

Charity Commission Annual Return 2023

GREENWAYS NURSERY SCHOOL

Charity registration number: 1078357

Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.

This document is a record of the information provided in the Annual Return 2023.

Financial period

Financial period start date

01/09/2022

Financial period end date

31/08/2023

Income and spending

Income £

£169,981

Spending £

£157,484

Number of contracts from government

How many contracts (other than grant agreements) did your charity receive from central government or a local authority during the financial period for this return?

0

Number of grants from government

How many grants did your charity receive from central government or a local authority during the financial period for this return?

0

Income breakdown

Donations and legacies (excluding Endowments Received)

£1,972

Charitable activities

£167,925

Other trading activities

£0

Investments

£0

Other

£84

Corporate donations

What was the value of your charity's single highest value donation received from a corporate donor during the financial period of this return?

£0

Donations from individuals

What was the value of your charity's single highest value donation received from an individual during the financial period of this return?

£650

Donations from related parties

What was the value of your charity's single highest value donation received from a related party during the financial period of this return?

£30

Recipients of grants

Please round all figures to the nearest pound (do not enter decimal points or commas). Individuals

£0

Other charities

£0

Other organisations that are not charities

£0

Trustee payments

Excluding out of pocket expenses, for what were any of the trustees paid during the financial period for this return?

☒ e. None of the trustees have been paid

Did any of the trustees resign and take up employment with your charity in the financial period of this return?

No

Income from outside the UK

Did your charity receive income from outside of the United Kingdom in the financial period of this return?

No

Delivering activities outside the United Kingdom

Did your charity deliver charitable activities outside of the United Kingdom in the financial period of this return?

No

Spending outside England & Wales

Did your charity spend funds outside of the United Kingdom in the financial period of this return?

No

Trading subsidiaries

Does the charity have any trading subsidiaries?

No

Charity contact details correct

Is the contact address displayed from the Register of Charities, correct?

Yes

Charity headquarters details correct

Is this the same address that you use as your charity's administrative headquarters?

Yes

Charity contact address

Methodist Church Hall

The Green

Upper Hale

Farnham

Surrey

GU9 0HJ

Charity Headquarters address

Methodist Church Hall

The Green

Upper Hale

Farnham

Surrey

GU9 0HJ

Property

Were any of your charity's properties held by holding or custodian trustees on behalf of your charity (excluding the Official Custodian) during the financial period for this return?

No

Membership type

Is the charity part of a wider group structure with a parent body and subsidiary bodies?

no, the charity is not part of a wider group structure

Employment contract types

People were permanently employed by your charity

10

People were on fixed-terms contracts with your charity

0

Self-employed people were working for your charity

0

Total overseas employees

How many of the people above work on behalf of your charity outside of the United Kingdom?

0

Total employee payroll

What was the total amount spent on employee payroll during the financial period relating to this return?

£109,047

Employees' salaries

Did any of your charity's employees receive total employment benefits of £60,000 or more in the financial period of this annual return?

No

Governance policies

Internal charity financial controls policy and procedures

Yes

Safeguarding policy and procedures

Yes

Financial reserves policy and procedures

Yes

Complaints policy and procedures

Yes

Serious incident reporting policy and procedures

Yes

Internal risk management policy and procedures

Yes

Trustee expenses policy and procedures

Yes

Trustee conflicts of interest policy and procedures

Yes

Investing charity funds policy and procedures

No

Campaigns and political activity policy and procedures

No

Bullying and harassment policy and procedures

Yes

Social media policy and procedures

Yes

Engaging external speakers at charity events policy and procedures

Not applicable

Has your charity reported all Serious Incidents (including any historical incidents) that the charity became aware of during the financial period of this return?

There were no incidents to report

External risk and impact

Donations,

Negative

Other income - grants

Unknown/No Change/Not Applicable

Other income - contracts

Unknown/No Change/Not Applicable

Other income - investment

Unknown/No Change/Not Applicable

Expenditure on charitable activities

Negative

Expenditure on overheads

Negative

Number of volunteers

Unknown/No Change/Not Applicable

Number of employees

Negative

Number of trustees

Negative

Fundraising activities

Negative

Capacity to deliver services

Negative

Total service demand

Unknown/No Change/Not Applicable

Volunteers

Excluding trustees, provide an estimate of the number of volunteers who carried out charitable activities on behalf of your charity in the United Kingdom during the financial period of this return?

0

Privacy statement

Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

- you have consented to their release; or
- we are legally obliged to disclose them; or
- we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.

We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:

- we can lawfully do so; and
- we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest

Information we collect about you

We will use this information:

To enable us to carry out our statutory functions and duties;

This will include the following actions:

- (a) update, consolidate, and improve the accuracy of our records;
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;
- (c) data analysis, testing, research, statistical and survey purposes

Information we receive from other sources.

Information we receive from other sources

We may combine this information with information you give to us and information we collect about you.

We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.

As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.

Please check back frequently to see any updates or changes to our privacy policy.

Declaration

Your role at the charity (select one):

☒ Trustee

Given names	Matthew
Family name	Mansbridge
Telephone number	07830231061
Email	chairperson@greenways-nursery.co.uk
Date submitted	26/07/2024

It is a criminal offence under section 60 of the Charities Act 2011 for anyone to knowingly or recklessly provide false or misleading information to the commission; this includes suppressing, concealing or destroying documents.

Receipts and payments accounts

CC16a

For the period
from

9/1/2022

To

8/31/2023

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	1,972	-	-	1,972	3,553
Student Fees	32,728	-	-	32,728	29,823
Government Receipts (Surrey CC)	131,808	-	-	131,808	98,940
Interest	84	-	-	84	4
Sundry Receipts	3,388	-	-	3,388	5,372
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	169,980	-	-	169,980	137,692
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	169,980	-	-	169,980	137,692
A3 Payments					
General Administration Costs	7,322	-	-	7,322	7,467
Staff Salaries & Expenses	109,047	-	-	109,047	93,533
Use of Premises (License Fees)	11,609	-	-	11,609	12,103
Travel Costs	1,344	-	-	1,344	547
Cleaning	1,287	-	-	1,287	756
Bookkeeping	3,183	-	-	3,183	2,756
Insurance	788	-	-	788	765
Direct Expenses	5,030	-	-	5,030	3,975
Consumables	17,874	-	-	17,874	11,355
Sub total	157,484	-	-	157,484	133,257
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	157,484	-	-	157,484	133,257
Net of receipts/(payments)	12,496	-	-	12,496	4,435
A5 Transfers between funds	-	-	-	-	621
A6 Cash funds last year end	24,448	-	-	24,448	19,393
Cash funds this year end	36,944	-	-	36,944	24,449

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Business Current Account	27,212	-	-
	Reserve Account	9,733	-	-
	Petty Cash Account	-	-	-
	Total cash funds	36,945	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

Income and Expenditure

Greenways Nursery School

For the year ended 31 August 2023

Cash Basis

Account	2023	2022
Income		
Donations received	1,972.23	3,553.44
Fee income	32,727.90	29,822.61
Government Income - General	131,808.34	98,940.17
Interest Income	83.55	3.59
Other Revenue	3,388.11	5,371.97
Total Income	169,980.13	137,691.78
Direct Expenditure		
Cleaning Consumables	713.67	566.20
Cost of Goods Sold	198.00	251.20
DBS Checks	221.45	196.87
Direct Expenses	3,373.62	3,526.86
Food & Drink Consumables	376.58	1,382.72
Health & Safety consumables	154.11	0.00
Play Consumables	13,711.15	9,406.45
Subcontractor fees	1,236.50	0.00
Total Direct Expenditure	19,985.08	15,330.30
Administrative Expenditure		
Advertising & Marketing	45.00	50.00
Audit & Accountancy fees	3,183.00	2,756.00
Bank Fees	42.00	0.00
Charitable and Political Donations	0.00	73.00
Cleaning	1,287.43	755.79
Consulting	900.00	0.00
Entertainment - 0%	4.68	0.00
Entertainment-100% business	755.32	26.86
Food vouchers purchased	1,620.00	720.00
General Expenses	548.95	1,902.25
Insurance	787.82	765.27
Interest Paid	31.92	0.00
IT Software and Consumables	3,118.90	2,054.41
Offsted	50.00	300.00
Pensions Costs	1,342.04	668.74
Postage, Freight & Courier	181.00	7.09
Printing & Stationery	1,116.92	1,238.90
Rent	11,609.00	12,103.00
Repairs & Maintenance	790.73	120.86
Salaries	101,743.67	91,498.76
Staff Training	2,174.57	1,272.45
Staff uniforms	286.45	93.30
Subscriptions	35.00	118.95
Telephone & Internet	1,000.10	854.87
Travel - National	1,343.85	547.45
Redundancy/Severance	3,500.00	0.00
Total Administrative Expenditure	137,498.35	117,927.95
Surplus / Deficit	12,496.70	4,433.53

General Administration Costs	7,323
Staff Salaries & Expenses	109,047
Use of Premises (License Fees)	11,609
Travel Costs	1,344
Cleaning	1,287
Bookkeeping	3,183
Insurance	788
Direct Expenses	5,029.57
Consumables	17,873

157,483



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

Greenways Pre-School

**On accounts for the year
ended**

31 August 2023

**Charity no
(if any)**

1078357

Set out on pages

3 & 4

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2023**

**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 2011 Act and in carrying out my examination, I have followed the 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 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 in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

24/07/2024

Name:

Ian Charles Sargeant FCA

**Relevant professional
qualification(s) or body
(if any):**

Chartered Accountant

Address:

The Spinney, Farnham Road, Ewshot, Surrey GU10 5AU

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Greenways Preschool		1078357		CC16a
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For the period from	01/09/2022	To	31/08/2023	

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	-	-	-	-	-
	-	-	-	-	-
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	Total cash funds	36,945	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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			-	-
			-	-
			-	-
			-	-
			-	-
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			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	