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Charity registration number 1104578

Company registration number 4934227 (England and Wales)

**SCANNED** ✓

**QUEENSWAY CHAPEL PRE-SCHOOL NURSERY**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

# QUEENSWAY CHAPEL PRE-SCHOOL NURSERY

## LEGAL AND ADMINISTRATIVE INFORMATION

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Trustees	Mrs A Arnold Mrs R E Erwin Mrs J M Lloyd Mrs R Scouler	(Appointed 12 July 2022)
Charity number	1104578	
Company number	4934227	
Registered office	Queensway MELKSHAM Wiltshire SN12 7LQ	
Independent examiner	Chappell Associates Limited Westfield House Bratton Road Westbury Wiltshire BA13 3EP	

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# QUEENSWAY CHAPEL PRE-SCHOOL NURSERY

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# QUEENSWAY CHAPEL PRE-SCHOOL NURSERY

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

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The trustees presents its annual report and financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the 's [governing document], the Companies Act 2006 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 2019).

### Objectives and activities

The objects and principal activities are :

- a. to work with parents and children in ways consistent with the principles of the Christian religion to promote the physical, intellectual and social development and well-being of pre-school children in Melksham and neighbouring areas, particularly those who are disadvantaged, to ensure they are ready to flourish when they get to school; and,
- a. to advance the education of parents of children attending the pre-school.
- a. that the Trustees have had regard to the public guidance issued by the Commission on public benefit.

The trustees has paid due regard to guidance issued by the Charity Commission in deciding what activities the should undertake.

### Achievements and performance

#### Financial review

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the 's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees has assessed the major risks to which the is exposed, and is satisfied that systems are in place to mitigate exposure to the major risks.

### Structure, governance and management

The is a company limited by guarantee ....

The members of the trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mrs A Arnold

Mrs R E Erwin

Mrs J M Lloyd

Mrs R Scouler

(Appointed 12 July 2022)

None of the members of the trustees has any beneficial interest in the company. All of the members of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

## **QUEENSWAY CHAPEL PRE-SCHOOL NURSERY**

### **TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

#### **FOR THE YEAR ENDED 31 MARCH 2023**

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The company's current policy concerning the payment of trade creditors is to follow the CBI's Prompt Payers Code (copies are available from the CBI, Centre Point, 103 New Oxford Street, London WC1A 1DU).

The company's current policy concerning the payment of trade creditors is to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction;
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts; and
- pay in accordance with the company's contractual and other legal obligations.

Trade creditors of the company at the year end were equivalent to XX day's purchases, based on the average daily amount invoiced by suppliers during the year.

## **QUEENSWAY CHAPEL PRE-SCHOOL NURSERY**

### **TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023**

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# QUEENSWAY CHAPEL PRE-SCHOOL NURSERY

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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### Achievements and Performance

The charity's Business Plan for the period 2018-2023 identified the following key issues:

- a) Sustainability of ownership and management of the Nursery.
- b) Application of Christian principles
- c) Development of Premises
- d) Measuring Outcomes
- e) Improving the working experience for our staff
- f) Preparing for Change

During 2022-2023, further progress was made in each of these areas, as follows:

#### Sustainability of ownership and management of the Nursery

Links were strengthened between Queensway Chapel and the Nursery. A new trustee was appointed. We have another trustee joining us July 2023.

#### Application of Christian principles

The website and prospectus clearly specifies our ethos. Every child who leaves the Nursery receives a copy of the Bible. The trustees and staff regularly tell Bible stories to the children and the trustees support the staff when celebrating Christian festivals. There is a monthly prayer meeting for the nursery. A Nursery Chaplain has been visiting the nursery to strengthen the spiritual ethos and support staff and family's as they require.

#### Development of Premises

Further work on clearing and tidying the nursery has been undertaken and the external appearance of the building has been improved.

#### Measuring Outcomes

Since the last measuring outcomes, we have noticed that quite a few children have had Speech and Language referrals and additional help with their social skills. It seems that this is still due to the effects of the pandemic and children not being able to socialise. Our SENCO has worked hard to get together the help the children need ready for them when they start school. Along with their reports will go the one-page profiles that the children will need to help with the transition to school.

We have also introduced Talk Boost and Social skills groups to help the children who are lacking with the confidence to speak and join in with small groups.

The children have shown progress and most of the children who are going to school are where they should be with regards to the Early year's foundation stage. We have also had the teachers from the school enquire as to when they are able to make visits to meet the children in their setting environment.

#### Improving the working experience for our staff

A new manager was appointed and started at the Nursery early March 2022 but left July 2022. Tina Contri was Acting Manager until February 2023 when she officially was appointed as Childcare Manager.

We encourage our staff with their own personal professional development and training and recently introduced "Noodle Now" to increase access to staff to the resources they need. We have policies which protect and safeguard each individual. We endeavour to make the working environment as pleasant as possible. We hold each member of staff in high regard and value the contributions they make.

#### Preparing for Change

The nursery finished taking under 2-year-olds from December 2022. The baby room has been repurposed and it's used for meetings and taking small groups for extra Maths and English support.

As we celebrate 40 years of childcare in the Queensway area of Melksham, we are intending to refresh our vision. Our purpose is to provide the best environment and care for each individual child. We aim to create a loving community within the Nursery. We are grateful for the hard work of our staff in the care that they give to the children. We are also grateful for the prayers and support that we receive from our members and friends. Without this support we would be unable to fulfil our mission.

## QUEENSWAY CHAPEL PRE-SCHOOL NURSERY

### TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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#### Conclusion

We are grateful to all the staff for their continued hard work and commitment to giving the best possible care. We are looking forward to the future.

The trustees report was approved by the Trustees.



Trustee

Date:

Rachel Eirwin

7/7/23



# QUEENSWAY CHAPEL PRE-SCHOOL NURSERY

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF QUEENSWAY CHAPEL PRE-SCHOOL NURSERY

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I report to the trustees on my examination of the financial statements of Queensway Chapel Pre-school Nursery for the year ended 31 March 2023.

#### Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the 's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Chappell Associates Limited

Westfield House  
Bratton Road  
Westbury  
Wiltshire  
BA13 3EP

Dated: 7/7/23

# QUEENSWAY CHAPEL PRE-SCHOOL NURSERY

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

		Unrestricted funds 2023 £	Unrestricted funds 2022 £
	Notes		
<b><u>Income from:</u></b>			
Donations and legacies	3	269,295	284,929
Charitable activities	4	2,302	5,349
Investments	5	856	2
<b>Total income</b>		<u>272,453</u>	<u>290,280</u>
<b><u>Expenditure on:</u></b>			
Charitable activities	6	<u>289,800</u>	<u>279,484</u>
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		(17,347)	10,796
Fund balances at 1 April 2022		<u>183,713</u>	<u>172,917</u>
<b>Fund balances at 31 March 2023</b>		<u><u>166,366</u></u>	<u><u>183,713</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# QUEENSWAY CHAPEL PRE-SCHOOL NURSERY

## BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
<b>Fixed assets</b>					
Tangible assets	11		58,575		63,899
<b>Current assets</b>					
Cash at bank and in hand		108,691		120,714	
<b>Creditors: amounts falling due within one year</b>	12	(900)		(900)	
Net current assets			107,791		119,814
<b>Total assets less current liabilities</b>			166,366		183,713
<b>Income funds</b>					
Unrestricted funds			166,366		183,713
			166,366		183,713

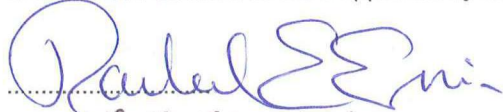
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

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

The financial statements were approved by the Trustees on 7/7/23



Trustee R. ERWIN.

Company registration number 4934227

# QUEENSWAY CHAPEL PRE-SCHOOL NURSERY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2023

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#### 1 Accounting policies

##### Charity information

Queensway Chapel Pre-school Nursery is a private company limited by guarantee incorporated in England and Wales. The registered office is Queensway, MELKSHAM, Wiltshire, SN12 7LQ.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the 's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the . Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the trustees has a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the .

##### 1.4 Income

Income is recognised when the is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.



# QUEENSWAY CHAPEL PRE-SCHOOL NURSERY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold land and buildings	over the term of the lease
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

# QUEENSWAY CHAPEL PRE-SCHOOL NURSERY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 1 Accounting policies

(Continued)

#### ***Derecognition of financial liabilities***

Financial liabilities are derecognised when the 's contractual obligations expire or are discharged or cancelled.

### 1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 2 Critical accounting estimates and judgements

In the application of the accounting policies, the trustees is required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Grants	194,450	203,330
Membership fees	74,845	81,599
	<u>          </u>	<u>          </u>

### 4 Charitable activities

	Charitable Income Heading 1	Charitable Income Heading 1
	2023	2022
	£	£
Other income	2,302	5,349
	<u>          </u>	<u>          </u>



# QUEENSWAY CHAPEL PRE-SCHOOL NURSERY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 5 Investments

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Interest receivable	856	2

### 6 Charitable activities

	Charitable Expenditure Heading 1	Charitable Expenditure Heading 1
	2023	2022
	£	£
Charitable expenditure heading 1	-	(1)
Share of support costs (see note 7)	289,800	279,485
	<u>289,800</u>	<u>279,484</u>

# QUEENSWAY CHAPEL PRE-SCHOOL NURSERY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

7	Support costs	Support costs £	Governance costs £	2023 Support costs £	2023 Governance costs £	2022 £
	Depreciation	5,324	-	5,324	-	5,324
	Rent, rates and insurance	5,949	-	5,949	-	3,847
	Utilities	8,407	-	8,407	-	4,894
	Maintenance	12,955	-	12,955	-	11,604
	Salaries	228,513	-	228,513	-	227,761
	Administration costs	16,924	-	16,924	-	11,621
	Catering	1,342	-	1,342	-	1,089
	Educational resources	9,560	-	9,560	-	12,595
	Bank charges and interest	826	-	826	-	750
		289,800	-	289,800	-	279,485
	Analysed between					
	Charitable activities	289,800	-	289,800	-	279,485

# QUEENSWAY CHAPEL PRE-SCHOOL NURSERY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

#### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the during the year.

#### 9 Employees

The average monthly number of employees during the year was:

2023 Number	2022 Number
18	23

There were no employees whose annual remuneration was more than £60,000.

#### 10 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

#### 11 Tangible fixed assets

	Leasehold land and buildings £
<b>Cost</b>	
At 1 April 2022	158,827
At 31 March 2023	158,827
<b>Depreciation and impairment</b>	
At 1 April 2022	94,928
Depreciation charged in the year	5,324
At 31 March 2023	100,252
<b>Carrying amount</b>	
At 31 March 2023	58,575
At 31 March 2022	63,899

#### 12 Creditors: amounts falling due within one year

	2023 £	2022 £
Accruals and deferred income	900	900

# QUEENSWAY CHAPEL PRE-SCHOOL NURSERY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2023*

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### 13 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

## QUEENSWAY CHAPEL PRE-SCHOOL

### INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

	£	2023 £	£	2022 £
<b>INCOME</b>				
Grants		194,450		203,330
Fees		74,845		81,599
Other income		2,302		5,349
Interest received		856		2
		<hr/>		<hr/>
		272,453		290,280
		<hr/>		<hr/>
<b>Deduct: Expenses</b>				
Rent, rates and insurance	5,949		3,847	
Utilities	8,407		4,894	
Maintenance	12,955		11,604	
Salaries	228,513		227,761	
Administration costs	16,924		11,620	
Catering	1,342		1,089	
Educational resources	9,560		12,595	
Fundraising	-		-	
Bank charges and interest	826		750	
Depreciation – Freehold buildings	5,324		5,324	
	<hr/>	289,800	<hr/>	279,484
<b>Surplus/(Deficit) for the year</b>		<hr/>		<hr/>
		(17,347)		10,796
		=====		=====

