

**REGISTERED CHARITY NUMBER: 1067049**

**Poppins Nursery and Pre School  
Trustees' Annual Report and Accounts  
for the year ended 31st March 2022**

**Poppins Nursery and Pre School**  
**Index**  
**for the year ended 31st March 2022**

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**Poppins Nursery and Pre School**  
**Legal and Administrative Information**  
**for the year ended 31st March 2022**

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**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

**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 2022**

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The trustees submit their report together with the financial statements of the charity for the year ended 31st March 2022.

**Structure, Governance and Management**

The trustees during the year under review were:

Michelle Sergeant – Secretary  
Kate White – Treasurer  
Sarah Goodearl – Chairperson

**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.

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### **Achievements and Performance**

The main achievements of the charity during the year were:

- During the year, we purchased a substantial amount of new play and other equipment to assist children in developing movement skills, to assist with role playing and to provide cosy areas for reading books;
- The charity had received an overall good and positive result from the Ofsted inspection on 26th August 2021, this was the first routine inspection since the COVID-19 pandemic began.
- 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 £182,756 and total payments including the purchase of fixed assets amounted to £176,907. This resulted in an excess of receipts over payments on unrestricted funds of £5,850 before transfers. The net unrestricted funds of the charity have increased from £38,517 to £44,367.

**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

x 

Sarah Goodearl  
Chairperson

Date of Approval: 04/05/2023

**Poppins Nursery and Pre School**  
**Independent Examiner's Report to the Trustees**  
**On the Accounts for the year ended 31st March 2022**

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**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 2022.

**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.



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

Dated: 21<sup>st</sup> MAY 2023

# Poppins Nursery and Pre School

## Receipts and Payments Accounts

for the year ended 31st March 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total Funds £	2021 Total Funds £
<b>Receipts</b>					
Incoming resources from generated funds:					
Voluntary income			-	-	
CJRS grants		2,764	-	2,764	21,893
Investment income		2	-	2	10
Incoming resources from charitable activities:					
Fees received from parents		20,819	-	20,819	7,380
Fees received from Medway Council		142,486	-	142,486	113,415
Other funding received		16,686	-	16,686	4,223
<b>Total incoming resources</b>		<b>182,756</b>	<b>-</b>	<b>182,756</b>	<b>146,921</b>
<b>Payments</b>					
Costs of generating funds:					
Costs of generating voluntary income		-	-	-	
Charitable activities	1	167,612	-	167,612	134,690
<b>Total resources expended</b>		<b>167,612</b>	<b>-</b>	<b>167,612</b>	<b>134,690</b>
<b>Asset and investment purchases</b>					
Purchase of fixed assets		9,295	-	9,295	761
<b>Excess of receipts over payments</b>		<b>5,850</b>	<b>-</b>	<b>5,850</b>	<b>11,470</b>
Bank accounts and cash brought forward		38,517	-	38,517	27,047
<b>Bank accounts and cash carried forward</b>		<b>44,367</b>	<b>-</b>	<b>44,367</b>	<b>38,517</b>

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 2022

Cash funds:	Unrestricted funds £	Totals 2022 £	Totals 2021 £
Community account	24,308	24,308	18,460
Business account	20,034	20,034	20,031
Cash in hand	26	26	26
	<b>44,367</b>	<b>44,367</b>	<b>38,517</b>

  

Assets retained for the Charity's own use:	Fund to which asset belongs	Cost £	NBV £
Childrens' Equipment	Unrestricted	24,447	16,714
		<b>24,447</b>	<b>16,714</b>

  

Liabilities:	Unrestricted funds £	Totals 2022 £	Totals 2021 £
Trade Creditors	157	157	157
Accruals/deferred income	1,401	1,401	608
Social security and pensions	1,410	1,410	2,969
	<b>2,968</b>	<b>2,968</b>	<b>3,734</b>

These accounts were approved by the trustees on



Sarah Goodearl  
Chairperson

04/05/2023

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 2022

### 1 Charitable activities costs

	Unrestricted funds	Restricted funds	2022 Total	2021 Total
	£	£	£	£
Wages	132,960	-	132,960	119,488
Social security	17,637	-	17,637	7,801
Pension	2,008	-	2,008	1,594
Training and DBS checks	1,533	-	1,533	85
Food/Milk	2,848	-	2,848	614
Toys/Books/Arts and Crafts	5,582	-	5,582	600
Repairs	437	-	437	473
Telephone	893	-	893	835
Insurance	850	-	850	-
Bank Charges	20	-	20	-
Accountancy and payroll	1,884	-	1,884	1,884
Sundry expenses	878	-	878	1,316
	<u>167,530</u>	<u>-</u>	<u>167,530</u>	<u>134,690</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 2021	Incoming resources	Resources expended	Transfers between funds	Balance as at 31 March 2022
	£	£	£	£	£
General funds	11,650	182,756	(176,907)	-	17,500
Designated funds					-
- Reserve fund	22,775	-	-	-	22,775
- Garden equipment fund	4,092	-	(4,092)	-	-
					-
Total unrestricted funds	<u>38,517</u>	<u>182,756</u>	<u>(180,999)</u>	<u>-</u>	<u>40,275</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 2022**

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**4 Trustees' remuneration and benefits**

Kate White, Trustee, was a paid employee of the charity on terms agreed as per our constitution. She is no longer on payroll from 27th May 2021. For the year ended 31st March 2022 she was paid £464 (2021 - £2,859) 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.