

# **Dickory Dock Nursery**

**(Company Ltd by Guarantee No. 04678193)**

**(Registered Charity No. 1100027)**

## **Financial Statements**

**for the year ended 31 March 2021**

<b>Contents</b>	<b>Page</b>
Legal Information	2
Trustees' report	3-5
Examiners report	6
Statement of financial activities	7
Balance Sheet	8
Notes to the accounts	9-10

# **Dickory Dock Nursery**

## **Legal Information**

### **Trustees**

Marie Booth	Chair & Treasurer
Richard Gill	
Robert Hunt	
Katie Carter	

### **Company Secretary**

Karly Jennings

### **Registered Charity number**

1100027

### **Company Ltd by Guarantee number**

04678193

### **Principal address**

St Thomas Moore Church  
58 Margetson Crescent  
Parson Cross  
Sheffield  
S5 9NB

### **Bank**

Lloyds TSB  
Firth Park Road Branch  
Sheffield  
S6 4PB

### **Independent examiner**

White Rose Accounting for Charities  
The Ghyll  
Threapland  
Aspatria  
CA7 2EL

## **Dickory Dock Nursery**

### **Trustee report**

The Trustees present their annual report and financial statements for the year ended 31 March 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act 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 Standards for Smaller Entities.

### **Structure, governance and management**

#### **Governing Document**

The Charitable Company is governed by the Memorandum and Articles of Association incorporated 25 February 2003 and was entered on the Register of Charities effective from 2 July 2003.

The company has no share capital. The guarantee of each member is limited to £1.

#### **Appointment of trustees**

Under the requirements of the Memorandum and Articles of Association the trustees must retire and be reappointed at each annual general meeting of the company.

The trustees are authorised to appoint new members to fill vacancies arising through retirement or death of an existing member.

The trustees who served during the year are listed on page 2 on the report.

#### **Trustee Induction and Training**

New trustees are encouraged to attend short training sessions to familiarise themselves with the charity and the context within which it operates. These cover:

The obligation of management committee members.

The main documents which set out the operational framework for the charity including the Memorandum and Articles.

Resourcing and the current financial position as set out in the latest published financial statements.

Future plans and objectives.

#### **Risk management**

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

#### **Organisational Structure**

The Trustees meet at regular intervals during the year and are responsible for the strategic direction and policy of the charity.

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the manager.

## **Dickory Dock Nursery**

### **Trustee report continued**

#### **Objective and Activities**

The objects of the charity are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by;

Offering appropriate play facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children, regardless of race, culture religion or means.

Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas.

Instigating and adhering to and furthering the aim of the Pre-School Learning Alliance.

#### **Developments, activities and achievements**

Private income was greatly reduced due to Covid.19 – either because parents decided to keep their children home or reduced sessions due to working from home or furloughed.

We had to release 2 staff members in July – they were coming to the end of their contract date, and as numbers were lower than expected, we did not renew their contract. This has helped to keep our wages bill down.

The job retention scheme (Furlough) has massively helped to pay staff, without this we would have struggled and still use to help pay salaries for those staff members currently still not working their full hours due to lack of demand.

The payout from our insurance company for interruption to business and the Government grant for support to businesses due to closure have been gratefully received.

The staff team have been busy throughout this year completing training courses to help their own CPD.

The nursery was awarded the Sheffield Healthy Early Years Status at the end of March 2021, so well done to everyone involved in this project.

2021-2022

The introduction of the new EYFS framework in September is imminent, but the Management have already introduced it to the staff – and they are currently getting used to the new framework so that they will be fully competent by September to use it. All staff have undergone the training to understand the changes and what to expect.

Beth our SENco/Deputy Manager is undertaking the SENCO award training which is an advanced course Level 3 to extend her knowledge and expertise in this role.

## **Dickory Dock Nursery**

### **Trustee report continued**

From September 2021 – Caroline Hunt (Co. Founder) will be mentoring other Members of the Management team to take over her roles as she plans to take early retirement at the end of March 2022 after 25.5 years of service. Also Deborah Wrigley the other co.founder has reduced her working hours and is considering her future retirement.

The nursery took on 2 young apprentices at the end of April 2021 – the government are making a contribution to their salary for the first year which will help to contribute to their salaries and training.

Roz Mallon will hopefully have completed her Level 3 NVQ course in December of this year too.

### **Financial review**

Income for the year is shown at £412,356 (2020: £404,517) and this is mostly from grant funding and fees which is listed on the notes to the accounts. Expenditure is shown at £380,130 (2020: £454,596) with a year end carried forward of unrestricted funds balance of £91,531 (2020: £59,304)

### **Reserves Policy**

The organisation is working towards a reserves policy of maintaining 6 months running costs as its reserve level.

### **Trustees responsibilities for the financial statements**

Company and charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustees to prepare financial statements. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

This report was approved by the Trustees on \_\_\_\_\_ and is signed on their behalf by:

Karly Jennings  
Company Secretary

## **Dickory Dock Nursery**

### **Independent Examiner's report on the Accounts of Dickory Dock Nursery for the year ended 31 March 2021**

I report on the accounts of the company for the year ended 31 March 2021 which are set out on pages 7 to 10.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

- ☐ examine the accounts under section 145 of the 2011 Act;
- ☐ to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- ☐ to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: \_\_\_\_\_

P Simpson ACA  
White Rose Accounting for Charities  
The Ghyll  
Threapland  
Aspatria  
CA7 2EL

Date: \_\_\_\_\_

## Dickory Dock Nursery

### Statement of Financial Activities incorporating Income and Expenditure Account for the year ended 31 March 2021

	Notes	Total 2021 £	Total 2020 £
<b>Incoming resources</b>	<b>1</b>		
Incoming resources from Charitable activities	2	333,443	313,188
Incoming Resources from generated funds:	3	60,513	89,904
Other income		18,400	1,425
<b>Total Incoming resources</b>		<b>412,356</b>	<b>404,517</b>
<b>Resources Expended</b>			
<b>Charitable activities</b>			
Salaries and Employment costs	6	343,241	374,085
Consumables		5,135	8,555
Rent, services and utilities		6,876	37,723
Insurance		1,458	1,362
Office costs		8,054	8,273
Equipment, repairs and maintenance		1,400	8,139
Training and travel		1,166	1,853
Membership and subscriptions		10,499	9,995
Uniform		188	129
Other expenditure		451	3,221
Total Charitable expenditure		<b>378,468</b>	453,335
<b>Governance costs</b>			
Bank charges and payroll fees		1,147	761
Accountancy		515	500
<b>Total Expenditure</b>		<b>380,130</b>	<b>454,595</b>
<b>Net Incoming/(Outgoing) Resources</b>		<b>32,227</b>	(50,078)
Total funds brought forward		59,304	109,383
<b>Total funds carried forward</b>	<b>4</b>	<b>91,531</b>	<b>59,304</b>

## Dickory Dock Nursery

### Balance Sheet as at 31 March 2021

Company number: 04678193	<b>2021</b>	2020
	<b>£</b>	<b>£</b>
<b>Notes</b>		
<b>Current Assets</b>		
Balance at bank and cash in Hand	92,046	59,804
Debtors <b>4</b>	-	-
	<u>92,046</u>	<u>59,804</u>
<b>Creditors: amounts falling due within one year</b>		
Accruals <b>5</b>	(515)	(500)
	<u>(515)</u>	<u>(500)</u>
<b>Net Current Assets</b>	<u>91,531</u>	<u>59,304</u>
<b>Net Assets</b>	<u><b>91,531</b></u>	<u><b>59,304</b></u>
<b>Represented By</b>		
<b>FUNDS</b>		
Unrestricted Funds	91,531	59,304
	<u><b>91,531</b></u>	<u><b>59,304</b></u>

For the year ending 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Director's responsibilities;

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements are approved by the Board on \_\_\_\_\_ and signed on its behalf by:

Marie Booth

Trustee



# **Dickory Dock Nursery**

## **Notes to the accounts for the year ended 31 March 2021**

### **1 Accounting Policies**

#### **(a) General**

The Financial Statements have been prepared in accordance with the Companies Act 2006, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS102 (effective from January 2015 and updated with effect from January 2016) - (the Charities SORP (FRS102)), as modified for smaller charities.

#### **(b) Income**

Grants donations and Income from charitable trading activities are recognised in full in the Statement of Financial Activities in the year in which they are received.

#### **(c) Restricted Funds**

Restricted funds are used for specific purposes as laid down by the donor. Expenditure which meets the criteria is identified to the fund together with a fair allocation of management and support costs.

#### **(d) Unrestricted Funds**

Unrestricted Funds are other income received or generated for the objects of the charity without further specified purpose and are available as general funds.

#### **(e) Resources expended**

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of V.A.T. The company is not VAT registered.

Governance costs of the charity relate to the costs of running the charity such as the costs of meetings, professional costs and statutory compliance, and includes any costs which cannot be specifically identified to another expenditure classification. In the opinion of the trustees all support costs relate to charitable expenditure.

#### **(f) Tangible Fixed Assets and Depreciation**

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its useful life.

#### **(g) Fund Accounting**

Funds held by the charity are either restricted funds or unrestricted general funds. Unrestricted funds are funds which can be used in accordance with the charitable objects at the discretion of the trustees. Restricted funds that can only be used for a particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

## Dickory Dock Nursery

### Notes to the accounts for the year ended 31 March 2019

<b>2 Grants and donations</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Sheffield City Council - Free Entitlement Learning	277,047	300,169
Sheffield City Council - Inclusion	975	1,239
Sheffield City Council - Discretionary Grant	10,000	-
Sheffield City Council - Covid Grant	6,400	-
Big Lottery	-	10,260
HMRC Job Retention Scheme	30,718	-
SOAR	8,303	1,520
	<b>333,443</b>	<b>313,188</b>
<b>3 Fees for services</b>	<b>2021 £</b>	<b>2020 £</b>
Nursery fees	60,318	88,997
Fundraising	195	908
	<b>60,513</b>	<b>89,904</b>
<b>4 Debtors</b>	<b>2021 £</b>	<b>2020 £</b>
Debtors	-	-
	<b>-</b>	<b>-</b>
<b>5 Accruals</b>	<b>2021 £</b>	<b>2020 £</b>
These are expenses that have been incurred but have not been billed or paid for during the accounting period. They are in respect of:		
Accountancy	515	500
	<b>515</b>	<b>500</b>
<b>6 Staff costs and trustees remuneration</b>	<b>2021 £</b>	<b>2020 £</b>
Gross salaries	323,876	355,211
Employers national insurance	19,365	18,874
	<b>343,241</b>	<b>374,085</b>

No remuneration or out of pocket expenses were paid to any trustees during the period.