

By email only admin@houghtonnursery.com

Strictly Private and Confidential

Houghton Nursery Group
Jackson Road
Houghton
Carlisle
Cumbria
CA3 0NX

7 December 2020

Our Ref: H0001

Dear Christine

Houghton Nursery Group - Charity accounts

Further to our previous correspondence, we are writing in order to finalise the accounts in relation to the year ended 31 August 2020.

The accounts cannot be filed at the Charities Commission until they have been approved by you. As confirmation of your instruction to finalise and submit the accounts please can you electronically sign the following two pages from the enclosed document:

- Page three (Report of the Trustees); and
- Page six (Balance Sheet).

We are unable to file the accounts until we are in receipt of the signed pages.

The final accounts have to be submitted on or before 30 June 2021.

Please do not hesitate to contact us if you would like to discuss this further.

Yours sincerely

Joanne Batey
Accountant

REGISTERED CHARITY NUMBER: 1069874

**HOUGHTON NURSERY GROUP
REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020**

Tattersall Bailey
Chartered Accountants
14A Main Street
Cockermouth
Cumbria
CA13 9LQ

HOUGHTON NURSERY GROUP

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HOUGHTON NURSERY GROUP

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2020

The trustees present their report with the financial statements of the charity for the year ended 31 August 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Objectives

The charity's objectives are set out in its governing document and include the provision of nursery education for pre-school children and full wrap-around day care for two and a half to eleven-year olds within the local community - also the provision of a holiday club for two and a half to eleven year old children from a wider community during school holidays.

Activities

In planning our activities for the year, we keep in mind the Charity Commission's guidance on public benefit at our trustees' meetings.

We demonstrate our involvement with the community through our daily activities. We help educate and develop the children's social skills whilst ensuring their physical and emotional needs are met. We have close links with our travelling community as we strive to be all inclusive welcoming children from all backgrounds, faith and gender into our setting.

Additional details of objectives and activities

No grants are made by the charity. Though we are a small charity ourselves, we involve the children in activities to raise funds for other charities. This year we have supported Children in Need, Save the Children and made up boxes for the Shoe Box Appeal.

A great contribution is made by our committee members who volunteer their time and energy. Without their valuable contribution we would not be able to achieve so much.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

We held a successful Pamper Evening in November and a Fun Day in October which raised money to help with new equipment and activities for the children.

We also continue to raise funds throughout the year through the Nathan's Waste scheme where donations of clothing are collected in our new outdoor waste collection bank in exchange for payment.

After feedback from our parents, we continue to run the Holiday Club during the Christmas break to help local parents at this busy time

The Christmas party for the after-school children is now an annual event with an entertainer; this year it was again funded by a donation from a parent. The nursery children enjoyed a visit to the local mother and toddler group to join in with their Christmas party where they got to meet Santa.

We have further cut back on the use of paper, making ourselves even more environmentally friendly. We continue to use our email system to keep parents informed about activities. We also continue to use Tapestry, an online record keeping system for each child, which means parents have easy quick access to their child's development and reports instead of waiting upon hand written information.

Unfortunately due to Covid19 planning of any fundraising in the current pandemic is not possible.

HOUGHTON NURSERY GROUP

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2020

FINANCIAL REVIEW

We hold monies in our high interest account of £88402.36 after transferring £35000 in August, all of which is unrestricted funds. The financial security depends upon the number of children attending our setting and also external economic conditions and changes.

The committee has set a reserve policy which requires approximately six months running costs. Though we remain confident of the future this ensures that our core activities can continue during any period of unforeseen difficulties.

Our main sources of income are the free entitlement hours funded by the government and fees paid by parents for our facilities. We are registered for parents who satisfy certain criteria, to claim the free entitlement grant for 2 year olds alongside the children who claim the 3 to 4 year olds' grant. In accordance with our policies we accept children from two and a half years of age. We now also offer the 30 hours free entitlement alongside the universal 15 hours for all 3 to 4 year olds who meet the criteria. We constantly monitor our operating costs to make our fees competitive and as affordable as possible for the parents/carers of our children.

During the Covid19 pandemic our setting has remained open throughout. We operated as a HUB for the area during lockdown relying on three members of staff to run the HUB, with the remainder of our staff working from home, completing children's records and online training. The funding grants have also continued throughout. In June we resumed as a nursery and throughout the summer as a holiday club. Our staffing levels have been significantly higher since returning to a nursery in order to adhere to the strict cleaning procedures and staff cover needed to maintain the bubbles of children. We have had to adjust our procedures to maintain and follow all government guidelines with regard to the pandemic.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Our constitution was adopted on 26th November 2015. Trustees can join the committee throughout the year at meetings. Office bearers are appointed or reappointed annually at the Annual General Meeting held in November.

We have policies and procedures in place including safeguarding. All members have disclosure checks carried out prior to joining the committee. We are also members of pre-school learning alliance and the NDNA

As training is no longer free from Children's Services the cost is now included in the annual budget. We have used online courses and courses arranged by the local NDNA branch to keep the costs down.

Our Ofsted inspection in November 2016 resulted in us maintaining our "Good" rating. We continue to achieve good assessments from Cumbria Children's Services.

We have very close links to the local school - we run their breakfast and after school clubs. We also have regular contact with the local Cumbria Wildlife farm. We again took part in their "Learning in the Woods" very similar to forest school, the children thoroughly enjoying the experience which included a camp fire.

As trustees we are aware it is our responsibility to identify, assess and manage risks. This we do on a daily basis by monitoring our procedures and systems so that any issues are identified and managed as early as possible restricting the impact upon the nursery or its future stability. We have increased our reserves in our high interest account to counter balance the uncertainty within the country at the present time. As the present political and financial climate are uncertain and this being such an important and sensitive subject we were planning to further strengthen our risk management system by introducing a risk register this year. This however has been delayed this year due to unforeseen pandemic resulting in being unable to allocate the personnel to complete the task. This will be a priority the coming year.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1069874

Principal address

Jackson Road
Houghton
Carlisle
Cumbria
CA3 0NX

HOUGHTON NURSERY GROUP

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2020

Trustees

G Hewitt

C Birrell

Mrs T Woollerton

H Jones

D Hadley (resigned 28.2.20)

Independent Examiner

Luke Tattersall

FCA

Tattersall Bailey

Chartered Accountants

14A Main Street

Cockermouth

Cumbria

CA13 9LQ

Approved by order of the board of trustees on 2 December 2020 and signed on its behalf by:

DocuSigned by:



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C Birrell - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HOUGHTON NURSERY GROUP

Independent examiner's report to the trustees of Houghton Nursery Group

I report to the charity trustees on my examination of the accounts of Houghton Nursery Group (the Trust) for the year ended 31 August 2020.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 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; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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.

DocuSigned by:

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Luke Tattersall
FCA
Tattersall Bailey
Chartered Accountants
14A Main Street
Cockermouth
Cumbria
CA13 9LQ

3 December 2020

HOUGHTON NURSERY GROUP**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2020**

	Notes	Unrestricted fund £	Restricted fund £	31.8.20 Total funds £	31.8.19 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		151	-	151	125
Charitable activities					
Nursery		165,794	-	165,794	126,635
Other trading activities	2	673	-	673	571
Investment income	3	98	-	98	94
Total		<u>166,716</u>	<u>-</u>	<u>166,716</u>	<u>127,425</u>
EXPENDITURE ON					
Raising funds		322	-	322	1,077
Charitable activities					
Nursery		126,551	-	126,551	106,728
Other		4,656	-	4,656	4,732
Total		<u>131,529</u>	<u>-</u>	<u>131,529</u>	<u>112,537</u>
NET INCOME		<u>35,187</u>	<u>-</u>	<u>35,187</u>	<u>14,888</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		126,629	297,990	424,619	409,731
TOTAL FUNDS CARRIED FORWARD		<u><u>161,816</u></u>	<u><u>297,990</u></u>	<u><u>459,806</u></u>	<u><u>424,619</u></u>

The notes form part of these financial statements

HOUGHTON NURSERY GROUP**BALANCE SHEET
31 AUGUST 2020**

	Notes	Unrestricted fund £	Restricted fund £	31.8.20 Total funds £	31.8.19 Total funds £
FIXED ASSETS					
Tangible assets	7	13,148	297,990	311,138	311,512
CURRENT ASSETS					
Debtors	8	3,457	-	3,457	4,687
Cash at bank and in hand		148,559	-	148,559	110,647
		<u>152,016</u>	<u>-</u>	<u>152,016</u>	<u>115,334</u>
CREDITORS					
Amounts falling due within one year	9	(3,348)	-	(3,348)	(2,227)
NET CURRENT ASSETS		<u>148,668</u>	<u>-</u>	<u>148,668</u>	<u>113,107</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		161,816	297,990	459,806	424,619
NET ASSETS		<u>161,816</u>	<u>297,990</u>	<u>459,806</u>	<u>424,619</u>
FUNDS	10				
Unrestricted funds				161,816	126,629
Restricted funds				<u>297,990</u>	<u>297,990</u>
TOTAL FUNDS				<u>459,806</u>	<u>424,619</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 2 December 2020 and were signed on its behalf by:

DocuSigned by:

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C Birrell - Trustee

HOUGHTON NURSERY GROUP

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2020

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Long leasehold	- in accordance with the property
Fixtures and fittings	- 25% on reducing balance and 15% on reducing balance

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

HOUGHTON NURSERY GROUP**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 AUGUST 2020****2. OTHER TRADING ACTIVITIES**

	31.8.20	31.8.19
	£	£
Fundraising events	<u>673</u>	<u>571</u>

3. INVESTMENT INCOME

	31.8.20	31.8.19
	£	£
Deposit account interest	<u>98</u>	<u>94</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2020 nor for the year ended 31 August 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 August 2020 nor for the year ended 31 August 2019.

5. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.8.20	31.8.19
	10	9
Nursery	<u>10</u>	<u>9</u>

No employees received emoluments in excess of £60,000.

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	125	-	125
Charitable activities			
Nursery	126,635	-	126,635
Other trading activities	571	-	571
Investment income	<u>94</u>	<u>-</u>	<u>94</u>
Total	127,425	-	127,425
EXPENDITURE ON			
Raising funds	1,077	-	1,077
Charitable activities			
Nursery	106,728	-	106,728
Other	<u>4,732</u>	<u>-</u>	<u>4,732</u>
Total	112,537	-	112,537

HOUGHTON NURSERY GROUP**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 AUGUST 2020****6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted fund £	Restricted fund £	Total funds £
NET INCOME	14,888	-	14,888
RECONCILIATION OF FUNDS			
Total funds brought forward	111,741	297,990	409,731
TOTAL FUNDS CARRIED FORWARD	<u>126,629</u>	<u>297,990</u>	<u>424,619</u>

7. TANGIBLE FIXED ASSETS

	Long leasehold £	Fixtures and fittings £	Totals £
COST			
At 1 September 2019	301,317	35,190	336,507
Additions	-	1,391	1,391
At 31 August 2020	<u>301,317</u>	<u>36,581</u>	<u>337,898</u>
DEPRECIATION			
At 1 September 2019	-	24,995	24,995
Charge for year	-	1,765	1,765
At 31 August 2020	<u>-</u>	<u>26,760</u>	<u>26,760</u>
NET BOOK VALUE			
At 31 August 2020	<u>301,317</u>	<u>9,821</u>	<u>311,138</u>
At 31 August 2019	<u>301,317</u>	<u>10,195</u>	<u>311,512</u>

Long Leasehold property is not amortised as the building is maintained to a high standard and after seeking legal advice the trustees are satisfied that the lease will be renewed because of the close relationship between the Nursery and School, and the C of E.

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.8.20 £	31.8.19 £
Trade debtors	2,740	3,738
Prepayments	717	949
	<u>3,457</u>	<u>4,687</u>

HOUGHTON NURSERY GROUP**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 AUGUST 2020****9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.8.20	31.8.19
	£	£
Other creditors	<u>3,348</u>	<u>2,227</u>

10. MOVEMENT IN FUNDS

	At 1.9.19	Net movement in funds	At 31.8.20
	£	£	£
Unrestricted funds			
General fund	126,629	35,187	161,816
Restricted funds			
Restricted Funds	297,990	-	297,990
TOTAL FUNDS	<u>424,619</u>	<u>35,187</u>	<u>459,806</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	166,716	(131,529)	35,187
TOTAL FUNDS	<u>166,716</u>	<u>(131,529)</u>	<u>35,187</u>

Comparatives for movement in funds

	At 1.9.18	Net movement in funds	At 31.8.19
	£	£	£
Unrestricted funds			
General fund	111,741	14,888	126,629
Restricted funds			
Restricted Funds	297,990	-	297,990
TOTAL FUNDS	<u>409,731</u>	<u>14,888</u>	<u>424,619</u>

HOUGHTON NURSERY GROUP**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 AUGUST 2020****10. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	127,425	(112,537)	14,888
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>127,425</u>	<u>(112,537)</u>	<u>14,888</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.9.18 £	Net movement in funds £	At 31.8.20 £
Unrestricted funds			
General fund	111,741	50,075	161,816
Restricted funds			
Restricted Funds	297,990	-	297,990
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>409,731</u>	<u>50,075</u>	<u>459,806</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	294,141	(244,066)	50,075
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>294,141</u>	<u>(244,066)</u>	<u>50,075</u>

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 August 2020.

HOUGHTON NURSERY GROUP**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2020**

	31.8.20 £	31.8.19 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	1	-
Donations	150	125
	<hr/> 151	<hr/> 125
Other trading activities		
Fundraising events	673	571
Investment income		
Deposit account interest	98	94
Charitable activities		
Nursery fees	44,785	47,092
Grants- Nursery	121,009	79,543
	<hr/> 165,794	<hr/> 126,635
Total incoming resources	<hr/> 166,716	<hr/> 127,425
EXPENDITURE		
Other trading activities		
Purchases	322	1,077
Charitable activities		
Wages	104,342	84,000
Rates and water	1,307	1,232
Insurance	1,260	1,219
Light and heat	1,556	1,433
Telephone	596	646
Sundries	1,796	2,207
Purchases	4,197	4,961
Other costs	7,438	6,758
Repairs and renewals	2,293	2,361
Fixtures and fittings	1,766	1,911
	<hr/> 126,551	<hr/> 106,728
Support costs		
Governance costs		
Sundries	1,512	1,821
Accountancy and legal fees	3,144	2,911
	<hr/> 4,656	<hr/> 4,732
Total resources expended	<hr/> 131,529	<hr/> 112,537
Net income	<hr/> <hr/> 35,187	<hr/> <hr/> 14,888

This page does not form part of the statutory financial statements

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Enveloped Stamping: Enabled

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info@tbc.uk.com

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info@tbc.uk.com

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Christine Birrell

admin@houghtonnursery.com

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Signature

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Luke Tattersall

luke.tattersall@tbc.uk.com

Director

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Signature

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Editor Delivery Events

Status

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Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

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Timestamp

Carbon Copy Events

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Joanne Batey

joanne.batey@tbc.uk.com

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