

**Report of the Trustees and
Unaudited Financial Statements
For the Year Ended 31 August 2020
for
Wokingham Day Nursery**

Wokingham Day Nursery
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For the Year Ended 31 August 2020

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Wokingham Day Nursery

Report of the Trustees

For the Year Ended 31 August 2020

The trustees who are also directors of the charity for the purpose of the Companies Act 2006, present their report with the financial statements of the company for the year ended 31 August 2020. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCES AND ADMINISTRATIVE DETAILS

The charity is a company with registration number 06316243 (England and Wales)

The company is registered as a charity with Registered Charity Number 1129857

The registered office is
Westcott Road
Wokingham
Berkshire
RG40 2ER

TRUSTEES

The directors shown below have held office during the year ended 31 August 2018.

K Bridge-Collier (resigned 25.09.2019)

A Nowell (resigned 25.09.2019)

E Bennett

J Noone

T Matthews (resigned 25.09.2019)

J Haworth

C Lucas

C Cohen

E Champion (appointed 25.09.2019)

J Barter (appointed 25.09.2019)

C Parker (appointed 25.09.2019)

COMPANY SECRETARY:

E Champion (appointed 25.09.2019)

INDEPENDENT EXAMINER

Sandra Douglas

SKD Accounting

62 Westmorland Road

Warfield

Wokingham Day Nursery

Report of the Trustees

For the Year Ended 31 August 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

GOVERNING DOCUMENT

The charity is controlled by its governing document, articles of association and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

RECRUITMENT AND APPOINTMENT OF NEW TRUSTEES

For the purposes of charity law the trustees (directors) are also known as members of the committee. Parent members of the committee give their time voluntarily. All new members are voted for appointment by existing committee members at the committee meetings. The decision of the appointment always includes a minimum of two committee members. This year the nursery's Business Manager, who is a paid member of staff, has been made a trustee in order to aid communications between Ofsted and the nursery as they will only accept a trustee to be their Nominated Person.

INDUCTION AND TRAINING OF NEW TRUSTEES

There is an induction package for all new members of the committee to familiarise themselves with the charity. This induction pack includes DBS and Ofsted checks for all members working in the setting. The induction package is issued and monitored by the chairperson and manager of the committee.

ORGANISATION STRUCTURE

The committee, who are responsible for the charity, meet regularly to discuss its operation and all future affairs. The business and nursery managers have the responsibility of the day to day running of the setting and the committee are responsible for ensuring that the legal responsibilities are carried out including ensuring all financial obligations and procedures are adhered to. The managers of the charity attends all committee meetings but do not have voting rights on any issues where there would be a conflict of interest. The secretary also attends the meetings and has voting rights.

RISK MANAGEMENT

The main risk of the charity is its closure and the financial implications of it. To minimise the risk the charity has opened a reserve bank account to save funds that will cover all final bills and salary payment if the charity was to close. The amount saved in the reserve is reviewed by the committee regularly. The charity has no loans or investments.

The charity has PLA Public Liability Insurance to cover and protect both staff and children and to ensure that staff members work with minimum risk to anyone.

Wokingham Day Nursery

Report of the Trustees

For the Year Ended 31 August 2020

OBJECTIVES AND ACTIVITIES

The company is established to provide affordable, safe and satisfying pre-school activities for children aged 2 to 5 years of age; in particular 10% of our spaces are allocated fully funded to families on low income)

Children aged 5 years and over are accepted during the school holiday periods at the discretion of the Manager.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities in committee meetings.

ACHIEVEMENTS AND PERFORMANCE

During the year, the company continued to provide pre-school activities for children aged 2 to 5. The number of children attending the nursery fluctuated during the year.

FUTURE DEVELOPMENTS

The charity will continue to equip the nursery by renewing and investing in current and new resources for the children.

All new and current members of staff are generally required to hold a Level 3 Child Care qualification or an absolute minimum of a Level 2 and will continue to receive adequate training to continue their professional development.

To continue to build strong relationships with all children and their families, the charity will continue to seek outside support from agencies and appropriate parties when necessary.

The charity aims to continue to review all areas, making and carrying out plans for improvement within the setting to enhance the outcome for all children.

Wokingham Day Nursery

Report of the Trustees

For the Year Ended 31 August 2020

FINANCIAL REVIEW

The principal source of income is Pre-school and Day Care fees, followed by Nursery Education Grants (NEG) from the local authority, fundraising and any additional grants received throughout the year.

The charity receives support grants to assist with extra staffing as and when they have a child with particular needs. These grants are received on a cash by cash basis and are used to pay for an extra staff member to support and work one to one with the child and to buy specific resources the child needs.

The fundraising activities for the year included Christmas Fayre, Santa Round Table Christmas Float, unfortunately further planned activities were stopped due to Covid-19 pandemic.

The charity does not make grants and the money it receives is not invested, except for bank interest received in the bank reserve account.

This report is prepared in accordance with the small companies regime of the Companies Act 2006.

ON BEHALF OF THE BOARD:

Signed.....

Name.....

Date:

Wokingham Day Nursery
Statement of Financial Activities
For the Year Ended 31 August 2020

		31 August 2020	31 August 2019
	Note	£	£
INCOMING RESOURCES			
Incoming resources from generated funds			
Fundraising and other income		936	4,565
Incoming resources from charitable activities			
Fees		209,289	228,060
Other incoming resources			
Misc Income inc HMRC JRS & Milk Refunds		20,275	---
Interest receivable and similar income		132	110
		_____	_____
Total incoming resources		230,632	232,735
RESOURCES EXPENDED			
Other resources expended		(224,557)	(241,534)
		_____	_____
NET INCOMING RESOURCES	2	6,075	(8,799)
RECONCILIATION OF FUNDS			
Total funds brought forward		72,216	81,015
TOTAL FUNDS CARRIED FORWARD		78,291	72,216
		=====	=====

The notes form part of these financial statements.

Wokingham Day Nursery

Balance Sheet

As at 31 August 2020

	Note	31 August 2020 £	31 August 2019 £
FIXED ASSETS			
Fixed Assets	6	-	-
CURRENT ASSETS			
Debtors	7	1,338	2,544
Long term Debtors		1,960	2,100
Cash at bank		110,051	105,961
		—————	—————
		113,349	110,605
		—————	—————
CREDITORS			
Amounts falling due within one year	8	(35,058)	(38,389)
		—————	—————
NET CURRENT ASSETS		78,291	72,216
		—————	—————
TOTAL ASSETS LESS CURRENT LIABILITIES		78,291	72,216
		—————	—————
CAPITAL AND RESERVES			
Called-up share capital	10	-	-
Unrestricted fund: Other reserves	11	72,216	81,015
Unrestricted fund: Income and expenditure account		6,075	(8,799)
		—————	—————
TOTAL SHAREHOLDERS' FUNDS		78,291	72,216
		—————	—————

The notes form part of these financial statements.

Wokingham Day Nursery

Balance Sheet

As at 31 August 2020

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 (the Act) for the year ended 31 August 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 August 2020 in accordance with Section 476 of the Act.

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

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

The financial statements were approved by the Board of Directors on

..... and were signed on its behalf by:

.....
Director

.....
Name

Wokingham Day Nursery

Notes to the Financial Statements

For the Year Ended 31 August 2020

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement for Financial Activities where the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs relating to the category. Where costs cannot be directly attributed to a particular heading they have been allocated to activities on a basis consistent with the use of resources.

Tangible Fixed Assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and Machinery	33% on cost
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Operating Leases

Payments under operating lease are recognised in the Statement of Financial Activities as they fall due.

Taxation

The charity is exempt from Corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

2. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging:

	31 August 2020 £	31 August 2019 £
Depreciation - owned assets	-	-

Wokingham Day Nursery
Notes to the Financial Statements
For the Year Ended 31 August 2020

4. TRUSTEES REMUNERATION AND BENEFITS

	31 August 2020	31 August 2019
Trustees' salaries	21,680	15,527
Trustees employer's social security	1,459	718
	<u>23,139</u>	<u>16,245</u>
Trustee expenses	240	120

5. STAFF COSTS

	31 August 2020	31 August 2019
Staff salaries	161,305	166,457
Staff employer's social security	6,869	8,474
	<u>168,174</u>	<u>174,931</u>
	31 August 2020	31 August 2019
Average number of employees	11	12

No employee received emoluments in excess of £60,000.

Wokingham Day Nursery
Notes to the Financial Statements
For the Year Ended 31 August 2020

6. TANGIBLE FIXED ASSETS

	Plant and Machinery	Total
	£	£
COST		
At 1 September 2019 and at 31 August 2020	<u>0</u>	<u>0</u>
DEPRECIATION		
At 1 September 2019	0	0
Charge for year	<u>-</u>	<u>-</u>
At 31 August 2020	<u>0</u>	<u>0</u>
NET BOOK VALUE		
At 31 August 2019	<u>-</u>	<u>-</u>
At 31 August 2020	<u>-</u>	<u>-</u>

7. DEBTORS

	31 August 2020	31 August 2019
	£	£
Trade debtors – fees outstanding	<u>3,298</u>	<u>4,644</u>

Included in trade debtors is £1,960 (2019 £2,100) due outside one year

Wokingham Day Nursery
Notes to the Financial Statements
For the Year Ended 31 August 2020

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31 st August 2020	31 st August 2019
	£	£
Nursery Fees September 20 Fees	3,015	5,948
Trade Creditors	430	812
Pension Contribution	578	-
Payments received in advance – WBC	<u>31,035</u>	<u>31,629</u>
	<u>35,058</u>	<u>38,389</u>

9. COMMITMENTS UNDER OPERATING LEASE

The company has entered into the following commitments under non-cancellable operating leases

	Land and other buildings	Other
Within one year	-	-
Within two to five years	6,000	-
More than five years	—	-
	<u>6,000</u>	<u>-</u>

The company's obligations under the lease of its premises from Wokingham District Council are guaranteed by K.Bridge-Collier and E Bennett.

10. CALLED UP SHARE CAPITAL

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

Wokingham Day nursery
Notes to the Financial Statements
For the Year Ended 31 August 2020

11. MOVEMENT IN FUNDS

	Income and expenditure account £	Other reserves £	Totals £
At 1st September 2019	(8,799)	81,015	72,216
Transfer between funds	8,799	(8,799)	-
Profit for the year	6,075	-	6,075
As at 31 August 2020	<u>6,075</u>	<u>72,216</u>	<u>78,291</u>

12. ULTIMATE CONTROLLING PARTY

There is no ultimate controlling party.

Wokingham Day Nursery

Income and Expenditure Account

For the Year Ended 31 August 2020

	31 August 2020		31 August 2019	
	£	£	£	£
Turnover				
Fees and grants		228,974		228,060
Other income				
Deposit account interest		132		110
Fundraising and other income		1,526		4,565
		230,632		232,735
Expenditure				
Wages and NI	191,313		191,176	
Other staff costs (inc training)	2,562		1,573	
Milk & food	3,302		4,716	
Rent and rates	6,000		6,723	
Utilities	1,580		2,711	
Telephone	1,015		816	
Insurance	1,196		1,132	
Materials and activities	3,105		3,209	
Contracts and Subscriptions	2,296		1,967	
Stationery and copier	1,446		1,646	
Maintenance and repairs	2,415		2,180	
Equipment and Toys	4,846		9,286	
Sundries	222		3,754	
Bank Charges	120		120	
Household inc nappies & Cleaning	2,823		2,722	
Professional Expenses	163		163	
Nursery Improvements	0		6,747	
Bad Debt	153		893	
		224,557		241,534
NET (LOSS) / PROFIT		6,075		(8,799)

This page does not form part of the statutory financial statements.

**WOKINGHAM DAY NURSERY
COMPANY LIMITED BY GUARANTEE 06316243
REGISTERED CHARITY 1129857**

**INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS OF
WOKINGHAM DAY NURSERY**

I report on the accounts of the Trust for the year ended 31st August 2020, which are set out on pages 1 to 15.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income does not exceed £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 386 of the Companies Act 2006 and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



.....
Sandra Douglas
SKD Accounting

Date....13/10/2020.....