

**SAMUELS CHRISTIAN NURSERY**  
(Company limited by guarantee)

Report and Financial Statements

Period ended: 31<sup>st</sup> August 2024

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 23<sup>rd</sup> August 2004 and registered as a charity on 31<sup>st</sup> 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 and 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**

The academic year 2023-24 has seen Samuels maintain its position as a provider of quality early years education in the Abington and Eastfield area of Northampton. Numbers of children on roll have been maintained with the nursery running at close to capacity for many sessions. The incremental steps towards capacity have been important as we aim to maximise income to maintain the financial viability of the Nursery.

Last year's annual report highlighted the financial progress of the business with the achievement of our historical reserve fund figure of £28,700. A review of the working reserve by our finance administrator, has shown that due to inflation, we now need to raise our reserve to £45K in order to provide 3 months running costs for the Nursery; we are working towards this goal. Our end of year figures in this report show that we ended our financial year with £28,200 in reserve, comprising of £18,200 in our current account and £10,000 which is held in a newly opened interest savings account with CAF bank. Our total funds have not increased year-on-year. This is primarily the result of increases in staffing costs during the year due to unexpected cover needs, together with tightening margins and smaller funding increases from West Northants Council.

Samuels has greatly benefitted from its partnership with Broadmead Community Church through the years, most notably in the provision of excellent purpose-built accommodation for the Nursery. The church has not required rental payments from the Nursery, and this has made our financial model workable. We continue to be very grateful to the church for this provision. The Trustees have been pleased to begin to repay this generosity in small measure through making monthly donations of £200 to the church, which we hope to increase as we draw closer to our Reserve.

The Trustees have worked with our manager Zoe Sanders through the year to strengthen the staffing body individually and corporately, encouraging staff development. In September, Louisa facilitated a weekend training day on Emotion Coaching delivered in association with Northamptonshire Health Care Foundation Trust. This training raised awareness of how to develop children's emotional wellbeing and the role this can play in encouraging positive behaviour and wellbeing. We have continued to maintain our focus on safeguarding with trustees attending a staff meeting examining a safeguarding case study with a focus on improving practice. Annual staff appraisals took place in June and July with a trustee in attendance. The Trustees are grateful to Zoe for her selfless work on behalf of the Nursery as she has sought to navigate the academic year.

The latter part of the year presented challenges for the staffing body, which Zoe worked closely with the Trustees to manage effectively. The experience has highlighted the need for us access consultancy support in order to enhance our approach to safeguarding and human resource management and to provide the best insight and perspectives. Initiatives relating to these aspects will be rolled out during the coming academic year.

The Trustees are very grateful to the staff of Samuels for their continued hard work on behalf of the Nursery. We are very aware of their wholehearted commitment to the vision and values of Samuels and look to move forward together to embody this for the good of children and families in our community in the coming year. We continue to place our trust in the living rock beneath our feet.

John Ditchburn  
Chair of Trustees





## **Manager's Report 2023-2024: Zoe Sanders**

We began the year with 18 children on roll which steadily increased and in January we had 27 children on roll with lots of enquiries placed in the waiting list. January to April saw more under three's join us and by the end of the academic year our numbers on roll reached 42.

We started the year by utilising more management functions available to us on the Tapestry system. I have set up the booking system for each child on roll, creating a much more reliable register system. Our Finance Co-ordinator has utilised the invoices system and this has been extremely beneficial to us as this is now a much more streamlined process.

Due to numbers increasing throughout the year, in January 2024 we advertised for a further member of staff on a fixed-term contract, and this led us to take on a practitioner qualified to Level 6, who was supporting at Broadmead 'Little Stars' group as a volunteer. This staff member has proved to be a valuable member of the team who is highly qualified and knowledgeable.

All staff continued their professional development by attending Emotion Coaching, facilitated by one of our Trustees, in association with Northamptonshire Health Care Foundation Trust. This training raised awareness of how to develop children's emotional wellbeing.

We have continued to focus on safeguarding, with Trustees joining staff to examine a safeguarding case study to further improve our practice. All staff updated their safeguarding training, Fire Marshall training and the Manager and Deputy attended Designated Safeguarding Lead training.

During the Spring we held an open day event which helped us secure more registrations for September and took part in the Broadmead Community Festival with stalls and games for the children. We have been busy building on our connection within the community, through visits to a local care home with the children, delivering flowers to local homes as random acts of kindness and litter picking in the local community.

We have had fantastic support from a parent with organising fundraising events throughout the year and raised a total of £254.80 through cake sales, book sales and a raffle. This helped to fund a visit from 'Ark Farm' to the nursery, bringing the animals to us for the children to meet and have the opportunity to interact with the animals through a hands-on experience.

We were presented with some challenges towards the latter part of the year that required me and the Trustees to work together to manage effectively. These challenges have highlighted the need for future human resource support to be put in place.

I am very grateful for the staff's continued hard work and dedication to Samuels and their commitment to ensuring our children are nurtured and given the opportunity to experience awe and wonder through the activities and experiences that enhance their learning and development and help them reach their full potential.

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], West Northants 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 (SEND 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.



## **Methods for Recruitment and Appointment of New Trustees**

The trustee body of Samuels Christian Nursery is small, as befits the size of the charity. The trustees are mindful of the need to ensure succession. All previous and existing trustees have been appointed in accordance with the charity's governing documents. They share the objectives of the charity and are or have been members of Broadmead Community Church (formerly Broadmead Baptist Church). The trustees regularly revisit the appointment of new trustees and potential candidates who have demonstrated the skills, attributes and the ability to shoulder responsibility and may be approached following discussion amongst the existing trustees. Should the person approached be willing to serve, they will be appointed by the existing trustees subject to required DBS checks.

## **Public Benefit Statement**

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, e.g. 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.

Samuels Christian Nursery continues to provide high quality early years education to children and families of all faiths and none benefitting the local community in the Broadmead area of Northampton. The Nursery is currently rated "Good" by Ofsted in terms of the quality of provision it offers.

## **Policy on reserves**

Samuels Christian Nursery aims to maintain a Reserve to cover 3 months running costs of the Nursery. This is regularly re-assessed and currently stands at £40,000, growing with inflation over recent years.

The Nursery is working towards restoring this reserve and has a savings account with CAF Bank to assist in this goal. Samuels Trustees will at times designate funds from unrestricted reserves for significant project costs or replacement of major assets.

### **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 1<sup>st</sup> February 2025 and signed on their behalf by:

A handwritten signature in blue ink, appearing to read 'J. Ditchburn', followed by a horizontal line.

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 2024

I report on the accounts of the company for the year ended 31<sup>st</sup> August 2024, which are set out on pages 10-15.

### *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 in order to enable a proper understanding of the accounts to be reached.

Signed:  Date: 3.2.25

Name: ESTHER NEAL

Relevant Professional Qualification or Body: FCCA

**Samuels Christian Nursery**  
**Statement of Financial Activities**  
For the period from 01 September 2023 to 31 August 2024

	Unrestricted	Designated	Restricted	Total	Prior year
	funds	funds	funds	funds	total funds
Income and endowments from:					
Donations and legacies	3,671.69	-	-	3,671.69	6,349.63
Other trading activities	12,745.75	-	-	12,745.75	9,613.00
Investments	231.68	-	-	231.68	46.19
Income from charitable activities	118,365.69	15,086.06	-	133,451.75	122,889.96
<b>Total income</b>	<b>135,014.81</b>	<b>15,086.06</b>	<b>-</b>	<b>150,100.87</b>	<b>138,898.78</b>
Expenditure on:					
Costs of generating funds	-	-	-	-	-
Costs of generating voluntary income	840.76	-	-	840.76	569.16
Expenditure on charitable activities	131,089.32	17,629.29	-	149,247.34	126,298.40
Other expenditure	580.47	-	-	580.47	228.44
<b>Total expenditure</b>	<b>132,510.55</b>	<b>17,629.29</b>	<b>-</b>	<b>150,139.84</b>	<b>127,096.00</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>2,504.26</b>	<b>-2,543.23</b>	<b>-</b>	<b>-38.97</b>	<b>11,802.78</b>
<hr/>					
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	-	-	-	-	-
<b>Net movement in funds</b>	<b>2,504.26</b>	<b>-2,543.23</b>	<b>-</b>	<b>-38.97</b>	<b>11,802.78</b>
Reconciliation of funds					
<b>Total funds brought forward</b>	<b>27,091.27</b>	<b>1,468.42</b>	<b>338.26</b>	<b>28,897.95</b>	<b>17,095.17</b>
<b>Total funds carried forward</b>	<b>29,595.53</b>	<b>-1,074.81</b>	<b>338.26</b>	<b>28,585.98</b>	<b>28,897.95</b>

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

**Samuels Christian Nursery**

**Balance Sheet as at 31 August 2024**

	As at 31/08/2024 £	As at 31/08/2023 £
<b>Fixed assets</b>	-	-
<b>Current assets</b>		
Debtors	528.73	504.59
Cash At Bank And In Hand	28,330.25	29,033.84
	<b>28,858.98</b>	<b>29,538.43</b>
<b>Liabilities</b>		
Creditors: Amounts Falling Due In One Year	-	640.48
	-	<b>640.48</b>
<b>Total assets less current liabilities</b>	<b>28,858.98</b>	<b>28,897.95</b>
<b>Reserves</b>		
Excess/(deficit) to date	-38.97	19,129.59
Starting balances	28,897.95	9,768.36
<b>Total Reserves</b>	<b>28,858.98</b>	<b>28,897.95</b>
<b>Represented by Funds</b>		
General (Unrestricted)	29,595.53	27,091.27
Designated	-1,074.81	1,468.42
Restricted	338.26	338.26
<b>Total</b>	<b>28,858.98</b>	<b>28,897.95</b>

For the year ending 31/08/24 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 1<sup>st</sup> February 2025 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 2024**

**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.



**Analysis of Income and Expenditure**  
**01 September 2023 to 31 August 2024**

	General	Designated	Restricted	This year	Last year
<b>Income</b>					
<b>Donations and legacies</b>					
Income from supporters	3,011.20	-	-	3,011.20	5,999.98
Voluntary SNACK Contributions	136.25	-	-	136.25	191.5
Income from the public	-	-	-	-	73
Income from businesses	524.24	-	-	524.24	85.15
	<b>3,671.69</b>	-	-	<b>3,671.69</b>	<b>6,349.63</b>
<b>Other trading activities</b>					
Trading income - fees	12,700.75	-	-	12,700.75	9,543.00
Sale of goods	5	-	-	5	32.5
Income from snacks	10	-	-	10	37.5
Sales of bought in goods	30	-	-	30	-
	<b>12,745.75</b>	-	-	<b>12,745.75</b>	<b>9,613.00</b>
<b>Investments</b>					
Interest income	231.68	-	-	231.68	46.19
	<b>231.68</b>	-	-	<b>231.68</b>	<b>46.19</b>
<b>Income from charitable activities</b>					
1112 - Income from government bodies - NCC 2, 3	114,600.12	1,452.33	-	116,052.45	101,275.24
1113 - Income from Gov. Initiatives - DPRVTN, SE	3,689.57	13,453.93	-	17,143.50	21,215.72
Income from fundraising and events	76	179.8	-	255.8	399
	<b>118,365.69</b>	<b>15,086.06</b>	-	<b>133,451.75</b>	<b>122,889.96</b>
<b>Income Grand Totals</b>	<b>135,014.81</b>	<b>15,086.06</b>	-	<b>150,100.87</b>	<b>138,898.78</b>
<b>Expenditure</b>					
<b>Costs of generating funds</b>					
Cost of raising funds	10.56	-	-	10.56	36.56
Staff Training	759.4	-	-	759.4	532.6
Fundraising publicity costs	70.8	-	-	70.8	-
	<b>840.76</b>	-	-	<b>840.76</b>	<b>569.16</b>
<b>Expenditure on charitable activities</b>					
EYPP Expenditure	1,636.85	662.1	-	2,298.95	966.53
Donations	-	-	-	-	200
Supply of services	738.87	-	-	738.87	146.8
Purchase of goods	638.08	264.99	-	903.07	5,822.23
Audit costs	-	-	-	-	100
Legal advice	22.78	-	-	22.78	-
Cost of employment	429.05	-	-	429.05	308.92
Salaries	115,839.99	16,702.20	-	132,542.19	109,578.76
Office costs	325.21	-	-	325.21	458.75
Nursery supplies	1,485.54	-	-	1,485.54	1,670.75
Communications costs	10	-	-	10	23.78
Milk & snacks	616.92	-	-	616.92	605.35
Insurance	768.54	-	-	768.54	740.04
Staff pensions	3,141.78	-	-	3,141.78	2,341.21
Subscriptions	3,035.71	-	-	3,035.71	2,782.53
Sundry expenses	-	-	-	-	84.75
Goodwill Payments for Services	2,400.00	-	-	2,400.00	408
Staff expenses	580.47	-	-	580.47	228.44
<b>Expenditure: Grand Totals</b>	<b>132,510.55</b>	<b>17,629.29</b>	-	<b>150,139.84</b>	<b>127,096.00</b>

## Staff costs

	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Salaries and Wages	121,048.70	101,214.65
Tax paid by staff	8,075.80	5,966.60
National insurance by employee	2,531.91	2,031.51
NI by employer after £5000 allowance	867.71	
<b>Total</b>	<b>132,524.19</b>	<b>109,578.76</b>
Staff pensions	3,141.78	2,341.21
<b>Total Staff cost</b>	<b>135,665.97</b>	<b>111,919.97</b>

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

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

	<b>2023-4</b>	<b>2022-3</b>
Manager	1	1
Deputy Manager	1	1
3 <sup>rd</sup> in Charge L3	1	1
Early years L3 and Admin	1	1
Early years L3	2	1
Early years in training L3	1	1
Nursery Support	3	2
Early years L2	0	0
Finance	1	1
Apprentice	0	0
	<b>11</b>	<b>9</b>

## Taxation

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

<b>Debtors</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Other Debtors and prepayments	528.73	504.59
<b>Total</b>	<b>528.73</b>	<b>504.59</b>

<b>Creditors</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Other creditors and accruals	-	640.48
<b>Total</b>	<b>-</b>	<b>640.48</b>

**Samuels Christian Nursery**  
**Fund summary**  
**01 September 2023 to 31 August 2024**

<b>Represented by</b>			
<b>Unrestricted</b>			
	Unrestricted - General Fund	29,595.53	27,091.27
<b>Designated</b>			
	Designated - DEPRIVATION SUPPLEMENT	8.99	8.99
	Designated - Furniture, equipment, uniforms	1,022.97	843.17
	Designated - SAT TEAM	315.37	315.37
	Designated - SEN - NCC FUNDING	-2,422.14	300.89
<b>Restricted</b>			
	Restricted - SAMUELS RESERVE	0.63	0.63
	Restricted - Outside area	275.83	275.83
	Restricted - Ci2eye	61.8	61.8
<b>Fund Totals</b>		<b>28,858.98</b>	<b>28,897.95</b>

**Samuels Christian Nursery**  
**Fund movement summary**  
**Selected period: 01 September 2023 to 31 August 2024**

Fund	Fund balances brought forward	Incoming Resources	Outgoing Resources	Fund balances Carried forward
DEPRIV - DEPRIVATION SUPPLEMENT	8.99	-	-	8.99
FEU - Furniture, equipment, uniforms	843.17	179.8	-	1,022.97
RESERVE - SAMUELS RESERVE	0.63	-	-	0.63
SATTEAM - SAT TEAM	315.37	-	-	315.37
SEN - SEN - NCC FUNDING	300.89	14,906.26	17,629.29	-2,422.14
General - General fund	27,091.27	135,014.81	132,510.55	29,595.53
Garden - Outside area	275.83	-	-	275.83
Ci2eye - Ci2eye	61.8	-	-	61.8
<b>Totals</b>	<b>28,897.95</b>	<b>150,100.87</b>	<b>150,139.84</b>	<b>28,858.98</b>

**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