

SAMUELS CHRISTIAN NURSERY

(Company limited by guarantee)

Report and Financial Statements

Period ended: 31st August 2023

Charity No: 1105744

Company No: 5212148

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LEGAL AND ADMINISTRATIVE INFORMATION

Status

The organisation is a charitable company limited by guarantee, incorporated on 23rd August 2004 and registered as a charity on 31st August 2004 and its operations include nursery facilities.

The company has to comply with both the Companies Act 2006 and the SORP 2005.

The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. Under those Articles, the Trustees are elected at the AGM to serve a period of 3 years, subject to ratification at each AGM.

Trustees

Mr John Ditchburn, Director & Chair

Mrs Joan Slater, Director

Mrs Louisa Russell, Director

Mrs Donna Knight, Director

Registered Office and Operation Address

Broadmead Community Church, Broadmead Avenue, Northampton, NN3 2QY

Chief Executive Officer (Nursery Manager)

Zoe Sanders

Finance Administration

Mahnaz Ghavam

Independent Examiner

Esther Veal

Bankers

Caf Bank Ltd, 25 Kings Hill avenue, Kings Hill, West Malling, Kent, ME19 4JQ

Solicitors

Hewitsons, York Road, Northampton.

Chair of Trustees Report: John Ditchburn

In my report for 2021-22, I gave an overview of the preceding six years in order to provide a context for the achievements of that year. I observed that the year had seen “saw peace and stability settle on Samuels Christian Nursery after 5 years of what has seemed like constant change.” I am delighted to report that the growth of peace and stability has continued, with ongoing development of the staff team, growth of numbers of children and a significant strengthening of our financial position. In particular, it is testimony to Zoe Sanders’ strong management of Samuels that we are able to report that we have recovered our Financial Reserve; the Trustees are working with Zoe to manage this within an appropriate savings account at CAF Bank.

Partnership working with Broadmead Community Church has continued to develop. Andrea Madden (Broadmead’s Children’s and Families Worker) has seen further growth of “the Lounge” a community mums and tots group using shared resources with Samuels. Andrea has also started a parenting workshop for fathers supported by Michelle from the Samuels team. The Trustees are very pleased to see these developments which represent a further fulfilment of the goals of Samuels to bring about positive co-working between Broadmead Community Church and Samuels to meet the needs of the community.

The Trustees recognise the efforts of Zoe and the whole Samuels staff team to improve their professional expertise in order to provide the children who attend with a transformative experience that prepares them for primary school. Our parents continue to place a high value on the quality of education they are experiencing and our celebrations at Christmas and End of Year provide a wonderful opportunity to celebrate all the children have achieved while enjoying their contributions in creativity and song.

Zoe has been working hard with the Trustees to continue to review our policies and procedures in order to ensure high levels of safeguarding and best practice. There is room for improvement even in the most excellent setting and during the academic year, two safeguarding incidents occurred, however both were quickly and appropriately managed. This triggered an Ofsted visit (not an inspection) in May, requiring an action plan to address concerns. A thorough action plan was put in place by Zoe and this was submitted by the Trustees to Ofsted in order to further secure safeguarding standards at the Nursery.

As noted above, the Trustees have been delighted by the financial progress in Samuels over the last year. Skilful management of finances by Zoe has seen the cash at the bank rise from £17,095.17 at the end of the last financial year to £28,796.33 at the end of 2022-23. This has been achieved against the background of strongly rising inflation. Wage costs increased significantly in April with the rise in the NLW. Julia Horne retired from Samuels in December, having poured her heart and soul into the life of the Nursery for over 8 years. We were fortunate to be able to find a replacement and Mahnaz Ghavam joined us in February (Zoe did a marvellous job in bridging the gap, greatly improving her financial management skills in the process). Mahnaz brings financial expertise to Samuels and has significant experience in accounting. She is working with us to upgrade the Finance Manager software to cloud based at the start of the new financial year.

We also said “goodbye” to Su Page in May. Su has provided excellent administrative support in the office for a number of years and has been part of the Samuels team since September 2006. We are grateful for her fabulous contribution in helping us through the more turbulent times and celebrated with a shared tea in May to wish her well as she begins her retirement. Her role is being covered by Candice who will complete one day a week in addition to her 3 days a week inside Samuels.

In conclusion, I would like to celebrate the foundation of Samuels. The Bible says: “See, I lay in Zion a chosen and precious cornerstone and the one who trusts in him will never be put to shame” (Isaiah 28:16). We have felt the strength of this foundation, and we continue to experience God’s faithfulness and provision in the life of Nursery. The Bible also says: “Faith is the evidence of things hoped for and the substance of things not seen, faith perceiving as real fact that which is not revealed to the natural senses” (Hebrews 11:2 – Amp). We have continued to walk in faith during times when the way ahead has been obscured and we are grateful that God’s goodness remains our experience; He has brought us through. We are trusting him for more and more profound encounters as we walk together. Finally, huge thanks to Zoe, Sarah, Michelle and the whole staff team for your participation in the Samuels vision.



John Ditchburn
Chair of Trustees

Manager's report for academic year 2022-2023

We started the year with £16,135.60 in the bank.

We started off the year with 29 children on roll and this increased during the Autumn term and by December we had 35 children on roll.

A new member of staff, Natalie Carpenter, began working for us as a level 3 nursery practitioner on a fixed term contract until July 2023 and has become a valued member of the team.

Our Finance coordinator, Julia Horne, gave notice to leave her position at the end of December, after over 7 years of hard work and dedication, steering Samuels through many years of financial ups and downs. We endeavoured to recruit a replacement during October/November but with no success. I went through training with Julia before she left us, so that I could take on responsibility for the finances in January to bridge the gap until we were able to recruit a suitable replacement. Our replacement came to us in the form of Mahnaz Ghavam and she joined Samuels in February 2023 as our Finance administrator. Mahnaz has been a key part this year in driving forward our plans to move our finance management software to cloud based.

Su Page, Office Administrator retired from Samuels in May, after 17 years of being part of the Samuels team and excellent administration support in the office. Initially I covered all the admin side of things, however it quickly became apparent we needed some extra support with the admin, therefore Candice Jackson started covering one day a week in the office, in addition to her nursery practitioner role, to ensure we kept up to date with important administration tasks.

Due to two safeguarding incidents occurring, Ofsted made an unannounced compliance visit on 18th May which led to action points to address. These were promptly responded to and actioned and on 25th May Ofsted confirmed they were satisfied that we have met the safeguarding and welfare actions raised. This did not affect our Ofsted grading and we retain our Ofsted Good rating.

Staff have continued their commitment to ongoing training, with Michelle Ledington continuing to work towards her Level 5 qualification and Lucy Harris Johnson continuing to work towards her Level 3 childcare qualification. All staff continue to further their own professional development through access to courses via Educare and WNCC. We have continued to ensure all staff are Paediatric First Aid trained with five staff updating their training in this academic year.

Our numbers continued to grow in the nursery, and we met our maximum amount of children on several days in the week and by May we had 42 children on roll.

Thanks to the dedication and the ongoing hard work of the Samuels team, we continue to embed ourselves in the local community and provide a caring & nurturing environment for children and families to be part of.

By the end of the academic year, we made total of £12,868.08 and this is a huge achievement compared to recent years and ended the year with £28,796 in the bank.

God has walked with Samuels this year and led us to a place where we find ourselves in a better financial position than we have been in for several years, and we thank God for guiding us to this more favourable position.

Zoe Sanders
Nursery Manager

Background to the Constitution of Samuels and its History as a Charity

Constitution

Details of Samuels Constitution are described in the Charity Memorandum and Articles of Association, are available for viewing, on request, from Samuels Office. These form the legal basis for the operation of the Nursery. In summary, the Constitution of Samuels serves to give a foundation for the on-going work of the Nursery in providing and developing excellence in early years education. It also provides a framework of accountability to the Charity Commission, Companies' House [Samuels is a Charitable Company Limited by Guarantee], Northamptonshire County Council, the Church and Parents.

The Establishment of a Governing Body, Trustees and Directors for Samuels

Prior to 2002, Samuels operated under the auspices of Broadmead Baptist Church, with governance being informally exercised by the 'Samuels Advisory Team', comprised of representatives from Nursery Staff, parents, former parents, the Church Eldership and individuals who had come to support the vision of Samuels over the years.

Samuels was established as a Charitable Company in 2004, suggested the appointment of three members of the existing Governing Body to act as Trustees and Directors of the Company. These posts are subject to election every 3 years. The Trustees and Directors of Samuels at the present time are John Ditchburn (Senior Teacher for Year 13 at Guilsborough Academy in Northamptonshire), Joan Slater (retired nurse), and Louisa Russell (Head of Service, 0-19, Children's Universal Services, Northamptonshire Healthcare Foundation Trust), Donna Knight (SEN Teaching Assistant).

Trustees' meetings take place once a term. Trustees also meet to respond to the operational needs in the Nursery as required; the primary concern of the Trustees is safeguarding and financial oversight, educational quality and ensuring that decision-making is in line with the aims and goals of the charity.

Fulfilling the Vision of Excellent Christian Early Years Education

Evidence from Ofsted clearly shows that faith schools add the greatest value in terms of achievement to the students they educate. Key educational research over the last 20 years by Gardner et. al., has shown that strong emotional intelligence is the foundation of all children's learning. More recently, the focus of academic research has turned to the importance of strong spiritual intelligence in learning and its relationship to emotional intelligence.

Neither of these findings is a surprise. Jesus was very clear about the need of every person to build their lives upon the certainty of faith in him. He was also direct about "letting little children come to him". When Ruth Andrews [Founder] first had a vision of providing excellent Christian early years education for the community around Broadmead Baptist Church, she was motivated by the desire to provide children with an early education surrounded by an awareness of God. Numerous documented testimonies since this time, provide increasing evidence of the fulfilment of this vision in the local community and beyond.

In order to extend the influence of this vision, Brian and Ruth Andrews established Christian Initiatives in Early Years Education in 2003. Ci2Eye has grown as part of the activities of Samuels as an International Charity, now under its new name of Love Early Years.

Compliance and Approval Signature

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the special provisions of part XV of the Companies Act 2006 and 2015 relating to small companies.

Approved by the Trustees on 27th January 2024 and signed on their behalf by:



John Ditchburn

Director and Chair of Trustees

Report of the Independent Examiner.

To the Trustees of Samuels Christian Nursery.

On the Accounts for The Period Ended 31 August 2023

I report on the accounts of the company for the year ended 31st August 2023, which are set out on pages 10-16.

Respective Responsibilities of Trustees and Examiner

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement.

My examination was carried out in accordance with 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 the 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 and 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 to enable a proper understanding of the accounts to be reached.

Signed:  Date: 29.1.24

Name: ESTHER VEAL

Relevant Professional Qualification or Body: FCCA

Samuels Christian Nursery
Statement of Financial Activities
For the period from 01 September 2022 to 31 August 2023

	Unrestricted funds	Designated funds	Restricted funds	Total funds	Prior year total funds
Income and endowments from:					
Donations and legacies	£5,849.63	£500.00	-	£6,349.63	£10,840.00
Other trading activities	£9,613.00	-	-	£9,613.00	£13,848.55
Investments	£46.19	-	-	£46.19	£1.18
Income from charitable activities	£108,287.20	£14,602.76	-	£122,889.96	£82,433.00
Total income	£123,796.02	£15,102.76	-	£138,898.78	£107,122.73
Expenditure on:					
Costs of generating funds	-	-	-	-	-
Costs of generating voluntary income	£569.16	-	-	£569.16	£640.53
Expenditure on charitable activities	£110,565.18	£15,580.73	£152.49	£126,298.40	£100,262.46
Other expenditure	£228.44	-	-	£228.44	-
Total expenditure	£111,362.78	£15,580.73	£152.49	£127,096.00	£100,902.99
Net income / (expenditure) resources before transfer	£12,433.24	-£477.97	-£152.49	£11,802.78	£6,219.74
Transfers:					
Gross transfers between funds - in	-	-	-	-	-
Gross transfers between funds - out	-	-	-	-	-
Other recognised gains / losses	-	-	-	-	-
Gains/losses on investment assets	-	-	-	-	-
Gains on revaluation, fixed assets, charity's own use	-	-	-	-	-
Net movement in funds	£12,433.24	-£477.97	-£152.49	£11,802.78	£6,219.74
Reconciliation of funds					
Total funds brought forward	£14,658.03	£1,946.39	£490.75	£17,095.17	£10,875.43
Total funds carried forward	£27,091.27	£1,468.42	£338.26	£28,897.95	£17,095.17

The Statement of Financial activities includes all gains and losses in the year.
All incoming resources and resources used derive from continuing activities.

Samuels Christian Nursery

Balance Sheet Summary at 31 August 2023

	As at 31/08/2023	As at 31/08/2022
Fixed assets	-	-
Current assets		
Debtors	£504.59	£795.11
Cash At Bank And In Hand	£29,033.84	£16,311.36
	£29,538.43	£17,106.47
Liabilities		
Creditors: Amounts Falling Due In One Year	£640.48	£11.30
	£640.48	£11.30
Total net assets less liabilities	£28,897.95	£17,095.17
Represented by		
Unrestricted		
Unrestricted - General Funds	£27,091.27	£14,658.03
Designated		
Designated - DEPRIVATION SUPPLEMENT	£8.99	£8.99
Designated - Furniture, equipment, uniforms	£843.17	£444.17
Designated - SAT TEAM	£315.37	£664.17
Designated - SEN - NCC FUNDING	£300.89	£829.06
Restricted		
Restricted - Ci2eye	£61.80	£61.80
Restricted - Outside area	£275.83	£428.32
Restricted - SAMUELS RESERVE	£0.63	£0.63
Fund Totals	£28,897.95	£17,095.17

For the year ending 31/08/23 the company was entitled to exemption from audit under section 477 (2) of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

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

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

Approved by the trustees on 27th February 2024 and signed on its behalf by:



Mr John Ditchburn (Chair of Trustees)

Notes forming part of the financial statements for the year ended
31 August 2023

Accounting policies

- (a) The financial statements have been prepared under the historical cost convention, in accordance with SORP 2015, the Companies Act 2006, and the Accounting and Reporting by Charities issued March 2008.
- (b) Voluntary income is received by the way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.
- (c) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.
- (d) Incoming resources is included when receivable.
- (e) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- (f) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- (g) Designated funds are unrestricted funds earmarked by the trustees for particular purposes.
- (h) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

Samuels Christian Nursery

Balance Sheet detailed

	As at 31/08/2023	As at 31/08/2022
Current assets		
1502: Bank current account - NATWEST	-	-
1503: PETTY CASH	£56.01	£55.12
1504: Bank - Ci2eye	-	-
1505: CAF Current Account	£28,796.33	£16,135.60
1506: CAF Gold Account	£86.50	£85.64
1510: Cash in hand	£95.00	£35.00
Z05: Accounts Receivable	£504.59	£795.11
Total Current assets	£29,538.43	£17,106.47
Liabilities		
Z04: Accounts Payable	£640.48	£11.30
Total Liabilities	£640.48	£11.30
Net Asset surplus (deficit)	£28,897.95	£17,095.17
Reserves		
Excess/(deficit) to date	£11,802.78	£6,219.74
Z01: Starting balances	£17,095.17	£10,875.43
Total Reserves	£28,897.95	£17,095.17

Represented by Funds

General (Unrestricted)	£27,091.27	£14,658.03
Designated	£1,468.42	£1,946.39
Restricted	£338.26	£490.75
Total	£28,897.95	£17,095.17

Analysis of Receipts and Payments 01 September 2022 to 31 August 2023

	General	Designated	Restricted	This year	Last year
Receipts					
Donations and legacies					
1108 - Income from supporters	5,487.86	500	-	5,987.86	10,820.00
1109 - Voluntary SNACK Contributions	191.5	-	-	191.5	20
1110 - Income from the public	73	-	-	73	-
1114 - Income from businesses	97.27	-	-	97.27	-
Donations and legacies Totals	5,849.63	500	-	6,349.63	10,840.00
Other trading activities					
1124 - Trading income - fees	9,543.00	-	-	9,543.00	13,473.50
1128 - Sale of goods	32.5	-	-	32.5	375.05
1136 - income from snacks	37.5	-	-	37.5	-
Other trading activities Totals	9,613.00	-	-	9,613.00	13,848.55
Investments					
1154 - Interest income	46.19	-	-	46.19	1.18
Investments Totals	46.19	-	-	46.19	1.18
Income from charitable activities					
1112 - Income from government bodies - NCC 2, 3	101,275.24	-	-	101,275.24	72,975.37
1113 - Income from Gov. Initiatives - DPRVTN, SE	7,011.96	14,203.76	-	21,215.72	8,841.63
1143 - Income from fundraising and events	-	399	-	399	616
Income from charitable activities Totals	108,287.20	14,602.76	-	122,889.96	82,433.00
Receipts Grand Totals	123,796.02	15,102.76	-	138,898.78	107,122.73
Payments					
Costs of generating funds					
1302 - Cost of raising funds	36.56	-	-	36.56	7.13
1304 - Staff Training	532.6	-	-	532.6	633.4
Costs of generating funds Totals	569.16	-	-	569.16	640.53
Expenditure on charitable activities					
1311 - EYPP Expenditure	173.89	792.64	-	966.53	1,192.67
1312 - donations	200	-	-	200	-
1316 - Supply of services	146.8	-	-	146.8	-
1318 - Purchase of goods	1,540.34	4,281.89	-	5,822.23	1,100.92
1320 - Audit costs	160	-	-	160	155
1323 - Cost of employment	308.92	-	-	308.92	390
1325 - Salaries	99,077.56	10,501.20	-	109,578.76	89,933.16
1326 - Office costs	458.75	-	-	458.75	319.76
1327 - Nursery supplies	1,513.26	5	152.49	1,670.75	1,119.01
1328 - Communications costs	23.78	-	-	23.78	-
1329 - Milk & snacks	605.35	-	-	605.35	500.81
1330 - Insurance	740.04	-	-	740.04	722.55
1331 - Staff pensions	2,341.21	-	-	2,341.21	1,964.48
1332 - Subscriptions	2,782.53	-	-	2,782.53	2,726.10
1333 - Sundry expenses	84.75	-	-	84.75	138
1336 - Goodwill Payments for Services Received.	408	-	-	408	-
Expenditure on charitable activities Totals	110,565.18	15,580.73	152.49	126,298.40	100,262.46
Other expenditure					
1337 - Staff expenses	228.44	-	-	228.44	-
Other expenditure Totals	228.44	-	-	228.44	-
Payments Grand Totals	111,362.78	15,580.73	152.49	127,096.00	100,902.99

Staff costs

	Total 2023	Total 2022
	£	£
Salaries and Wages	101,214.65	83,656.00
Tax paid by employees	5,966.60	4,231.20
National Insurance	2,031.51	2,045.96
Total	109,578.76	89,933.16

No employee received emoluments of more than £60,000.

The weekly number of employees during the year, was as follows:

	2023	2022
Manager	1	1
Deputy Manager/Lead Practitioner	2	2
Learning Leaders	1	2
Learning Leader and Admin	1	0
Play Leaders	0	0
Play Leader in training	1	0
Nursery Support	2	3
Admin and Nursery Support	0	1
Finance Administration	1	1
Apprentice	0	0
	9	10

Taxation

The Charitable Company is exempt from corporation tax on its charitable activities.

Debtors	Total 2023	Total 2022
	£	£
Other Debtors and prepayments	504.59	795.11
Total	504.59	795.11

Creditors	Total 2023	Total 2022
	£	£
Other creditors and accruals	640.48	11.30
Total	640.48	11.30

Analysis of net assets between funds

	General Funds	Designated Funds	Restricted Funds	2023 Total Funds	2022 Total Funds
	£	£	£	£	£
Current assets	25,946.20	1,468.42	338.26	27,752.88	16,311.36
Current assets - debtors	504.59	0.00	0.00	504.59	795.11
Current liabilities	640.48	0.00	0.00	640.48	-11.30
Net assets at 31 August 2022	27,091.27	1,468.42	338.26	28,897.95	17,095.17

Fund movement summary

Selected period: 01 September 2022 to 31 August 2023

Fund	Fund balances brought forward	Incoming Resources	Outgoing Resources	Fund balances Carried forward
Unrestricted				
General - General fund	£14,658.03	£123,796.02	£111,226.89	£27,227.16
Sub-totals	£14,658.03	£123,796.02	£111,226.89	£27,227.16
Designated				
CAPGRANT - EYCC CAPITAL GRANT FUND	-	-	-	-
DEPRIV - DEPRIVATION SUPPLEMENT	£8.99	-	-	£8.99
FEU - Furniture, equipment, uniforms	£444.17	£899.00	£500.00	£843.17
SATTEAM - SAT TEAM	£664.17	-	£348.80	£315.37
SEN - SEN - NCC FUNDING	£829.06	£14,203.76	£14,731.93	£300.89
Sub-totals	£1,946.39	£15,102.76	£15,580.73	£1,468.42
Restricted				
RESERVE - SAMUELS RESERVE	£0.63	-	-	£0.63
Computer - computer software funding	-	-	-	-
Training - Staff Training	-	-	-	-
Garden - Outside area	£428.32	-	£152.49	£275.83
Ci2eye - Ci2eye	£61.80	-	-	£61.80
Sub-totals	£490.75	-	£152.49	£338.26
Totals	£17,095.17	£138,898.78	£126,960.11	£29,033.84

Purposes of Restricted Funds

Reserve: This is an amount to sustain the nursery in the event of a drop in numbers or event-impacting income

Garden: Specifically, to buy equipment, toys and resources for the outdoor area

Ci2eye: Specifically, for Ci2eye subscriptions

Training: Specifically for staff training costs