

**Report of the Trustees and  
Unaudited Financial Statements  
For the Year Ended 31 August 2021  
for  
Wokingham Day Nursery**

**Wokingham Day Nursery**  
**Contents of the Financial Statements**  
**For the Year Ended 31 August 2021**

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<b>CONTENTS</b>	<b>PAGE</b>
Company Information	<b>1</b>
Report of the Trustees	<b>1 - 6</b>
Statement of Financial Activities	<b>7</b>
Balance Sheet	<b>8 - 9</b>
Notes to the Financial Statements	<b>11 - 14</b>
Independent Examiner Report	<b>16 - 17</b>

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# **Wokingham Day Nursery**

## **Report of the Trustees**

### **For the Year Ended 31 August 2021**

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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 2021. 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 2021.

E Bennett (resigned 23.09.2020)

J Noone

J Haworth (resigned 23.09.2020)

C Lucas

C Cohen

E Champion (resigned 23.09.2020)

J Barter

C Parker (resigned 23.09.2020)

C Lawrie (appointed 23.09.2020)

S Orlandini (appointed 23.09.2020)

U Cran (appointed 23.09.2020)

J Procter (appointed 23.09.2020)

#### **COMPANY SECRETARY:**

C Cohen (appointed 23.09.2020)

#### **INDEPENDENT EXAMINER**

Sandra Douglas  
SKD Accounting  
62 Westmorland Road  
Warfield

# **Wokingham Day Nursery**

## **Report of the Trustees**

**For the Year Ended 31 August 2021**

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### **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 2021**

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### **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 2021**

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### **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 have been limited due to Covid-19 pandemic but we managed a Christmas raffle and on-line quiz evening.

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 2021**

		<b>31 August 2021</b>	31 August 2020
	<b>Note</b>	<b>£</b>	<b>£</b>
<b>INCOMING RESOURCES</b>			
<b>Incoming resources from generated funds</b>			
Fundraising and other income		<b>1536</b>	936
<b>Incoming resources from charitable activities</b>			
Fees		<b>218,921</b>	209,289
<b>Other incoming resources</b>			
Misc Income inc HMRC JRS & Milk Refunds		<b>8,424</b>	20,275
Interest receivable and similar income		<b>9</b>	132
		_____	_____
<b>Total incoming resources</b>		<b>228,890</b>	230,632
<b>RESOURCES EXPENDED</b>			
<b>Other resources expended</b>		<b>(229,079)</b>	(224,557)
		_____	_____
<b>NET INCOMING RESOURCES</b>	<b>2</b>	<b>(189)</b>	6,075
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<b>78,291</b>	72,216
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>78,102</b>	78,291
		=====	=====

The notes form part of these financial statements.

# Wokingham Day Nursery

## Balance Sheet

As at 31 August 2021

	Note	31 August 2021 £	31 August 2020 £
<b>FIXED ASSETS</b>			
Fixed Assets	6	-	-
<b>CURRENT ASSETS</b>			
Debtors	7	4,627	1,338
Long term Debtors		0	1,960
Cash at bank		115,324	110,051
		_____	_____
		119,951	113,349
		_____	_____
<b>CREDITORS</b>			
Amounts falling due within one year	8	(41,849)	(35,058)
		_____	_____
<b>NET CURRENT ASSETS</b>		78,102	78,291
		_____	_____
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		78,102	78,291
		=====	=====
<b>CAPITAL AND RESERVES</b>			
Called-up share capital	10	-	-
Unrestricted fund: Other reserves	11	78,291	72,216
Unrestricted fund: Income and expenditure account		(189)	6,075
		_____	_____
<b>TOTAL SHAREHOLDERS' FUNDS</b>		78,102	78,291
		=====	=====

The notes form part of these financial statements.



# **Wokingham Day Nursery**

## **Balance Sheet**

**As at 31 August 2021**

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The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 (the Act) for the year ended 31 August 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 August 2021 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 2021

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### 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 2021 £	31 August 2020 £
Depreciation - owned assets	-	-

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**Wokingham Day Nursery**  
**Notes to the Financial Statements**  
**For the Year Ended 31 August 2021**

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**4. TRUSTEES REMUNERATION AND BENEFITS**

	<b>31 August 2021</b>	31 August 2020
Trustees' salaries	<b>18,225</b>	21,680
Trustees employer's social security	<b>966</b>	1,459
	<u><b>19,191</b></u>	<u>23,139</u>
<b>Trustee expenses</b>	<b>240</b>	240

**5. STAFF COSTS**

	<b>31 August 2020</b>	31 August 2019
Staff salaries	<b>161,959</b>	<b>161,305</b>
Staff employer's social security	<b>6,104</b>	<b>6,869</b>
	<u><b>168,063</b></u>	<u><b>168,174</b></u>
	<b>31 August 2020</b>	31 August 2019
Average number of employees	<b>11</b>	11

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

**Wokingham Day Nursery**  
**Notes to the Financial Statements**  
**For the Year Ended 31 August 2021**

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**6. TANGIBLE FIXED ASSETS**

	<b>Plant and Machinery</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
<b>COST</b>		
At 1 September 2020 and at 31 August 2021	<u>0</u>	<u>0</u>
<b>DEPRECIATION</b>		
At 1 September 2021	0	0
Charge for year	<u>-</u>	<u>-</u>
At 31 August 2021	<u>0</u>	<u>0</u>
<b>NET BOOK VALUE</b>		
At 31 August 2020	<u>-</u>	<u>-</u>
At 31 August 2021	<u>-</u>	<u>-</u>

**7. DEBTORS**

	<b>31 August 2021</b>	31 August 2020
	<b>£</b>	<b>£</b>
Trade debtors – fees outstanding	<u><b>4,627</b></u>	<u>3,298</u>

# Wokingham Day Nursery

## Notes to the Financial Statements

For the Year Ended 31 August 2021

### 8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31 <sup>st</sup> August 2021	31 <sup>st</sup> August 2020
	£	£
Nursery Fees September 21 Fees	6,334	3,015
Trade Creditors	78	430
Pension Contribution	1	578
Payments received in advance – WBC	<u>35,436</u>	<u>31,035</u>
	<u>41,849</u>	<u>35,058</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	6,000	-
Within two to five years	-	-
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 the current Chair of Wokingham Day Nursery.

### 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 2021**

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**11. MOVEMENT IN FUNDS**

	Income and expenditure account £	Other reserves £	Totals £
At 1st September 2020	6,075	72,216	<b>78,291</b>
Transfer between funds	(6,075)	6,075	-
Profit/Loss for the year	(189)	-	<b>(189)</b>
As at 31 August 2021	<u>(189)</u>	<u>78,291</u>	<u><b>78,102</b></u>

**12. ULTIMATE CONTROLLING PARTY**

There is no ultimate controlling party.

# Wokingham Day Nursery

## Income and Expenditure Account

For the Year Ended 31 August 2021

	31 August 2021		31 August 2020	
	£	£	£	£
<b>Turnover</b>				
Fees and grants		<b>218,921</b>		228,974
<b>Other income</b>				
Deposit account interest		<b>9</b>		132
Fundraising and other income		<b>9,960</b>		1,526
		<b>228,890</b>		230,632
<b>Expenditure</b>				
Wages and NI	<b>190,067</b>		191,313	
Other staff costs (inc training)	<b>3,219</b>		2,562	
Milk & food	<b>3,892</b>		3,302	
Rent and rates	<b>6,233</b>		6,000	
Utilities	<b>853</b>		1,580	
Telephone	<b>1,073</b>		1,015	
Insurance	<b>1,292</b>		1,196	
Materials and activities	<b>3,453</b>		3,105	
Contracts and Subscriptions	<b>3,127</b>		2,297	
Stationery and copier	<b>1,523</b>		1,446	
Maintenance and repairs	<b>1,841</b>		2,415	
Equipment and Toys	<b>5,582</b>		4,846	
Sundries	<b>234</b>		222	
Bank Charges	<b>168</b>		120	
Household inc nappies & Cleaning	<b>4,102</b>		2,823	
Professional Expenses	<b>176</b>		163	
Nursery Improvements	<b>0</b>		0	
Bad Debt	<b>2,154</b>		153	
		<b>229,079</b>		224,557
<b>NET (LOSS) / PROFIT</b>		<b>(189)</b>		6,075

**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 31<sup>st</sup> August 2021, 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.....