

# HARMONY COMMUNITY DAY NURSERY

England & Wales - Charity number 1087071

## Details

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**Other names** HARMONY NEIGHBOURHOOD NURSERY

**Status** Registered

**Legal form** Charitable company

**Company number** [04153660](#)

**Registered** 2001-06-20

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Harmony Neighbourhood Nursery  
Du Cane Road  
London  
W12 0TN

**Phone** 02087432089

**Email** [manager@harmonynursery.co.uk](mailto:manager@harmonynursery.co.uk)

**Website** [www.harmonynursery.co.uk](http://www.harmonynursery.co.uk)

## Activities

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**Objects:** TO ADVANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN, IN WEST LONDON WITH PARTICULAR EMPHASIS ON THE LONDON BOROUGH OF HAMMERSMITH & FULHAM AND SURROUNDING BOROUGHs, BY THE PROVISION OF DAY CARE FACILITIES AND OTHER RELATED SERVICES, INCLUDING THE TRAINING AND SUPPORT OF CARERS

**Activities:** Provider of day care and education for children from 6 months to 5 years for working parents and parents who are students.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

- **Area of benefit:** LONDON BOROUGH OF HAMMERSMITH & FULHAM
- Hammersmith And Fulham

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£658,755	£664,784	£715,916	18
2024-03-31	£488,649	£531,810	-	-
2023-03-31	£478,661	£536,328	-	-
2022-03-31	£560,106	£548,807	£822,773	23
2021-03-31	£498,538	£492,173	-	-

## Trustees

Name	Role	Appointed
<b>Patricia Bunche</b>	Chair	2014-02-20
Ciara Solmi		2019-09-24
Hanna McCloskey		2024-10-07
Ivana Jovanovic		2015-06-23
Jessica Morra		2024-10-07
Mark Gilleran		2021-11-02
RICHARD NICHOLAS BARNETT		

**HARMONY COMMUNITY DAY NURSERY**

England & Wales - Charity number 1087071

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# Accounts

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**HARMONY COMMUNITY DAY NURSERY**  
**Trading under Harmony Neighbourhood Nursery**  
**(A company limited by guarantee)**

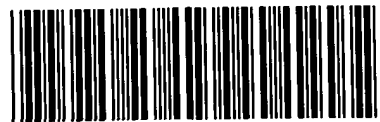
**REPORT AND FINANCIAL STATEMENTS**

**For the year ended 31st March 2025**



**Company Number: 04153660**  
**Charity Number: 1087071**

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**Harmony Community Day Nursery  
Company Information**

**Status**

Harmony Community Day Nursery has charitable status and is a company limited by guarantee and not having a share capital.

**Directors/Trustees**

Pat Bunche (Chair)

Richard Barnett - Treasurer/Secretary

**Other Trustees**

Charlotte Dubois

Hanna McCloskey

Ivana Jovanovic

Jessica Morra

Ciara Solmi

Mark Gilleran

**Secretary**

Jana Hassan

**Registered Office**

C/O Ark Burlington Danes Primary Academy

Du Cane Road

London W12 0TN

**Bankers**

HSBC plc

16 Sheperds Bush Green

W12 8PT

CAF Bank Ltd

25 Kings Hill Avenue

Kings Hill

West Malling

Kent, ME19 4JQ

**Independent Examiner**

Brookfield & Co

18 Concanon Road

London

SW2 5TA

**Registered number**

04153660

**Charity Reference Number**

1087071

## **Harmony Community Day Nursery (HCDN)**

### **Report of the trustees for the year ending 31 March 2025**

The trustees are pleased to present their annual directors' report together with the consolidated financial statements of the charity for the year ending 31 March 2025 which are also prepared to meet the requirements for a directors' report and accounts for Companies Acts purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 2015).

#### **Chair's Report (Richard Barnett)**

At the time of writing Harmony is about to move into our brand new purpose-built premises constructed as part of the EdCity development. This is an exciting development for our children, parents and staff, but has presented significant challenges throughout 2025. In particular, we will be required to pay rent for our premises for the first time, which has placed pressure on our finances in the context of our primary mission to provide affordable childcare to local families.

We are optimistic that the new premises will provide a first class setting in which Harmony can continue to provide the excellent childcare for which it has become known. The Management Committee is grateful to the nursery staff and management for their hard work and dedication during the period in which the nursery has been housed in temporary accommodation, and for their efforts in organising and carrying out the various changes of premises. We believe that once the nursery is settled in its new home it will continue to thrive to the benefit of the local community.

#### **Our purposes and activities**

The aims and objectives of HCDN remain as stated in the last Annual Report and as set out in the company's Memorandum and Articles of Association.

HCDN has been set up mainly to advance the development and education of children aged five and under in West London, in particular the London Borough of Hammersmith and Fulham.

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

## **Organisational Structure**

HCDN is a company limited by guarantee incorporated on 4th October 2000 and governed by its Memorandum and Articles of Association. The company was registered as a charity on 20<sup>th</sup> June 2001.

HCDN is based on the White City Estate in the London Borough of Hammersmith & Fulham. HCDN continues to work in partnership with local organisations throughout the borough.

A voluntary Board of Trustees (Management Committee) are elected to govern the work of the charity as its decision-making body. These are skilled individuals who have an interest in its aims and objectives.

Parents and carers are invited to become members of the Management Committee, together with other individuals with knowledge and experience of childcare, education, and general business management. If gaps in the knowledge of the Committee are identified, attempts are made to recruit appropriate candidates with relevant skills, via professional support services. Furthermore, Peninsula Group Ltd were contracted to support us with advice regarding Human Resources.

The Board of Trustees are elected at the company's Annual General Meeting. New members are subject to an induction process, and training is provided where necessary through NDNA and the Local Authority. The Pre-School Learning Alliance induction pack "The Role of the Management Committee as Employers" has also been adopted. The Board of Trustees meets at least six times per annum.

Eighteen members are employed by HCDN as follows:

- Nursery Manager – responsible for the overall day-to-day management of the charity. Reports directly to the Management Committee.
- One Deputy – responsible for line management of childcare staff and leading on the curriculum and Special Needs. As well as the Operational & Communication Deputy is responsible for providing mentoring and support for Apprentices and ensuring the Health & Safety within the premises maintained throughout.
- Three Team Leaders
- Seven childcare staff.
- Three assistants
- Finance Officer (part time)

- Administrative (part time).
- Two domestic staff (part time).

### **The educational programme/ Teaching & Learning**

This year, I will mention briefly some of the areas of the curriculum that we delivered as it was a broad and balanced curriculum rooted in the Early Years Foundation Stage (EYFS), with a strong emphasis on child led exploration and meaningful, hands-on learning experiences. Across all age groups, but particularly within our preschool group, children demonstrated strong engagement and progression in all areas of learning, especially in Understanding the World, Communication and Language, Expressive Arts and Design & Math.

One of the most impactful projects this year was themed around "Insects and Growth", which provided an exciting and multilayered learning journey. Children engaged deeply in exploring the natural world and life cycles through direct, real-life experiences. They observed the hatching of chicks and followed the life cycle of butterflies, witnessing the transformation from caterpillars to butterflies. These experiences promoted inquiry-based learning and sparked sustained curiosity and discussion.

Building on this interest, children took part in planting and growing activities, cultivating tomatoes, cucumbers, herbs and sunflowers. They cared for the plants daily, observed changes, and made predictions, which enhanced their understanding of growth, time, and responsibility.

As part of the extension of this topic, practitioners supported the children in creating a small pond area within the outdoor environment. Algae was introduced, and the children observed small creatures beginning to emerge. They initially believed they were tadpoles, but with guidance and exploration, they discovered they were in fact mosquito larvae, leading to further discussions about insect life cycles and habitats. This naturally supported learning in areas such as observation, classification, vocabulary development, and respect for living things.

Another exciting strand of this project involved learning about bees and wasps, including the roles of the worker bee, drone, and queen bee, and how these insects contribute to our environment. The children explored their habitats, pollination, and how hives are structured. Inspired by this, they worked collaboratively to create 3D models of beehives, using a range of recycled and creative materials. This activity blended scientific learning with artistic expression, as children designed, built, and proudly displayed their models within the setting.

This topic exemplified how following children's interests can lead to rich, interdisciplinary learning that supports the Characteristics of Effective Learning including playing and exploring, active learning, and creating and thinking critically.

This year we have been highly successful in working closely with children with Special Educational Needs (SEND), ensuring that each child receives the individual support they need to thrive. Through consistent collaboration with families, key professionals, and specialist services, we have created inclusive learning environments that reflect each child's strengths and interests. As a result, our children with SEND have made meaningful progress in their communication, social interaction, independence, and engagement in learning. We are proud of the positive relationships we have built, the targeted strategies we have implemented, and the visible growth the children have shown throughout the year.

Finally, we would like to extend our heartfelt thanks to our wonderful team, our supportive families, and our dedicated committee. Your commitment, collaboration, and care have made this year a great success. We deeply appreciate everything you do for our nursery and for the children.

**STAFF TRAINING:**

- See attached Appendix 1

**Financial Results**

HCDN received most of its funding from fees charged to parents. This income is devoted to core funding and is sufficient to cover the overheads and administration costs of the nursery.

The Income and Expenditure Accounts disclose incoming resources for the financial year of £658,755 and outgoings of £664,784. Our reserves as of 31<sup>st</sup> March 2025 stand as follows: Restricted Funds £Nil and Unrestricted Funds £715,916, of which £283,000 has been designated as noted below.

**Reserves Policy**

The Trustees of HCDN consider that accumulating reserve funds to enable the organisation to cope with specific unforeseen events, contingencies and opportunities is an essential part of carrying out their duties in the overall management of the nursery's affairs.

**The Designated Reserve:**

Contingency reserve is intended to enable the nursery to cope with the unforeseen and contains sufficient funds to cope with a worst-case scenario i.e., a sudden cessation of all funding or another move of premises, which is

expected in 2025. In this circumstance the fund should be large enough to enable:

- the nursery to continue to operate for a period of 3 months, this being a reasonable period to complete on-going work and make arrangements for winding down. £105,000 has been set aside for this eventuality.
- To cover any costs involved in winding down, e.g., legal fees (£26,000) and redundancy costs (£58,000).
- At the discretion of the Trustees, to enable the Nursery to continue operating where there is a temporary or partial cessation of funding.
- The nursery to comply with employment law and provide for maternity/paternity pay and unforeseen staffing situations when we need to temporarily cover the replacement of key workers (£26,000).
- Refurbishment of essential nursery equipment as well as expenditure related to the move to the temporary new premises. (£52,000).
- Coverage of 3% of workplace pensions, taking account of additional staff employed for new building. (£16,000).

### **Tangible Fixed Assets for use by the Charity**

HCDN has no fixed assets in the form of property.

### **Risk Management**

HCDN undertook a full risk assessment in 2019-2020. The existing reserves policy is designed to ensure that HCDN can continue in an emergency. As far as projects are concerned the risks are outlined in monitoring and evaluation plans for each of the projects, which has been submitted to donors. The projects are also subject to individual and ongoing agreements between HCDN and project partners.

### **Trustees**

The full list of members below reflects this:

Pat Bunche (Director / Chair)  
Richard Barnett - Treasurer/Secretary  
Charlotte Dubois  
Ivana Jovanovic  
Ciara Solmi  
Mark Gilleran  
Hanna McCloskey  
Jessica Morra

### **Statement of Trustees' Responsibilities**

Company Law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period.

In preparing those financial statements, the Management Committee is required to:

- select suitable accounting policies and then apply them consistently.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006.

**The Trustees are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.**

### **Relationship with Funders**

No trustee has any relationship with any of the main funders except as a Trustee of HCDN.

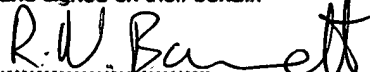
### **Volunteers**

HCDN uses volunteers whenever necessary. They are always supervised, and references and enhanced DBS checks are taken up.

### **Independent Examiners**

The Independent Examiners, Brookfield & Co were appointed at the Management Committee Meeting on 15<sup>th</sup> July 2024 to carry out this audit.

The Report was approved by the Board of Trustees on 15<sup>th</sup> December 2025 and signed on their behalf.

  
Richard Barnett  
Director

**Harmony Community Day Nursery  
Independent Examiners' report  
to the shareholders of Harmony Community Day Nursery**

We report on the financial statements for the year ended 31 March 2025 which are set out on pages 8 to 13 which have been prepared on the basis of the accounting policies on page 10.

**Respective responsibilities of the Board of Directors and Independent Examiner**

The Board of Directors is responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our work, on those statements and to report our opinion to you.

**Basis of Independent Examiner's Report**

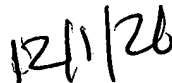
An examination includes a review of the accounting records kept by the Company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, seeking explanations from the Board of Directors concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently we do not express an audit opinion on the view given by these accounts.

**Independent Examiners Statement**

In connection with our examination, no matter has come to our attention which gives us a reasonable cause to believe that in any material aspects the requirements to keep the accounting records in accordance with the Companies Act 2006 and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met or to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



J A Brookfield  
(Senior Statutory Auditor)  
for and on behalf of  
Brookfield & Co  
Accountants and Statutory Auditors



**Harmony Community Day Nursery  
Statement of Financial Activities  
for the year ended 31 March 2025**

		Restricted Funds	Unrestricted Funds	Total Funds	Total Funds
	Notes	2025 £	2025 £	2025 £	2024 £
<b>Incoming resources</b>					
<i>Incoming resources from generated funds:</i>					
Nursery Fees		-	639,044	639,044	447,649
Voluntary Income - Grants and donations	3	4,600	7,179	11,779	15,550
Other Income		-	-	-	15,722
Investment income		-	7,932	7,932	9,728
<b>Total Incoming Resources</b>		<u>4,600</u>	<u>654,155</u>	<u>658,755</u>	<u>488,649</u>
<b>Resources expended</b>					
Charitable activities		4,600	657,944	662,544	529,690
Governance		-	2,240	2,240	2,120
<b>Total resources expended</b>	4	<u>4,600</u>	<u>660,184</u>	<u>664,784</u>	<u>531,810</u>
Net incoming resources expended for the Year		-	(6,029)	(6,029)	(43,161)
Transfers between funds		-	-	-	
Funds brought forward		-	721,945	721,945	765,106
<b>Total Funds carried forward</b>		<u>-</u>	<u>715,916</u>	<u>715,916</u>	<u>721,945</u>

All of the above results derive from continuing charitable grants and activities and there were no recognised gains or losses other than the above results

The notes on pages 10 to 13 form part of these accounts.

**Harmony Community Day Nursery  
Balance Sheet  
as at 31 March 2025**

	Notes	2025 £	2024 £
<b>Current assets</b>			
Debtors	6	19,868	78,820
Investments held as current assets		-	-
Cash at bank and in hand		712,396	662,318
		732,264	741,138
<b>Creditors: amounts falling due within one year</b>			
	7	(16,348)	(19,193)
<b>Net current assets</b>		715,916	721,945
<b>Net assets</b>		<u>715,916</u>	<u>721,945</u>
<b>Funds of the Charity</b>			
Restricted Funds	9	-	257
General Funds	9	715,916	721,945
<b>Total Funds</b>	9	<u>715,916</u>	<u>721,945</u>

The notes on pages 10 to 13 form part of these accounts

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

Members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for

complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies

Richard Barnett  
Director



Approved by the board on 8 December 2025

**1. Basis of accounting and accounting policies**

**a) Accounting Conventions**

The financial statements have been prepared under the historical cost convention, in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP) and the Companies Act 2006 and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) effective 1 January 2015. The company constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

**b) Incoming resources**

Incoming resources are included in the SOFA when the charity becomes entitled to the resources, the Trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient certainty. Where incoming resources have related expenditure (as with fundraising for contract income), the incoming resources and related expenditure are stated gross in the SOFA. Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the funds. The value of any volunteer help received is not included in the accounts, but is described in the Trustee's annual report. Investment income is included when receivable.

**c) Resources Expended**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources. Resources expended include attributable VAT which cannot be recovered. Governance costs include costs on the preparation and examination of statutory accounts, the costs of Trustee meetings and costs of any legal advice to the Trustees on governance or constitutional matters. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources e.g. Staff costs by the time spent and other costs by their usage.

**d) Restricted and Unrestricted Funds**

The accounts distinguish between restricted and unrestricted funds. Restricted funds are received from donors and are subject to restrictions on the purposes for which they may be used. Unrestricted funds are those where there are no externally imposed restrictions and are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

**e).Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

**f) Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**g) Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**h) Pensions**

Contributions to employee pension schemes are in line with government legislation.

**i) Legal status of the Trust**

The trust is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

**Harmony Community Day Nursery**  
**Notes to the Accounts**  
**for the year ended 31 March 2025**

	2025 £	2024 £
<b>2 Net Income for the year is stated after charging:</b>		
Independent Examiners' Remuneration - Brookfield & Co	<u>2,240</u>	<u>2,300</u>

**3 Voluntary Income - Grants and donations**

	Restricted £	Unrestricted £	2025 £	2024 £
Best Practice Network	4,200	-	4,200	-
Enjoy Benefits Grant	400	-	400	1,800
SEN support	-	7,179	7,179	13,750
	<u>4,600</u>	<u>7,179</u>	<u>11,779</u>	<u>15,550</u>

**4 Resources Expended**

	Restricted Funds	Unrestricted Funds	2025 £ Total	2024 £ Total
<b>Charitable Expenditure</b>				
Equipment renewals	400	10,485	10,885	3,711
Food and consumables	-	48,037	48,037	48,489
Staff Costs including payroll taxes and staff cover	4,200	586,683	590,883	458,004
Activities, outings and other direct expenses	-	642	642	858
Publicity and recruitment	-	545	545	421
Training and other staff costs	-	-	-	1,431
Premises expenses	-	1,775	1,775	10,305
Repairs and Refurbishment costs	-	1,073	1,073	1,341
Communications	-	6,583	6,583	559
Insurance	-	1,238	1,238	1,139
Consultancy fees	-	791	791	2,974
Bank Charges	-	92	92	124
<b>Governance Costs</b>				
Independent Examination and accountancy	-	2,240	2,240	2,300
AGM Costs	-	-	-	154
	<u>4,600</u>	<u>660,184</u>	<u>664,784</u>	<u>531,810</u>

**5 Employees**

	2025 £ Total	2024 £ Total
Staff costs were as follow;		
Salaries and other staff costs	552,615	425,791
Social security Costs	<u>38,268</u>	<u>32,213</u>
	<u>590,883</u>	<u>458,004</u>

The average number of staff during the year were as follows;

	2025	2024
Full time	12	12
Part time	6	6

**6 Debtors**

	2025 £	2024 £
Fees receivable	14,868	78,820
Other debtors and prepayments	<u>5,000</u>	<u>-</u>
	<u>19,868</u>	<u>78,820</u>

**7 Creditors: amounts falling due within one year**

	2025 £	2024 £
Trade creditors	2,222	4,800
Other accruals and deferred income	6,040	4,410
Other taxes and social security costs	<u>8,086</u>	<u>9,983</u>
	<u>16,348</u>	<u>19,193</u>

**8 Analysis of net assets between funds**

	Restricted Funds £	Unrestricted Funds £	Total Funds £
Tangible fixed assets	-	-	-
Current Assets	-	732,264	732,264
Current Liabilities	-	(16,348)	(16,348)
	<u>-</u>	<u>715,916</u>	<u>715,916</u>

**Harmony Community Day Nursery**  
**Notes to the Accounts**  
**for the year ended 31 March 2025**

**9 Analysis of net assets between funds**

	At 1/4/24	Incoming Resources	Outgoing Resources	Transfers	At 31/3/25
<b>Restricted Funds:</b>					
Enjoy Benefits Grant	-	400	(400)	-	-
Best Practice Network	-	4,200	(4,200)	-	-
	-	-	-	-	-
<b>Total Restricted Funds</b>	<b>-</b>	<b>4,600</b>	<b>(4,600)</b>	<b>-</b>	<b>-</b>
<b>Unrestricted Funds:</b>					
<b>Designated Contingency Funds</b>					
Provisions re potential loss of funding					
3 months operation costs	100,000	-	-	5,000	105,000
Legal fees	25,000	-	-	1,000	26,000
Redundancy costs	55,000	-	-	3,000	58,000
Employment Obligations	25,000	-	-	1,000	26,000
Workplace Pensions	15,000	-	-	1,000	16,000
Reburbishing Nursery Equipment	50,000	-	-	2,000	52,000
	<b>270,000</b>	<b>-</b>	<b>-</b>	<b>13,000</b>	<b>283,000</b>
<b>General Funds</b>	<b>451,945</b>	<b>654,155</b>	<b>(660,184)</b>	<b>(13,000)</b>	<b>432,916</b>
<b>Total Unrestricted Funds</b>	<b>721,945</b>	<b>654,155</b>	<b>(660,184)</b>	<b>-</b>	<b>715,916</b>
<b>Total Funds</b>	<b>721,945</b>	<b>658,755</b>	<b>(664,784)</b>	<b>-</b>	<b>715,916</b>

**Restricted Funds:**  
**Enjoy Benefits Grant**  
 Funding towards resources and activities for qualifying children  
**Best Practice Network**  
 Funding towards staff costs for Special Educational needs

**10 Related party transactions and trustees' remuneration**

**Trustees' Remuneration**

Trustees received no remuneration in respect of their services as Trustees (2024 £nil). Travel expenses of £Nil were paid in the period (2024 £Nil).

**Related Party Transactions**

No Trustees or other person related to the charity had any personal interest in any contract or transaction entered into by the charity (2024 None)

**HARMONY COMMUNITY DAY NURSERY**

England & Wales - Charity number 1087071

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# Accounts

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**HARMONY COMMUNITY DAY NURSERY**  
Trading under Harmony Neighbourhood Nursery  
(A company limited by guarantee)

**REPORT AND FINANCIAL STATEMENTS**

For the year ended 31st March 2024



Company Number: 04153660  
Charity Number: 1087071

TUESDAY



A50 \*ADINIP5N\* 24/12/2024 #292  
COMPANIES HOUSE

**Harmony Community Day Nursery  
Company Information**

**Status**

Harmony Community Day Nursery has charitable status and is a company limited by guarantee and not having a share capital.

**Directors/Trustees**

Pat Bunche (Chair)

Richard Barnett - Treasurer/Secretary

**Other Trustees**

Andy Sharpe

Amelie Lardoux

Ivana Jovanovic

Ciara Solmi

Mark Gilleran

**Secretary**

Jana Hassan

**Registered Office**

C/O Ark Burlington Danes Primary Academy

Du Cane Road

London W12 0TN

**Bankers**

HSBC plc

16 Sheperds Bush Green

W12 8PT

CAF Bank Ltd

25 Kings Hill Avenue

Kings Hill

West Malling

Kent, ME19 4JQ

**Auditors**

Brookfield & Co

18 Concanon Road

London

SW2 5TA

**Registered number**

04153660

**Charity Reference Number**

1087071

## **Harmony Community Day Nursery (HCDN)**

### **Report of the trustees for the year ending 31 March 2024**

The trustees are pleased to present their annual directors' report together with the consolidated financial statements of the charity for the year ending 31 March 2024 which are also prepared to meet the requirements for a directors' report and accounts for Companies Acts purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and *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 2015).

### **Chair's Report (Richard Barnett)**

Harmony moved to temporary premises at Ark Burlington Danes in August 2023, where we will remain until completion of our new premises as part of the White City redevelopment project in August 2025. The transition was effected smoothly thanks to the hard work of our dedicated management and staff, and in June 2023 the nursery was graded "Good" following an Ofsted inspection. Harmony has continued to provide high quality affordable childcare to local families in accordance with our primary mission, and to develop our staff.

### **Our purposes and activities**

The aims and objectives of HCDN remain as stated in the last Annual Report and as set out in the company's Memorandum and Articles of Association.

HCDN has been set up mainly to advance the development and education of children aged five and under in West London, in particular the London Borough of Hammersmith and Fulham.

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

### **Organisational Structure**

HCDN is a company limited by guarantee incorporated on 4th October 2000 and governed by its Memorandum and Articles of Association. The company was registered as a charity on 20<sup>th</sup> June 2001.

HCDN is based on the White City Estate in the London Borough of Hammersmith & Fulham. HCDN continues to work in partnership with local organisations throughout the borough.

A voluntary Board of Trustees (Management Committee) are elected to govern the work of the charity as its decision-making body. These are skilled individuals who have an interest in its aims and objectives.

Parents and carers are invited to become members of the Management Committee, together with other individuals with knowledge and experience of childcare, education, and general business management. If gaps in the knowledge of the Committee are identified, attempts are made to recruit appropriate candidates with relevant skills, via professional support services. Furthermore, Peninsula Group Ltd were contracted to support us with advice regarding Human Resources.

The Board of Trustees are elected at the company's Annual General Meeting. New members are subject to an induction process, and training is provided where necessary through NDNA and the Local Authority. The Pre-School Learning Alliance induction pack "The Role of the Management Committee as Employers" has also been adopted. The Board of Trustees meets at least six times per annum.

Eighteen members are employed by HCDN as follows:

Nursery Manager – responsible for the overall day-to-day management of the charity. Reports directly to the Management Committee.

Two Deputies – responsible for line management of childcare staff and leading on the curriculum and Special Needs. As well as the Operational & Communication Deputy is responsible for providing mentoring and support for Apprentices and ensuring the Health & Safety within the premises maintained throughout.

Seven childcare staff.

Two assistants

Two Apprentices

Finance Officer (part time)

Administrative (part time).

Two domestic staff (part time).

### **The educational programme**

As we move forward, our curriculum remains play-based learning activities as we integrate play into education that takes into consideration each child's age and development. Learning through play is a powerful medium for supporting children's physical, emotional, social, and cognitive development. It offers a wealth of benefits for children in their early years, contributing to their holistic development and fostering skills that are foundational for lifelong learning. These benefits align closely with the Early Years Foundation Stage (EYFS) guidance, which emphasises the importance of child centred, engaging, and developmentally appropriate learning experiences.

Child-led play empowers children to make choices, solve problems, and take risks in a safe environment. These experiences build self-esteem and a sense of autonomy as children learn to trust their abilities and develop a growth mindset.

We believe that this approach not only makes learning more enjoyable but also more effective. Our young children became engaged in nature activities fostering curiosity. Incorporating outdoor exploration, plant seeds, observe insects, and hatching projects.

### **Review of Activities/ Teaching & Learning**

As we continue facing challenges long after Covid due to loss of hard-working qualified practitioners who have been long term employees at Harmony. Furthermore, we still facing the challenges in recruitment of qualified practitioners which is the issue all over the country. As well as the third move of the nursery where we lost a fair number of the children due to the distance where we are currently located. This means also a loss of income, however, half way to the year the number has risen as more local families became aware of our presence.

Unfortunately, in the middle of the year two members of the staff have resigned. Lorelie who is a qualified practitioner, and has been with Harmony for over 7 years. Due to the inflation and lack of affordable accommodation, her and her family decided to move to the south of England. Furthermore, an apprentice, Aga, decided to take on a term time only job in a local school.

Finally, we deeply appreciate the unwavering support of our parents during challenging times in the nursery. Their commitment has made a significant impact, and we are grateful for the strong partnership we share in nurturing our children together.

We continue to work closely with children with Special Educational Needs, as currently have 3 young children, one of them have been assessed to show speech and language delay and traits of autism.

- During 'the Autumn term, we celebrated with the children all the main festivals such as Thanksgiving, Diwali, 'Hanukkah' and Christmas.

#### **SOCIAL EVENTS:**

- During Christmas festival, the children performed pantomime in front of their families which was successful.
- Santa presented all the children with gifts and joy.
- We celebrated children's achievements for the school leavers by the end of July and social gathering for the parents.

#### **STAFF TRAINING:**

- We provided Safeguarding training in September 2023, and various training in collaboration with the borough of Hammersmith & Fulham

#### **Financial Results**

HCDN received most of its funding from fees charged to parents. This income is devoted to core funding and is sufficient to cover the overheads and administration costs of the nursery.

The Income and Expenditure Accounts disclose incoming resources for the financial year of £488,649 and outgoings of £531,810. Our reserves as of 31<sup>st</sup> March 2024 stand as follows: -Restricted Funds £Nil and Unrestricted Funds £721,925, of which £270,000 has been designated as noted below.

#### **Reserves Policy**

The Trustees of HCDN consider that accumulating reserve funds to enable the organisation to cope with specific unforeseen events, contingencies and opportunities is an essential part of carrying out their duties in the overall management of the nursery's affairs.

#### **The Designated Reserve:**

Contingency reserve is intended to enable the nursery to cope with the unforeseen and contains sufficient funds to cope with a worst-case scenario i.e., a sudden cessation of all funding or another move of premises, which is expected in 2025. In this circumstance the fund should be large enough to enable:

- the nursery to continue to operate for a period of 3 months, this being a reasonable period to complete on-going work and make arrangements for winding down. £100,000 has been set aside for this eventuality.
- To cover any costs involved in winding down, e.g., legal fees (£25,000) and redundancy costs (£55,000).
- At the discretion of the Trustees, to enable the Nursery to continue operating where there is a temporary or partial cessation of funding.
- The nursery to comply with employment law and provide for maternity/paternity pay and unforeseen staffing situations when we need to temporarily cover the replacement of key workers (£25,000).
- Refurbishment of essential nursery equipment as well as expenditure related to the move to the temporary new premises. (£50,000).

- Coverage of 3% of workplace pensions, taking account of additional staff employed for new building. (£15,000).

#### **Tangible Fixed Assets for use by the Charity**

HCDN has no fixed assets in the form of property.

#### **Risk Management**

HCDN undertook a full risk assessment in 2019-2020. The existing reserves policy is designed to ensure that HCDN can continue in an emergency. As far as projects are concerned the risks are outlined in monitoring and evaluation plans for each of the projects, which has been submitted to donors. The projects are also subject to individual and ongoing agreements between HCDN and project partners.

#### **Trustees**

The full list of members below reflects this:

Pat Bunche (Director / Chair)  
Richard Barnett - Treasurer/Secretary  
Andy Sharpe  
Amelie Lardoux  
Ivana Jovanovic  
Ciara Solmi  
Mark Gilleran

#### **Statement of Trustees' Responsibilities**

Company Law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period.

In preparing those financial statements, the Management Committee is required to:

- select suitable accounting policies and then apply them consistently.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006.

**The Trustees are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.**

#### **Relationship with Funders**

No trustee has any relationship with any of the main funders except as a Trustee of HCDN.

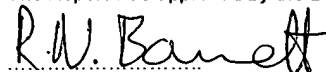
#### **Volunteers**

HCDN uses volunteers whenever necessary. They are always supervised, and references and enhanced DBS checks are taken up.

#### **Independent Examiners**

The Independent Examiners, Brookfield & Co were appointed at the Annual General Meeting on 8<sup>th</sup> July 2023 to carry out this Independent Examination.

The Report was approved by the Board of Trustees on 5<sup>th</sup> December 2024 and signed on their behalf.



Richard Barnett  
Director

**Harmony Community Day Nursery  
Independent Examiners' report  
to the shareholders of Harmony Community Day Nursery**

We report on the financial statements for the year ended 31 March 2024 which are set out on pages 7 to 11 which have been prepared on the basis of the accounting policies on page 9.

**Respective responsibilities of the Board of Directors and Independent Examiner**

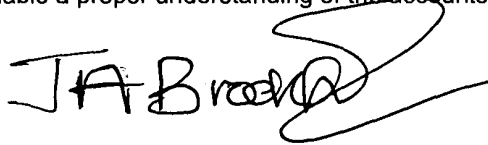
The Board of Directors is responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our work, on those statements and to report our opinion to you.

**Basis of Independent Examiner's Report**

An examination includes a review of the accounting records kept by the Company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, seeking explanations from the Board of Directors concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently we do not express an audit opinion on the view given by these accounts.

**Independent Examiners Statement**

In connection with our examination, no matter has come to our attention which gives us a reasonable cause to believe that in any material aspects the requirements to keep the accounting records in accordance with the Companies Act 2006 and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met or to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



J A Brookfield  
(Senior Statutory Auditor)  
for and on behalf of  
Brookfield & Co  
Accountants and Statutory Auditors

18 Concanon Road  
London

10 December 2024

**Harmony Community Day Nursery  
Statement of Financial Activities  
for the year ended 31 March 2024**

		Restricted Funds	Unrestricted Funds	Total Funds	Total Funds
	Notes	2024 £	2024 £	2024 £	2023 £
<b>Incoming resources</b>					
<i>Incoming resources from generated funds:</i>					
Nursery Fees		-	447,649	447,649	458,756
Voluntary Income - Grants and donations	3	1,800	13,750	15,550	18,165
Other Income		-	15,722	15,722	-
Investment income		-	9,728	9,728	1,740
<b>Total Incoming Resources</b>		<u>1,800</u>	<u>486,849</u>	<u>488,649</u>	<u>478,661</u>
<b>Resources expended</b>					
Charitable activities		2,057	527,299	529,356	534,208
Governance		-	2,454	2,454	2,120
<b>Total resources expended</b>	4	<u>2,057</u>	<u>529,753</u>	<u>531,810</u>	<u>536,328</u>
Net incoming resources expended for the Year		(257)	(42,904)	(43,161)	(57,667)
Transfers between funds		-	-	-	-
Funds brought forward		257	764,849	765,106	822,773
<b>Total Funds carried forward</b>		<u>-</u>	<u>721,945</u>	<u>721,945</u>	<u>765,106</u>

All of the above results derive from continuing charitable grants and activities and there were no recognised gains or losses other than the above results

The notes on pages 9 to 11 form part of these accounts.

**Harmony Community Day Nursery  
Balance Sheet  
as at 31 March 2024**

	Notes	2024 £	2023 £
<b>Current assets</b>			
Debtors	6	78,820	7,959
Investments held as current assets		-	-
Cash at bank and in hand		<u>662,318</u>	<u>782,759</u>
		741,138	790,718
<b>Creditors: amounts falling due within one year</b>			
	7	(19,193)	(25,612)
<b>Net current assets</b>		<u>721,945</u>	<u>765,106</u>
<b>Net assets</b>		<u>721,945</u>	<u>765,106</u>
<b>Funds of the Charity</b>			
Restricted Funds	9	-	257
General Funds	9	721,945	764,849
<b>Total Funds</b>	9	<u>721,945</u>	<u>765,106</u>

The notes on pages 9 to 11 form part of these accounts

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

Members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for

complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies



Richard Barnett  
Director

Approved by the board on 5 December 2024

**1. Basis of accounting and accounting policies**

**a) Accounting Conventions**

The financial statements have been prepared under the historical cost convention, in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP) and the Companies Act 2006 and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) effective 1 January 2015. The company constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

**b) Incoming resources**

Incoming resources are included in the SOFA when the charity becomes entitled to the resources, the Trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient certainty. Where incoming resources have related expenditure (as with fundraising for contract income), the incoming resources and related expenditure are stated gross in the SOFA. Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the funds. The value of any volunteer help received is not included in the accounts, but is described in the Trustee's annual report. Investment income is included when receivable.

**c) Resources Expended**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources. Resources expended include attributable VAT which cannot be recovered. Governance costs include costs on the preparation and examination of statutory accounts, the costs of Trustee meetings and costs of any legal advice to the Trustees on governance or constitutional matters. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources e.g. Staff costs by the time spent and other costs by their usage.

**d) Restricted and Unrestricted Funds**

The accounts distinguish between restricted and unrestricted funds. Restricted funds are received from donors and are subject to restrictions on the purposes for which they may be used. Unrestricted funds are those where there are no externally imposed restrictions and are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

**e) Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

**f) Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**g) Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**h) Pensions**

Contributions to employee pension schemes are in line with government legislation.

**i) Legal status of the Trust**

The trust is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

**Harmony Community Day Nursery**  
**Notes to the Accounts**  
for the year ended 31 March 2024

	2024	2023
	£	£
2 Net Income for the year is stated after charging: Auditors' Remuneration - Brookfield & Co	<u>2,300</u>	<u>2,150</u>

**3 Voluntary Income - Grants and donations**

	Restricted	Unrestricted	2024	2023
	£	£	£	£
Enjoy Benefits Grant	1,800	-	1,800	1,582
SEN support	-	13,750	13,750	16,583
	<u>1,800</u>	<u>13,750</u>	<u>15,550</u>	<u>18,165</u>

**4 Resources Expended**

	Restricted	Unrestricted	2024	2023
	Funds	Funds	£	£
			Total	Total
<b>Charitable Expenditure</b>				
Equipment renewals	790	2,921	3,711	1,719
Food and consumables	512	47,977	48,489	40,368
Staff Costs including payroll taxes and staff cover	-	458,004	458,004	465,824
Activities, outings and other direct expenses	-	858	858	578
Publicity and recruitment	-	421	421	-
Training and other staff costs	755	676	1,431	3,343
Premises expenses	-	10,305	10,305	13,507
Repairs and Refurbishment costs	-	1,341	1,341	3,551
Communications	-	559	559	757
Insurance	-	1,139	1,139	1,106
Consultancy fees	-	2,974	2,974	2,957
Bad Debt	-	-	-	302
Bank Charges	-	124	124	166
<b>Governance Costs</b>				
Audit and accountancy	-	2,300	2,300	2,150
AGM Costs	-	154	154	-
	<u>2,057</u>	<u>529,753</u>	<u>531,810</u>	<u>536,328</u>

**5 Employees**

	2024	2023
	£	£
	Total	Total
Staff costs were as follow;		
Salaries and other staff costs	425,791	433,145
Social security Costs	32,213	32,679
	<u>458,004</u>	<u>465,824</u>

The average number of staff during the year were as follows;

	2024	2023
Full time	12	13
Part time	6	6

**6 Debtors**

	2024	2023
	£	£
Fees receivable	78,820	7,959
Other debtors and prepayments	-	-
	<u>78,820</u>	<u>7,959</u>

**7 Creditors: amounts falling due within one year**

	2024	2023
	£	£
Trade creditors	4,800	14,054
Other accruals and deferred Income	4,410	4,150
Other taxes and social security costs	9,983	7,408
	<u>19,193</u>	<u>25,612</u>

**8 Analysis of net assets between funds**

	Restricted	Unrestricted	Total Funds
	Funds	Funds	Funds
	£	£	£
Tangible fixed assets	-	-	-
Current Assets	-	741,138	741,138
Current Liabilities	-	(19,193)	(19,193)
	<u>-</u>	<u>721,945</u>	<u>721,945</u>

**Harmony Community Day Nursery**  
**Notes to the Accounts**  
**for the year ended 31 March 2024**

**9 Analysis of net assets between funds**

	At 1/4/23	Incoming Resources	Outgoing Resources	Transfers	At 31/3/24
<b>Restricted Funds:</b>					
Enjoy Benefits Grant	257	1,800	(2,057)		-
<b>Total Restricted Funds</b>	<b>257</b>	<b>1,800</b>	<b>(2,057)</b>	<b>-</b>	<b>-</b>
<b>Unrestricted Funds:</b>					
<b>Designated Contingency Funds</b>					
Provisions re potential loss of funding					
3 months operation costs	90,000	-	-	10,000	100,000
Legal fees	20,000	-	-	5,000	25,000
Redundancy costs	55,000	-	-		55,000
Employment Obligations	25,000	-	-		25,000
Workplace Pensions	10,000	-	-	5,000	15,000
Reburbishing Nursery Equipment	50,000	-	-		50,000
	<b>250,000</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>270,000</b>
General Funds	572,124	486,849	(529,753)	(20,000)	509,220
<b>Total Unrestricted Funds</b>	<b>764,849</b>	<b>486,849</b>	<b>(529,753)</b>	<b>-</b>	<b>721,945</b>
<b>Total Funds</b>	<b>765,106</b>	<b>488,649</b>	<b>(531,810)</b>	<b>-</b>	<b>721,945</b>

**Restricted Funds:**

**Enjoy Benefits Grant**

Funding towards resources and activities for qualifying children

**10 Related party transactions and trustees' remuneration**

**Trustees' Remuneration**

Trustees received no remuneration in respect of their services as Trustees (2023 £nil). Travel expenses of £Nil were paid in the period (2023 £Nil).

**Related Party Transactions**

No Trustees or other person related to the charity had any personal interest in any contract or transaction entered into by the charity (2023 None)

**HARMONY COMMUNITY DAY NURSERY**

England & Wales - Charity number 1087071

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# Accounts

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**HARMONY COMMUNITY DAY NURSERY**  
Trading under Harmony Neighbourhood Nursery  
(A company limited by guarantee)

**REPORT AND FINANCIAL STATEMENTS**

For the year ended 31st March 2023



Company Number: 04153660  
Charity Number: 1087071

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COMPANIES HOUSE

**Harmony Community Day Nursery  
Company Information**

**Status**

Harmony Community Day Nursery has charitable status and is a company limited by guarantee and not having a share capital.

**Directors/Trustees**

Pat Bunche (Chair)

Richard Barnett - Treasurer/Secretary

**Other Trustees**

Andy Sharpe

Charlotte Dubois - Treasurer/Secretary

Ivana Jovanovic

Ciara Solmi

Mark Gilleran

**Secretary**

Jana Hassan

**Registered Office**

Ark Swift Annex

Dorando Close

London W12 7QH

**Bankers**

HSBC plc

16 Sheperds Bush Green

W12 8PT

CAF Bank Ltd

25 Kings Hill Avenue

Kings Hill

West Malling

Kent, ME19 4JQ

**Auditors**

Brookfield & Co

18 Concanon Road

London

SW2 5TA

**Registered number**

04153660

**Charity Reference Number**

1087071

### **Report of the trustees for the year ending 31 March 2023**

The trustees are pleased to present their annual directors' report together with the consolidated financial statements of the charity for the year ending 31 March 2023 which are also prepared to meet the requirements for a directors' report and accounts for Companies Acts purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 2015).

### **Chair's Report (Richard Barnett)**

The EdCity redevelopment project has continued to present challenges for Harmony. The Ark Group decided to amalgamate Ark Swift Primary Academy (our former temporary location) with Ark Burlington Danes Primary School, meaning that we were obliged to seek alternative accommodation at short notice, pending completion of our new permanent premises. Following extensive negotiations with Ark and London Borough of Hammersmith & Fulham, we are expected to move into a section of Ark Burlington Danes (Secondary) Academy in July 2023. Because this location is less convenient for many of our parents, occupancy rates have fallen despite efforts to generate enrolments from new families.

Despite the difficulties described above, Harmony has continued to provide high quality affordable childcare to local families in accordance with our primary mission, and to develop our staff. To improve management structures, a new role of Co-Deputy Manager, and two Room Leader roles, were created, with recruitment from within the existing team. In addition, two of our practitioners gained further qualifications in the Early Years to Level 3 which made them eligible to apply for room leader positions.

### **Our purposes and activities**

The aims and objectives of HCDN remain as stated in the last Annual Report and as set out in the company's Memorandum and Articles of Association.

HCDN has been set up mainly to advance the development and education of children aged five and under in West London, in particular the London Borough of Hammersmith and Fulham.

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

### **Organisational Structure**

HCDN is a company limited by guarantee incorporated on 4th October 2000 and governed by its Memorandum and Articles of Association. The company was registered as a charity on 20<sup>th</sup> June 2001.

HCDN is based on the White City Estate in the London Borough of Hammersmith & Fulham. HCDN continues to work in partnership with local organisations throughout the borough.

A voluntary Board of Trustees (Management Committee) are elected to govern the work of the charity as its decision-making body. These are skilled individuals who have an interest in its aims and objectives.

Parents and carers are invited to become members of the Management Committee, together with other individuals with knowledge and experience of childcare, education, and general business management. If gaps in the knowledge of the Committee are identified, attempts are made to recruit appropriate candidates with relevant skills, via professional support services. Furthermore, Peninsula Group Ltd were contracted to support us with advice regarding Human Resources.

The Board of Trustees are elected at the company's Annual General Meeting. New members are subject to an induction process, and training is provided where necessary through NDNA and the Local Authority. The Pre-School Learning Alliance induction pack "The Role of the Management Committee as Employers" has also been adopted. The Board of Trustees meets at least six times per annum.

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Nineteen members are employed by HCDN as follows:

- Nursery Manager – responsible for the overall day-to-day management of the charity. Reports directly to the Management Committee.
- Assistant Manager – responsible for line management of childcare staff and the lead on the curriculum and Special Needs.
- Eleven childcare staff.
- Finance Officer (part time)
- Administrative (part time).
- Two domestic staff (part time).
- Two Apprentices

### **The educational programme**

Harmony's inclusive Teaching and Learning is based through Play Principles and in line with the Early Years Foundation Stage guidance (EYFS) and the Special Educational Needs and Disability Code of Practice. Our practice is to ensure that we meet both genders' needs through a non-sexist curriculum. We continue to provide Speech & Language (SLT) group sessions, for all age group on a weekly basis. These sessions have proved instrumental in supporting and identifying children with speech delays and when progress is slow to help us with making referrals. Furthermore, we continue the work and ethos of 'Every Child A Talker' (ECAT) project (government programme), to further enhance children's language, and supports their concentration and listening skills. Hence working in partnership with our parents, has proven to further children's development. Therefore, we provide chatter boxes and books to take home. These additional activities, especially the chatter boxes are based on children's interests which provide children and parents with quality time together.

### **Review of Activities/ Teaching & Learning**

As our chairperson highlighted, that Harmony faced many challenges long after Covid due to loss of hard-working qualified practitioners who have been long term employees at Harmony. Furthermore, the challenges in recruitment of qualified practitioners partly due to Brexit and the changes within Ofsted criteria, as well as the third move of the nursery. Therefore, we have taken more apprentices to train and support.

As we move forward, our curriculum remains play-based learning activities as we integrate play into education that align with each child's age and development. We believe that this approach not only makes learning more enjoyable but also more effective.

Our young children became engaged in nature activities fostering curiosity. Incorporating outdoor exploration, plant seeds, observe insects, and hatching project.

Finally, we deeply appreciate the unwavering support of our parents during challenging times in the nursery. Their commitment has made a significant impact, and we are grateful for the strong partnership we share in nurturing our children together.

We continue to work closely with children with Special Educational Needs, as currently we have 3 young children who have been assessed to show speech and language delay and traits of autism.

During 'the Autumn term, we celebrated with the children all the main festivals such as Thanksgiving, Diwali, 'Hanukkah' and Christmas.

### **SOCIAL EVENTS:**

- During Christmas festival, the children performed pantomime in front of their families which was successful after two years of not able to invite parents in person to attend these festivals.
- Also, we were fortunate to have this year Mrs Claus to present the children with gifts and joy.
- We celebrated children's achievements for the school leavers by the end of July and social gathering for the parents.

### **STAFF TRAINING:**

- 3 Early Years Practitioners gained their level 3 certificates in Early Years Education, Dian George, Elisa Monteverde and Lorelie De Guzman.
- Paediatric First aid was provided for all -staff in January 2023.
- Safeguarding training was provided in September 2022.

### **Financial Results**

HCDN received most of its funding from fees charged to parents. This income is devoted to core funding and is sufficient to cover the overheads and administration costs of the nursery.

The Income and Expenditure Accounts disclose incoming resources for the financial year of £478,661 and outgoings of £536,328. Our reserves as of 31<sup>st</sup> March 2023 stand as follows: Restricted Funds £257 and Unrestricted Funds £764,849, of which £250,000 has been designated as noted below.

### **Reserves Policy**

The Trustees of HCDN consider that accumulating reserve funds to enable the organisation to cope with specific unforeseen events, contingencies and opportunities is an essential part of carrying out their duties in the overall management of the nursery's affairs.

### **The Designated Reserve:**

Contingency reserve is intended to enable the nursery to cope with the unforeseen and contains sufficient funds to cope with a worst-case scenario i.e., a sudden cessation of all funding or another move of premises, which is expected in 2023. In this circumstance the fund should be large enough to enable:

- the nursery to continue to operate for a period of 3 months, this being a reasonable period to complete on-going work and make arrangements for winding down. £90,000 has been set aside for this eventuality.
- To cover any costs involved in winding down, e.g., legal fees (£20,000) and redundancy costs (£55,000).
- At the discretion of the Trustees, to enable the Nursery to continue operating where there is a temporary or partial cessation of funding.
- The nursery to comply with employment law and provide for maternity/paternity pay and unforeseen staffing situations when we need to temporarily cover the replacement of key workers (£25,000).
- Refurbishment of essential nursery equipment as well as expenditure related to the move to the temporary new premises. (£50,000).
- Coverage of 3% of workplace pensions, taking account of additional staff employed for new building. (£10,000).

### **Tangible Fixed Assets for use by the Charity**

HCDN has no fixed assets in the form of property.

### **Risk Management**

HCDN undertook a full risk assessment in 2019-2020. The existing reserves policy is designed to ensure that HCDN can continue in an emergency. As far as projects are concerned the risks are outlined in monitoring and evaluation plans for each of the projects, which has been submitted to donors. The projects are also subject to individual and ongoing agreements between HCDN and project partners.

**Harmony Community Day Nursery**

Registered number: 4153660

**Trustees**

The full list of members below reflects this:

Richard Barnett - Chair/Director  
Pat Bunche  
Andy Sharpe  
Charlotte Dubois - Treasurer/Secretary  
Ivana Jovanovic  
Ciara Solmi  
Mark Gilleran

**Statement of Trustees' Responsibilities**

Company Law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period.

In preparing those financial statements, the Management Committee is required to:

- select suitable accounting policies and then apply them consistently.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006.

The Trustees are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Relationship with Funders**

No trustee has any relationship with any of the main funders except as a Trustee of HCDN.

**Volunteers**

HCDN uses volunteers whenever necessary. They are always supervised, and references and enhanced DBS checks are taken up.

**Auditors**

The auditors, Brookfield & Co were appointed at the Annual General Meeting to carry out this audit.

The Report was approved by the Board of Trustees and signed on their behalf.



Richard Barnett

30/11/23

**Harmony Community Day Nursery  
Independent auditors' report  
to the shareholders of Harmony Community Day Nursery**

We have audited the accounts of Harmony Community Day Nursery for the year ended 31 March 2023 which comprise the Profit and Loss Account, the Balance Sheet and the related notes. The accounting conventions that have been applied are the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP) and the Companies Act 2006 and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) effective 1 January 2015.

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of directors and auditors**

As explained more fully in the Statement of Directors' Responsibilities, the directors are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

In accordance with the exemption provided by APB Ethical Standard - Provisions Available for Smaller Entities (Revised), we have prepared and submitted the company's returns to the tax authorities and assisted with the preparation of the accounts.

**Scope of the audit of the accounts**

A description of the scope of an audit of financial statements is provided on the APB's website at [www.frc.org.uk/apb/scope/private.cfm](http://www.frc.org.uk/apb/scope/private.cfm)

**Opinion on the accounts**

In our opinion the accounts:

- give a true and fair view of the state of the company's affairs as at 31 March 2023 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

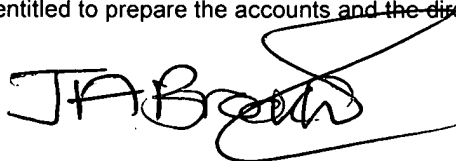
**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion the information given in the Directors' Report for the financial year for which the accounts are prepared is consistent with the accounts.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the accounts and the directors' report in accordance with the small companies regime.



J A Brookfield  
(Senior Statutory Auditor)  
for and on behalf of  
Brookfield & Co  
Accountants and Statutory Auditors  
30 November 2023

18 Concanon Road  
London  
SW2 5TA

**Harmony Community Day Nursery  
Statement of Financial Activities  
for the year ended 31 March 2023**

		<b>Restricted Funds</b>	<b>Unrestricted Funds</b>	<b>Total Funds</b>	<b>Total Funds</b>
	<b>Notes</b>	<b>2023 £</b>	<b>2023 £</b>	<b>2023 £</b>	<b>2022 £</b>
<b>Incoming resources</b>					
<i>Incoming resources from generated funds:</i>					
Nursery Fees		-	458,756	458,756	530,749
Voluntary Income - Grants and donations	3	1,582	16,583	18,165	27,603
Other Income		-	-	-	-
Investment income		-	1,740	1,740	1,754
<b>Total Incoming Resources</b>		<b>1,582</b>	<b>477,079</b>	<b>478,661</b>	<b>560,106</b>
<b>Resources expended</b>					
Costs of generating funds					
Charitable activities		1,974	532,204	534,178	546,687
Governance		-	2,150	2,150	2,120
<b>Total resources expended</b>	4	<b>1,974</b>	<b>534,354</b>	<b>536,328</b>	<b>548,807</b>
Net incoming resources expended for the Year		(392)	(57,275)	(57,667)	11,299
Transfers between funds		-	-	-	-
Funds brought forward		649	822,124	822,773	811,474
<b>Total Funds carried forward</b>		<b>257</b>	<b>764,849</b>	<b>765,106</b>	<b>822,773</b>

All of the above results derive from continuing charitable grants and activities and there were no recognised gains or losses other than the above results

The notes on pages 10 to 12 form part of these accounts.

**Harmony Community Day Nursery  
Balance Sheet  
as at 31 March 2023**

	Notes	2023 £	2022 £
<b>Current assets</b>			
Debtors	6	7,959	2,730
Investments held as current assets		-	-
Cash at bank and in hand		<u>782,759</u>	<u>838,464</u>
		790,718	841,194
<b>Creditors: amounts falling due within one year</b>			
	7	(25,612)	(18,421)
<b>Net current assets</b>		<u>765,106</u>	<u>822,773</u>
<b>Net assets</b>		<u>765,106</u>	<u>822,773</u>
<b>Funds of the Charity</b>			
Restricted Funds	9	257	4,700
General Funds	9	764,849	822,773
<b>Total Funds</b>	9	<u>765,106</u>	<u>822,773</u>

The notes on pages 10 to 12 form part of these accounts



Richard Barnett  
Director

Approved by the board on 30 November 2023

**1. Basis of accounting and accounting policies**

**a) Accounting Conventions**

The financial statements have been prepared under the historical cost convention, in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP) and the Companies Act 2006 and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) effective 1 January 2015. The company constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

**b) Incoming resources**

Incoming resources are included in the SOFA when the charity becomes entitled to the resources, the Trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient certainty. Where incoming resources have related expenditure (as with fundraising for contract income), the incoming resources and related expenditure are stated gross in the SOFA. Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the funds. The value of any volunteer help received is not included in the accounts, but is described in the Trustee's annual report. Investment income is included when receivable.

**c) Resources Expended**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources. Resources expended include attributable VAT which cannot be recovered. Governance costs include costs on the preparation and examination of statutory accounts, the costs of Trustee meetings and costs of any legal advice to the Trustees on governance or constitutional matters. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources e.g. Staff costs by the time spent and other costs by their usage.

**d) Restricted and Unrestricted Funds**

The accounts distinguish between restricted and unrestricted funds. Restricted funds are received from donors and are subject to restrictions on the purposes for which they may be used. Unrestricted funds are those where there are no externally imposed restrictions and are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

**e).Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

**f) Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**g) Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**h) Pensions**

Contributions to employee pension schemes are in line with government legislation.

**i) Legal status of the Trust**

The trust is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

**Harmony Community Day Nursery**  
**Notes to the Accounts**  
**for the year ended 31 March 2023**

	2023	2022
	£	£
2 Net Income for the year is stated after charging: Auditors' Remuneration - Brookfield & Co	<u>2,150</u>	<u>2,120</u>

**3 Voluntary Income - Grants and donations**

	Restricted	Unrestricted	2023	2022
	£	£	£	£
Enjoy Benefits Grant	1,582	-	1,582	2,700
Furlough Payroll support	-	-	-	78,799
SEN support	-	16,583	16,583	3,410
Support for moving costs	-	-	-	2,200
	<u>1,582</u>	<u>16,583</u>	<u>18,165</u>	<u>87,109</u>

**4 Resources Expended**

	Restricted	Unrestricted	2023	2022
	Funds	Funds	£	£
			Total	Total
<b>Costs of generating funds</b>	-	-	-	-
<b>Charitable Expenditure</b>				
Equipment renewals	-	1,719	1,719	5,627
Food and consumables	-	40,368	40,368	36,358
Staff Costs including payroll taxes and staff cover	-	465,824	465,824	484,220
Activities, outings and other direct expenses	-	578	578	1,731
Publicity and recruitment	-	-	-	195
Training and other staff costs	1,227	2,116	3,343	2,314
Premises expenses	-	13,507	13,507	8,977
Repairs and Refurbishment costs	747	2,804	3,551	2,143
Communications	-	757	757	619
Insurance	-	1,106	1,106	1,081
Consultancy fees	-	2,957	2,957	3,203
Bad Debt	-	302	302	-
Bank Charges	-	166	166	219
<b>Governance Costs</b>				
Audit and accountancy	-	2,150	2,150	2,120
AGM Costs	-	-	-	-
	<u>1,974</u>	<u>534,354</u>	<u>536,328</u>	<u>548,807</u>

**5 Employees**

	2023	2022
	£	£
	Total	Total
Staff costs were as follow;		
Salaries and other staff costs	433,145	452,479
Social security Costs	<u>32,679</u>	<u>31,741</u>
	<u>465,824</u>	<u>484,220</u>
The average number of staff during the year were as follows;		
Full time	13	17
Part time	6	6

**6 Debtors**

	2023	2022
	£	£
Fees receivable	7,959	2,730
Other debtors and prepayments	-	-
	<u>7,959</u>	<u>2,730</u>

**7 Creditors: amounts falling due within one year**

	2023	2022
	£	£
Trade creditors	14,054	13,798
Other accruals and deferred Income	4,150	2,520
Other taxes and social security costs	<u>7,408</u>	<u>2,103</u>
	<u>25,612</u>	<u>18,421</u>

**8 Analysis of net assets between funds**

	Restricted	Unrestricted	Total Funds
	Funds	Funds	Funds
	£	£	£
Tangible fixed assets	-	-	-
Current Assets	257	790,461	790,718
Current Liabilities	-	(25,612)	(25,612)
	<u>257</u>	<u>764,849</u>	<u>765,106</u>

Harmony Community Day Nursery  
Notes to the Accounts  
for the year ended 31 March 2023

9 Analysis of net assets between funds

	At 1/4/22	Incoming Resources	Outgoing Resources	Transfers	At 31/3/23
<b>Restricted Funds:</b>					
Enjoy Benefits Grant	649	1,582	(1,974)	-	257
<b>Total Restricted Funds</b>	<b>649</b>	<b>1,582</b>	<b>(1,974)</b>	<b>-</b>	<b>257</b>
<b>Unrestricted Funds:</b>					
<b>Designated Contingency Funds</b>					
Provisions re potential loss of funding					
3 months operation costs	90,000	-	-	-	90,000
Legal fees	20,000	-	-	-	20,000
Redundancy costs	55,000	-	-	-	55,000
Employment Obligations	25,000	-	-	-	25,000
Workplace Pensions	10,000	-	-	-	10,000
Reburbishing Nursery Equipment	50,000	-	-	-	50,000
	<u>250,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>250,000</u>
General Funds	572,124	477,079	(534,354)	-	514,849
<b>Total Unrestricted Funds</b>	<b>822,124</b>	<b>477,079</b>	<b>(534,354)</b>	<b>-</b>	<b>764,849</b>
<b>Total Funds</b>	<b>822,773</b>	<b>478,661</b>	<b>(536,328)</b>	<b>-</b>	<b>765,106</b>

**Restricted Funds:**

Enjoy Benefits Grant

Funding towards resources and activities for qualifying children

10 Related party transactions and trustees' remuneration

**Trustees' Remuneration**

Trustees received no remuneration in respect of their services as Trustees (2022 £nil). Travel expenses of £Nil were paid in the period (2022 £Nil).

**Related Party Transactions**

No Trustees or other person related to the charity had any personal interest in any contract or transaction entered into by the charity (2022 None)

**HARMONY COMMUNITY DAY NURSERY**

England & Wales - Charity number 1087071

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# Accounts

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**HARMONY COMMUNITY DAY NURSERY**  
**Trading under Harmony Neighbourhood Nursery**  
**(A company limited by guarantee)**

**REPORT AND FINANCIAL STATEMENTS**

**For the year ended 31st March 2022**



**Company Number: 4153660**

**Charity Number: 1087071**

## **Harmony Community Day Nursery Company Information**

### **Status**

Harmony Community Day Nursery has charitable status and is a company limited by guarantee and not having a share capital.

### **Directors/Trustees**

Pat Bunche (Chair)

Richard Barnett - Treasurer/Secretary

### **Other Trustees**

Andy Sharpe

Solange Le Jeune

Ivana Jovanovic

Amelie Lardoux

Ciara Solmi

### **Secretary**

Jana Hassan

### **Registered Office**

Ark Swift Annex

Dorando Close

London W12 7QH

### **Bankers**

HSBC plc

16 Sheperds Bush Green

W12 8PT

CAF Bank Ltd

25 Kings Hill Avenue

Kings Hill

West Malling

Kent, ME19 4JQ

### **Auditors**

Brookfield & Co

18 Concanon Road

London

SW2 5TA

### **Registered number**

4153660

### **Charity Reference Number**

1087071

## **Harmony Community Day Nursery**

**Registered number:** 4153660

### **Report of the trustees**

The trustees are pleased to present their annual directors' report together with the consolidated financial statements of the charity for the year ending 31 March 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Acts purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 2015).

#### **Chair's Report (Richard Barnett)**

Harmony was presented with significant challenges arising from the continuing Covid pandemic and associated staff absences, employee turnover, difficulties in recruiting suitably qualified staff, and ongoing adjustment to the Ark Swift site. Notwithstanding this, Harmony continued to provide high quality affordable childcare to local families, in accordance with its primary mission, throughout the year. In order to improve management structures, a new role of Co-Deputy Manager, and two Room Leader roles, were created, and recruitment was started to fill these positions.

We were informed that a temporary site on the redeveloped White City site would no longer be available for Harmony from summer 2023 as originally envisaged under the EdCity plan (prior to our move into a new permanent home in 2025). We commenced discussions with the London Borough of Hammersmith and Fulham with a view to finding a suitable alternative site for the nursery from mid-2023 to 2025, in order to provide continuity of service throughout this period.

#### **Our purposes and activities**

The aims and objectives of HCDN remain as stated in the last Annual Report and as set out in the company's Memorandum and Articles of Association.

HCDN has been set up mainly to advance the development and education of children aged five and under in West London, in particular the London Borough of Hammersmith and Fulham.

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

## **Harmony Community Day Nursery**

**Registered number:** 4153660

### **Report of the trustees**

#### **Organisational Structure**

HCDN is a company limited by guarantee incorporated on 4th October 2000 and governed by its Memorandum and Articles of Association. The company was registered as a charity on 20<sup>th</sup> June 2001.

HCDN is based on the White City Estate in the London Borough of Hammersmith & Fulham. HCDN continues to work in partnership with local organisations throughout the borough.

A voluntary Board of Trustees (Management Committee) are elected to govern the work of the charity as its decision-making body. These are skilled individuals who have an interest in its aims and objectives.

Parents and carers are invited to become members of the Management Committee, together with other individuals with knowledge and experience of childcare, education and general business management. If gaps in the knowledge of the Committee are identified, attempts are made to recruit appropriate candidates with relevant skills, via professional support services such as the Volunteer Development Agency (VDA) or Voluntary Sector Resource Agencies (VSRA). Furthermore, Peninsula Group Ltd were contracted to support us with advice regarding Human Resources.

The Board of Trustees are elected at the company's Annual General Meeting. New members are subject to an induction process, and training is provided where necessary through VSRA, VDA and the Local Authority. The Pre-School Learning Alliance induction pack "The Role of the Management Committee as Employers" has also been adopted. The Board of Trustees meets at least six times per annum.

Twenty-three members are employed by HCDN as follows:

- Nursery Manager – responsible for the overall day-to-day management of the charity. Reports directly to the Management Committee.
- Assistant Manager – responsible for line management of childcare staff and the lead on the curriculum and Special Needs.
- Thirteen childcare staff.
- Finance Officer (part time).
- Administrative (part time).
- Two domestic staff (part time).
- One Apprentice.

## Harmony Community Day Nursery

Registered number: 4153660

### Report of the trustees

#### The educational programme

Harmony's inclusive Teaching and Learning is based through Play Principles and in line with the Early Years Foundation Stage guidance (EYFS) and the Special Educational Needs and Disability Code of Practice. Our practice is to ensure that we meet both genders' needs through a non-sexist curriculum. We continue to provide Speech & Language (SLT) group sessions, for all age group on a weekly basis. These sessions have proved instrumental in supporting and identifying children with speech delays and when progress is slow to help us with making referrals. Furthermore, we continue the work and ethos of 'Every Child A Talker' (ECAT) project (government programme), to further enhance children's language, and supports their concentration and listening skills. Hence working in partnership with our parents, has proven to further children's development. Therefore, we provide chatter boxes and books to take home. These additional activities, especially the chatter boxes are based on children's interests which provide children and parents with quality time together

#### Review of Activities/ Teaching & Learning

As our chairperson highlighted, that Harmony faced many challenges due to Covid, but thankfully we learnt many things from these experiences.

During the Government enforced lockdown, April & May, we provided parents online activities based on age-appropriate themes. After re-opening, Health & Safety and Hygiene were one of the main priorities as we put more rigorous infection control measures making children and staff aware of how to reduce the risk of spreading the infection. Many of the staff and parents' experienced anxiety and stress. Due to the procedures implemented and the reassurance, after a while it eased the anxiety.

We have noticed upon the return of the children; they were eager to come back to resume some normality. Some of the activities such as sensory, had to be compromised, however, the children spent more of their time outdoors playing in the mud kitchen, planting and enjoying the nature. They were fascinated when observing some of the natural phenomena such as hatching of the chicks and the life cycle of the butterfly.

All face-to-face activities and meetings with the parents were conducted via Zoom.

#### Based on the development plan of the nursery and the adjustment due to the pandemic and the move of premises we continue making changes and improving our practice as of the following:

- ❖ Mindfulness sessions are continuing, as it has proven successful, and it was in great need mainly during Covid. Part of the benefit is to support children's self-control, increase positive moods, improve emotional regulation skills and lower anxiety and stress.
- ❖ We developed further our music sessions, as music ignites all areas of child development and skills. It helps them learn the sounds and meanings of words and creates more pathways in their brains. Therefore, training was provided to empower staff to gain confidence in delivering higher quality music sessions.
- ❖ We continue to work closely with children with Special Educational Needs, as currently we have four young children who have been assessed to show speech and language delay and traits of autism. Another two children have speech delay. We are working closely with the children and their families providing implementing strategies and evaluating progress.
- ❖ Outings were put on hold due to the pandemic as following DFE's and Government guidance. During 'the Autumn term, we celebrated with the children all the main festivals such as Thanksgiving, Diwali, 'Hanukkah' and Christmas.

## Harmony Community Day Nursery

Registered number: 4153660

### Report of the trustees

#### SOCIAL EVENTS:

Parents social events were also compromised and had to be put on hold. until further notice

During Christmas festival, the pantomime was recorded and shared with the parents through a link

We celebrated children's achievements for the school leavers by the end of July with some of the parents (following Covid Guidance, by wearing face masks and 2-meter distance outdoors).

#### STAFF TRAINING:

Harmony ran a comprehensive programme of Staff training in the 2021-22 year.

Three members of the staff studied for Level 3 for Early Years and two were enrolled on Level 2 Childcare courses. Many members of staff completed Ofsted standard training for first aid, health & safety, food hygiene and safeguarding. 3 employees completed manager training continuing professional development and many other staff members also had early years service training for continuing professional development. Four members of staff also completed Special Educational Needs courses.

#### Financial Results

HCDN received most of its funding from fees charged to parents. This income is devoted to core funding and is sufficient to cover the overheads and administration costs of the nursery.

The Income and Expenditure Accounts disclose incoming resources for the financial year of £560,106 and outgoings of £548,807. Our reserves as of 31<sup>st</sup> March 2022 stand as follows: Restricted Funds £649 and Unrestricted Funds £822,124, of which £250,000 has been designated as noted below.

#### Reserves Policy

The Trustees of HCDN consider that accumulating reserve funds to enable the organisation to cope with specific unforeseen events, contingencies and opportunities is an essential part of carrying out their duties in the overall management of the nursery's affairs.

#### The Designated Reserve:

Contingency reserve is intended to enable the nursery to cope with the unforeseen, and contains sufficient funds to cope with a worst-case scenario i.e. a sudden cessation of all funding or another move of premises, which is expected in 2023. In this circumstance the fund should be large enough to enable:

the nursery to continue to operate for a period of 3 months, this being a reasonable period to complete on-going work and make arrangements for winding down. £90,000 has been set aside for this eventuality.

- To cover any costs involved in winding down, e.g., legal fees (£20,000) and redundancy costs (£55,000).
- At the discretion of the Trustees, to enable the Nursery to continue operating where there is a temporary or partial cessation of funding.
- The nursery to comply with employment law and provide for maternity/paternity pay and unforeseen staffing situations when we need to temporarily cover the replacement of key workers (£25,000).
- Refurbishment of essential nursery equipment as well as expenditure related to the move to the temporary new premises. (£50,000).
- Coverage of 3% of workplace pensions, taking account of additional staff employed for new building. (£10,000).

**Harmony Community Day Nursery**

**Registered number:** 4153660

**Report of the trustees**

**Tangible Fixed Assets for use by the Charity**

HCDN has no fixed assets in the form of property.

**Risk Management**

HCDN undertook a full risk assessment in 2019-2020. The existing reserves policy is designed to ensure that HCDN can continue in an emergency. As far as projects are concerned the risks are outlined in monitoring and evaluation plans for each of the projects, which has been submitted to donors. The projects are also subject to individual and ongoing agreements between HCDN and project partners.

**Trustees**

The full list of members below reflects this:

Pat Bunche (Director / Chair)  
Richard Barnett - Treasurer/Secretary  
Andy Sharpe  
Amelie Lardoux  
Ivana Jovanovic  
Solange Le Jeune  
Ciara Solmi

**Statement of Trustees' Responsibilities**

Company Law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period.

In preparing those financial statements, the Management Committee is required to:

- select suitable accounting policies and then apply them consistently.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the company will continue in business.

**Harmony Community Day Nursery**

**Registered number:** 4153660

**Report of the trustees**

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006.

**The Trustees are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities**

**Relationship with Funders**

No trustee has any relationship with any of the main funders except as a Trustee of HCDN.

**Volunteers**

HCDN uses volunteers whenever necessary. They are always supervised, and references and enhanced DBS checks are taken up.

**Auditors**

The auditors, Brookfield & Co were appointed at the Annual General Meeting on 9<sup>th</sup> July 2022 to carry out this audit.

The Report was approved by the Board of Trustees on 5<sup>th</sup> October 2022 and signed on their behalf.

.....  
**Richard Barnett**  
**Director**

**Harmony Community Day Nursery  
Independent auditors' report  
to the shareholders of Harmony Community Day Nursery**

We have audited the accounts of Harmony Community Day Nursery for the year ended 31 March 2022 which comprise the Profit and Loss Account, the Balance Sheet and the related notes. The accounting conventions that have been applied are the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP) and the Companies Act 2006 and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) effective 1 January 2015.

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of directors and auditors**

As explained more fully in the Statement of Directors' Responsibilities, the directors are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

In accordance with the exemption provided by APB Ethical Standard - Provisions Available for Smaller Entities (Revised), we have prepared and submitted the company's returns to the tax authorities and assisted with the preparation of the accounts.

**Scope of the audit of the accounts**

A description of the scope of an audit of financial statements is provided on the APB's website at [www.frc.org.uk/apb/scope/private.cfm](http://www.frc.org.uk/apb/scope/private.cfm)

**Opinion on the accounts**

In our opinion the accounts:

- give a true and fair view of the state of the company's affairs as at 31 March 2022 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion the information given in the Directors' Report for the financial year for which the accounts are prepared is consistent with the accounts.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the accounts and the directors' report in accordance with the small companies regime.

J A Brookfield  
(Senior Statutory Auditor)  
for and on behalf of  
Brookfield & Co  
Accountants and Statutory Auditors  
30 November 2022

18 Concanon Road  
London  
  
SW2 5TA

**Harmony Community Day Nursery  
Statement of Financial Activities  
for the year ended 31 March 2022**

		<b>Restricted Funds</b>	<b>Unrestricted Funds</b>	<b>Total Funds</b>	<b>Total Funds</b>
	<b>Notes</b>	<b>2022 £</b>	<b>2022 £</b>	<b>2022 £</b>	<b>2021 £</b>
<b>Incoming resources</b>					
<i>Incoming resources from generated funds:</i>					
<i>Nursery Fees</i>		-	530,749	530,749	408,915
Voluntary Income - Grants and donations	3	2,400	25,203	27,603	87,109
Other Income		-	-	-	382
Investment income		-	1,754	1,754	2,132
<b>Total Incoming Resources</b>		<b>2,400</b>	<b>557,706</b>	<b>560,106</b>	<b>498,538</b>
<b>Resources expended</b>					
Costs of generating funds					
Charitable activities		-	546,687	546,687	490,287
Governance		-	2,120	2,120	1,886
<b>Total resources expended</b>	4	<b>-</b>	<b>548,807</b>	<b>548,807</b>	<b>492,173</b>
Net incoming resources expended for the Year		2,400	8,899	11,299	6,365
Transfers between funds		(6,451)	6,451	-	
Funds brought forward		4,700	806,774	811,474	805,109
<b>Total Funds carried forward</b>		<b>649</b>	<b>822,124</b>	<b>822,773</b>	<b>811,474</b>

All of the above results derive from continuing charitable grants and activities and there were no recognised gains or losses other than the above results

The notes on pages 11 to 13 form part of these accounts.

**Harmony Community Day Nursery  
Balance Sheet  
as at 31 March 2022**

	Notes	2022 £	2021 £
<b>Current assets</b>			
Debtors	6	2,730	1,833
Investments held as current assets		-	-
Cash at bank and in hand		838,464	831,286
		<u>841,194</u>	<u>833,119</u>
<b>Creditors: amounts falling due within one year</b>			
	7	(18,421)	(21,645)
<b>Net current assets</b>		<u>822,773</u>	<u>811,474</u>
<b>Net assets</b>		<u>822,773</u>	<u>811,474</u>
<b>Funds of the Charity</b>			
Restricted Funds	9	649	4,700
General Funds	9	822,124	811,474
<b>Total Funds</b>	9	<u>822,773</u>	<u>811,474</u>

The notes on pages 11 to 13 form part of these accounts

Richard Barnett  
Director  
Approved by the board on 30 November 2022

## 1. Basis of accounting and accounting policies

### a) Accounting Conventions

The financial statements have been prepared under the historical cost convention, in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP) and the Companies Act 2006 and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) effective 1 January 2015. The company constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

### b) Incoming resources

Incoming resources are included in the SOFA when the charity becomes entitled to the resources, the Trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient certainty. Where incoming resources have related expenditure (as with fundraising for contract income), the incoming resources and related expenditure are stated gross in the SOFA. Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the funds. The value of any volunteer help received is not included in the accounts, but is described in the Trustee's annual report. Investment income is included when receivable.

### c) Resources Expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources. Resources expended include attributable VAT which cannot be recovered. Governance costs include costs on the preparation and examination of statutory accounts, the costs of Trustee meetings and costs of any legal advice to the Trustees on governance or constitutional matters. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources e.g. Staff costs by the time spent and other costs by their usage.

### d) Restricted and Unrestricted Funds

The accounts distinguish between restricted and unrestricted funds. Restricted funds are received from donors and are subject to restrictions on the purposes for which they may be used. Unrestricted funds are those where there are no externally imposed restrictions and are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

### e) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

### f) Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

### g) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

### h) Pensions

Contributions to employee pension schemes are in line with government legislation.

### i) Legal status of the Trust

The trust is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

**Harmony Community Day Nursery**  
**Notes to the Accounts**  
**for the year ended 31 March 2022**

	2022 £	2021 £
<b>2 Net Income for the year is stated after charging:</b>		
Auditors' Remuneration - Brookfield & Co	<u>2,120</u>	<u>1,874</u>

**3 Voluntary Income - Grants and donations**

	Restricted £	Unrestricted £	2022 £	2021 £
Enjoy Benefits Grant	2,400	-	2,400	2,700
Furlough Payroll support	-	7,463	7,463	78,799
SEN support	-	17,740	17,740	3,410
Support for moving costs	-	-	-	2,200
	<u>2,400</u>	<u>25,203</u>	<u>27,603</u>	<u>87,109</u>

**4 Resources Expended**

	Restricted Funds	Unrestricted Funds	2022 £ Total	2021 £ Total
<b>Costs of generating funds</b>	-	-	-	-
<b>Charitable Expenditure</b>				
Equipment renewals	-	5,627	5,627	6,324
Food and consumables	-	36,358	36,358	11,873
Staff Costs including payroll taxes	-	484,220	484,220	450,405
Activities, outings and other direct expenses	-	1,731	1,731	1,090
Publicity and recruitment	-	195	195	786
Training and other staff costs	-	2,314	2,314	-
Premises expenses	-	8,977	8,977	10,173
Repairs and Refurbishment costs	-	2,143	2,143	4,327
Communications	-	619	619	460
Insurance	-	1,081	1,081	1,476
Consultancy fees	-	3,203	3,203	3,193
Bad Debt	-	-	-	-
Bank Charges	-	219	219	192
<b>Governance Costs</b>				
Audit and accountancy	-	2,120	2,120	1,874
AGM Costs	-	-	-	-
	<u>-</u>	<u>548,807</u>	<u>548,807</u>	<u>492,173</u>

**5 Employees**

	2022 £ Total	2021 £ Total
Staff costs were as follow;		
Salaries and other staff costs	452,479	420,268
Social security Costs	31,741	30,137
	<u>484,220</u>	<u>450,405</u>

The average number of staff during the year were as follows;

	2022	2021
Full time	17	15
Part time	6	6

**6 Debtors**

	2022 £	2021 £
Fees receivable	2,730	752
Other debtors and prepayments	-	1,081
	<u>2,730</u>	<u>1,833</u>

**7 Creditors: amounts falling due within one year**

	2022 £	2021 £
Trade creditors	13,798	9,822
Other accruals and deferred Income	2,520	1,800
Other taxes and social security costs	2,103	10,023
	<u>18,421</u>	<u>21,645</u>

**8 Analysis of net assets between funds**

	Restricted Funds £	Unrestricted Funds £	Total Funds £
Tangible fixed assets	-	-	-
Current Assets	649	840,545	841,194
Current Liabilities	-	(18,421)	(18,421)
	<u>649</u>	<u>822,124</u>	<u>822,773</u>

Harmony Community Day Nursery  
Notes to the Accounts  
for the year ended 31 March 2022

9 Analysis of net assets between funds

	At 1/4/21	Incoming Resources	Outgoing Resources	Transfers	At 31/3/22
<b>Restricted Funds:</b>					
Enjoy Benefits Grant	4,700	2,400	-	(6,451)	649
<b>Total Restricted Funds</b>	<u>4,700</u>	<u>2,400</u>	<u>-</u>	<u>(6,451)</u>	<u>649</u>
<b>Unrestricted Funds:</b>					
<b>Designated Contingency Funds</b>					
Provisions re potential loss of funding					
3 months operation costs	90,000	-	-	-	90,000
Legal fees	10,000	-	-	10,000	20,000
Redundancy costs	45,000	-	-	10,000	55,000
Employment Obligations	21,000	-	-	4,000	25,000
Workplace Pensions	10,000	-	-	-	10,000
Reburbishing Nursery Equipment	<u>100,000</u>	<u>-</u>	<u>-</u>	<u>(50,000)</u>	<u>50,000</u>
	<u>276,000</u>	<u>-</u>	<u>-</u>	<u>(26,000)</u>	<u>250,000</u>
General Funds	530,774	557,706	(548,807)	32,451	572,124
<b>Total Unrestricted Funds</b>	<u>806,774</u>	<u>557,706</u>	<u>(548,807)</u>	<u>6,451</u>	<u>822,124</u>
<b>Total Funds</b>	<u>811,474</u>	<u>560,106</u>	<u>(548,807)</u>	<u>-</u>	<u>822,773</u>

**Restricted Funds:**

Enjoy Benefits Grant

Funding towards resources and activities for qualifying children

10 Related party transactions and trustees' remuneration

**Trustees' Remuneration**

Trustees received no remuneration in respect of their services as Trustees (2021 £nil). Travel expenses of £Nil were paid in the period (2021 £Nil).

**Related Party Transactions**

No Trustees or other person related to the charity had any personal interest in any contract or transaction entered into by the charity (2021 None)

**HARMONY COMMUNITY DAY NURSERY**

England & Wales - Charity number 1087071

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# Accounts

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**HARMONY COMMUNITY DAY NURSERY**  
**Trading under Harmony Neighbourhood Nursery**  
**(A company limited by guarantee)**

**REPORT AND FINANCIAL STATEMENTS**

**For the year ended 31st March 2021**



**Company Number: 4153660**

**Charity Number: 1087071**

**Harmony Community Day Nursery  
Company Information**

**Status**

Harmony Community Day Nursery has charitable status and is a company limited by guarantee and not having a share capital.

**Directors/Trustees**

Pat Bunche (Chair)

Richard Barnett - Treasurer/Secretary

**Other Trustees**

Andy Sharpe

Maria Polycarpou

Eleanor Fletcher

Solange Le Jeune

Ivana Jovanovic

**Secretary**

Richard Barnett

**Registered Office**

Australia House  
Australia Road,  
London, W12 7PT

**Bankers**

HSBC plc

16 Sheperds Bush Green

W12 8PT

CAF Bank Ltd

25 Kings Hill Avenue

Kings Hill

West Malling

Kent, ME19 4JQ

**Auditors**

Brookfield & Co

18 Concanon Road

London

SW2 5TA

**Registered number**

4153660

**Charity Reference Number**

1087071

**Harmony Community Day Nursery**  
**Registered number 4153660**  
**Report of the trustees**

**Report of the trustees for the year ending 31 March 2021**

The trustees are pleased to present their annual directors' report together with the consolidated financial statements of the charity for the year ending 31 March 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Acts purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 2015).

**Chair's Report (Pat Bunche)**

The last financial year was a huge challenge for the nursery, as for most organisations, as a result of Covid and lockdowns.

Most of our parents were full time workers who had been asked to work from home. We had been advised that we should open for keyworker families only during the first lockdown. As we only had one parent deemed a keyworker under the initial definition, we closed our doors.

We had just moved into new premises and there was still work to be done at the new site but we reopened for children as soon as we were able to do so. Parents working from home naturally found it challenging to manage work and young children and we were keen to reopen as soon as we could for as close to as many opening hours as possible. We also provided an element of activities for children and parents when we were all in lockdown.

Our Covid Plan was constantly being reassessed and altered to meet the current guidelines and to keep everyone safe and Covid free. We ensured that staff had protective clothing as well as the children in terms of nursery tee-shirts which were worn over their own clothing and washed daily. One-way systems were initiated, extensive daily cleaning organised and regular testing of staff became the norm. Children and staff were organised into bubbles and there was extensive handwashing and temperature taking. As with all settings, additional costs for preventative measures were incurred. We were fortunate that the council continued with our three-and-four-year-old funding without having to undertake new headcounts which enabled us to continue to pay staff and to not charge fees. The Furlough scheme became a welcome bonus.

Eligible staff were encouraged to become vaccinated and whilst many nurseries had multiple shutdowns, we were fortunate in that we only had one forced closure due to staff shortages as a result of Covid. Some staff and a few children became ill, and we had one member of our team who required hospitalisation. Thankfully all have recovered without lasting effects.

We are grateful for the dedicated staff and management committee teams who worked hard under stressful conditions to keep Harmony open.

Pat Bunche

**Our purposes and activities**

The aims and objectives of HCDN remain as stated in the last Annual Report and as set out in the company's Memorandum and Articles of Association.

HCDN has been set up mainly to advance the development and education of children aged five and under in West London, in particular the London Borough of Hammersmith and Fulham.

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

**Harmony Community Day Nursery**  
**Registered number 4153660**  
**Report of the trustees**

### **Organisational Structure**

HCDN is a company limited by guarantee incorporated on 4th October 2000 and governed by its Memorandum and Articles of Association. The company was registered as a charity on 20<sup>th</sup> June 2001.

HCDN is based on the White City Estate in the London Borough of Hammersmith & Fulham. HCDN continues to work in partnership with local organisations throughout the borough.

A voluntary Board of Trustees (Management Committee) are elected to govern the work of the charity as its decision-making body. These are skilled individuals who have an interest in its aims and objectives.

Parents and carers are invited to become members of the Management Committee, together with other individuals with knowledge and experience of childcare, education and general business management. If gaps in the knowledge of the Committee are identified, attempts are made to recruit appropriate candidates with relevant skills, via professional support services such as the Volunteer Development Agency (VDA) or Voluntary Sector Resource Agencies (VSRA). Furthermore, Peninsula Group Ltd were contracted to support us with advice regarding Human Resources.

The Board of Trustees are elected at the company's Annual General Meeting. New members are subject to an induction process, and training is provided where necessary through VSRA, VDA and the Local Authority. The Pre-School Learning Alliance induction pack "The Role of the Management Committee as Employers" has also been adopted. The Board of Trustees meets at least six times per annum.

Twenty-three members are employed by HCDN as follows:

Nursery Manager – responsible for the overall day-to-day management of the charity. Reports directly to the Management Committee.

Assistant Manager – responsible for line management of childcare staff and the lead on the curriculum and Special Needs.

Thirteen childcare staff.

Finance Officer (part time)

Administrative (part time).

Cook (part time).

Three domestic staff (part time).

One Apprentice

### **The educational programme**

Harmony's inclusive Teaching and Learning is based through Play Principles and in line with the Early Years Foundation Stage guidance (EYFS) and the Special Educational Needs and Disability Code of Practice. Our practice is to ensure that we meet both genders' needs through a non-sexist curriculum. We continue to provide Speech & Language (SLT) group sessions, for all age group on a weekly basis. These sessions have proved instrumental in supporting and identifying children with speech delays and when progress is slow to help us with making referrals. Furthermore, we continue the work and ethos of 'Every Child A Talker' (ECAT) project (government programme), to further enhance children's language, and supports their concentration and listening skills. Hence working in partnership with our parents, has proven to further children's development. Therefore, we provide chatter boxes and books to take home. These additional activities, especially the chatter boxes are based on children's interests which provide children and parents with quality time together

### **Review of Activities/ Teaching & Learning**

As our chairperson highlighted, that Harmony faced many challenges due to Covid, but thankfully we learnt many things from these experiences.

During the Government enforced lockdown, April & May, we provided parents online activities based on age-appropriate themes. After re-opening, Health & Safety and Hygiene were one of the main priorities as we put more rigorous infection control measures making children and staff aware of how to reduce the risk of spreading the infection. Many of the staff and parents' experienced anxiety and stress. Due to the procedures implemented and the reassurance, after a while it eased the anxiety.

We have noticed upon the return of the children; they were eager to come back to resume some normality. Some of the activities such as sensory, had to be compromised, however, the children spent more of their time outdoors playing in the mud kitchen, planting and enjoying the nature. They were fascinated when observing some of the natural phenomena such as hatching of the chicks and the life cycle of the butterfly.

All face-to-face activities and meetings with the parents were conducted via Zoom.

### **Based on the development plan of the nursery and the adjustment due to the pandemic and the move of premises we continue making changes and improving our practice as of the following:**

Mindfulness sessions are continuing, as it has proven successful, and it was in great need mainly during Covid. Part of the benefit is to support children's self-control, increase positive moods, improve emotional regulation skills and lower anxiety and stress.

We developed further our music sessions, as music ignites all areas of child development and skills. It helps them learn the sounds and meanings of words and creates more pathways in their brains. Therefore, training was provided to empower staff to gain confidence in delivering higher quality music sessions.

We continue to work closely with children with Special Educational Needs, as currently we have four young children who have been assessed to show speech and language delay and traits of autism. Another two children have speech delay. We are working closely with the children and their families providing implementing strategies and evaluating progress.

Outings were put on hold due to the pandemic as following DFE's and Government guidance

During 'the Autumn term, we celebrated with the children all the main festivals such as Thanksgiving, Diwali, 'Hanukkah' and Christmas.

### **SOCIAL EVENTS:**

Parents social events were also compromised and had to be put on hold. until further notice  
During Christmas festival, the pantomime was recorded and shared with the parents through a link  
We celebrated children's achievements for the school leavers by the end of July with some of the parents (following Covid Guidance, by wearing face masks and 2-meter distance outdoors).

### **STAFF TRAINING:**

One member of the staff enrolled on Level 3 for Early Years, Cherice Necklace. Also, an apprentice, Maha Omasha enrolled on Level 2 on Childcare course. All these courses were provided through distance learning. Paediatric First aid was provided for all staff in December 2020.

**Harmony Community Day Nursery**  
**Registered number 4153660**  
**Report of the trustees**

**Financial Results**

HCDN received most of its funding from fees charged to parents. This income is devoted to core funding and is sufficient to cover the overheads and administration costs of the nursery.

The Income and Expenditure Accounts disclose incoming resources for the financial year of £498,538 and outgoings of £492,173. Our reserves as of 31<sup>st</sup> March 2021 stand as follows: Restricted Funds £4900 and Unrestricted Funds £811,474, of which £276,000 has been designated as noted below.

**Reserves Policy**

The Trustees of HCDN consider that accumulating reserve funds to enable the organisation to cope with specific unforeseen events, contingencies and opportunities is an essential part of carrying out their duties in the overall management of the nursery's affairs.

**The Designated Reserve:**

Contingency reserve is intended to enable the nursery to cope with the unforeseen, and contains sufficient funds to cope with a worst-case scenario i.e. a sudden cessation of all funding. In this circumstance the fund should be large enough to enable:

the nursery to continue to operate for a period of 3 months, this being a reasonable period to complete on-going work and make arrangements for winding down. £90,000 has been set aside for this eventuality.

To cover any costs involved in winding down, e.g., legal fees (£10,000) and redundancy costs (£45,000).

At the discretion of the Trustees, to enable the Nursery to continue operating where there is a temporary or partial cessation of funding.

The nursery to comply with employment law and provide for maternity/paternity pay and unforeseen staffing situations when we need to temporarily cover the replacement of key workers (£21,000).

Refurbishment of essential nursery equipment as well as expenditure related to the move to the temporary new premises. (£100,000).

Coverage of 3% of workplace pensions, taking account of additional staff employed for new building. (£10,000).

**Tangible Fixed Assets for use by the Charity**

HCDN has no fixed assets in the form of property.

**Risk Management**

HCDN undertook a full risk assessment in 2020. The existing reserves policy is designed to ensure that HCDN can continue in an emergency. As far as projects are concerned the risks are outlined in monitoring and evaluation plans for each of the projects, which has been submitted to donors. The projects are also subject to individual and ongoing agreements between HCDN and project partners.

**Harmony Community Day Nursery**

**Registered number 4153660**

**Report of the trustees**

**Trustees**

The full list of members below reflects this:

Pat Bunche (Director / Chair)  
Richard Barnett - Treasurer/Secretary  
Andy Sharpe  
Amelie Lardoux  
Ivana Jovanovic  
Solange Le Jeune  
Ciara Solmi

**Statement of Trustees' Responsibilities**

Company Law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period.

In preparing those financial statements, the Management Committee is required to:  
select suitable accounting policies and then apply them consistently.  
make judgements and estimates that are reasonable and prudent.  
state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and  
Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006.

**The Trustees are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities**

**Harmony Community Day Nursery**  
**Registered number 4153660**  
**Report of the trustees**

**Relationship with Funders**

No trustee has any relationship with any of the main funders except as a Trustee of HCDN.

**Volunteers**

HCDN uses volunteers whenever necessary. They are always supervised, and references and enhanced DBS checks are taken up.

**Auditors**

The auditors, Brookfield & Co were appointed at the Annual General Meeting on 14<sup>th</sup> July 2021 to carry out this audit.

The Report was approved by the Board of Trustees on 13<sup>th</sup> December 2021 and signed on their behalf.

.....  
**Pat Bunche**  
**Director**

**Harmony Community Day Nursery  
Independent auditors' report  
to the shareholders of Harmony Community Day Nursery**

We have audited the accounts of Harmony Community Day Nursery for the year ended 31 March 2021 which comprise the Profit and Loss Account, the Balance Sheet and the related notes. The accounting conventions that have been applied are the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP) and the Companies Act 2006 and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) effective 1 January 2015.

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of directors and auditors**

As explained more fully in the Statement of Directors' Responsibilities, the directors are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

In accordance with the exemption provided by APB Ethical Standard - Provisions Available for Smaller Entities (Revised), we have prepared and submitted the company's returns to the tax authorities and assisted with the preparation of the accounts.

**Scope of the audit of the accounts**

A description of the scope of an audit of financial statements is provided on the APB's website at [www.frc.org.uk/apb/scope/private.cfm](http://www.frc.org.uk/apb/scope/private.cfm)

**Opinion on the accounts**

In our opinion the accounts:

- give a true and fair view of the state of the company's affairs as at 31 March 2021 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion the information given in the Directors' Report for the financial year for which the accounts are prepared is consistent with the accounts.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the accounts and the directors' report in accordance with the small companies regime.

J A Brookfield  
(Senior Statutory Auditor)  
for and on behalf of  
Brookfield & Co  
Accountants and Statutory Auditors  
13 December 2021

18 Concanon Road  
London  
  
SW2 5TA

**Harmony Community Day Nursery  
Statement of Financial Activities  
for the year ended 31 March 2021**

		<b>Restricted Funds</b>	<b>Unrestricted Funds</b>	<b>Total Funds</b>	<b>Total Funds</b>
	<b>Notes</b>	<b>2021 £</b>	<b>2021 £</b>	<b>2021 £</b>	<b>2020 £</b>
<b>Incoming resources</b>					
<i>Incoming resources from generated funds:</i>					
<i>Nursery Fees</i>		0	408915	408915	581370
Voluntary Income - Grants and donations	3	4900	82209	87109	2000
Other Income		0	382	382	0
Investment income		0	2132	2132	2338
<b>Total Incoming Resources</b>		<u>4900</u>	<u>493638</u>	<u>498538</u>	<u>585708</u>
<b>Resources expended</b>					
Costs of generating funds		0	0	0	
Charitable activities		0	490299	490299	579066
Governance		0	1874	1874	1886
<b>Total resources expended</b>	4	<u>0</u>	<u>492173</u>	<u>492173</u>	<u>580952</u>
Net incoming resources expended for the Year		4900	1465	6365	4756
Transfers between funds		-2200	2200	0	
Funds brought forward		2000	803109	805109	800353
<b>Total Funds carried forward</b>		<u>4700</u>	<u>806774</u>	<u>811474</u>	<u>805109</u>

All of the above results derive from continuing charitable grants and activities and there were no recognised gain or losses other than the above results

The notes on pages 11 to 13 form part of these accounts.

**Harmony Community Day Nursery  
Balance Sheet  
as at 31 March 2021**

	<b>Notes</b>		<b>2021 £</b>	<b>2020 £</b>
<b>Current assets</b>				
Debtors	6	1,833	21,751	
Investments held as current assets		-	-	
Cash at bank and in hand		831,286	794,596	
		<u>833,119</u>	<u>816,347</u>	
<b>Creditors: amounts falling due within one year</b>				
	7	(21,645)	(11,238)	
<b>Net current assets</b>			<u>811,474</u>	<u>805,109</u>
<b>Net assets</b>			<u>811,474</u>	<u>805,109</u>
<b>Funds of the Charity</b>				
Restricted Funds	9	4,700	-	
General Funds	9	806,774	805,109	
<b>Total Funds</b>	9		<u>811,474</u>	<u>805,109</u>

The notes on pages 11 to 13 form part of these accounts

Pat Bunche  
Director  
Approved by the board on 13 December 2021

**1. Basis of accounting and accounting policies**

**a) Accounting Conventions**

The financial statements have been prepared under the historical cost convention, in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP) and the Companies Act 2006 and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) effective 1 January 2015. The company constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

**b) Incoming resources**

Incoming resources are included in the SOFA when the charity becomes entitled to the resources, the Trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient certainty. Where incoming resources have related expenditure (as with fundraising for contract income), the incoming resources and related expenditure are stated gross in the SOFA. Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the funds. The value of any volunteer help received is not included in the accounts, but is described in the Trustee's annual report. Investment income is included when receivable.

**c) Resources Expended**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources. Resources expended include attributable VAT which cannot be recovered. Governance costs include costs on the preparation and examination of statutory accounts, the costs of Trustee meetings and costs of any legal advice to the Trustees on governance or constitutional matters. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources e.g. Staff costs by the time spent and other costs by their usage.

**d) Restricted and Unrestricted Funds**

The accounts distinguish between restricted and unrestricted funds. Restricted funds are received from donors and are subject to restrictions on the purposes for which they may be used. Unrestricted funds are those where there are no externally imposed restrictions and are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

**e) Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

**f) Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**g) Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**h) Pensions**

Contributions to employee pension schemes are in line with government legislation.

**i) Legal status of the Trust**

The trust is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

**Harmony Community Day Nursery**  
**Notes to the Accounts**  
**for the year ended 31 March 2021**

	2021 £	2020 £
<b>2 Net Income for the year is stated after charging:</b>		
Auditors' Remuneration - Brookfield & Co	<u>1,874</u>	<u>1,815</u>

**3 Voluntary Income - Grants and donations**

	Restricted £	Unrestricted £	2021 £	2020 £
Enjoy Benefits Grant	2,700	-	2,700	2,000
Furlough Payroll support	-	78,799	78,799	-
S & N support	-	3,410	3,410	-
Support for moving costs	2,200	-	2,200	-
	<u>4,900</u>	<u>82,209</u>	<u>87,109</u>	<u>2,000</u>

**4 Resources Expended**

	Restricted Funds £	Unrestricted Funds £	2021 £ Total	2020 £ Total
<b>Costs of generating funds</b>	-	-	-	-
<b>Charitable Expenditure</b>				
Equipment renewals	-	6,324	6,324	12,303
Food and consumables	-	11,873	11,873	13,161
Staff Costs including payroll taxes	-	450,405	450,405	457,450
Activities, outings and other direct expenses	-	1,090	1,090	2,564
Publicity and recruitment	-	786	786	2,089
Training and other staff costs	-	-	-	1,952
Premises expenses	-	10,173	10,173	16,640
Repairs and Refurbishment costs	-	4,327	4,327	68,109
Communications	-	460	460	592
Insurance	-	1,476	1,476	1,066
Consultancy fees	-	3,193	3,193	2,953
Bad Debt	-	-	-	-
Bank Charges	-	192	192	187
<b>Governance Costs</b>				
Audit and accountancy	-	1,874	1,874	1,815
AGM Costs	-	-	-	71
	<u>-</u>	<u>492,173</u>	<u>492,173</u>	<u>580,952</u>

**5 Employees**

	2021 £ Total	2020 £ Total
Staff costs were as follow;		
Salaries and other staff costs	420,268	428,312
Social security Costs	<u>30,137</u>	<u>29,138</u>
	<u>450,405</u>	<u>457,450</u>

The average number of staff during the year were as follows;

	2021	2020
Full time	15	17
Part time	6	6

**6 Debtors**

	2021 £	2020 £
Fees receivable	752	20,287
Other debtors and prepayments	<u>1,081</u>	<u>1,464</u>
	<u>1,833</u>	<u>21,751</u>

**7 Creditors: amounts falling due within one year**

	2021 £	2020 £
Trade creditors	9,822	2,914
Other accruals and deferred Income	1,800	6,113
Other taxes and social security costs	<u>10,023</u>	<u>2,211</u>
	<u>21,645</u>	<u>11,238</u>

**8 Analysis of net assets between funds**

	Restricted Funds £	Unrestricted Funds £	Total Funds £
Tangible fixed assets	-	-	-
Current Assets	4,700	828,419	833,119
Current Liabilities	-	(21,645)	(21,645)
	<u>4,700</u>	<u>806,774</u>	<u>811,474</u>

**Harmony Community Day Nursery**  
**Notes to the Accounts**  
**for the year ended 31 March 2021**

**9 Analysis of net assets between funds**

	At 1/4/20	Incoming Resources	Outgoing Resources	Transfers	At 31/3/21
<b>Restricted Funds:</b>					
Enjoy Benefits Grant	2,000	2,700	-	-	4,700
Support for moving costs	-	2,200	-	(2,200)	-
<b>Total Restricted Funds</b>	<u>2,000</u>	<u>4,900</u>	<u>-</u>	<u>(2,200)</u>	<u>4,700</u>
<b>Unrestricted Funds:</b>					
<b>Designated Contingency Funds</b>					
Provisions re potential loss of funding					
3 months operation costs	90,000	-	-	-	90,000
Legal fees	10,000	-	-	-	10,000
Redundancy costs	45,000	-	-	-	45,000
Employment Obligations	21,000	-	-	-	21,000
Workplace Pensions	10,000	-	-	-	10,000
Reburbishing Nursery Equipment	100,000	-	-	-	100,000
	<u>276,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>276,000</u>
General Funds	527,109	493,638	(492,173)	2,200	530,774
<b>Total Unrestricted Funds</b>	<u>803,109</u>	<u>493,638</u>	<u>(492,173)</u>	<u>2,200</u>	<u>806,774</u>
<b>Total Funds</b>	<u>805,109</u>	<u>498,538</u>	<u>(492,173)</u>	<u>-</u>	<u>811,474</u>

**Restricted Funds:**

Enjoy Benefits Grant

Funding towards resources and activities for qualifying children

**10 Related party transactions and trustees' remuneration**

**Trustees' Remuneration**

Trustees received no remuneration in respect of their services as Trustees (2020 £nil). Travel expenses of £Nil were paid in the period (2020 £Nil).

**Related Party Transactions**

No Trustees or other person related to the charity had any personal interest in any contract or transaction entered into by the charity (2020 None)