds £
Receipts					
Incoming resources from generated funds:					
Voluntary income		-	-	-	638
CJRS grants		21,893	-	21,893	-
Investment income		10	-	10	45
Incoming resources from charitable activities:					
Fees received from parents		7,380	-	7,380	26,367
Fees received from Medway Council		113,415	-	113,415	114,122
Other funding received		4,223	-	4,223	6,844
Total incoming resources		146,921	-	146,921	148,016
Payments					
Costs of generating funds:					
Costs of generating voluntary income		-	-	-	34
Charitable activities	1	134,690	-	134,690	161,034
Total resources expended		134,690	-	134,690	161,068
Asset and investment purchases					
Purchase of fixed assets		761	-	761	196
Excess of receipts over payments		11,470	-	11,470	(13,248)
Bank accounts and cash brought forward		27,047	-	27,047	40,295
Bank accounts and cash carried forward		38,517	-	38,517	27,047

The notes set out on page 7 and 8 form part of these accounts

Poppins Nursery and Pre School

Statement of Assets and Liabilities

as at 31st March 2021

Cash funds:	Unrestricted funds £	Totals 2021 £	Totals 2020 £
Community account	18,460	18,460	7,000
Business account	20,031	20,031	20,021
Cash in hand	26	26	26
	<u>38,517</u>	<u>38,517</u>	<u>27,047</u>

Assets retained for the Charity's own use:	Fund to which asset belongs	Cost £	£
Childrens' Equipment	Unrestricted	15,152	11,597
		<u>15,152</u>	<u>11,597</u>

Liabilities:	Unrestricted funds £	Totals 2021 £	Totals 2020 £
Trade Creditors	157	157	157
Accruals/deferred income	608	608	1,945
Social security and pensions	2,969	2,969	955
	<u>3,734</u>	<u>3,734</u>	<u>3,057</u>

These accounts were approved by the trustees on



SARAH GOODEARL

Sarah Goodearl
Chairperson

27/4/22

The notes set out on page 7 and 8 form part of these accounts

Poppins Nursery and Pre School

Notes to the Accounts

for the year ended 31st March 2021

1 Charitable activities costs

	Unrestricted funds	Restricted funds	2021 Total	2020 Total
	£	£	£	£
Wages	119,488	-	119,488	134,579
Social security	7,801	-	7,801	13,378
Pension	1,594	-	1,594	2,979
Training and DBS checks	85	-	85	679
Food/Milk	614	-	614	1,310
Toys/Books/Arts and Crafts	600	-	600	2,163
Repairs	473	-	473	254
Telephone	835	-	835	937
Insurance	-	-	-	837
Post, Printing and Stationery	-	-	-	131
Accountancy and payroll	1,884	-	1,884	1,884
Legal and professional fees	-	-	-	1,004
Sundry expenses	1,316	-	1,316	899
	<u>134,690</u>	<u>-</u>	<u>134,690</u>	<u>161,034</u>

2 Restricted funds

There are no restricted funds during the year and no restricted funds balance.

3 Unrestricted funds

	Balance as at 1 April 2020	Incoming resources	Resources expended	Transfers between funds	Balance as at 31 March 2021
	£	£	£	£	£
General funds	180	146,921	(135,451)	-	11,650
Designated funds					
- Reserve fund	22,775	-	-	-	22,775
- Garden equipment fund	4,092	-	-	-	4,092
Total unrestricted funds	<u>27,047</u>	<u>146,921</u>	<u>(135,451)</u>	<u>-</u>	<u>38,517</u>

The designated funds have been set aside by the trustees, in accordance with their reserves policy, for equipment, staff wages, should income fall below expected levels at particular times during the year, and to cover staff redundancy costs should the pre-school have to close.

The notes form part of these accounts

Poppins Nursery and Pre School

Notes to the Accounts

for the year ended 31st March 2021

4 Trustees' remuneration and benefits

Kate White, Trustee, is a paid employee of the charity on terms agreed as per our constitution. For the year ended 31st March 2021 she was paid £2,859 (2020 - £5,140) for her book-keeping role.

No remuneration, other benefits or expenses, were paid to any trustee, for their services as a trustee and committee member.

The notes form part of these accounts