



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 01.08.2022 to 31.07.2023**

**Charity name: Pembury School House Nursery**

**Charity registration number: 1109583**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document.	Para 1.17	To provide high quality Early Years education to the children that attend our nursery school.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>At Pembury School House Nursery we work in partnership with every family to provide the highest quality childcare and education. We provide a safe, stimulating and nurturing environment where children are cared for in an atmosphere of care and warmth.</p> <p>Children's learning is taken forward, offering opportunities for all to succeed and reach their individual potential; valuing unique achievements and interests.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit.	Para 1.18	Our trustees have regard to the guidance issued by the Charity Commission on public benefit. The nursery serves the public benefit by providing opportunities for children of all backgrounds and by promoting the understanding of their educational needs.

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Pembury School House Nursery is proud to hold an 'Outstanding' Ofsted judgement and to be part of the Collaboration Early Years Team for Kent.</p> <p>We are a much-needed provision to the community of Pembury and surrounding villages.</p> <p>We provide Early Years Education to children from the age of 2 years 2 months until the age of 5.</p>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The Nursery produced a surplus for the year of £10,016, increasing the total funds to £117,626, all of which are unrestricted.</p> <p>New assets totalling £3,088 were purchased and included iPads and an upgrade to the sandpit. Allowing for depreciation this increased tangible assets from £3,171 to £4,903.</p> <p>Rent for Jul – Sep, usually invoiced prior to year-end, was invoiced late and the resulting accrual increased creditors and decreased debtors, compared to prior-year. Creditors also included PAYE and pension liabilities paid in early August.</p> <p>Cash balances remained strong at £114,421 compared to £104,196 in the prior-year, generating £1,717 in interest.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The Nursery's income is fee income from the provision of childcare. This income is unrestricted and has allowed the Nursery to build-up a general unrestricted reserve. This is maintained in deposits, which generate income for the Nursery, and are available to meet future unforeseen expenses and to provide financial resilience.</p>
Amount of reserves held	Para 1.22	£117,626
Reasons for holding zero reserves	Para 1.22	N/A

Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The Charity is formed as a company limited by guarantee and is governed by its memorandum and articles of association.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Company limited by guarantee with no share capital.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees.	Para 1.25	Trustees are appointed in accordance with Section 4 of the Pembury School House Nursery Articles of Association.

## Reference and Administrative details

Charity name	Pembury School House Nursery
Other name the charity uses	N/A
Registered charity number	1109583
Charity's principal address	Pembury School House Nursery Lower Green Road Pembury Kent TN2 4EB

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Kelly Marsh	Director / Trustee		
2	Samantha Digby-Baker	Director / Trustee	Appointed 21/11/22	
3	Jane Askew	Company Secretary / Trustee		

Corporate trustees – names of the directors at the date the report was approved

Director name		
---------------	--	--

Kelly Marsh		
Samantha Digby-Baker		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Kelly Marsh		
Samantha Digby-Baker	Appointed 21/11/22	
Jane Askew		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	The charity does not administer any funds on behalf of others and as such does not hold assets in this capacity.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	<i>Jane Askew</i>	
<b>Full name(s)</b>	Jane Askew	
<b>Position (eg Secretary, Chair, etc)</b>	Trustee	
<b>Date</b>	20 November 2023	

**PEMBURY SCHOOL HOUSE NURSERY  
ANNUAL REPORT AND UNAUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 JULY 2023**

**PEMBURY SCHOOL HOUSE NURSERY  
ANNUAL REPORT AND UNAUDITED ACCOUNTS  
CONTENTS**

---

	<b>Page</b>
Company information	3
Directors' report	4
Accountants' report	5
Statement of income and retained earnings	6
Statement of financial position	7
Notes to the accounts	8
Detailed profit and loss account	11

**PEMBURY SCHOOL HOUSE NURSERY  
COMPANY INFORMATION  
FOR THE YEAR ENDED 31 JULY 2023**

---

<b>Directors</b>	Kelly Marsh Samantha Digby-Baker
<b>Secretary</b>	Jane Askew
<b>Company Number</b>	05392129 (England and Wales)
<b>Registered Office</b>	Lower Green Road Pembury Kent TN2 4EB
<b>Accountants</b>	Tonbridge Accountants Limited 27 Old Gloucester Street London WC1N 3AX

**PEMBURY SCHOOL HOUSE NURSERY  
(COMPANY NO: 05392129 ENGLAND AND WALES)  
DIRECTORS' REPORT**

---

The directors present their report and accounts for the year ended 31 July 2023.

**Principal activity**

The principal activity of the company is to provide nursery school facilities for pre-school children.

**Directors**

Kelly Marsh held office during the whole of the period.

Samantha Digby-Baker was appointed on 21 November 2022.

Alan Fineman resigned on 21 November 2022.

**Statement of directors' responsibilities**

The directors are responsible for preparing the report and accounts in accordance with applicable law and regulations.

Company law requires the directors to prepare accounts for each financial year. Under that law, the directors have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Small company provisions**

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

Signed on behalf of the board of directors

.....  
Kelly Marsh  
Director

Approved by the board on: 28 November 2023



# **CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE PREPARATION OF THE UNAUDITED STATUTORY ACCOUNTS OF PEMBURY SCHOOL HOUSE NURSERY FOR THE YEAR ENDED 31 JULY 2023**

---

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Pembury School House Nursery for the year ended 31 July 2023 as set out on pages 6 - 10 from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at [icaew.com/membershandbook](https://www.icaew.com/membershandbook).

Our work has been undertaken in accordance with AAF 7/16 as detailed at [icaew.com/compilation](https://www.icaew.com/compilation).

Tonbridge Accountants Limited  
Chartered Accountants

27 Old Gloucester Street  
London  
WC1N 3AX

28 November 2023

**PEMBURY SCHOOL HOUSE NURSERY**  
**STATEMENT OF INCOME AND RETAINED EARNINGS**  
**FOR THE YEAR ENDED 31 JULY 2023**

		<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
<b>Turnover</b>	4	123,872	128,187
Cost of sales		(1,988)	(1,004)
<b>Gross surplus</b>		121,884	127,183
Administrative expenses		(113,585)	(108,754)
Other operating income		1,717	528
<b>Operating surplus</b>		10,016	18,957
<b>Surplus on ordinary activities before taxation</b>		10,016	18,957
Tax on surplus on ordinary activities		-	-
<b>Surplus for the financial year</b>		10,016	18,957
Retained earnings at the start of the year		107,610	88,653
Surplus for the financial year		10,016	18,957
Dividends		-	-
Retained earnings at the end of the year		117,626	107,610

**PEMBURY SCHOOL HOUSE NURSERY  
STATEMENT OF FINANCIAL POSITION  
AS AT 31 JULY 2023**

	Notes	2023 £	2022 £
<b>Fixed assets</b>			
Tangible assets	5	4,903	3,171
<b>Current assets</b>			
Debtors	6	618	1,344
Cash at bank and in hand		114,421	104,196
		<u>115,039</u>	<u>105,540</u>
<b>Creditors: amounts falling due within one year</b>	7	(2,316)	(1,101)
<b>Net current assets</b>		<u>112,723</u>	<u>104,439</u>
<b>Net assets</b>		<u>117,626</u>	<u>107,610</u>
<b>Reserves</b>	8		
Profit and loss account		117,626	107,610
<b>Members' funds</b>		<u>117,626</u>	<u>107,610</u>

For the year ending 31 July 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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 and in accordance with the provisions of FRS 102 Section 1A - Small Entities.

The financial statements were approved by the Board of Directors and authorised for issue on 28 November 2023 and were signed on its behalf by

Kelly Marsh  
Director

Company Registration No. 05392129

# PEMBURY SCHOOL HOUSE NURSERY

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 JULY 2023

---

#### 1 Statutory information

Pembury School House Nursery is a private company, limited by guarantee, registered in England and Wales, registration number 05392129. The registered office is Lower Green Road, Pembury, Kent, TN2 4EB.

#### 2 Compliance with accounting standards

The financial statements of Pembury School House Nursery (the Nursery) have been prepared in compliance with United Kingdom Accounting Standards, including Financial Reporting Standard 102, 'The Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland' ('FRS 102'), Section 1A Small Entities, and the Companies Act 2006.

The financial statements have also been prepared in compliance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019, and the Charities Act 2011.

#### 3 Accounting policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year, and also have been consistently applied within the same accounts.

##### ***Basis of preparation***

The accounts have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets.

##### ***Presentation currency***

The accounts are presented in £ sterling.

##### ***Turnover***

The Nursery's turnover is derived from fee income for early years education, government funding and fund raising activities.

Fee income is measured at the fair value of the consideration received or receivable. Parents are invoiced three times per year in September, January and April and payment is due within 60 days of the invoice date. Revenue is recognised over the period of instruction and is fully recognised at the balance sheet date as all services for the year have been provided at this point.

Government funding is recognised in accordance with the accounting policy relating to government grants, as set out below.

Fund raising typically involves the sale of small items. Turnover is recognised when goods have been provided to customers such that risks and rewards of ownership have transferred to them.

##### ***Government grants***

The Nursery receives government funding as part of a national government scheme to provide funded childcare places. The nursery accounts for this funding based on the performance model. The income is recognised when the performance-related condition, being the provision of childcare, is met.

For the year ending 31 July 2023, the Nursery received £66,803 in government funding (31 July 2022: £67,650). There are no unfulfilled conditions attaching to these grants.

##### ***Tangible fixed assets and depreciation***

Tangible assets are included at cost less depreciation and impairment. Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives:

Plant & machinery	25% reducing balance
-------------------	----------------------

**PEMBURY SCHOOL HOUSE NURSERY  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 JULY 2023**

---

***Cash and cash equivalents***

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

***Financial instruments***

The Nursery has chosen to adopt sections 11 and 12 of FRS 102 in respect of financial instruments. Basic financial assets, including trade and other receivables, cash and bank balances, are initially recognised at transaction price, 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. Such assets are subsequently carried at amortised cost using the effective interest method. Basic financial liabilities, including trade and other payables, 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 receipts discounted at a market rate of interest.

***Pension costs***

The Nursery operates a defined contribution scheme for the benefit of its employees. Contributions payable are recognised in the profit and loss account when due.

***Going concern***

The Nursery is a registered charity and is considered a public benefit entity. The financial statements are prepared on a going concern basis. There are no material uncertainties that cast significant doubt on the Nursery's ability to continue as a going concern.

***Change in accounting policy***

In order to provide more relevant information about the effects of the Nursery's transactions on financial performance, the costs relating to consumable items used in the Nursery are now presented within cost of sales, rather than within administrative expenses. As a result, cost of sales has increased by £1,988 (2022: £1,004), gross surplus and administrative expenses have both decreased by these same amounts. There has been no impact on the surplus for the current or prior year.

**4 Turnover**

All income and expenditure pertains to unrestricted funds. The Nursery does not hold restricted funds or endowment funds and, as a result, there have been no transfers between these categories.

Retained earnings at the end of the year represent the total funds of the Nursery, which are all unrestricted.

**5 Tangible fixed assets**

	<b>Plant &amp; machinery £</b>
<b>Cost or valuation</b>	At cost
At 1 August 2022	21,617
Additions	3,088
At 31 July 2023	24,705
<b>Depreciation</b>	
At 1 August 2022	18,446
Charge for the year	1,356
At 31 July 2023	19,802
<b>Net book value</b>	
At 31 July 2023	4,903
At 31 July 2022	3,171

**PEMBURY SCHOOL HOUSE NURSERY  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 JULY 2023**

<b>6 Debtors</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Amounts falling due within one year</b>		
Accrued income and prepayments	618	-
Other debtors	-	1,344
	<u>618</u>	<u>1,344</u>

<b>7 Creditors: amounts falling due within one year</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Taxes and social security	723	-
Other creditors	-	45
Accruals	963	1,056
Deferred income	630	-
	<u>2,316</u>	<u>1,101</u>

**8 Company limited by guarantee**

The Nursery is a company limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a winding up, such an amount as may be required not exceeding £1.

**9 Transactions with related parties**

The Nursery's directors and secretary also act as trustees. The trustee role is voluntary and no remuneration is paid. K. Marsh is also Head of Nursery and was remunerated £20,592 for the role (2022: £13,341). Pension contributions of £431 were also paid (2022: £285). J. Askew is also Office Manager and was remunerated £20,542 for the role (2022: £21,416). Pension contributions of £429 were also paid (2022: £455).

There were no employees whose received total employee benefits of more than £60,000. Total expenses of £164 were reimbursed to two trustees for nursery supplies, meeting and administrative expenses.

Tonbridge Accountants Limited were paid £1,772 during the period, comprising £1,400 for accounting services, £300 for Xero implementation and £72 for company secretarial work. No separate fee was charged for the independent examination, which is included in accounting services.

**10 Average number of employees**

During the year the average number of employees was 9 (2022: 9).

**PEMBURY SCHOOL HOUSE NURSERY  
DETAILED PROFIT AND LOSS ACCOUNT  
FOR THE YEAR ENDED 31 JULY 2023**

This schedule does not form part of the statutory accounts.

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Turnover</b>		
Sales	123,872	128,187
<b>Cost of sales</b>		
Purchases	1,988	1,004
<b>Gross profit</b>	121,884	127,183
<b>Administrative expenses</b>		
Wages and salaries	93,331	89,037
Pensions	962	967
Staff training and welfare	18	936
Travel and subsistence	23	-
Entertaining	484	-
Rent	8,423	8,005
Rates	825	801
Cleaning	1,670	1,404
Telephone and fax	568	426
Postage	4	-
Stationery and printing	380	1,050
Subscriptions	84	-
Insurance	229	623
Software	563	282
Repairs and maintenance	2,463	2,156
Depreciation	1,356	1,057
Sundry expenses	395	1,620
Accountancy fees	1,772	355
Other legal and professional	35	35
	113,585	108,754
<b>Other operating income</b>		
Other operating income	1,717	528
<b>Operating profit</b>	10,016	18,957
<b>Profit on ordinary activities before taxation</b>	10,016	18,957

## **Independent examiner's report to the trustees of Pembury School House Nursery ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2023.

### **Responsibilities and basis of report**

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

Having satisfied myself that the accounts of the Company 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

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

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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

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 accounts to be reached.

Signed: Name: Laughton Ross BA (hons), FCA, ACII

Address: Hadlow Road, Tonbridge

Date: 16 November 2023