

**ST MARY'S NURSERY ASHFORD**

**ANNUAL REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 AUGUST 2021**

**CHARITY NUMBER 1132245**

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**ST MARY'S NURSERY ASHFORD**  
**REPORT OF THE TRUSTEES**

The trustees are pleased to present their annual report together with the accounts of the charity for the year ended 31 August 2021.

**ADMINISTRATIVE DETAILS**

Charity registration number	1132245
Principal address	Western Avenue, Ashford, Kent, TN23 1ND
Trustees	G McCoy - chair J Elvy S Laker M A Pout S Henderson - appointed 25 June 2021 S Orpin - appointed 25 June 2021 F O A Russell - appointed 25 June 2021 J R Sherman-Bounds - appointed 25 June 2021 B A Harding - appointed 25 June 2021 M J Ball - resigned 25 June 2021 A Garcia Huertas - resigned 25 June 2021 L Rigden - resigned 25 June 2021 M Wood - resigned 25 June 2021
Bankers	National Westminster Bank plc
Independent examiner	Richard Abel FCA CTA of Edwards & Co

**GOVERNANCE**

**Governing Document**

The charity is an unincorporated association governed by its constitution adopted on registration in 2009. It follows the 2008 model used by the Pre-school Learning Alliance.

**Appointment of Trustees**

The trustees, described in the governing document as Committee members, are elected for one year at the annual general meeting. Retiring trustees are eligible for re-election unless they have already served on the Committee in any capacity for four consecutive years.

The Committee may co-opt members but they shall retire at the next annual general meeting.

At least 60 per cent of the Committee members shall at the time of their election be parents or guardians of children in groups run by the charity.

Parents and carers of children attending the nursery are invited to join the Committee when they first attend the nursery. Potential new trustees are nominated by other parents or carers and approved by current trustees.

**Affiliations**

The charity is a member of The Pre-school Learning Alliance and is required by its constitution to remain a member thereof and seek their approval for certain changes in its own constitution.

## **ST MARY'S NURSERY ASHFORD**

### **REPORT OF THE TRUSTEES**

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives**

The object of the charity is 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:

- offering 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 race, culture, religion or means.
- 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 area.

##### **Public Benefit**

In accordance with section 17(5) of the Charities Act 2011, the trustees have had due regard to the guidance published by the Charity Commission on the requirement that the objectives and work undertaken by the charity are in line with charitable objects and do provide benefit for the public.

This, like other pre-schools, provides young children with a place to learn and play close to their homes. They learn how to socialise with other children and they further benefit by acquiring skills useful for a good start in school.

##### **Activities and Achievements**

St. Mary's Nursery is situated in a purpose built unit with its own facilities and playground. We aim to:

- provide a secure and caring environment with the appropriate adult / child ratio of trained staff;
- ensure that the environment provided meets the appropriate health and safety requirements for the age group;
- provide suitable equipment and experiences to help young children to achieve outcomes as described in the statutory framework for The Early Years Foundation Stage - staying safe and being healthy, enjoying and achieving, making a positive contribution.

We encourage parents and carers to become involved in their children's care and education by inviting them to spend time in the nursery, meet and speak with their child's key person on a regular basis and attend meetings and events within the nursery.

There are no restrictions on the children that can access our facilities, including religion, disability or ethnicity or geographical restrictions. Families in poverty are not excluded. Those who cannot afford to pay for extra sessions have the same chances to access our nursery as those who can pay.

We do, however, have to adhere to restrictions in numbers. Our registration with Ofsted allows us to choose the total number of children on the premises at any one time. Currently we provide up to 24 places for children for each session.

The qualifications of our staff are above those required by the Early Years Foundation Stage. Staff continually take part in training courses in order to keep up to date with education, health and safety and safeguarding issues.

More information can be found on our website <http://stmarysnursery.co.uk/>.

##### **Plans for the future**

The charity has no plans to alter the current arrangements for provision of a pre-school at the current site and with the current number of staff and children.

## **ST MARY'S NURSERY ASHFORD**

### **REPORT OF THE TRUSTEES**

#### **FINANCIAL REVIEW**

##### **Review of the Financial Position**

Total income was little changed from last year, increasing by £1,200. This is far below the pre-COVID-19 levels when income was in excess of £110,000. The main components of the charitable income are set out in note 2 on page 8. The restrictions during the pandemic reduced the numbers of children attending. However, expenditure is harder to reduce. A rent reduction was secured in this last year reducing total expenditure from £98,224 to £94,497. The detailed list of expenditure can be found in notes 3 and 4 on page 8 with wages being the largest cost.

The result is that expenditure exceeded income by £5,669 reducing funds carried forward to £7,365.

The charity's funds are held mainly as cash. Wherever possible these monies are on deposit earning a little interest. The amount cannot be significantly bettered without undue risk.

##### **Reserves Policy**

Before the COVID-19 outbreak, the trustees had considered the level of reserves appropriate for the charity and concluded that they should have sufficient funds to enable expenses to be met for three months should there be a delay or reduction in receiving income. The amount required would be approximately £25,000. Therefore the funds held are inadequate at present.

##### **Trustees' Responsibilities**

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charity as at the balance sheet date and of its incoming resources and application of resources for the financial 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 in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- 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 proper accounting records that 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 Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provisions of the constitution. 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 the trustees on 30 June 2022 and signed on their behalf

G McCoy  
Trustee

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF  
ST MARY'S NURSERY ASHFORD**

I report to the trustees on my examination of the accounts of the St Mary's Nursery Ashford ("the Charity") for the year ended 31 August 2021, which are set out on pages 5 to 9.

Responsibilities and basis of report

As the charity trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Richard Abel FCA CTA  
Edwards & Co  
Chartered Accountants

Unit 1 Goat Lees  
Trinity Road  
Ashford, Kent TN25 4AB

30 June 2022

**ST. MARY'S NURSERY ASHFORD**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 AUGUST 2021**

	note	2021 £	2020 £
<b>INCOME FROM:</b>			
Charitable activities			
- pre-school	2	88,827	87,627
Interest received		1	22
		<hr/>	<hr/>
TOTAL INCOME		88,828	87,649
		<hr/>	<hr/>
<b>EXPENDITURE ON:</b>			
Charitable activities			
- pre-school	3	90,318	94,346
- support costs	4	4,179	3,878
		<hr/>	<hr/>
TOTAL EXPENDITURE		94,497	98,224
		<hr/>	<hr/>
<b>NET EXPENDITURE AND NET MOVEMENT IN FUNDS</b>		(5,669)	(10,575)
Total funds brought forward		13,034	23,609
		<hr/>	<hr/>
<b>TOTAL FUNDS CARRIED FORWARD</b>		7,365	13,034
		<hr/>	<hr/>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 7 to 9 form part of these financial statements.

**ST MARY'S NURSERY ASHFORD**  
**BALANCE SHEET**  
**AT 31 AUGUST 2021**

	2021	2020
	£	£
<b>CURRENT ASSETS</b>		
Debtors	4,848	778
Cash at bank and in hand	<u>19,234</u>	<u>25,373</u>
	24,082	26,151
<b>CREDITORS: amounts falling due within one year</b>		
Taxation and social security	1,021	732
Accruals and deferred income	<u>15,696</u>	<u>12,385</u>
	<u>(16,717)</u>	<u>(13,117)</u>
<b>NET CURRENT ASSETS</b>	7,365	13,034
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<u><u>7,365</u></u>	<u><u>13,034</u></u>
<b>TOTAL FUNDS OF THE CHARITY</b>		
Unrestricted funds	<u><u>7,365</u></u>	<u><u>13,034</u></u>

The notes on pages 7 to 9 form part of these financial statements.

Approved by the trustees on 30 June 2022 and signed on their behalf

G McCoy  
Trustee

**ST MARY'S NURSERY ASHFORD**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 AUGUST 2021**

**1. ACCOUNTING POLICIES**

(a) Basis of accounting

The financial statements of the charity, which is a public benefit entity under FRS 102, 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 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The presentation currency of the financial statements is the Pound Sterling (£).

(b) Significant judgements - going concern

When preparing the financial statements, the Trustees have assessed whether there are significant doubts about the charity's ability to continue as a going concern. There are no material uncertainties of which the Trustees are aware in making their assessment.

The Trustees have considered the impact of the COVID-19 pandemic and its effect on the income from the nursery, and the ability to continue in operation. They consider that the charity has sufficient cash reserves to enable it to meet its obligations as they fall due for a period of at least 12 months from the date of signing of these financial statements. As such, the Trustees are satisfied that the charity has adequate resources to continue to operate for the foreseeable future and they continue to adopt the going concern basis for preparing these financial statements.

(c) Incoming resources

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Debtors are recognised at the settlement amount.

(d) Volunteers and donated services and facilities

No value is incorporated into these financial statements for the services provided by volunteers or where services are provided to the charity as a donation that would normally be purchased from suppliers.

(e) Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

(f) Tangible fixed assets

Assets which cost less than £500 are not capitalised.

(g) Financial instruments

The charity enters into basic financial instruments that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans to and from banks, other third parties and related parties. Basic financial instruments are recognised at amortised cost, with changes recognised in the Statement of Financial Activities.

(h) Rental agreements

Rentals payable are charged to expenditure evenly throughout the term of the agreement.



**ST MARY'S NURSERY ASHFORD**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 AUGUST 2021**

(i) Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the scheme are charged to the Statement of Financial Activities in the period to which they relate.

**2. INCOME FROM CHARITABLE ACTIVITIES**

	2021	2020
	£	£
Fees and vouchers for the rendering of services	83,116	83,604
School meals	4,520	4,002
Sale of uniform	30	21
Other income	1,161	-
	<u>88,827</u>	<u>87,627</u>

**3. EXPENDITURE ON CHARITABLE ACTIVITIES**

	2021	2020
	£	£
Salaries (see note 5)	77,291	77,571
Rent	5,662	9,976
Business rates	1,321	-
Meals and refreshments	1,382	1,734
Equipment and toys	1,882	2,307
Training and publications	-	240
Insurance	818	818
Hire of equipment	492	-
Repairs	575	462
Cleaning	564	554
Trips and parties	301	-
Uniform	-	522
Sundry costs	30	162
	<u>90,318</u>	<u>94,346</u>

**4. SUPPORT COSTS**

	2021	2020
	£	£
Telephone and internet	1,271	1,622
Postage and stationery	306	66
Subscriptions	235	416
Computer equipment	650	-
Payroll fees	535	858
Bank charges	222	148
Other costs	-	30
	<u>3,219</u>	<u>3,140</u>
Governance costs		
- Independent examination	960	738
	<u>4,179</u>	<u>3,878</u>

**ST MARY'S NURSERY ASHFORD**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 AUGUST 2021**

**5. STAFF COSTS AND NUMBERS**

	2021	2020
	£	£
Wages and salaries	75,633	74,603
Social security costs	343	1,242
Employer's contributions to defined contribution pension scheme	1,315	1,726
	<u>77,291</u>	<u>77,571</u>

The average number of full time employees was 6 (2020 - 6), none of whom earned above £60,000.

**6. TRUSTEE REMUNERATION AND EXPENSES**

None of the charity trustees have been paid any remuneration or received any other benefits from this charity or a related entity in this or the previous year.

**7. RELATED PARTIES**

There are no related party transactions.

**8. TAXATION**

The nursery is a registered charity and no provision is considered necessary for taxation.

Edwards & Co  
Unit 1, Goat Lees  
Trinity Road  
Ashford  
TN25 4AB

Dear Sirs

This representation letter is provided in connection with your compilation of the financial statements of the charity for the year ended 31 August 2021, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material aspects, in accordance with applicable financial reporting framework.

We confirm that the following representations are made on the basis of enquiries of the trustees, management and staff with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the following representations to you:

1. We have fulfilled our responsibilities as trustees under the Charities Act 2011 for preparing financial statements, in accordance with the applicable financial reporting framework of FRS 102 Charity SORP.

We confirm that in our opinion the financial statements give a true and fair view and in particular that where any additional information must be disclosed in order to give a true and fair view that information has in fact been disclosed. We confirm that the selection and application of the accounting policies used in the preparation of the financial statements are appropriate, and we approve these accounts for the year ended 31 August 2021.

2. We confirm that all accounting records have been made available to you for the purpose of your compilation, in accordance with your terms of engagement, and that all the transactions undertaken by the charity have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all management, trustees' and members' meetings, have been made available to you. We have given you unrestricted access to persons within the charity in order to obtain evidence and have provided any additional information that you have requested for the purposes of your compilation.
3. We confirm the charity has satisfactory title to all assets and there are no liens or encumbrances on the assets, except for those disclosed in the financial statements.
4. We confirm that significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
5. We confirm that we have no plans or intentions that may materially alter the carrying value and, where relevant, the fair value measurements or classification of assets and liabilities reflected in the financial statements.
6. We confirm that the charity has no liabilities or contingent liabilities other than those disclosed in the financial statements.
7. We confirm that all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to you and accounted for and disclosed in accordance with the applicable financial reporting framework as above.
8. We confirm that there have been no events since the balance sheet date which require disclosing or which would materially affect the amounts in the financial statements, other than those already disclosed or included in the financial statements.

9. We confirm that we are aware of the definition of a related party for the purpose of the accounting framework being applied in the preparation of the accounts.

We confirm that there have been no material transactions with related parties.

10. We confirm that the charity neither had, at any time during the year, any arrangement, transaction or agreement to provide credit facilities (including advances and credits granted by the charity) for trustees, nor provided guarantees of any kind on behalf of the trustees.
11. We confirm that the charity has not contracted for any capital expenditure other than as disclosed in the financial statements.
12. We confirm that the charity has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance.
13. We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations which provide a legal framework within which the charity conducts its activities and which are central to the charity's ability to conduct its activities, except as explained to you and as disclosed in the financial statements.
14. We acknowledge our responsibility for the design, implementation and maintenance of internal controls to prevent and detect fraud. There have been no deficiencies in internal control of which we are aware.
15. We confirm that there have been no actual or suspected instances of fraud involving trustees, management or employees who have a significant role in internal control or that could have a material effect on the financial statements. We also confirm that we are not aware of any allegations of fraud by trustees, former trustees, analysts, employees, former employees, regulators or others.
16. We confirm that, in our opinion, the charity's financial statements should be prepared on the going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the charity's needs. In reaching this conclusion, we have taken into account all relevant matters of which we are aware, and have considered a period of at least one year from the date on which the financial statements will be approved.

Yours faithfully,



.....  
Signed on behalf of the board of trustees

Date: 30/6/22