

**REGISTERED COMPANY NUMBER: 07013598 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1133320**

**Report of the Trustees and**  
**Unaudited Financial Statements for the Year Ended 31 August 2021**  
**for**  
**Manor Twiglets Nursery Limited**

Swindells LLP  
Chartered Accountants  
Atlantic House  
8 Bell Lane  
Bellbrook Industrial Estate  
Uckfield  
East Sussex  
TN22 1QL

**Manor Twiglets Nursery Limited**

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for the Year Ended 31 August 2021**

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## **Manor Twiglets Nursery Limited**

### **Report of the Trustees for the Year Ended 31 August 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2021. The trustees have adopted the provisions of 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).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The charity's objects are to enhance the development and education of children primarily under the statutory school age by encouraging parents to understand and provide for the needs of their children by:

- a) offering appropriate play opportunities, education in accordance with the development matters section of the Early Years Foundation Stage and providing nurture and care, family learning and extended hours for working parents, together with the right of parents to take responsibility for and to become involved in the activities of such fundraising, ensuring that all the opportunities and activities that we offer are for all children whatever their race, culture, religion, means or ability;
- b) encouraging the study of the needs of children and their families in our local area and promoting public interest in our nursery and the recognition of needs;
- c) instigating and adhering to and further the aims and objects of the Early Years Alliance and the Statutory Guidance for the Early Years Foundation Stage.

##### **Activities**

The objectives of the charity continued to be to provide a nursery for pre-school children and this can only be done with prudent financial management. The Nursery continues to be able to claim Early Years Education Entitlement from East Sussex County Council for children eligible and to charge fees to clients that cover the balance of its operating costs. Additional fundraising activities take place throughout the year and these funds are used to enhance the facilities and equipment used by the pre-school.

##### **Public benefit**

In carrying out the activities of the charitable company, the trustees have had due regard to the Charity Commission's guidance on public benefit.

## **Manor Twiglets Nursery Limited**

### **Report of the Trustees for the Year Ended 31 August 2021**

#### **ACHIEVEMENT AND PERFORMANCE**

Our charitable company was inspected by Ofsted on 12th December 2019 and rated Outstanding with an overall rating of 1 compared to the previous inspection on 3rd February 2015, when we were also rated Outstanding. These ratings are on "the quality and standards of the early years provision" for the pre-school nursery. The rating was split into four categories, these were all rated as Outstanding:

- The Quality of Education
- Behaviour and Attitudes
- Personal Development
- Leadership and Management

The report concluded that "the provision is outstanding".

After School and Holiday clubs have continued to pick up since the Covid pandemic and the return to normal working regimes, we have seen a rise in the amount of childcare spaces that we provide for local school children. The opportunities and education that we at Manor Twiglets provide for the children and families that attend Manor Twiglets Nursery continues not be affected due to the previous deficit in funds following the Covid Pandemic.

#### **FINANCIAL REVIEW**

A surplus of £29,754 (2020 - deficit of £17,129) was generated during the year with general unrestricted funds increasing to £211,777 (2020 - decreasing to £182,023). The trustees consider that these are sufficient reserves to carry out its objectives.

#### **FUTURE PLANS**

The directors continue to meet regularly to review the performance of the charity and to discuss staffing, finance, training for the staff and agree future improvement activities. The main objective of the charity is to provide an excellent pre-school and childcare facility for all children that attend and to interact and liaise with parents as part of providing that service. The Nursery is currently working towards gaining accreditation from The Curiosity Approach, this will be a long but very worthwhile journey that all the employees, volunteer trustees and parents will work together to achieve. This is set to be achieved December 2022. We look forward to the changes to the Early Years Curriculum in September 2021 and the implementation of this within the setting.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

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

## **Manor Twiglets Nursery Limited**

### **Report of the Trustees for the Year Ended 31 August 2021**

The organisation is a charitable company limited by guarantee, incorporated on 9th September 2009 and registered as a charity on 16th December 2009. The company was established under a Memorandum of Association and is governed by its Articles of Association.

In the event of the company being wound up, its members are required to contribute an amount not exceeding £1 each. There are two classes of member, family - open to parents and family of those children attending the pre-school, and affiliate - open to others subject to conditions. Due to the three trustee resignations in the year and the low numbers of family members, we continue to find it difficult to meet the requirements of the Articles of Association. We wish to amend them to reduce the quorum needed for General Meetings and add flexibility concerning the number of members required on the management committee. This will not affect the rights of parents to become members of the charity, but it will make it easier for meetings to take place that meet the requirements in the new Articles of Association. Currently only two family members are also trustees and the attendance at general meetings has meant meeting adjournments due to lack of support. We would appreciate the support of parents to pass the new Articles of Association, which then have to be approved by the Early Years Alliance and the Charity Commission, and to offer their services as trustees.

The nursery has continued with its membership of the Early Years Alliance - membership number 19065, which is the charity that provides support to pre-schools across the country.

#### **Recruitment and appointment of new trustees**

The directors of the company are also the charity trustees for the purposes of charity law and under the Articles they make up the Committee. The objective is that at least 60% of the Committee should be made up from family members, but this objective has proven difficult to achieve - see the comments on the Articles of Association above. The Committee will still try to publicise the need for family members to act as trustees. New trustees are educated by the Committee in their duties as a trustee and in the way the pre-school operates and its governance.

The Committee has conducted a review of the major risks to which the charity is exposed, mindful of its position as a provider of trusted services to young children. All staff are vetted and this is supported within our Ofsted inspection report.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

07013598 (England and Wales)

##### **Registered Charity number**

1133320

##### **Registered office**

Downsview Crescent  
Uckfield  
East Sussex  
TN22 1UB

##### **Trustees**

Mrs F J Bray Nursery manager  
Mrs N J Richardson Director  
Miss J R Humphrey Purchase ledger clerk

**Manor Twiglets Nursery Limited**

**Report of the Trustees  
for the Year Ended 31 August 2021**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Company Secretary**

Mrs F J Bray

**Independent Examiner**

Swindells LLP

Chartered Accountants

Atlantic House

8 Bell Lane

Bellbrook Industrial Estate

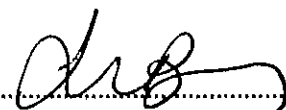
Uckfield

East Sussex

TN22 1QL

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

Approved by order of the board of trustees on ..... 21/06/2022 ..... and signed on its behalf by:

.....  


Mrs F J Bray - Trustee

**Independent Examiner's Report to the Trustees of  
Manor Twiglets Nursery Limited**

**Independent examiner's report to the trustees of Manor Twiglets Nursery Limited ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 August 2021.

**Responsibilities and basis of report**

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

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent Examiner's Report to the Trustees of  
Manor Twiglets Nursery Limited**

**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ICAEW 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 Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (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.



Ian Jenkins BSc FCA  
ICAEW  
Swindells LLP  
Chartered Accountants  
Atlantic House  
8 Bell Lane  
Bellbrook Industrial Estate  
Uckfield  
East Sussex  
TN22 1QL

Date: 24/06/2022



**Manor Twiglets Nursery Limited**

**Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
for the Year Ended 31 August 2021**

		2021 Unrestricted fund £	2020 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>	<b>Notes</b>		
Charitable activities	2	413,483	381,782
Other activities	3	1,494	2,089
Investment income	4	18	24
<b>Total</b>		<b>414,995</b>	<b>383,895</b>
 <b>EXPENDITURE ON</b>			
<b>Charitable activities</b>	<b>5</b>		
Charity Management & Administration		322,587	315,501
Nursery Direct Costs		34,804	30,243
Overheads		27,850	55,280
<b>Total</b>		<b>385,241</b>	<b>401,024</b>
 <b>NET INCOME/(EXPENDITURE)</b>		<b>29,754</b>	<b>(17,129)</b>
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<b>182,023</b>	<b>199,152</b>
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<b>211,777</b>	<b>182,023</b>

The notes form part of these financial statements

**Manor Twiglets Nursery Limited**

**Balance Sheet  
31 August 2021**

	Notes	2021 Unrestricted fund £	2020 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	11	6,884	11,859
<b>CURRENT ASSETS</b>			
Debtors	12	43,695	33,821
Cash at bank and in hand		182,616	176,214
		<u>226,311</u>	<u>210,035</u>
<b>CREDITORS</b>			
Amounts falling due within one year	13	(21,418)	(39,871)
		<u>204,893</u>	<u>170,164</u>
<b>NET CURRENT ASSETS</b>			
		<u>211,777</u>	<u>182,023</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		<u>211,777</u>	<u>182,023</u>
<b>NET ASSETS</b>			
		<u>211,777</u>	<u>182,023</u>
<b>FUNDS</b>	14		
Unrestricted funds		211,777	182,023
<b>TOTAL FUNDS</b>		<u>211,777</u>	<u>182,023</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 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 Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

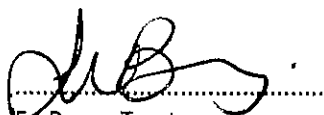
The notes form part of these financial statements

**Manor Twiglets Nursery Limited**

**Balance Sheet - continued**  
**31 August 2021**

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

The financial statements were approved by the Board of Trustees and authorised for issue on 21/06/2022 and were signed on its behalf by:

  
PJ Bray - Trustee

## **Manor Twiglets Nursery Limited**

### **Notes to the Financial Statements for the Year Ended 31 August 2021**

#### **1. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, 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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

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

##### **Financial reporting standard 102 - reduced disclosure exemptions**

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

##### **Income**

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.

Grants relating to revenue are recognised as income in the period in which the related costs are incurred. Grants relating to assets are recognised as income on a systematic basis over the expected useful life of the asset. Where a grant relating to an asset is deferred it is recognised as deferred income.

##### **Expenditure**

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 cost related to the category. Where costs cannot be directly attributed to particular headings 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	- 25% on cost
Fixtures and fittings	- 25% on cost
Computer equipment	- 25% on cost

##### **Taxation**

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

## Manor Twiglets Nursery Limited

### Notes to the Financial Statements - continued for the Year Ended 31 August 2021

#### 1. ACCOUNTING POLICIES - continued

##### Fund accounting

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### Pension costs and other post-retirement benefits

The company contributes to employees' defined contribution pension schemes. Contributions payable to the pension schemes are charged to profit or loss in the period to which they relate.

##### Going concern

The trustees have assessed whether the going concern basis of preparation continues to be appropriate, based on whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charitable company to continue as a going concern. This assessment has been required in the light of the significant uncertainty around the short to medium term impact of the spread of the Covid-19 virus.

At the time of approving the financial statements the trustees believe that all appropriate measures have been or will be taken to ensure that the charitable company will be able to continue its operations for at least the next 12 months and thus conclude that the going concern basis remains appropriate.

#### 2. CHARITABLE ACTIVITIES

	2021	2020
	£	£
Chargeable Places	147,583	103,417
Donations	14	50
Grants	3,867	11,186
EYEE Funded Hours	256,083	264,357
Hot dinners	5,061	2,368
Scholastic Books	38	-
Uniform sales	837	404
	<u>413,483</u>	<u>381,782</u>

The charitable company receives funding from East Sussex County Council as part of the Early Years Entitlement for 2, 3 & 4 year olds.

**Manor Twiglets Nursery Limited**

**Notes to the Financial Statements - continued  
for the Year Ended 31 August 2021**

**2. CHARITABLE ACTIVITIES - continued**

Grants received, included in the above, are as follows:

	2021	2020
	£	£
East Sussex County Council	2,500	2,500
Apprenticeship Grants	1,000	-
Covid-19 Job Retention Scheme	367	8,686
	<u>3,867</u>	<u>11,186</u>

**3. OTHER ACTIVITIES**

	2021	2020
	£	£
Fundraising events	<u>1,494</u>	<u>2,089</u>

**4. INVESTMENT INCOME**

	2021	2020
	£	£
Deposit account interest	<u>18</u>	<u>24</u>

**5. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 6) £	Support costs £	Totals £
Charity Management & Administration	322,587	-	322,587
Nursery Direct Costs	34,804	-	34,804
Overheads	27,790	60	27,850
	<u>385,181</u>	<u>60</u>	<u>385,241</u>

**Manor Twiglets Nursery Limited**

**Notes to the Financial Statements - continued  
for the Year Ended 31 August 2021**

**6. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2021	2020
	£	£
Trustees' remuneration etc	54,943	52,322
Staff costs	267,229	262,818
Rates and water	63	989
Insurance	2,159	1,810
Telephone and advertising	604	602
Postage and stationery	1,453	889
Accountancy	5,932	4,342
Alarm	1,130	1,115
Archive storage	1,487	1,402
Computer costs	485	858
Fundraising costs	742	756
Legal and professional	5,928	4,689
Reference Books and Periodical	-	28
Rent	(7,406)	23,400
Training	5,476	3,969
Staff vetting	415	361
Staff functions	1,053	1,462
Bad debts	960	1,582
Books and activities	694	136
Cleaning and maintenance	10,309	9,243
Hot lunches	6,023	2,290
Play resources	5,376	9,141
Scholastic books cost	49	2
Snacks	2,238	1,532
Supplies	6,869	5,910
Uniforms	2,504	1,232
PAYE Interest	-	4
Depreciation	8,466	7,789
Loss on sale of assets	-	351
	<u>385,181</u>	<u>401,024</u>

Included within accountancy are fees payable to the independent examiner for the independent examination amounting to £750 (2020 - £690), and for other accountancy services amounting to £4,565 (2020 - £3,233). Also included are Liberty accounting software costs of £617 (2020 - £419).

**Manor Twiglets Nursery Limited**

**Notes to the Financial Statements - continued  
for the Year Ended 31 August 2021**

**7. NET INCOME/(EXPENDITURE)**

Net Income/(expenditure) is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation - owned assets	8,466	7,789
Deficit on disposal of fixed assets	-	351
	<u>8,466</u>	<u>8,140</u>

**8. TRUSTEES' REMUNERATION AND BENEFITS**

During the year, Mrs F J Bray in her capacity as nursery manager received remuneration amounting to £48,251 (2020 - £45,990). Pension contributions paid on behalf of the trustee amounted to £1,249 (2020 - £1,185).

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 August 2021 nor for the year ended 31 August 2020.

**9. STAFF COSTS**

	2021	2020
	£	£
Wages and salaries	302,935	295,675
Social security costs	13,934	14,118
Other pension costs	5,303	5,347
	<u>322,172</u>	<u>315,140</u>

The average monthly number of employees during the year was as follows:

	2021	2020
Nursery staff	<u>20</u>	<u>20</u>

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



**Manor Twiglets Nursery Limited**

**Notes to the Financial Statements - continued  
for the Year Ended 31 August 2021**

**10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
Charitable activities	381,782
Other activities	2,089
Investment income	24
<b>Total</b>	<b>383,895</b>
 <b>EXPENDITURE ON</b>	
<b>Charitable activities</b>	
Charity Management & Administration	315,501
Nursery Direct Costs	30,243
Overheads	55,280
<b>Total</b>	<b>401,024</b>
 <b>NET INCOME/(EXPENDITURE)</b>	<b>(17,129)</b>
 <b>RECONCILIATION OF FUNDS</b>	
Total funds brought forward	199,152
 <b>TOTAL FUNDS CARRIED FORWARD</b>	<b>182,023</b>

**Manor Twiglets Nursery Limited**

**Notes to the Financial Statements - continued  
for the Year Ended 31 August 2021**

**11. TANGIBLE FIXED ASSETS**

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>				
At 1 September 2020	35,403	11,076	4,474	50,953
Additions	3,069	-	422	3,491
	<u>38,472</u>	<u>11,076</u>	<u>4,896</u>	<u>54,444</u>
At 31 August 2021				
<b>DEPRECIATION</b>				
At 1 September 2020	26,421	10,661	2,012	39,094
Charge for year	7,048	194	1,224	8,466
	<u>33,469</u>	<u>10,855</u>	<u>3,236</u>	<u>47,560</u>
At 31 August 2021				
<b>NET BOOK VALUE</b>				
At 31 August 2021	<u>5,003</u>	<u>221</u>	<u>1,660</u>	<u>6,884</u>
At 31 August 2020	<u>8,982</u>	<u>415</u>	<u>2,462</u>	<u>11,859</u>

**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021 £	2020 £
Trade debtors	40,569	31,660
Prepayments and accrued income	3,126	2,161
	<u>43,695</u>	<u>33,821</u>

**Manor Twiglets Nursery Limited**

**Notes to the Financial Statements - continued  
for the Year Ended 31 August 2021**

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021	2020
	£	£
Social security and other taxes	4,438	2,178
Other creditors	6,707	7,841
Accruals and deferred income	10,273	29,852
	<u>21,418</u>	<u>39,871</u>

**14. MOVEMENT IN FUNDS**

	At 1.9.20	Net movement in funds	At 31.8.21
	£	£	£
<b>Unrestricted funds</b>			
General fund	182,023	29,754	211,777
	<u>182,023</u>	<u>29,754</u>	<u>211,777</u>
<b>TOTAL FUNDS</b>	<u>182,023</u>	<u>29,754</u>	<u>211,777</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	414,995	(385,241)	29,754
	<u>414,995</u>	<u>(385,241)</u>	<u>29,754</u>
<b>TOTAL FUNDS</b>	<u>414,995</u>	<u>(385,241)</u>	<u>29,754</u>

**Comparatives for movement in funds**

	At 1.9.19	Net movement in funds	At 31.8.20
	£	£	£
<b>Unrestricted funds</b>			
General fund	199,152	(17,129)	182,023
	<u>199,152</u>	<u>(17,129)</u>	<u>182,023</u>
<b>TOTAL FUNDS</b>	<u>199,152</u>	<u>(17,129)</u>	<u>182,023</u>

**Manor Twiglets Nursery Limited**

**Notes to the Financial Statements - continued  
for the Year Ended 31 August 2021**

**14. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	383,895	(401,024)	(17,129)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>383,895</u>	<u>(401,024)</u>	<u>(17,129)</u>

**15. RELATED PARTY DISCLOSURES**

Other key management personnel were paid remuneration of £43,536 (2020 - £40,881) throughout the year.