

HARVEY ROAD DAY NURSERY LIMITED

England & Wales · Charity number 1121441

Details

Status	Registered
Legal form	Charitable company
Company number	06283794
Registered	2007-10-31
Register	View on the Charity Commission register

Contact

Address	9-10 Harvey Road Cambridge CB1 2ET
Phone	01223 363860
Email	hrdn@zen.co.uk
Website	www.harveyroaddaynursery.org.uk

Activities

Objects: TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS AND BY :-1 OFFERING APPROPRIATE PLAY FACILITIES AND TRAINING COURSES, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN REGARDLESS OF THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY.2 ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREAS.3 INSTIGATING AND ADHERING TO AND FURTHERING THE AIM OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: Harvey Road Day Nursery (HRDN) provides care and Foundation Stage education in central Cambridge for children aged from 3months to 5 years.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE CAMBRIDGSHIRE
- Cambridgeshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-09-30	£446,197	£450,555	-	-
2023-09-30	£426,740	£417,807	-	-
2022-09-30	£406,075	£429,683	-	-
2021-09-30	£478,172	£509,393	-	-
2020-09-30	£456,850	£511,469	-	-

Trustees

Name	Role	Appointed
Jennifer Gibson		2019-11-22
Lea Patasic		2021-12-01

HARVEY ROAD DAY NURSERY LIMITED

England & Wales - Charity number 1121441

Accounts

Registered number: 06283794

Charity number: 1121441

HARVEY ROAD DAY NURSERY LIMITED

(A Company Limited by Guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2024

HARVEY ROAD DAY NURSERY LIMITED

(A Company Limited by Guarantee)

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HARVEY ROAD DAY NURSERY LIMITED

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 30 SEPTEMBER 2024

Trustees	J Gibson R Oren L Patasic
Company registered number	06283794
Charity registered number	1121441
Registered office	9 - 10 Harvey Road Cambridge CB1 2ET
Accountants	Philip Evans FCCA Morgan Barrett Accountancy 20 Church Street Little Shelford Cambridge CB22 5HG
Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ Cambridge Building Society 51 Newmarket Road Cambridge CB5 8FF Scottish Widows Bank PO Box 883 Leeds LS1 9TY
Nursery Manager	S Baldry
Deputy Manager	M Griffin M Guy

HARVEY ROAD DAY NURSERY LIMITED

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TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2024

The Trustees present their annual report together with the financial statements of the Charity for the 1 October 2022 to 30 September 2023. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Charity qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

OBJECTIVES AND ACTIVITIES

a. Policies and objectives

The Nursery has 6 main objectives to its operation:

- Our main objective is to provide the children in our care with a happy, safe and stimulating environment in which to grow and learn.
- Ensure the nursery is staffed with appropriately qualified, motivated and experienced staff to deliver the Early Years Foundation Stage requirements required by the nursery.
- Ensure the nursery meets all legal requirements, the Early Years Foundation standards, the Quality Framework requirements and achieves as high a level rating it can under the OFSTED regulatory body.
- Ensure the nursery is always at maximum capacity and attempt to avoid non usage of places.
- Support families using the nursery service.
- Continue to improve information access for parents and carers.

In order to ensure that everything we undertake is in line with recognised equality of opportunity quality standards and to provide for the welfare of all our service users, members and participants, all of our work will be informed through our policies and statements which have been developed in line with legal requirements:

- Safeguarding Children and Child Protection
- Whistle Blowing
- Health and Safety
- Managing Illness and Administering Medicines
- Confidentiality and Client Access to Records
- Privacy Policy
- Complaints and Compliments
- Food, Nutrition and Celebrations Policy
- Parents Guide to the Early Years Foundation Stage Framework
- Employee Learning and Development

HARVEY ROAD DAY NURSERY LIMITED

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TRUSTEES' REPORT (Continued)
FOR THE YEAR ENDED 30 SEPTEMBER 2024

OBJECTIVES AND ACTIVITIES (CONTINUED)

- Safer Recruitment
- Student Policy
- Nappy Changing and Intimate Care Policy
- Biting
- Use of Mobile Phones, Cameras and Technological Devices
- Inclusion and Equality
- Fire Safety
- Lock Down Policy
- CCTV Policy
- Adverse Weather
- Sun Care Policy
- Parent/Carer Involvement Policy
- Achieving Positive Behaviour & Well Being
- Monitoring Staff Behaviour
- Supporting Children with Special Needs
- Conflict Resolution
- Emotional Health and Wellbeing
- Covid-19 Contingency Plan

An up to date Policy and Procedures book is in each room, office and staff room. New parents are also directed to the website which is regularly updated.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

b. Activities undertaken to achieve objectives

The Nursery is inspected by OFSTED and will aim to respond appropriately and within reasonable timeframes to any issues raised. Staff and Trustees as well as parents are involved with this process and feedback is made available to each representative party. The nursery was not inspected by OFSTED this year.

The Nursery actively seeks feedback from parents and stakeholders. Regular meetings are held with the Hundred Houses Society—the owner and manager of the Nursery building. Parents are kept informed of nursery activities and their child's development specifically via email or Tapestry, the nursery's online portal for parents and staff to share information.

The Nursery Manager operates a continual process of place management and monitors our waiting list for places. She alerts the Board of Management to any unfilled nursery places and advises what is being done to reach maximum capacity.

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TRUSTEES' REPORT (Continued) FOR THE YEAR ENDED 30 SEPTEMBER 2024

ACHIEVEMENTS AND PERFORMANCE

a. Review of Activities:

The children enjoyed various celebrations throughout the year, including a Christmas sing along and a visit from Father Christmas. The also enjoyed trips to the Police Station and to nearby Parker's Piece.

We had photographers in twice during the year, one to take more formal photos indoors in the autumn and another to take natural photographs of the children in the garden in the Spring.

Coach Salv came once a fortnight throughout the year to do sports with the children and Coach Lucy came to do dance.

The children also experienced caterpillars turn into cocoons and then butterflies.

Staff continue to attend various training both face to face and online over the year to enhance their personal development. Staff also completed two in house training days.

In February the staff all went to the Theatre to see Mama Mia a great day out was had by all.

b. Staffing

We are at full capacity in terms of the number of children we can take, with the limiting factor being the recruitment of qualified staff. This is a problem across the sector and particularly bad in Cambridge. One of the ways we have dealt with this challenge is by partnering with Cambridge Regional College to bring trainees who work towards their certification while they are with us.

We have recruited the following staff this year: Haley (Early Years Assistant) in March, Paul (Chef) in June, Maja (Apprentice chef) in September and Chloe (Apprentice) in September.

Two apprentices completed their training but both decided not to continue in child care. We did however successfully recruit another apprentice.

We continue to take CRC students and Anglia Ruskin students on work placement schemes. We also continue to support the local colleges by offering work experience placements throughout the year.

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TRUSTEES' REPORT (Continued) FOR THE YEAR ENDED 30 SEPTEMBER 2024

c. Parent Participation

We held our 3rd annual summer social event in the nursery garden in the summer. Everyone had a lot of fun with the majority of parents and staff joining us.

The nursery organised two Bags 2 School fundraising events which proved to work well. We hope to continue with this.

The Pre-school leavers provided breakfast for the staff as a thank you gift to everyone.

The Board of Directors continues to be run by parents. There are currently three Directors and we are in the process of recruiting more.

FINANCIAL REVIEW

a. Going Concern

The Nursery continues to monitor its outgoings very closely, especially food costs that are kept as low as possible by frequently shopping around.

Energy costs remain high and we are limited in our ability to search for cheaper electricity and gas by the terms of our lease.

Housing Association - shared information from housing still continues to be an issue, regular meetings are held with the Housing Officers to address any problems.

For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves policy

In case of unexpected events, such as increases in costs or loss of income streams, we are aiming to retain free reserves equivalent to 4-5 months' turnover (£140,000 to £180,000). As at 30 September 2024, reserves were £158,801, which is within the target range. We continue to hold our reserves in cash, split between our accounts.

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TRUSTEES' REPORT (Continued) FOR THE YEAR ENDED 30 SEPTEMBER 2024

c. Financial position and performance

The Statement of Financial Activities covers the period 1 October 2023 to 30 September 2024. The detailed results of the period's operations are set out in the attached financial statements.

Income for the year was £446,197 which comprised £438,775 (2023: £423,391) from parents' fees and grant income, £3,778 (2023: £1,137) from bank interest, £3,643 (2023: £1,962) from donations and grants.

Expenditure amounted to £450,555 (2023: £417,807), of which £405,243 (2023: £384,224) related to direct costs and £45,312 (2023: £33,583) related to support and governance costs. There was a net outflow of funds for the period of £4,813 (2023: inflow £8,933). The retained reserves at 30 September 2024 amounted to £167,248 (2023: £173,896).

Nursery Fees continue to be the main source of income. Areas of expenditure have already been mentioned in the Review of Activities section as we continue to maintain and develop the nursery facilities.

The Nursery receives the use of premises, which are leased from a social housing provider in Cambridge. As a social housing provider, the landlord does not let out properties at a market rent and therefore due to the nature of the property the landlord is not able to determine a market rent. No in-kind donation for rent has therefore been included in these financial statements.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Constitution

Harvey Road Day Nursery Limited is registered as a charitable company limited by guarantee (registered number 06283794) and was set up by a Memorandum of Association on 18 June 2007. It is a registered charity, number 1121441.

The principal object of the charity is to establish and carry on a nursery school ("the Nursery") for the inhabitants of Cambridgeshire and the neighbouring counties where children may be educated and to use the Nursery as a childcare centre for the inhabitants of Cambridgeshire and the neighbouring counties where children may be cared for.

b. Methods of appointment or election of Trustees

The management of the Charity is the responsibility of the Trustees who are appointed by the members by ordinary resolution. The Trustees must stand down after the first year of operation and will then offer themselves for re-election at the first annual general meeting. Trustees will then retire in rotation and may be re-elected at subsequent annual general meetings.

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TRUSTEES' REPORT (Continued)
FOR THE YEAR ENDED 30 SEPTEMBER 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT (CONTINUED)

The Trustees themselves may also appoint a person who is willing to act as a Trustee. A Trustee so appointed must retire at the next annual general meeting and must not be taken into account in determining the Trustees who are to retire by rotation.

c. Organisational structure and decision-making policies

The Trustees of the Charity, operating as a Board of Management, determine strategic priorities and oversee the financial management of the Charity. The day to day running of the Nursery is delegated by the Board of Management to the Nursery Manager and her deputies and staff. The Board of Management meets every two months to review the performance of the Nursery and consider issues which arise which affect the running of the Nursery.

d. Trustees

The Trustees who served during the year were:

J Gibson
R Oren
L Patasic

e. Financial risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

PLANS FOR THE FUTURE

We are updating fans in all areas of the nursery to improve air quality in the building for the benefit of the children and staff.

We are also undertaking improvements to the Koala room bathroom and steadily increasing staffing levels and child numbers.

Future proofing our nursery through our already successful apprenticeship scheme with Cambridge Regional College.

HARVEY ROAD DAY NURSERY LIMITED

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TRUSTEES' REPORT (Continued) FOR THE YEAR ENDED 30 SEPTEMBER 2024

STATEMENT OF TRUSTEES' RESPONSIBILITIES

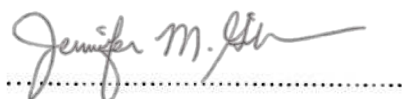
The Trustees (who are also the directors of the Charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial . Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

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

Approved by order of the members of the board of Trustees and signed on their behalf by:



J Gibson

Trustee

Date: 6/6/2025

HARVEY ROAD DAY NURSERY LIMITED

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INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2024

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HARVEY ROAD DAY NURSERY LIMITED ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 30 September 2023.

RESPONSIBILITIES AND BASIS OF REPORT

As the Trustees of the Charity (and 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 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 Charity's accounts 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

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 Institute of Chartered Accountants in England and Wales, 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:

1. accounting records were not kept in respect of the Charity 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 [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 accounts to be reached.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's

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INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2024

Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed:

Dated:

Philip Evans FCCA

HARVEY ROAD DAY NURSERY LIMITED

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STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 30 SEPTEMBER 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
	Note				
INCOME FROM:					
Donations	3	3,212	431	3,643	1,962
Charitable activities	4	391,017	47,735	438,751	423,391
Investments	5	3,778	-	3,778	1,137
Other Income	6	24	-	24	250
TOTAL INCOME		<u>398,031</u>	<u>48,166</u>	<u>446,197</u>	<u>426,740</u>
EXPENDITURE ON:					
Charitable activities	7	405,739	47,719	453,459	417,807
TOTAL EXPENDITURE		<u>405,739</u>	<u>47,719</u>	<u>453,459</u>	<u>417,807</u>
NET MOVEMENT IN FUNDS		<u>(7,708)</u>	<u>447</u>	<u>(7,262)</u>	<u>8,933</u>
RECONCILIATION OF FUNDS:					
Total funds brought forward		171,369	2,527	173,896	164,963
Net movement in funds		<u>(7,708)</u>	<u>447</u>	<u>(7,262)</u>	<u>8,933</u>
TOTAL FUNDS CARRIED FORWARD		<u>163,661</u>	<u>2,974</u>	<u>166,634</u>	<u>173,896</u>

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 11 to 24 form part of these financial statements.

HARVEY ROAD DAY NURSERY LIMITED

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BALANCE SHEET AS AT 30 SEPTEMBER 2024

	Note	2024 £	2023 £
FIXED ASSETS			
Tangible assets	12	10,283	12,568
			12,568
CURRENT ASSETS			
Debtors	13	3,211	5,449
Cash at bank and in hand		203,436	227,595
		206,647	233,044
Creditors: amounts falling due within one year	14	(50,296)	(71,716)
NET CURRENT ASSETS		156,351	161,328
TOTAL NET ASSETS		166,634	173,896
CHARITY FUNDS			
Restricted funds	15	2,974	2,527
Unrestricted funds	15	163,661	171,369
TOTAL FUNDS		166,634	173,896

The Charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

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

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



J Gibson - Trustee

6/6/2025

Date

HARVEY ROAD DAY NURSERY LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

1. GENERAL INFORMATION

The Charity is a company limited by guarantee. The members of the Charity are the Trustees named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the Charity.

The functional and presentational currency is GBP.

2. ACCOUNTING POLICIES

2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Harvey Road Day Nursery Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

There were no significant estimates or judgements made by management in preparing these financial statements.

2.2 GOING CONCERN

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future.

We continue to have a full waiting list and places are full at all times. The nursery continues to monitor its outgoings very closely, especially food costs that are kept as low as possible by frequently shopping around.

For this reason, they continue to adopt the going concern basis in preparing the financial statements. There are no material uncertainties in relation to going concern.

HARVEY ROAD DAY NURSERY LIMITED

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

2. ACCOUNTING POLICIES (CONTINUED)

2.3 INCOME

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the Charity which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

Parent fees are recognised in the period to which they relate, with any fees received in advance being deferred.

Donations are recognised in the period in which they are received.

2.4 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.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

HARVEY ROAD DAY NURSERY LIMITED

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

2.4 EXPENDITURE (CONTINUED)

Support costs including governance costs are those costs incurred directly in support of expenditure on the objects of the Charity and include overheads incurred in the running of the Nursery.

Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

All expenditure is inclusive of irrecoverable VAT.

2.5 GOVERNMENT GRANTS

Government grants other than for tangible fixed assets are credited to the Statement of Financial Activities as the related expenditure is incurred.

2.6 TANGIBLE FIXED ASSETS AND DEPRECIATION

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

Property improvements - 10% - 33.33% straight line

Office equipment - 20% straight line

2.7 DEBTORS

Trade and other debtors are recognised at the settlement amount after any trade discount offered.

Prepayments are valued at the amount prepaid net of any trade discounts due.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

2.8 CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.9 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

2.10 FINANCIAL INSTRUMENTS

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.11 OPERATING LEASES

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight-line basis over the lease term

2.12 PENSIONS

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

HARVEY ROAD DAY NURSERY LIMITED

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

2.13 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. INCOME FROM DONATIONS

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Donations	-	431	431	462
Grants	3,212	-	3,212	1,500
	<u>3,212</u>	<u>431</u>	<u>3,643</u>	<u>1,962</u>
Total 2023	<u>301</u>	<u>1661</u>	<u>1962</u>	

The nursery operates from premises in Cambridge, leased from a social housing provider with a peppercorn rent. As a social housing provider, the landlord does not let out properties at a market rent and therefore due to the nature of the property the landlord is not able to determine a market rent. No inkind donation for rent has therefore been included in these financial statements.

HARVEY ROAD DAY NURSERY LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Education & milk grant	-	47,735	47,735	28,654
Parents fees	<u>391,017</u>	<u>-</u>	<u>391,017</u>	<u>394,737</u>
	<u>391,017</u>	<u>47,735</u>	<u>438,751</u>	<u>423,391</u>
Total 2023	<u>394,737</u>	<u>28,654</u>	<u>423,391</u>	

5. INCOME FROM INVESTMENTS

	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Bank Interest	<u>3,778</u>	<u>3,778</u>	<u>1,137</u>
Total 2023	<u>1,137</u>	<u>1,137</u>	

6. OTHER INCOME

	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Fundraising income	24	24	-
Photography Commission	<u>-</u>	<u>-</u>	<u>250</u>
	<u>24</u>	<u>24</u>	<u>250</u>
Total 2023	<u>250</u>	<u>250</u>	

HARVEY ROAD DAY NURSERY LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

7. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

Summary by fund type

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Nursery school education	405,739	47,719	453,459	417,807
TOTAL 2023	387,492	30,315	417,807	

8. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities undertaken directly 2024 £	Support costs 2024 £	Total funds 2024 £	Total funds 2023 £
Nursery school education	413,780	39,679	453,459	417,807
TOTAL 2023	384,224	33,583	417,807	

HARVEY ROAD DAY NURSERY LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

8. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

ANALYSIS OF DIRECT COSTS

	Nursery school education 2024 £	Total funds 2024 £	Total funds 2023 £
Staff costs	339,179	339,179	297,573
Depreciation	2,744	2,744	3,527
Equipment	3,247	3,247	2,400
Staff training and welfare	1,255	1,255	68
Cleaning	29,139	29,139	20,476
Premises costs	21,188	21,188	44,794
Food and chef costs	10,569	10,569	12,586
Bank charges	826	826	259
Advertising and recruitment costs	-	-	-
Stationery	165	165	256
Subscriptions	5,467	5,467	2,285
	<u>413,780</u>	<u>413,780</u>	<u>384,224</u>

ANALYSIS OF SUPPORT COSTS

	Nursery school education 2024	Total funds 2024	Total funds 2023
Staff costs	32,053	32,053	21,352
Telephone and internet	825	825	1,457
Computer costs	1,325	1,325	888
Staff training and welfare	360	360	1,792
Payroll costs	2,129	2,129	2,041
Accountancy fees	2,988	2,988	6,053
	<u>39,679</u>	<u>39,679</u>	<u>33,583</u>
TOTAL 2023	<u>33,583</u>	<u>33,583</u>	

HARVEY ROAD DAY NURSERY LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

9. INDEPENDENT EXAMINER'S REMUNERATION

	2024	2023
	£	£
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	1440	3,308
Fees payable to the Charity's independent examiner in respect of:	1,440	2,200
Accountancy services	<u>2,880</u>	<u>5,508</u>

10. STAFF COSTS

	2024	2023
	£	£
Wages and salaries	312,597	300,910
Social security costs	15,743	14,884
Contribution to defined contribution pension schemes	<u>3,246</u>	<u>3,131</u>
	<u>331,587</u>	<u>318,925</u>

The average number of persons employed by the Charity during the year was as follows:

	2024	2023
	No.	No.
Nursery staff	21	22
Administration	<u>1</u>	<u>1</u>
	<u>22</u>	<u>23</u>

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel of the charity comprise the Trustees and the Manager and two Deputy Managers. The Trustees all give their time and expertise without any kind of remuneration or other benefit in kind (2023: £Nil). The total employment benefits of key management personnel including pension contributions and employers' national insurance was £110,410 (2023: £106,914).

HARVEY ROAD DAY NURSERY LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

11. TRUSTEES' REMUNERATION AND EXPENSES

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 30 September 2024, no Trustee expenses have been incurred (2023 - £NIL).

12. TANGIBLE FIXED ASSETS

COST

At 1 October 2023

Total

£

75,410

At 30 September 2024

75,410

DEPRECIATION

At 1 October 2023

62,842

Charge for the year

2,285

At 30 September 2024

65,127

NET BOOK VALUE

At 30 September 2024

10,283

At 30 September 2023

12,568

13. DEBTORS

	2024	2023
	£	£
Trade debtors	177	177
Other debtors	2,267	2,266
Prepayments and accrued income	767	3,006
	3,211	5,449

HARVEY ROAD DAY NURSERY LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Payments received on account	117	591
Trade creditors	7,919	11,504
Other taxation and social security	5,722	5,491
Other creditors (including £20,000 deposits held)	20,000	33,241
Accruals and deferred income	13,128	20,889
	<u>46,886</u>	<u>71,716</u>
Deferred income at 1 October 2023	8,438	3,188
Resources deferred during the year		8,438
Amounts released from previous periods	<u>(5,028)</u>	<u>(3,188)</u>
	<u>3,410</u>	<u>8,438</u>

Resources deferred during the year relate to education grant income.

HARVEY ROAD DAY NURSERY LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

15. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 01-Oct 2023 £	Income £	Expenditure £	Balance at 30-Sep 2024 £
UNRESTRICTED FUNDS				
General Funds	171,369	398,031	(405,739)	163,661
RESTRICTED FUNDS				
Milk Fund	-	1,234	(1,234)	-
Education Grant Fund	-	46,501	(46,486)	15
Donations Fund	2,527	431		2,958
	2,527	48,166	(47,719)	2,974
TOTAL OF FUNDS	173,896	446,197	(453,459)	166,634

HARVEY ROAD DAY NURSERY LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

15. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 01-Oct 2022 £	Income £	Expenditure £	Balance at 30-Sep 2023 £
UNRESTRICTED FUNDS				
General Funds	162,436	396,425	(387,492)	171,369
RESTRICTED FUNDS				
Milk Fund		1,636	(1,636)	
Education Grant Fund		27,018	27,018	
Donations Fund		-	-	
Staff events	2,527	161	(161)	2,527
Cambridge Regional College		1,500	(1,500)	
	2,527	30,315	23,721	2,527
TOTAL OF FUNDS	164,963	426,740	(363,771)	173,896

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	10,283		10,283
Current assets	206,647	2,974	209,620
Creditors due within one year	(50,296)		(50,296)
TOTAL	166,634	2,974	169,608

HARVEY ROAD DAY NURSERY LIMITED

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS (CONTINUED) ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	12,568		12,568
Current assets	230,517	2,527	233,044
Creditors due within one year	(71,716)		(71,716)
TOTAL	<u>171,369</u>	<u>2,527</u>	<u>173,896</u>

17. PENSION COMMITMENTS

The nursery operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the nursery in an independently administered fund. The pension cost charge represents contributions payable by the nursery to the fund and amounted to £3,246 (2023: 3,131). At the balance sheet date there were prepaid contributions of £2,266 (2023: £2,266).

18. OPERATING LEASE COMMITMENTS

At 30 September 2024 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2024 £	2023 £
Not later than 1 year	2,215	2,215
Later than 1 year and not later than 5 years	5,635	5,635
Later than 5 years	4,560	5,700
	<u>12,410</u>	<u>13,550</u>

The nursery leases premises from a social housing provider. The lease allows for payment of a peppercorn rent, although this has not been invoiced for some years. The nursery has a commitment to contribute to the Housing Cyclical Budget of £475 plus VAT twice a year, which is included within the above figures.

19. RELATED PARTY TRANSACTIONS

The Charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Charity at 30 September 2024.

HARVEY ROAD DAY NURSERY LIMITED

England & Wales - Charity number 1121441

Accounts

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2023

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

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HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

Trustees	J Gibson R Oren L Patasic
Company registered number	06283794
Charity registered number	1121441
Registered office	9 - 10 Harvey Road Cambridge CB1 2ET
Accountants	M Hewett FCA DChA Chartered Accountants Salisbury House Station Road Cambridge CB1 2LA
Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ Cambridge Building Society 51 Newmarket Road Cambridge CB5 8FF Scottish Widows 67 Morrison Street Edinburgh EH3 8YJ
Nursery Manager	S Baldry
Deputy Manager	M Griffin M Guy

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2023

The Trustees present their annual report together with the financial statements of the Charity for the 1 October 2022 to 30 September 2023. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Charity qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

OBJECTIVES AND ACTIVITIES

a. Policies and objectives

The Nursery has 6 main objectives to its operation:

- Our main objective is to provide the children in our care with a happy, safe and stimulating environment in which to grow and learn.
- Ensure the nursery is staffed with appropriately qualified, motivated and experienced staff to deliver the Early Years Foundation Stage requirements required by the nursery.
- Ensure the nursery meets all legal requirements, the Early Years Foundation standards, the Quality Framework requirements and achieves as high a level rating it can under the OFSTED regulatory body.
- Ensure the nursery is always at maximum capacity and attempt to avoid non usage of places.
- Support families using the nursery service.
- Continue to improve information access for parents and carers.

In order to ensure that everything we undertake is in line with recognised equality of opportunity quality standards and to provide for the welfare of all our service users, members and participants, all of our work will be informed through our policies and statements which have been developed in line with legal requirements:

- Safeguarding Children and Child Protection
- Whistle Blowing
- Health and Safety
- Managing Illness and Administering Medicines
- Confidentiality and Client Access to Records
- Privacy Policy
- Complaints and Compliments
- Food, Nutrition and Celebrations Policy
- Parents Guide to the Early Years Foundation Stage Framework
- Employee Learning and Development
- Safer Recruitment
- Student Policy
- Nappy Changing and Intimate Care Policy
- Biting
- Use of Mobile Phones, Cameras and Technological Devices
- Inclusion and Equality
- Fire Safety
- Lock Down Policy
- CCTV Policy
- Adverse Weather
- Sun Care Policy

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023

OBJECTIVES AND ACTIVITIES (CONTINUED)

- Parent/Carer Involvement Policy
- Achieving Positive Behaviour & Well Being
- Monitoring Staff Behaviour
- Supporting Children with Special Needs
- Conflict Resolution
- Emotional Health and Wellbeing
- Covid-19 Contingency Plan

An up to date Policy and Procedures book is in each room, office and staff room. New parents are also directed to the website which is regularly updated.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

b. Activities undertaken to achieve objectives

The Nursery is inspected by OFSTED and will aim to respond appropriately and within reasonable timeframes to any issues raised. Staff and Trustees as well as parents are involved with this process and feedback is made available to each representative party. The nursery was not inspected by OFSTED this year.

The Nursery actively seeks feedback from parents and stakeholders. Regular meetings are held with the Hundred Houses Society—the owner and manager of the Nursery building. Parents are kept informed of nursery activities and their child's development specifically via email or Tapestry, the nursery's online portal for parents and staff to share information.

The Nursery Manager operates a continual process of place management and monitors our waiting list for places. She alerts the Board of Management to any unfilled nursery places and advises what is being done to reach maximum capacity.

ACHIEVEMENTS AND PERFORMANCE

a. Review of activities

The children enjoyed various celebrations throughout the year, including a Christmas sing along and a visit from Father Christmas. They also enjoyed a trip to the Botanic Gardens, the Police Station and to nearby Parker's Piece.

We had photographers in twice during the year, one to take more formal photos indoors in the Autumn and another to take natural photographs of the children in the garden in the spring.

Coach Salv came once a fortnight throughout the year to do sports with the children and Coach Jodie came to do dance.

The children also experienced caterpillars turning into cocoons and then butterflies, as well as a visit with a staff member's rabbits, who spent the day with us.

Staff continue to attend various training both face to face and online over the year to enhance their personal development.

In June, staff all went to the Theatre to see "The Bodyguard", a great day out was had by all.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

b. Staffing

We are at full capacity in terms of the number of children we can take, with the limiting factor being the recruitment of qualified staff. This is a problem across the sector and particularly bad in Cambridge. One of the ways we have dealt with this challenge is by partnering with Cambridge Regional College to bring trainees who work towards their certification while they are with us.

This year, one of our trainees achieved their certification and became a full-time member of staff. We also took on 2 new trainees who will work towards their certification, with the aim of becoming full time members of staff next year who are committed to our nursery for a year after their training is completed.

c. Renovations & Environment:

We installed new fans in all the rooms as air conditioning was not possible due to cost and planning issues.

We also made repairs to the kitchen and bathroom in the Kopala room during the year.

d. Parent Participation

We held our 2nd annual summer social event in the nursery garden in July. Everyone had a lot of fun with the majority of parents and staff joining us meaning over 100 in attendance.

The nursery organised two Bags 2 School fundraising events, which proved to work well. We will continue this next year.

The Board of Directors continues to be run by parents. There are currently three Directors and we are in the process of recruiting two more.

FINANCIAL REVIEW

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future.

We continue to have a full waiting list and places are full at all times. Energy costs remain high and we are limited in our ability to search for cheaper electricity and gas by the terms of our lease. The nursery continues to monitor its outgoings very closely, especially food costs that are kept as low as possible by frequently shopping around.

For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023

b. Reserves policy

In case of unexpected events, such as increases in costs or loss of income streams, we are aiming to retain free reserves equivalent to 4-5 months' turnover (£140,000 to £180,000). As at 30 September 2023, reserves were £158,801, which is within the target range. We continue to hold our reserves in cash, split between our accounts.

c. Financial position and performance

The Statement of Financial Activities covers the period 1 October 2022 to 30 September 2023. The detailed results of the period's operations are set out in the attached financial statements.

Income for the year was £426,740, which comprised £423,391 (2022: £402,779) from parents' fees and grant income, £1,137 (2022: £796) from bank interest, £1,962 (2022: £206) from donations and grants, £nil (2022: £2,000) from government grants and £250 (2022: £294) from photograph commission.

Expenditure amounted to £417,807 (2022: £429,683), of which £384,224 (2022: £397,805) related to direct costs and £33,583 (2022: £31,878) related to support and governance costs. There was a net inflow of funds for the period of £8,933 (2022: outflow £23,608). The retained reserves at 30 September 2023 amounted to £173,896 (2022: £164,963).

Nursery Fees continue to be the main source of income. Areas of expenditure have already been mentioned in the Review of Activities section as we continue to maintain and develop the nursery facilities.

The Nursery receives the use of premises, which are leased from a social housing provider in Cambridge. As a social housing provider, the landlord does not let out properties at a market rent and therefore due to the nature of the property the landlord is not able to determine a market rent. No in-kind donation for rent has therefore been included in these financial statements.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Constitution

Harvey Road Day Nursery Limited is registered as a charitable company limited by guarantee (registered number 06283794) and was set up by a Memorandum of Association on 18 June 2007. It is a registered charity, number 1121441.

The principal object of the charity is to establish and carry on a nursery school ("the Nursery") for the inhabitants of Cambridgeshire and the neighbouring counties where children may be educated and to use the Nursery as a childcare centre for the inhabitants of Cambridgeshire and the neighbouring counties where children may be cared for.

b. Methods of appointment or election of Trustees

The management of the Charity is the responsibility of the Trustees who are appointed by the members by ordinary resolution. The Trustees must stand down after the first year of operation and will then offer themselves for re-election at the first annual general meeting. Trustees will then retire in rotation and may be re-elected at subsequent annual general meetings.

The Trustees themselves may also appoint a person who is willing to act as a Trustee. A Trustee so appointed must retire at the next annual general meeting and must not be taken into account in determining the Trustees who are to retire by rotation.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT (CONTINUED)

c. Organisational structure and decision-making policies

The Trustees of the Charity, operating as a Board of Management, determine strategic priorities and oversee the financial management of the Charity. The day to day running of the Nursery is delegated by the Board of Management to the Nursery Manager and her deputies and staff. The Board of Management meets every two months to review the performance of the Nursery and consider issues which arise which affect the running of the Nursery.

d. Trustees

The Trustees who served during the year were:

J Gibson
R Oren
L Patasic

e. Financial risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

PLANS FOR THE FUTURE

We are updating fans in all areas of the nursery to improve air quality in the building for the benefit of the children and staff.

We are also undertaking improvements to the Koala room bathroom and steadily increasing staffing levels and child numbers.

Future proofing our nursery through our already successful apprenticeship scheme with Cambridge Regional College.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023

STATEMENT OF TRUSTEES' RESPONSIBILITIES

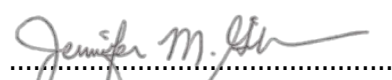
The Trustees (who are also the directors of the Charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial . Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

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

Approved by order of the members of the board of Trustees and signed on their behalf by:



J Gibson
Trustee

Date: 11/03/2024

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2023

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HARVEY ROAD DAY NURSERY LIMITED ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 30 September 2023.

RESPONSIBILITIES AND BASIS OF REPORT

As the Trustees of the Charity (and 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 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 Charity's accounts 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

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 Institute of Chartered Accountants in England and Wales, 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:

1. accounting records were not kept in respect of the Charity 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 [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 accounts to be reached.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed:

Dated:

Mr M Hewett
Peters Elworthy & Moore, Cambridge, CB1 2LA

FCA DChA

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

	Note	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
INCOME FROM:					
Donations	3	301	1,661	1,962	206
Charitable activities	4	394,737	28,654	423,391	402,779
Investments	5	1,137	-	1,137	796
Other income	6	250	-	250	2,294
TOTAL INCOME		396,425	30,315	426,740	406,075
EXPENDITURE ON:					
Charitable activities	7	387,492	30,315	417,807	429,683
TOTAL EXPENDITURE		387,492	30,315	417,807	429,683
NET MOVEMENT IN FUNDS		8,933	-	8,933	(23,608)
RECONCILIATION OF FUNDS:					
Total funds brought forward		162,436	2,527	164,963	188,571
Net movement in funds		8,933	-	8,933	(23,608)
TOTAL FUNDS CARRIED FORWARD		171,369	2,527	173,896	164,963

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 11 to 24 form part of these financial statements.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)
REGISTERED NUMBER: 06283794

BALANCE SHEET
AS AT 30 SEPTEMBER 2023

	Note	2023 £	2022 £
FIXED ASSETS			
Tangible assets	12	12,568	16,096
		12,568	16,096
CURRENT ASSETS			
Debtors	13	5,449	1,024
Cash at bank and in hand		227,595	216,730
		233,044	217,754
Creditors: amounts falling due within one year	14	(71,716)	(68,887)
NET CURRENT ASSETS		161,328	148,867
TOTAL NET ASSETS		173,896	164,963
CHARITY FUNDS			
Restricted funds	15	2,527	2,527
Unrestricted funds	15	171,369	162,436
TOTAL FUNDS		173,896	164,963

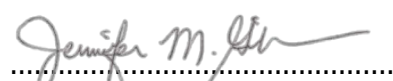
The Charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

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

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



J Gibson
Trustee

Date: 11/03/2024

The notes on pages 11 to 24 form part of these financial statements.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

1. GENERAL INFORMATION

The Charity is a company limited by guarantee. The members of the Charity are the Trustees named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the Charity.

The functional and presentational currency is GBP.

2. ACCOUNTING POLICIES

2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Harvey Road Day Nursery Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

There were no significant estimates or judgements made by management in preparing these financial statements.

2.2 GOING CONCERN

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future.

We continue to have a full waiting list and places are full at all times. The nursery continues to monitor its outgoings very closely, especially food costs that are kept as low as possible by frequently shopping around.

For this reason, they continue to adopt the going concern basis in preparing the financial statements.

There are no material uncertainties in relation to going concern.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

2. ACCOUNTING POLICIES (CONTINUED)

2.3 INCOME

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the Charity which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

Parent fees are recognised in the period to which they relate, with any fees received in advance being deferred.

Donations are recognised in the period in which they are received.

2.4 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

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

Support costs including governance costs are those costs incurred directly in support of expenditure on the objects of the Charity and include overheads incurred in the running of the Nursery. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

All expenditure is inclusive of irrecoverable VAT.

2.5 GOVERNMENT GRANTS

Government grants other than for tangible fixed assets are credited to the Statement of Financial Activities as the related expenditure is incurred.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

2. ACCOUNTING POLICIES (CONTINUED)

2.6 TANGIBLE FIXED ASSETS AND DEPRECIATION

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

Property improvements	- 10% - 33.33% straight line
Office equipment	- 20% straight line

2.7 DEBTORS

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.8 CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.9 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

2.10 FINANCIAL INSTRUMENTS

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.11 OPERATING LEASES

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight-line basis over the lease term.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

2. ACCOUNTING POLICIES (CONTINUED)

2.12 PENSIONS

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

2.13 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. INCOME FROM DONATIONS

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Donations	301	161	462	206
Grants	-	1,500	1,500	-
	301	1,661	1,962	206
TOTAL 2022	206	-	206	

The nursery operates from premises in Cambridge, leased from a social housing provider with a peppercorn rent. As a social housing provider, the landlord does not let out properties at a market rent and therefore due to the nature of the property the landlord is not able to determine a market rent. No in-kind donation for rent has therefore been included in these financial statements.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Education and milk grant	-	28,654	28,654	26,248
Parents fees	394,737	-	394,737	376,531
	<u>394,737</u>	<u>28,654</u>	<u>423,391</u>	<u>402,779</u>
TOTAL 2022	<u>376,531</u>	<u>26,248</u>	<u>402,779</u>	

5. INVESTMENT INCOME

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Bank interest	1,137	1,137	796
	<u>796</u>	<u>796</u>	
TOTAL 2022	<u>796</u>	<u>796</u>	

6. OTHER INCOME

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Government grants	-	-	2,000
Photography commission	250	250	294
	<u>250</u>	<u>250</u>	<u>2,294</u>
TOTAL 2022	<u>2,294</u>	<u>2,294</u>	

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

7. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

Summary by fund type

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
Nursery school education	387,492	30,315	417,807	429,683
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL 2022	403,435	26,248	429,683	
	<u> </u>	<u> </u>	<u> </u>	

8. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £	Total funds 2022 £
Nursery school education	384,224	33,583	417,807	429,683
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL 2022	397,805	31,878	429,683	
	<u> </u>	<u> </u>	<u> </u>	

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

8. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

ANALYSIS OF DIRECT COSTS

	Nursery school education 2023 £	Total funds 2023 £	Total funds 2022 £
Staff costs	297,573	297,573	311,458
Depreciation	3,527	3,527	4,277
Equipment	2,400	2,400	2,273
Staff training and welfare	68	68	316
Cleaning	20,476	20,476	18,890
Premises costs	44,794	44,794	47,243
Food and chef costs	12,586	12,586	8,974
Bank charges	259	259	293
Advertising and recruitment costs	-	-	2,251
Stationery	256	256	293
Subscriptions	2,285	2,285	1,537
	<u>384,224</u>	<u>384,224</u>	<u>397,805</u>
TOTAL 2022	<u>397,805</u>	<u>397,805</u>	

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

8. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

ANALYSIS OF SUPPORT COSTS

	Nursery school education 2023 £	Total funds 2023 £	Total funds 2022 £
Staff costs	21,352	21,352	21,520
Telephone and internet	1,457	1,457	2,259
Computer costs	888	888	982
Staff training and welfare	1,792	1,792	-
Payroll costs	2,041	2,041	2,022
Accountancy fees - governance	6,053	6,053	5,095
	<u>33,583</u>	<u>33,583</u>	<u>31,878</u>
TOTAL 2022	<u>31,878</u>	<u>31,878</u>	

9. INDEPENDENT EXAMINER'S REMUNERATION

	2023 £	2022 £
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	3,308	3,056
Fees payable to the Charity's independent examiner in respect of: Accountancy services	<u>2,200</u>	<u>2,040</u>

10. STAFF COSTS

	2023 £	2022 £
Wages and salaries	300,910	311,235
Social security costs	14,884	17,866
Contribution to defined contribution pension schemes	3,131	3,877
	<u>318,925</u>	<u>332,978</u>

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

10. STAFF COSTS (CONTINUED)

The average number of persons employed by the Charity during the year was as follows:

	2023	2022
	No.	No.
Nursery staff	22	20
Administration	1	1
	23	21

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel of the charity comprise the Trustees and the Manager and two Deputy Managers. The Trustees all give their time and expertise without any kind of remuneration or other benefit in kind (2022: £Nil). The total employment benefits of key management personnel including pension contributions and employers' national insurance was £106,914 (2022: £104,272).

11. TRUSTEES' REMUNERATION AND EXPENSES

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 30 September 2023, no Trustee expenses have been incurred (2022 - £NIL).

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

12. TANGIBLE FIXED ASSETS

	Total £
COST	
At 1 October 2022	75,410
At 30 September 2023	<u>75,410</u>
DEPRECIATION	
At 1 October 2022	59,314
Charge for the year	3,528
At 30 September 2023	<u>62,842</u>
NET BOOK VALUE	
At 30 September 2023	<u>12,568</u>
At 30 September 2022	<u>16,096</u>

13. DEBTORS

	2023 £	2022 £
Trade debtors	177	227
Other debtors	2,266	665
Prepayments and accrued income	3,006	132
	<u>5,449</u>	<u>1,024</u>

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Payments received on account	591	1,238
Trade creditors	11,504	10,370
Other taxation and social security	5,491	4,139
Other creditors (including £32,314 deposits held)	33,241	31,006
Accruals and deferred income	20,889	22,134
	<u>71,716</u>	<u>68,887</u>
	<u>71,716</u>	<u>68,887</u>
	2023	2022
	£	£
Deferred income at 1 October 2022	3,188	4,596
Resources deferred during the year	8,438	3,188
Amounts released from previous periods	(3,188)	(4,596)
	<u>8,438</u>	<u>3,188</u>
	<u>8,438</u>	<u>3,188</u>

Resources deferred during the year relate to education grant income.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

15. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 October 2022 £	Income £	Expenditure £	Balance at 30 September 2023 £
UNRESTRICTED FUNDS				
General Funds	162,436	396,425	(387,492)	171,369
RESTRICTED FUNDS				
Milk Fund	-	1,636	(1,636)	-
Education Grant Fund	-	27,018	(27,018)	-
Donations Fund	2,527	-	-	2,527
Staff events	-	161	(161)	-
Cambridge Regional College	-	1,500	(1,500)	-
	2,527	30,315	(30,315)	2,527
TOTAL OF FUNDS	164,963	426,740	(417,807)	173,896

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

15. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 October 2021 £	Income £	Expenditure £	Balance at 30 September 2022 £
UNRESTRICTED FUNDS				
General Funds	186,044	379,827	(403,435)	162,436
RESTRICTED FUNDS				
Milk Fund	-	1,461	(1,461)	-
Education Grant Fund	-	24,787	(24,787)	-
Donations Fund	2,527	-	-	2,527
	2,527	26,248	(26,248)	2,527
TOTAL OF FUNDS	188,571	406,075	(429,683)	164,963

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	12,568	-	12,568
Current assets	230,517	2,527	233,044
Creditors due within one year	(71,716)	-	(71,716)
TOTAL	171,369	2,527	173,896

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS (CONTINUED)

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	16,096	-	16,096
Current assets	215,227	2,527	217,754
Creditors due within one year	(68,887)	-	(68,887)
TOTAL	162,436	2,527	164,963

17. PENSION COMMITMENTS

The nursery operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the nursery in an independently administered fund. The pension cost charge represents contributions payable by the nursery to the fund and amounted to £3,131 (2022: £3,877). At the balance sheet date there were prepaid contributions of £2,266 (2022: £665 outstanding).

18. OPERATING LEASE COMMITMENTS

At 30 September 2023 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2023 £	2022 £
Not later than 1 year	2,215	2,215
Later than 1 year and not later than 5 years	5,635	5,635
Later than 5 years	5,700	6,840
	13,550	14,690

The nursery leases premises from a social housing provider. The lease allows for payment of a peppercorn rent, although this has not been invoiced for some years. The nursery has a commitment to contribute to the Housing Cyclical Budget of £475 plus VAT twice a year, which is included within the above figures.

19. RELATED PARTY TRANSACTIONS

The Charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Charity at 30 September 2023.

HARVEY ROAD DAY NURSERY LIMITED

England & Wales - Charity number 1121441

Accounts

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2022

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

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HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

Trustees

K Ahl (resigned 31 May 2022)
L Byrnes (resigned 1 February 2022)
J Gibson
S Morgan (resigned 15 March 2022)
R Oren
L Patasic

Company registered number

06283794

Charity registered number

1121441

Registered office

9 - 10 Harvey Road
Cambridge
CB1 2ET

Accountants

M Hewett FCA DChA
Chartered Accountants
Salisbury House
Station Road
Cambridge
CB1 2LA

Bankers

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Cambridge Building Society
51 Newmarket Road
Cambridge
CB5 8FF

Scottish Widows
67 Morrison Street
Edinburgh
EH3 8YJ

Nursery Manager

S Baldry

Deputy Manager

M Griffin
M Guy

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2022

The Trustees present their annual report together with the financial statements of the Charity for the year 1 October 2021 to 30 September 2022. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Charity qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

a. Policies and objectives

The Nursery has 6 main objectives to its operation:

- Our main objective is to provide the children in our care with a happy, safe and stimulating environment in which to grow and learn.
- Ensure the nursery is staffed with appropriately qualified, motivated and experienced staff to deliver the Early Years Foundation Stage requirements required by the nursery.
- Ensure the nursery meets all legal requirements, the Early Years Foundation standards, the Quality Framework requirements and achieves as high a level rating it can under the OFSTED regulatory body.
- Ensure the nursery is always at maximum capacity and attempt to avoid non usage of places.
- Support families using the nursery service.
- Continue to improve information access for parents and carers.

In order to ensure that everything we undertake is in line with recognised equality of opportunity quality standards and to provide for the welfare of all our service users, members and participants, all of our work will be informed through our policies and statements which have been developed in line with legal requirements:

- Safeguarding Children and Child Protection
- Whistle Blowing
- Health and Safety
- Managing Illness and Administering Medicines
- Confidentiality and Client Access to Records
- Privacy Policy
- Complaints and Compliments
- Food, Nutrition and Celebrations Policy
- Parents Guide to the Early Years Foundation Stage Framework
- Employee Learning and Development
- Safer Recruitment
- Student Policy
- Nappy Changing and Intimate Care Policy
- Biting
- Use of Mobile Phones, Cameras and Technological Devices
- Inclusion and Equality
- Fire Safety
- Lock Down Policy
- CCTV Policy
- Adverse Weather
- Sun Care Policy

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2022

Objectives and activities (CONTINUED)

- Parent/Carer Involvement Policy
- Achieving Positive Behaviour & Well Being
- Monitoring Staff Behaviour
- Supporting Children with Special Needs
- Conflict Resolution
- Emotional Health and Wellbeing
- Covid-19 Contingency Plan

An up to date Policy and Procedures book is in each room, office and staff room. New parents are also directed to the website which is regularly updated.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

b. Activities undertaken to achieve objectives

The Nursery is inspected by OFSTED and will aim to respond appropriately and within reasonable timeframes to any issues raised. Staff and Trustees as well as parents are involved with this process and feedback is made available to each representative party. The nursery was not inspected by OFSTED this year.

The Nursery actively seeks feedback from parents and stakeholders. Regular meetings are held with the Hundred Houses Society—the owner and manager of the Nursery building. Parents are kept informed of nursery activities and their child's development specifically via email or Tapestry, the nursery's online portal for parents and staff to share information.

The Nursery Manager operates a continual process of place management and monitors our waiting list for places. She alerts the Board of Management to any unfilled nursery places and advises what is being done to reach maximum capacity.

Achievements and performance

a. Review of activities

The children enjoyed various celebrations throughout the year. Our photographer came in to take natural photographs of the children, which was very popular. The staff enjoyed punting and afternoon tea from donations from parents in July. Blessed with a beautiful sunny day, a good time was had by all. On the 2 October, all staff completed their First Aid Training. The younger children enjoyed a Zoom visit from Father Christmas. Father Christmas made a personal visit to the Polar room and stayed for tea.

b. Renovations & environment

We purchased a new tumble drier for the nursery in March.

We are in the process of updating all the fans in the rooms as air conditioning is now not possible due to the increased cost and planning issues.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2022

Achievements and performance (CONTINUED)

c. Parent participation

The nursery organised a Bags 2 School fundraising event, which proved to be a good event and two more of these have been organised for the coming year.

A summer social event was enjoyed by parents, children and staff with over 100 attendees. Afternoon tea and activities were enjoyed by all.

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future.

We continue to have a full waiting list and places are full at all times. The nursery continues to monitor its outgoings very closely, especially food costs that are kept as low as possible by frequently shopping around.

For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves policy

We are aiming to retain free reserves equivalent to 4-5 months turnover (£210,000). As at 30 September 2022, reserves were not at that level, so efforts are being made to increase these reserves in 2023. We continue to hold our reserves in cash, split between our accounts.

c. Financial position and performance

The Statement of Financial Activities covers the period 1 October 2021 to 30 September 2022. The detailed results of the period's operations are set out in the attached financial statements. Income for the year was £406,075, which comprised £402,779 (2021: £469,414) from parents' fees and grant income, £796 (2021: £332) from bank interest, £500 (2021: £541) from donations and £2,000 (2021: £7,885) from government grants. Expenditure amounted to £429,683 (2021: £509,393), of which £397,805 (2021: £477,352) related to direct costs and £31,878 (2021: £32,041) related to support and governance costs. There was a net outflow of funds for the period of £23,608 (2021: outflow £31,221). The retained reserves at 30 September 2022 amounted to £164,963 (2021: £188,571).

Nursery Fees continue to be the main source of income. Areas of expenditure have already been mentioned in the Review of Activities section as we continue to maintain and develop the nursery facilities.

The Nursery receives the use of premises, which are leased from a social housing provider in Cambridge. As a social housing provider, the landlord does not let out properties at a market rent and therefore due to the nature of the property the landlord is not able to determine a market rent. No in-kind donation for rent has therefore been included in these financial statements.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2022

Structure, governance and management

a. Constitution

Harvey Road Day Nursery Limited is registered as a charitable company limited by guarantee (registered number 06283794) and was set up by a Memorandum of Association on 18 June 2007. It is a registered charity, number 1121441.

The principal object of the charity is to establish and carry on a nursery school ("the Nursery") for the inhabitants of Cambridgeshire and the neighbouring counties where children may be educated and to use the Nursery as a childcare centre for the inhabitants of Cambridgeshire and the neighbouring counties where children may be cared for.

b. Methods of appointment or election of Trustees

The management of the Charity is the responsibility of the Trustees who are appointed by the members by ordinary resolution. The Trustees must stand down after the first year of operation and will then offer themselves for re-election at the first annual general meeting. Trustees will then retire in rotation and may be re-elected at subsequent annual general meetings.

The Trustees themselves may also appoint a person who is willing to act as a Trustee. A Trustee so appointed must retire at the next annual general meeting and must not be taken into account in determining the Trustees who are to retire by rotation.

c. Organisational structure and decision-making policies

The Trustees of the Charity, operating as a Board of Management, determine strategic priorities and oversee the financial management of the Charity. The day to day running of the Nursery is delegated by the Board of Management to the Nursery Manager and her deputies and staff. The Board of Management meets every two months to review the performance of the Nursery and consider issues which arise which affect the running of the Nursery.

d. Trustees

The Trustees who served during the year were:

K Ahl (resigned 31 May 2022)
L Byrnes (resigned 1 February 2022)
J Gibson
S Morgan (resigned 15 March 2022)
R Oren
L Patasic

e. Financial risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks. The current risk mitigations have been carefully reconsidered in 2020/21 in light of the Covid-19 pandemic and government recommendations on infection control measures which have limited the opening of the nursery.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2022

Plans for future periods

We are updating fans in all areas of the nursery to improve air quality in the building for the benefit of the children and staff.

We are also undertaking improvements to the Koala room bathroom and steadily increasing staffing levels and child numbers.

Future proofing our nursery through our already successful apprenticeship scheme with Cambridge Regional College.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also the directors of the Charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

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

Approved by order of the members of the board of Trustees and signed on their behalf by:

.....
J Gibson

Date:

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2022

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HARVEY ROAD DAY NURSERY LIMITED ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 30 September 2022.

RESPONSIBILITIES AND BASIS OF REPORT

As the Trustees of the Charity (and 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 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 Charity's accounts 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

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 (enter body here), 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:

1. accounting records were not kept in respect of the Charity 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 [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 accounts to be reached.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed:

Dated:

Mr M Hewett
Peters Elworthy & Moore, Cambridge, CB1 2LA

FCA DChA

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
INCOME FROM:					
Donations and legacies	3	500	-	500	541
Charitable activities	4	376,531	26,248	402,779	469,414
Investments	5	796	-	796	332
Other income	6	2,000	-	2,000	7,885
TOTAL INCOME		379,827	26,248	406,075	478,172
EXPENDITURE ON:					
Charitable activities	7	403,435	26,248	429,683	509,393
TOTAL EXPENDITURE		403,435	26,248	429,683	509,393
NET MOVEMENT IN FUNDS		(23,608)	-	(23,608)	(31,221)
RECONCILIATION OF FUNDS:					
Total funds brought forward		186,044	2,527	188,571	219,792
Net movement in funds		(23,608)	-	(23,608)	(31,221)
TOTAL FUNDS CARRIED FORWARD		162,436	2,527	164,963	188,571

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 10 to 23 form part of these financial statements.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)
REGISTERED NUMBER: 06283794

BALANCE SHEET
AS AT 30 SEPTEMBER 2022

	Note	2022 £	2021 £
FIXED ASSETS			
Tangible assets	12	16,096	20,372
		16,096	20,372
CURRENT ASSETS			
Debtors	13	1,024	4,558
Cash at bank and in hand		216,730	236,970
		217,754	241,528
Creditors: amounts falling due within one year	14	(68,887)	(73,329)
NET CURRENT ASSETS		148,867	168,199
TOTAL NET ASSETS		164,963	188,571
CHARITY FUNDS			
Restricted funds	15	2,527	2,527
Unrestricted funds	15	162,436	186,044
TOTAL FUNDS		164,963	188,571

The Charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

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

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

.....
J Gibson

Date:

The notes on pages 10 to 23 form part of these financial statements.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

1. GENERAL INFORMATION

The Charity is a company limited by guarantee. The members of the Charity are the Trustees named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the Charity.

The functional and presentational currency is GBP.

2. ACCOUNTING POLICIES

2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Harvey Road Day Nursery Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

There were no significant estimates or judgements made by management in preparing these financial statements.

2.2 GOING CONCERN

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future.

We continue to have a full waiting list and places are full at all times. The nursery continues to monitor its outgoings very closely, especially food costs that are kept as low as possible by frequently shopping around.

For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

2. ACCOUNTING POLICIES (CONTINUED)

2.3 INCOME

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the Charity which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

Parent fees are recognised in the period to which they relate, with any fees received in advance being deferred.

Donations are recognised in the period in which they are received.

Income received under the Coronavirus Job Retention Scheme is matched to the salary costs that have been incurred in the period. Income and expenditure are shown separately and are not netted off.

2.4 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

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

Support costs including governance costs are those costs incurred directly in support of expenditure on the objects of the Charity and include overheads incurred in the running of the Nursery. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

All expenditure is inclusive of irrecoverable VAT.

2.5 GOVERNMENT GRANTS

Government grants other than for tangible fixed assets are credited to the Statement of Financial Activities as the related expenditure is incurred.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

2. ACCOUNTING POLICIES (CONTINUED)

2.6 TANGIBLE FIXED ASSETS AND DEPRECIATION

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

Property improvements	- 10% - 33.33% straight line
Office equipment	- 20% straight line

2.7 DEBTORS

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.8 CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.9 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

2.10 FINANCIAL INSTRUMENTS

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

2. ACCOUNTING POLICIES (CONTINUED)

2.11 OPERATING LEASES

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight-line basis over the lease term.

2.12 PENSIONS

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

2.13 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. INCOME FROM DONATIONS

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Donations	500	-	500	541
TOTAL 2021	176	365	541	

The nursery operates from premises in Cambridge, leased from a social housing provider with a peppercorn rent. As a social housing provider, the landlord does not let out properties at a market rent and therefore due to the nature of the property the landlord is not able to determine a market rent. No in-kind donation for rent has therefore been included in these financial statements.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Education and milk grant	-	26,248	26,248	40,046
Parents fees	376,531	-	376,531	429,368
	<u>376,531</u>	<u>26,248</u>	<u>402,779</u>	<u>469,414</u>
TOTAL 2021	<u>429,368</u>	<u>40,046</u>	<u>469,414</u>	

5. INVESTMENT INCOME

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Bank interest	796	796	332
	<u>796</u>	<u>796</u>	<u>332</u>
TOTAL 2021	<u>332</u>	<u>332</u>	

6. OTHER INCOME

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Government grants	2,000	2,000	7,885
	<u>2,000</u>	<u>2,000</u>	<u>7,885</u>
TOTAL 2021	<u>7,885</u>	<u>7,885</u>	

In the previous year, £7,885 was received in respect of the Coronavirus Job Retention Scheme.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

7. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

Summary by fund type

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
Nursery school education	403,435	26,248	429,683	509,393
	<u>403,435</u>	<u>26,248</u>	<u>429,683</u>	<u>509,393</u>
TOTAL 2021	<u>469,347</u>	<u>40,046</u>	<u>509,393</u>	

8. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £	Total funds 2021 £
Nursery school education	397,805	31,878	429,683	509,393
	<u>397,805</u>	<u>31,878</u>	<u>429,683</u>	<u>509,393</u>
TOTAL 2021	<u>477,352</u>	<u>32,041</u>	<u>509,393</u>	

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

8. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

ANALYSIS OF DIRECT COSTS

	Nursery school education 2022 £	Total funds 2022 £	Total funds 2021 £
Staff costs	311,458	311,458	370,508
Depreciation	4,277	4,277	4,427
Equipment	2,273	2,273	2,453
Staff training and welfare	316	316	2,729
Cleaning	18,890	18,890	21,728
Premises costs	47,243	47,243	46,401
Food and chef costs	8,974	8,974	16,355
Bank charges	293	293	4,104
Advertising and recruitment costs	2,251	2,251	5,874
Stationery	293	293	271
Subscriptions	1,537	1,537	2,502
	<u>397,805</u>	<u>397,805</u>	<u>477,352</u>
TOTAL 2021	<u>477,352</u>	<u>477,352</u>	

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

8. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

ANALYSIS OF SUPPORT COSTS

	Nursery school education 2022 £	Total funds 2022 £	Total funds 2021 £
Staff costs	21,520	21,520	21,261
Telephone and internet	2,259	2,259	2,281
Computer costs	982	982	2,020
Payroll costs	2,022	2,022	1,847
Accountancy fees - governance	5,095	5,095	4,632
	<u>31,878</u>	<u>31,878</u>	<u>32,041</u>
TOTAL 2021	<u>32,041</u>	<u>32,041</u>	

9. INDEPENDENT EXAMINER'S REMUNERATION

	2022 £	2021 £
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	3,056	2,778
Fees payable to the Charity's independent examiner in respect of: Accountancy services	<u>2,040</u>	<u>1,854</u>

10. STAFF COSTS

	2022 £	2021 £
Wages and salaries	311,235	361,238
Social security costs	17,866	23,525
Contribution to defined contribution pension schemes	3,877	7,006
	<u>332,978</u>	<u>391,769</u>

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

10. STAFF COSTS (CONTINUED)

The average number of persons employed by the Charity during the year was as follows:

	2022	2021
	No.	No.
Nursery staff	20	22
Administration	1	1
	21	23

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel of the charity comprise the Trustees and the Manager and two Deputy Managers. The Trustees all give their time and expertise without any kind of remuneration or other benefit in kind (2021: £Nil). The total employment benefits of key management personnel including pension contributions and employers' national insurance was £104,272 (2021: £91,639).

11. TRUSTEES' REMUNERATION AND EXPENSES

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 30 September 2022, no Trustee expenses have been incurred (2021 - £NIL).

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

12. TANGIBLE FIXED ASSETS

	Total £
COST	
At 1 October 2021	75,410
At 30 September 2022	<u>75,410</u>
DEPRECIATION	
At 1 October 2021	55,038
Charge for the year	4,276
At 30 September 2022	<u>59,314</u>
NET BOOK VALUE	
At 30 September 2022	<u>16,096</u>
At 30 September 2021	<u>20,372</u>

13. DEBTORS

	2022 £	2021 £
Trade debtors	227	2,386
Other debtors	665	-
Prepayments and accrued income	132	2,172
	<u>1,024</u>	<u>4,558</u>

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Payments received on account	1,238	2,833
Trade creditors	10,370	10,636
Other taxation and social security	4,139	4,836
Other creditors (including £31,006 deposits held)	31,006	34,726
Accruals and deferred income	22,134	20,298
	68,887	73,329
	2022	2021
	£	£
Deferred income at 1 October 2021	4,596	5,947
Resources deferred during the year	3,188	4,596
Amounts released from previous periods	(4,596)	(5,947)
	3,188	4,596

Resources deferred during the year relate to Education grant income.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

15. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 October 2021 £	Income £	Expenditure £	Balance at 30 September 2022 £
UNRESTRICTED FUNDS				
General Funds	186,044	379,827	(403,435)	162,436
RESTRICTED FUNDS				
Milk Fund	-	1,461	(1,461)	-
Education Grant Fund	-	24,787	(24,787)	-
Donations Fund	2,527	-	-	2,527
	2,527	26,248	(26,248)	2,527
TOTAL OF FUNDS	188,571	406,075	(429,683)	164,963

The Education and Milk grants are received in respect of certain periods and are recognised as both income and expenditure in those periods. They are given for the specific purpose as described and have been spent accordingly.

The Donations fund represents donations received and made available for specific events such as the Christmas party and various trips for the children.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

15. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 October 2020 £	Income £	Expenditure £	Balance at 30 September 2021 £
UNRESTRICTED FUNDS				
General Funds	217,630	437,761	(469,347)	186,044
RESTRICTED FUNDS				
Milk Fund	-	1,656	(1,656)	-
Education Grant Fund	-	38,390	(38,390)	-
Donations Fund	2,162	365	-	2,527
	2,162	40,411	(40,046)	2,527
TOTAL OF FUNDS	219,792	478,172	(509,393)	188,571

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	16,096	-	16,096
Current assets	215,227	2,527	217,754
Creditors due within one year	(68,887)	-	(68,887)
TOTAL	162,436	2,527	164,963

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS (CONTINUED)

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	20,372	-	20,372
Current assets	239,001	2,527	241,528
Creditors due within one year	(73,329)	-	(73,329)
TOTAL	186,044	2,527	188,571

17. PENSION COMMITMENTS

The nursery operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the nursery in an independently administered fund. The pension cost charge represents contributions payable by the nursery to the fund and amounted to £3,877 (2021: £7,006). At the balance sheet date there were prepaid contributions of £665 (2021: £738 outstanding).

18. OPERATING LEASE COMMITMENTS

At 30 September 2022 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2022 £	2021 £
Not later than 1 year	2,215	4,405
Later than 1 year and not later than 5 years	5,635	5,376
Later than 5 years	6,840	6,840
	14,690	16,621

The nursery leases premises from a social housing provider. The lease allows for payment of a peppercorn rent, although this has not been invoiced for some years. The nursery has a commitment to contribute to the Housing Cyclical Budget of £475 plus VAT twice a year, which is included within the above figures.

19. RELATED PARTY TRANSACTIONS

The Charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Charity at 30 September 2022.

HARVEY ROAD DAY NURSERY LIMITED

England & Wales - Charity number 1121441

Accounts

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

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HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

Trustees	K Ahl L Byrnes J Gibson R Oren L Patasic S Morgan
Company registered number	06283794
Charity registered number	1121441
Registered office	9-10 Harvey Road Cambridge CB1 2ET
Company secretary	S Morgan
Independent Examiner	M Hewett ACA DChA Peters Elworthy & Moore Chartered Accountants Salisbury House Station Road Cambridge CB1 2LA
Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ Cambridge Building Society 51 Newmarket Road Cambridge CB5 8FF Scottish Widows 67 Morrison Street Edinburgh EH3 8YJ
Nursery Manager	S Baldry
Deputy Manager	M Griffin

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2021

The Trustees present their annual report together with the financial statements of the Charity for the 1 October 2020 to 30 September 2021. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (second edition of the Charities SORP (FRS102) October 2019, effective 1 January 2019).

Since the Charity qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

Policies and objectives

The Nursery has 6 main objectives to its operation:

- Our main objective is to provide the children in our care with a happy, safe and stimulating environment in which to grow and learn.
- Ensure the nursery is staffed with appropriately qualified, motivated and experienced staff to deliver the Early Years Foundation Stage requirements required by the nursery.
- Ensure the nursery meets all legal requirements, the Early Years Foundation standards, the Quality Framework requirements and achieves as high a level rating it can under the OFSTED regulatory body.
- Ensure the nursery is always at maximum capacity and attempt to avoid non usage of places.
- Support families using the nursery service.
- Continue to improve information access for parents and carers.

Objectives and activities

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2021

Objectives and activities (continued)

a. Policies and objectives

In order to ensure that everything we undertake is in line with recognised equality of opportunity quality standards and to provide for the welfare of all our service users, members and participants, all of our work will be informed through our policies and statements which have been developed in line with legal requirements:

- Safeguarding Children and Child Protection
- Whistle Blowing
- Health and Safety
- Managing Illness and Administering Medicines
- Confidentiality and Client Access to Records
- Privacy Policy
- Complaints and Compliments
- Food, Nutrition and Celebrations Policy
- Parents Guide to the Early Years Foundation Stage Framework
- Employee Learning and Development
- Safer Recruitment
- Student Policy
- Nappy Changing and Intimate Care Policy
- Biting
- Use of Mobile Phones, Cameras and Technological Devices
- Inclusion and Equality
- Fire Safety
- Lock Down Policy
- CCTV Policy
- Adverse Weather
- Sun Care Policy
- Parent/Carer Involvement Policy
- Achieving Positive Behaviour & Well Being
- Monitoring Staff Behaviour
- Supporting Children with Special Needs
- Conflict Resolution
- Emotional Health and Wellbeing
- Covid-19 Contingency Plan

An up to date Policy and Procedures book is in each room, office and staff room. New parents are also directed to the website which is regularly updated.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2021

Objectives and activities (continued)

b. Activities undertaken to achieve objectives

The Nursery is inspected by OFSTED and will aim to respond appropriately and within reasonable timeframes to any issues raised. Staff and Trustees as well as parents are involved with this process and feedback is made available to each representative party. The nursery was not inspected by OFSTED this year.

The Nursery actively seeks feedback from parents and stakeholders. Regular meetings are held with the Hundred Houses Society—the owner and manager of the Nursery building. Parents are kept informed of nursery activities and their child's development specifically via email or Tapestry, the nursery's online portal for parents and staff to share information.

The Nursery Manager operates a continual process of place management and monitors our waiting list for places. She alerts the Board of Management to any unfilled nursery places and advises what is being done to reach maximum capacity.

Achievements and performance

a. Review of activities

The nursery resumed near-normal activities by the middle of the year in terms of opening hours and daily operation. But, due to ongoing Covid-19 controls, external trips and visitors to the nursery were curtailed. However, the children still enjoyed:

- a visit from Santa via Zoom
- various celebrations children throughout the year
- staff enjoyed a theatre trip from donations received from parents.

b. Staff movements and development

This year we've sadly said good-bye to Gemma and Daniela who moved on to other opportunities, and Laura who went on maternity leave. But we have welcomed Rosella as part of the apprenticeship programme, as well as Sapphire, Anne and Zoie as permanent members of staff.

The nursery's long-time Manager, Christine Hall, retired in August and was replaced by her Deputy, Suzanne Baldry. We wish Christine well on her next adventures and Suzanne in her new role.

c. Renovations and environment

Significant improvements were made to the garden, and new artificial grass installed. A canopy was added to provide an outdoor learning area for Pre-school.

d. Parent participation in nursery life

We would like to thank the parents for all their contributions to nursery life this year. We would also like to thank you for continuing to provide constructive feedback on how the nursery can improve. The Tapestry system remains an important additional way in which parents and staff can communicate and share information, and we would encourage you to use it as much as you can.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2021

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. To maintain the Nursery as a going concern, fees are being raised in January 2022 slightly above the rate of inflation to ensure sufficient funds for staff salary increases and to rebuild reserves following the Covid-19 pandemic.

b. Reserves policy

We are aiming to retain free reserves equivalent to 4-5 months turnover (£210,000). As at 30 September 2021, reserves were not at that level, so efforts are being made to increase these reserves in 2022. We continue to hold our reserves in cash, split between our accounts.

c. Financial review

The Statement of Financial Activities covers the period 1 October 2020 to 30 September 2021. The detailed results of the period's operations are set out in the attached financial statements. Income for the year was £478,172 which comprised £469,414 (2020: £377,164) from parents' fees and grant income, £332 (2020: £592) from bank interest, £541 from donations (2020: £5,157) and £7,885 (2020: £73,937) from the Coronavirus Job Retention Scheme. Expenditure amounted to £509,393 (2020: £517,611) of which £477,352 (2020: £485,569) related to direct costs and £32,041 (2020: £32,042) related to support and governance costs. There was a net outflow of funds for the period of £31,221 (2020: £60,761) which arose as a result of the ongoing implications of the the Coronavirus pandemic. The retained reserves at 30 September 2021 amount to £188,571 (2020: £219,792).

Nursery Fees continue to be the main source of income. Areas of expenditure have already been mentioned in the Review of Activities section as we continue to maintain and develop the nursery facilities.

The Nursery receives the use of premises, which are leased from a social housing provider in Cambridge. As a social housing provider, the landlord does not let out properties at a market rent and therefore due to the nature of the property the landlord is not able to determine a market rent. No in-kind donation for rent has therefore been included in these financial statements.

Structure, governance and management

a. Constitution

Harvey Road Day Nursery Limited is registered as a charitable company limited by guarantee (registered number 06283794) and was set up by a Memorandum of Association on 18 June 2007. It is a registered charity, number 1121441.

The principal object of the charity is to establish and carry on a nursery school ("the Nursery") for the inhabitants of Cambridgeshire and the neighbouring counties where children may be educated and to use the Nursery as a childcare centre for the inhabitants of Cambridgeshire and the neighbouring counties where children may be cared for.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2021

Structure, governance and management (continued)

b. Methods of appointment or election of Trustees

The management of the Charity is the responsibility of the Trustees who are appointed by the members by ordinary resolution. The Trustees must stand down after the first year of operation and will then offer themselves for re-election at the first annual general meeting. Trustees will then retire in rotation and may be re-elected at subsequent annual general meetings.

The Trustees themselves may also appoint a person who is willing to act as a Trustee. A Trustee so appointed must retire at the next annual general meeting and must not be taken into account in determining the Trustees who are to retire by rotation.

c. Organisational structure and decision-making policies

The Trustees of the Charity, operating as a Board of Management, determine strategic priorities and oversee the financial management of the Charity. The day to day running of the Nursery is delegated by the Board of Management to the Nursery Manager and her deputies and staff. The Board of Management meets every two months to review the performance of the Nursery and consider issues which arise which affect the running of the Nursery.

d. Trustees

The Trustees who served during the year were:

K Ahl
L Byrnes (appointed 06/07/2021)
J Gibson
R Oren (appointed 08/07/2021)
L Patasic (appointed 25/06/2021)
S Morgan
S Crimlis (resigned 01/07/2021)

e. Financial risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks. The current risk mitigations have been carefully reconsidered in 2020/21 in light of the Covid-19 pandemic and government recommendations on infection control measures which have limited the opening of the nursery.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2021

Plans for future periods

The primary focus for the upcoming year will be the ongoing management of the Covid-19 pandemic, with as little disruption to the nursery and children as possible. The directors and management look forward this year to implementing the revised Early Years Curriculum and continuing to make improvements to the nursery.

Our thanks go to Christine Hall, the previous Nursery Manager who retired in August, and Suzanne Baldry, our current Nursery Manager, to Debbie Macer, the Office Manager, for keeping our books in order and helping the Nursery to keep its governance costs to a minimum and to the Room Staff for providing great care and education to our children.

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the Charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial . Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

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

Approved by order of the members of the board of Trustees and signed on their behalf by:


.....
S Morgan
(Chair of Trustees)
Date: 2 February 2022

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

Independent Examiner's Report to the Trustees of Harvey Road Day Nursery Limited ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 30 September 2021.

Responsibilities and Basis of Report

As the Trustees of the Charity (and 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 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 Charity's accounts 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

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 the Institute of Chartered Accountants in England and Wales, 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:

1. accounting records were not kept in respect of the Charity 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 [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 accounts to be reached.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2021

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed: *Michael Hewett*

Dated: 4 February 2022

M Hewett ACA DChA
Peters Elworthy & Moore
Chartered Accountants
Cambridge

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations	2	176	365	541	5,157
Charitable activities	3	429,368	40,046	469,414	377,164
Investments	4	332	-	332	592
Other income	5	7,885	-	7,885	73,937
Total Income		437,761	40,411	478,172	456,850
Expenditure on:					
Charitable activities	6	469,347	40,046	509,393	517,611
Total expenditure		469,347	40,046	509,393	517,611
Net movement in funds		(31,586)	365	(31,221)	(60,761)
Reconciliation of funds:					
Total funds brought forward		217,630	2,162	219,792	280,553
Net movement in funds		(31,586)	365	(31,221)	(60,761)
Total funds carried forward		186,044	2,527	188,571	219,792

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 13 to 27 form part of these financial statements.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)
REGISTERED NUMBER: 06283794

BALANCE SHEET
AS AT 30 SEPTEMBER 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	11	20,372	14,774
		<u>20,372</u>	<u>14,774</u>
Current assets			
Debtors	12	4,558	5,595
Cash at bank and in hand		236,970	274,322
		<u>241,528</u>	<u>279,917</u>
Creditors: amounts falling due within one year	13	(73,329)	(74,899)
Net current assets		<u>168,199</u>	<u>205,018</u>
Total assets less current liabilities		<u>188,571</u>	<u>219,792</u>
Total net assets		<u>188,571</u>	<u>219,792</u>
Charity funds			
Restricted funds	14	2,527	2,162
Unrestricted funds	14	186,044	217,630
Total funds		<u>188,571</u>	<u>219,792</u>

The Charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

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

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)
REGISTERED NUMBER: 06283794

BALANCE SHEET (CONTINUED)
AS AT 30 SEPTEMBER 2021

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:


S Morgan

Date: *2/2/2022*

The notes on pages 13 to 27 form part of these financial statements.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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) (second edition of the Charities SORP (FRS102) October 2019, effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Harvey Road Day Nursery Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

There were no significant estimates or judgements made by management in preparing these financial statements.

1.2 Going concern

The Trustees have reviewed the financial position of the charity, including the potential impact of Covid-19, and have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, the financial statements continue to be prepared on the going concern basis.

1.3 Company status

The Charity is a company limited by guarantee. The members of the Charity are the Trustees named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the Charity.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

1. Accounting policies (continued)

1.4 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the Charity which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

Parent fees are recognised in the period to which they relate, with any fees received in advance being deferred.

Donations are recognised in the period in which they are received.

Income received under the Coronavirus Job Retention Scheme is matched to the salary costs that have been incurred in the period. Income and expenditure are shown separately and are not netted off.

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.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

Support costs including governance costs are those costs incurred directly in support of expenditure on the objects of the Charity and include overheads incurred in the running of the Nursery. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

All expenditure is inclusive of irrecoverable VAT.

1.6 Government grants

Government grants other than for tangible fixed assets are credited to the Statement of Financial Activities as the related expenditure is incurred.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

1. Accounting policies (continued)

1.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following bases:

Property improvements	- 10% - 33.33% straight line
Office equipment	- 20% straight line

1.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

1.11 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

1. Accounting policies (continued)

1.12 Operating leases

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

1.13 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

1.14 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

2. Income from donations

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Donations	176	365	541	5,157
Total 2020	4,542	615	5,157	

The nursery operates from premises in Cambridge, leased from a social housing provider with a peppercorn rent. As a social housing provider, the landlord does not let out properties at a market rent and therefore due to the nature of the property the landlord is not able to determine a market rent. No in-kind donation for rent has therefore been included in these financial statements.

In 2020 there was a donation in-kind for waived rates from Cambridge City Council of £4,516.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

3. Income from charitable activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Education and milk grant	-	40,046	40,046	27,294
Parents fees	429,368	-	429,368	349,870
	<u>429,368</u>	<u>40,046</u>	<u>469,414</u>	<u>377,164</u>
Total 2020	<u>349,870</u>	<u>27,294</u>	<u>377,164</u>	

4. Investment income

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Bank interest	332	332	592
	<u>332</u>	<u>332</u>	<u>592</u>
Total 2020	<u>592</u>	<u>592</u>	

5. Other income

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Coronavirus job retention scheme	7,885	7,885	73,937
	<u>7,885</u>	<u>7,885</u>	<u>73,937</u>
Total 2020	<u>73,937</u>	<u>73,937</u>	

This income relates to the Job Retention Scheme for furloughed employees. This was spent on staff wages and salaries.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

6. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Nursery school education	469,347	40,046	509,393	517,611
	<u>469,347</u>	<u>40,046</u>	<u>509,393</u>	<u>517,611</u>
Total 2020	490,317	27,294	517,611	
	<u>490,317</u>	<u>27,294</u>	<u>517,611</u>	

7. Analysis of expenditure by activities

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £	Total funds 2020 £
Nursery school education	477,352	32,041	509,393	517,611
	<u>477,352</u>	<u>32,041</u>	<u>509,393</u>	<u>517,611</u>
Total 2020	485,569	32,042	517,611	
	<u>485,569</u>	<u>32,042</u>	<u>517,611</u>	

Analysis of direct costs

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

7. Analysis of expenditure by activities (continued)

Analysis of direct costs (continued)

	Total funds 2021 £	Total funds 2020 £
Staff costs	370,508	401,547
Depreciation	4,427	3,747
Equipment	2,453	3,346
Staff training and welfare	2,729	2,054
Cleaning	21,728	14,879
Premises costs	46,401	44,086
Food and chef costs	16,355	12,023
Bank charges	4,104	299
Advertising and recruitment costs	5,874	-
Stationery	271	415
Subscriptions	2,502	3,173
	<u>477,352</u>	<u>485,569</u>

Analysis of support costs

	Total funds 2021 £	Total funds 2020 £
Staff costs	21,261	20,426
Postage	-	87
Telephone and internet	2,281	1,464
Computer costs	2,020	2,504
Payroll costs	1,847	1,861
Accountancy fees - governance	4,632	5,700
	<u>32,041</u>	<u>32,042</u>

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

8. Independent examiner's remuneration

	2021 £	2020 £
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	2,778	2,700
Fees payable to the previous Charity's independent examiner in respect of: Accountancy services	1,854	1,800
Fee payable to previous independent examiner (under-accrual)	-	1,200
	<u> </u>	<u> </u>

9. Staff costs

	2021 £	2020 £
Wages and salaries	361,238	390,862
Social security costs	23,525	22,238
Contribution to defined contribution pension schemes	7,006	8,873
	<u>391,769</u>	<u>421,973</u>

The average number of persons employed by the Charity during the year was as follows:

	2021 No.	2020 No.
Nursery staff	22	24
Administration	1	1
	<u>23</u>	<u>25</u>

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel of the charity comprise the Trustees and the Manager and two Deputy Managers. The Trustees all give their time and expertise without any kind of remuneration or other benefit in kind (2020: £Nil). The total employment benefits of key management personnel including pension contributions and employers' national insurance was £91,639 (£65,875).

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021

10. Trustees' remuneration and expenses (continued)

During the year ended 30 September 2021, no Trustee expenses have been incurred (2020 - £NIL) and no amounts were paid directly to a third party on their behalf.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

11. Tangible fixed assets

	Total £
Cost or valuation	
At 1 October 2020	68,610
Additions	13,800
Disposals	(7,000)
	<u>75,410</u>
At 30 September 2021	
Depreciation	
At 1 October 2020	53,836
Charge for the year	4,427
On disposals	(3,225)
	<u>55,038</u>
At 30 September 2021	
Net book value	
At 30 September 2021	<u><u>20,372</u></u>
At 30 September 2020	<u><u>14,774</u></u>

12. Debtors

	2021 £	2020 £
Due within one year		
Trade debtors	2,386	2,883
Prepayments and accrued income	2,172	2,712
	<u><u>4,558</u></u>	<u><u>5,595</u></u>

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

13. Creditors: Amounts falling due within one year

	2021 £	2020 £
Payments received on account	2,833	1,478
Trade creditors	10,636	6,125
Other taxation and social security	4,836	6,003
Pension fund	738	2,306
Other creditors (including deposits held 2021 £33,988)	33,988	44,574
Accruals and deferred income	20,298	14,413
	<u>73,329</u>	<u>74,899</u>
	2021 £	2020 £
Deferred income at 1 October 2020	5,947	37,982
Resources deferred during the year	4,596	5,947
Amounts released from previous periods	(5,947)	(37,982)
	<u>4,596</u>	<u>5,947</u>

Resources deferred during the year relate to Education grant income (2020: £5,947).

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

14. Statement of funds

Statement of funds - current year

	Balance at 1 October 2020 £	Income £	Expenditure £	Balance at 30 September 2021 £
Unrestricted funds				
General Funds	217,630	437,761	(469,347)	186,044
Restricted funds				
Milk Fund	-	1,656	(1,656)	-
Education grant Fund	-	38,390	(38,390)	-
Donations Fund	2,162	365	-	2,527
	2,162	40,411	(40,046)	2,527
Total of funds	219,792	478,172	(509,393)	188,571

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

14. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 October 2019 £	Income £	Expenditure £	Balance at 30 September 2020 £
Unrestricted funds				
General Funds	279,006	428,941	(490,317)	217,630
Restricted funds				
Milk Fund	-	1,297	(1,297)	-
Education grant Fund	-	25,997	(25,997)	-
Donations Fund	1,547	615	-	2,162
	1,547	27,909	(27,294)	2,162
Total of funds	280,553	456,850	(517,611)	219,792

The Education and Milk grants are received in respect of certain periods and are recognised as both income and expenditure in those periods. They are given for the specific purpose as described and have been spent accordingly.

The Donations fund represents donations received and made available for specific events such as the Christmas party and various trips for the children.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

15. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	20,372	-	20,372
Current assets	239,001	2,527	241,528
Creditors due within one year	(73,329)	-	(73,329)
Total	186,044	2,527	188,571

Analysis of net assets between funds - prior year

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	14,774	-	14,774
Current assets	277,755	2,162	279,917
Creditors due within one year	(74,899)	-	(74,899)
Total	217,630	2,162	219,792

16. Pension commitments

The nursery operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the nursery in an independently administered fund. The pension cost charge represents contributions payable by the nursery to the fund and amounted to £7,006 (2020: £8,873). At the balance sheet date there were outstanding contributions of £738 (2020: £2,306) which is included in creditors.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021

17. Operating lease commitments

At 30 September 2021 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Not later than 1 year	4,405	4,405
Later than 1 year and not later than 5 years	5,376	8,641
Later than 5 years	6,840	7,980
	<u>16,621</u>	<u>21,026</u>

The nursery leases premises from a social housing provider. The lease allows for payment of a peppercorn rent, although this has not been invoiced for some years. The nursery has a commitment to contribute to the Housing Cyclical Budget of £475 plus VAT twice a year, which is included within the above figures.

18. Related party transactions

The Charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Charity at 30 September 2021.

HARVEY ROAD DAY NURSERY LIMITED

England & Wales - Charity number 1121441

Accounts

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2020

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

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HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

Trustees	K Ahl S Crimlis J Gibson S Morgan
Company registered number	06283794
Charity registered number	1121441
Registered office	9-10 Harvey Road Cambridge CB1 2ET
Company secretary	S Morgan
Independent Examiner	M Hewett ACA DChA Peters Elworthy & Moore Chartered Accountants Salisbury House Station Road Cambridge CB1 2LA
Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ Cambridge Building Society 51 Newmarket Road Cambridge CB5 8FF Scottish Widows 67 Morrison Street Edinburgh EH3 8YJ
Nursery Manager	C Hall
Deputy Manager	S Baldry

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2020

The Trustees present their annual report together with the financial statements of the Charity for the year 1 October 2019 to 30 September 2020. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (second edition of the Charities SORP (FRS102) October 2019, effective 1 January 2019).

Since the Charity qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

Policies and objectives

The Nursery has 6 main objectives to its operation:

- Our main objective is to provide the children in our care with a happy, safe and stimulating environment in which to grow and learn.
- Ensure the nursery is staffed with appropriately qualified, motivated and experienced staff to deliver the Early Years Foundation Stage requirements required by the nursery.
- Ensure the nursery meets all legal requirements, the Early Years Foundation standards, the Quality Framework requirements and achieves as high a level rating it can under the OFSTED regulatory body.
- Ensure the nursery is always at maximum capacity and attempt to avoid non usage of places.
- Support families using the nursery service.
- Continue to improve information access for parents and carers.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2020

Objectives and activities

a. Policies and objectives

In order to ensure that everything we undertake is in line with recognised equality of opportunity quality standards and to provide for the welfare of all our service users, members and participants, all of our work will be informed through our policies and statements which have been developed in line with legal requirements:

- Safeguarding Children and Child Protection
- Whistle Blowing
- Health and Safety
- Managing Illness and Administering Medicines
- Confidentiality and Client Access to Records
- Privacy Policy
- Complaints and Compliments
- Food, Nutrition and Celebrations Policy
- Parents Guide to the Early Years Foundation Stage Framework
- Employee Learning and Development
- Safer Recruitment
- Student Policy
- Nappy Changing and Intimate Care Policy
- Biting
- Use of Mobile Phones, Cameras and Technological Devices
- Inclusion and Equality
- Fire Safety
- Lock Down Policy
- CCTV Policy
- Adverse Weather
- Sun Care Policy
- Parent/Carer Involvement Policy
- Achieving Positive Behaviour & Well Being
- Monitoring Staff Behaviour
- Supporting Children with Special Needs
- Conflict Resolution

An up to date Policy and Procedures book is in each room, office and staff room. New parents are also directed to the website which is regularly updated.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2020

Objectives and activities (continued)

b. Activities undertaken to achieve objectives

The Nursery is inspected by OFSTED and will aim to respond appropriately and within reasonable timeframes to any issues raised. Staff and Trustees as well as parents are involved with this process and feedback is made available to each representative party.

The Nursery regularly monitors and evaluates its operations which enable the Board of Management to facilitate a continuous improvement policy.

Parents are encouraged to offer feedback to the staff and the nursery has been working on providing opportunities for the parents to ask questions. While in previous years classes for parents have been organised to share nursery best practices that would also be useful at home, since the beginning of the pandemic these resources have been shared remotely, either via email or Tapestry, the nursery's online portal for parents and staff to share information.

The Nursery Manager operates a continual process of place management and monitors our waiting list for places. She alerts the Board of Management to any unfilled nursery places and advises what is being done to reach maximum capacity.

Achievements and performance

a. Review of activities

Harvey Road Day Nursery has had a very challenging year, much like the rest of the early years education sector during the Covid-19 pandemic. The year was made up of two very different halves—the first half, from October 2019 to mid-March 2020 followed a standard pattern of activities. The nursery hosted the following activities:

- a Halloween disco for children
- holiday campfire and carol evening
- visit from Santa in December

However, following Government guidance, the nursery shut from 23rd March until 8th June. Staff were furloughed during this time and the nursery utilised the Government job retention scheme to continue to pay staff salaries. Fees for parents were reduced to 15% of the usual fees.

Starting 8th June, the nursery gradually reopened, with the children in 'bubbles' that attended two days per week initially, allowing for deep cleaning inbetween bubbles attending the nursery. Changes were made to the drop-off and collection procedures to minimise the risk of cross-infection between parents and children. In addition, there were staff members subject to Government 'shielding' guidance, meaning that they could not attend work. This, along with the decision to not utilise agency staff due to the risk they presented for cross-infection, meant that the nursery hours were shortened from normal, with staggered drop-off and collection times for children.

b. Staff movements and development

This year Tessa completed her NVQ Level 2 but then left us to move to away. We sadly said goodbye to Amy, Jess and Louise, but we welcomed Gemma into Polar Room and welcomed Antonella back to Koala Room. Staff training was significantly curtailed during the year, as most face to face training nationally has been put on hold. The regular training schedule will be restarted in 2021.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2020

Achievements and performance (continued)

c. Renovations and environment

To support sleeping new curtains and blinds were purchased for all the nursery rooms.

d. Parent participation in nursery life

We would like to thank the parents for all their contributions to nursery life this year. Whether you have come in to read to the children, helped out on one of the outings, or come along to one of our parties. We would also like to thank you for continuing to provide constructive feedback on how the nursery can improve. The Tapestry system remains an important additional way in which parents and staff can communicate and share information, and we would encourage you to use it as much as you can.

Financial review

a. Going concern

After making appropriate enquiries including the impact of the pandemic on the charity, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

b. Reserves policy

We are aiming to retain reserves equivalent to 4-5 months turnover, which is around £200,000. As at 30 September 2020, reserves were equivalent to around 5.9 (2019: 6) months turnover. We continue to hold our reserves in cash, split between our accounts. Actual reserves are slightly higher than the target level, however this has and will allow the Charity to cover any ongoing shortfalls that may arise due to the pandemic. Total funds were £219,792 which comprise restricted funds of £2,162 and unrestricted funds of £217,630. Fixed assets were £14,774, therefore free reserves at the end of the year were £202,856.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2020

c. Financial review

The Statement of Financial Activities covers the period 1 October 2019 to 30 September 2020. The detailed results of the period's operations are set out in the attached financial statements. Income for the year was £456,850 which comprised £377,164 (2019: £559,353) from parents' fees and grant income, £592 (2019: £1,461) from bank interest, £5,157 from donations (2019: £1,061) and £73,937 (2019: £nil) from the Coronavirus Job Retention Scheme. Expenditure amounted to £517,611 (2019: £556,908) of which £485,569 (£2019: £526,959) related to direct costs and £32,042 (2019: £29,949) related to support and governance costs. There was a net outflow of funds for the period of £60,761 (2019: inflow of funds £4,967) which arose as a result of the Coronavirus pandemic which caused a short term closure of the Nursery and reduction in fees. The retained reserves at 30 September 2020 amount to £219,792 (£280,553).

Areas of expenditure have already been mentioned in the Review of Activities section as we continue to maintain and develop the nursery facilities.

The Nursery receives the use of premises, which are leased from a social housing provider in Cambridge. As a social housing provider, the landlord does not let out properties at a market rent and therefore due to the nature of the property the landlord is not able to determine a market rent. No in-kind donation for rent has therefore been included in these financial statements.

Structure, governance and management

a. Constitution

Harvey Road Day Nursery Limited is registered as a charitable company limited by guarantee (registered number 06283794) and was set up by a Memorandum of Association on 18 June 2007. It is a registered charity, number 1121441.

The principal object of the charity is to establish and carry on a nursery school ("the Nursery") for the inhabitants of Cambridgeshire and the neighbouring counties where children may be educated and to use the Nursery as a childcare centre for the inhabitants of Cambridgeshire and the neighbouring counties where children may be cared for.

b. Methods of appointment or election of Trustees

The management of the Charity is the responsibility of the Trustees who are appointed by the members by ordinary resolution. The Trustees must stand down after the first year of operation and will then offer themselves for re-election at the first annual general meeting. Trustees will then retire in rotation and may be re-elected at subsequent annual general meetings.

The Trustees themselves may also appoint a person who is willing to act as a Trustee. A Trustee so appointed must retire at the next annual general meeting and must not be taken into account in determining the Trustees who are to retire by rotation.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2020

Structure, governance and management (continued)

c. Organisational structure and decision-making policies

The Trustees of the Charity, operating as a Board of Management, determine strategic priorities and oversee the financial management of the Charity. The day to day running of the Nursery is delegated by the Board of Management to the Nursery Manager and her deputies and staff. The Board of Management meets every two months to review the performance of the Nursery and consider issues which arise which affect the running of the Nursery.

d. Trustees

The Trustees who served during the year were:

K Ahl
J Alvarez Valle (resigned 7 April 2020)
P Cacciottolo (resigned 7 April 2020)
S Crimlis
C Fabre (resigned 7 April 2020, appointed 16 May 2020, resigned 20 September 2020)
J Gibson
S Morgan

e. Financial risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks. The current risk mitigations have been carefully reconsidered in 2020 in light of the Covid-19 pandemic and the rotating government lockdowns which have limited the opening of the nursery.

Plans for future periods

The primary focus for the upcoming year will be the management of the Covid-19 pandemic, with as little disruption to the nursery and children as possible. The directors and management look forward this year to continuing to make improvements, both to the fabric of the nursery itself and to the way we care for and educate the children, and look forward to working together with our members (the parents) and staff to achieve these goals.

Our thanks go to Christine Hall, the Nursery Manager, and Suzanne Baldry, her Deputy, for running the Nursery seeking continuously improvements; to Debbie Macer, the Office Manager, for keeping our books in order and helping the Nursery to keep its governance costs to a minimum; to the Room Staff for providing great care and education to our children.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2020

Statement of Trustees' responsibilities

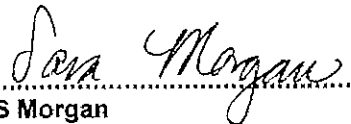
The Trustees (who are also the directors of the Charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

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

Approved by order of the members of the board of Trustees and signed on their behalf by:


.....
S Morgan
(Trustee)
Date: 14/6/2021

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2020

Independent Examiner's Report to the Trustees of Harvey Road Day Nursery Limited ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 30 September 2020.

Responsibilities and Basis of Report

As the Trustees of the Charity (and 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 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 Charity's accounts 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

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 the Institute of Chartered Accountants in England & Wales, 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:

1. accounting records were not kept in respect of the Charity 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 [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 accounts to be reached.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2020

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed: Michael Hewett Dated: 22 June 2021

M Hewett ACA DChA
Peters Elworthy & Moore

Chartered Accountants

Cambridge

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

	Note	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income from:					
Donations	2	4,542	615	5,157	1,061
Charitable activities	3	349,870	27,294	377,164	559,353
Investments	4	592	-	592	1,461
Other income	5	73,937	-	73,937	-
Total income		428,941	27,909	456,850	561,875
Expenditure on:					
Charitable activities	6	490,317	27,294	517,611	556,908
Total expenditure		490,317	27,294	517,611	556,908
Net movement in funds		(61,376)	615	(60,761)	4,967
Reconciliation of funds:					
Total funds brought forward		279,006	1,547	280,553	275,586
Net movement in funds		(61,376)	615	(60,761)	4,967
Total funds carried forward		217,630	2,162	219,792	280,553

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 14 to 27 form part of these financial statements.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)
REGISTERED NUMBER: 06283794

BALANCE SHEET
AS AT 30 SEPTEMBER 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	11	14,774	18,521
		<u>14,774</u>	<u>18,521</u>
Current assets			
Debtors	12	5,595	45,463
Cash at bank and in hand		274,322	318,369
		<u>279,917</u>	<u>363,832</u>
Creditors: amounts falling due within one year	13	(74,899)	(101,800)
Net current assets		<u>205,018</u>	<u>262,032</u>
Total assets less current liabilities		<u>219,792</u>	<u>280,553</u>
Total net assets		<u><u>219,792</u></u>	<u><u>280,553</u></u>
Charity funds			
Restricted funds	14	2,162	1,547
Unrestricted funds	14	217,630	279,006
Total funds		<u><u>219,792</u></u>	<u><u>280,553</u></u>

The Charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

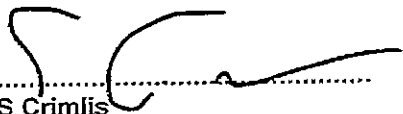
The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)
REGISTERED NUMBER: 06283794

BALANCE SHEET (CONTINUED)
AS AT 30 SEPTEMBER 2020

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:


.....
S Crimlis

Date: 14 June 2021

The notes on pages 14 to 27 form part of these financial statements.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2020

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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) (second edition of the Charities SORP (FRS102) October 2019, effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Harvey Road Day Nursery Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

There were no significant estimates or judgements made by management in preparing these financial statements.

1.2 Going concern

The Trustees have reviewed the financial position of the charity, including the potential impact of Covid-19, and have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, the financial statements continue to be prepared on the going concern basis.

1.3 Company status

The Charity is a company limited by guarantee. The members of the Charity are the Trustees named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the Charity.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

1. Accounting policies (continued)

1.4 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the Charity which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

Parent fees are recognised in the period to which they relate, with any fees received in advance being deferred.

Donations are recognised in the period in which they are received.

Income received under the Coronavirus Job Retention Scheme is matched to the salary costs that have been incurred in the period. Income and expenditure are shown separately and are not netted off.

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.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

Support costs including governance costs are those costs incurred directly in support of expenditure on the objects of the Charity and include overheads incurred in the running of the Nursery. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

All expenditure is inclusive of irrecoverable VAT.

1.6 Government grants

Government grants other than for tangible fixed assets are credited to the Statement of Financial Activities as the related expenditure is incurred.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

1. Accounting policies (continued)

1.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following bases:

Property improvements	- 10% - 33.33% straight line
Office equipment	- 20% straight line

1.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

1.11 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2020

1. Accounting policies (continued)

1.12 Operating leases

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

1.13 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

1.14 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

2. Income from donations

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Donations	4,542	615	5,157	1,061
Total 2019	316	745	1,061	

Donations include £4,516 received in-kind from Cambridge City Council who waived the payment of rates for 2020. An equal and opposite expense is included in premises costs below.

The nursery operates from premises in Cambridge, leased from a social housing provider with a peppercorn rent. As a social housing provider, the landlord does not let out properties at a market rent and therefore due to the nature of the property the landlord is not able to determine a market rent. No in-kind donation for rent has therefore been included in these financial statements.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2020

3. Income from charitable activities

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Education and milk grant	-	27,294	27,294	34,117
Parents fees	349,870	-	349,870	525,236
	<u>349,870</u>	<u>27,294</u>	<u>377,164</u>	<u>559,353</u>
Total 2019	<u>525,236</u>	<u>34,117</u>	<u>559,353</u>	

4. Investment income

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Bank interest	592	592	1,461
	<u>592</u>	<u>592</u>	<u>1,461</u>
Total 2019	<u>1,461</u>	<u>1,461</u>	

5. Other income

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Coronavirus job retention scheme	73,937	73,937	-
	<u>73,937</u>	<u>73,937</u>	<u>-</u>

This income relates to the Job Retention Scheme for furloughed employees. This was spent on staff wages and salaries.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

6. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Nursery school education	490,317	27,294	517,611	556,908
Total 2019	556,908	-	556,908	

7. Analysis of expenditure by activities

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £	Total funds 2019 £
Nursery school education	485,569	32,042	517,611	556,908
Total 2019	526,959	29,949	556,908	

Analysis of direct costs

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

7. Analysis of expenditure by activities (continued)

Analysis of direct costs (continued)

	Total funds 2020 £	Total funds 2019 £
Staff costs	401,547	409,787
Depreciation	3,747	3,775
Equipment	3,346	3,679
Staff training and welfare	2,054	4,037
Cleaning	14,879	16,302
Premises costs	44,086	49,302
Food and chef costs	12,023	32,870
Costs of trips	-	443
Bank charges	299	291
Advertising	-	312
Stationery	415	4,009
Subscriptions	3,173	2,152
	<u>485,569</u>	<u>526,959</u>

Analysis of support costs

	Total funds 2020 £	Total funds 2019 £
Staff costs	20,426	19,549
Postage	87	12
Telephone and internet	1,464	4,048
Computer costs	2,504	717
Payroll costs	1,861	2,023
Accountancy fees - governance	5,700	3,600
	<u>32,042</u>	<u>29,949</u>

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

8. Independent examiner's remuneration

	2020 £	2019 £
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	4,500	3,600
Fees payable to the previous Charity's independent examiner in respect of: Fee payable to previous independent examiner (under-accrual)	1,200	-
	<u>5,700</u>	<u>3,600</u>

9. Staff costs

	2020 £	2019 £
Wages and salaries	390,862	399,607
Social security costs	22,238	21,736
Contribution to defined contribution pension schemes	8,873	7,993
	<u>421,973</u>	<u>429,336</u>

The average number of persons employed by the Charity during the year was as follows:

	2020 No.	2019 No.
Nursery staff	24	22
Administration	1	1
	<u>25</u>	<u>23</u>

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel of the charity comprise the Trustees and the Manager and Deputy Manager. The Trustees all give their time and expertise without any kind of remuneration or other benefit in kind (2019: £Nil). The total employment benefits of key management personnel including pension contributions and employers' national insurance was £65,875.

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2019 - £NIL).

During the year ended 30 September 2020, no Trustee expenses have been incurred (2019 - £NIL) and no amounts were paid directly to a third party on their behalf.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

11. Tangible fixed assets

	Total £
Cost or valuation	
At 1 October 2019	68,610
At 30 September 2020	<u>68,610</u>
Depreciation	
At 1 October 2019	50,089
Charge for the year	3,747
At 30 September 2020	<u>53,836</u>
Net book value	
At 30 September 2020	<u><u>14,774</u></u>
At 30 September 2019	<u><u>18,521</u></u>

12. Debtors

	2020 £	2019 £
Due within one year		
Trade debtors	2,883	36,139
Other debtors	-	6,975
Prepayments and accrued income	2,712	2,349
	<u><u>5,595</u></u>	<u><u>45,463</u></u>

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

13. Creditors: Amounts falling due within one year

	2020 £	2019 £
Payments received on account	1,478	434
Trade creditors	6,125	9,713
Other taxation and social security	6,003	5,492
Pension fund	2,306	2,006
Other creditors (including deposits held £38,000)	44,574	40,500
Accruals and deferred income	14,413	43,655
	<u>74,899</u>	<u>101,800</u>
	2020 £	2019 £
Deferred income at 1 October 2019	37,982	4,145
Resources deferred during the year	5,947	37,982
Amounts released from previous periods	(37,982)	(4,145)
	<u>5,947</u>	<u>37,982</u>

Resources deferred during the year relate to Education grant income (2019: Education grant income £2,909 and parent fees for October 2019 £35,073).

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

14. Statement of funds

Statement of funds - current year

	Balance at 1 October 2019 £	Income £	Expenditure £	Balance at 30 September 2020 £
Unrestricted funds				
General Funds	279,006	428,941	(490,317)	217,630
Restricted funds				
Milk Fund	-	1,297	(1,297)	-
Education grant Fund	-	25,997	(25,997)	-
Donations Fund	1,547	615	-	2,162
	1,547	27,909	(27,294)	2,162
Total of funds	280,553	456,850	(517,611)	219,792

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

14. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 October 2018 £	Income £	Expenditure £	Balance at 30 September 2019 £
Unrestricted funds				
General Funds - all funds	274,734	527,012	(522,740)	279,006
Restricted funds				
Milk Fund	-	1,609	(1,609)	-
Education grant Fund	-	32,508	(32,508)	-
Donations Fund	852	745	(50)	1,547
	852	34,862	(34,167)	1,547
Total of funds	275,586	561,874	(556,907)	280,553

The Education and Milk grants are received in respect of certain periods and are recognised as both income and expenditure in those periods. They are given for the specific purpose as described and have been spent accordingly.

The Donations fund represents donations received and made available for specific events such as the Christmas party and various trips for the children.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

15. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	14,774	-	14,774
Current assets	283,897	2,162	286,059
Creditors due within one year	(81,041)	-	(81,041)
Total	<u>217,630</u>	<u>2,162</u>	<u>219,792</u>

Analysis of net assets between funds - prior period

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	18,521	-	18,521
Current assets	362,285	1,547	363,832
Creditors due within one year	(101,800)	-	(101,800)
Total	<u>279,006</u>	<u>1,547</u>	<u>280,553</u>

16. Pension commitments

The nursery operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the nursery in an independently administered fund. The pension cost charge represents contributions payable by the nursery to the fund and amounted to £8,873 (2019: £7,993). At the balance sheet date there were outstanding contributions of £2,306 (2019: £2006) which is included in creditors.

HARVEY ROAD DAY NURSERY LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2020

17. Operating lease commitments

At 30 September 2020 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases for a property and a photocopier as follows:

	2020 £	2019 £
Not later than 1 year	4,405	2,631
Later than 1 year and not later than 5 years	8,641	6,282
Later than 5 years	7,980	-
	<u>21,026</u>	<u>8,913</u>

The nursery leases premises from a social housing provider. The lease allows for payment of a peppercorn rent, although this has not been invoiced for some years. The nursery has a commitment to contribute to the Housing Cyclical Budget of £475 plus VAT twice a year, which is included within the above figures.

18. Related party transactions

The Charity has not entered into any related party transactions that require disclosure during the year, nor are there any outstanding balances owing between related parties and the Charity at 30 September 2020. During the year, the children of some of the Trustees used the Nursery for which fees were charged at the standard rates on an arm's length basis.

