

REGISTERED CHARITY NUMBER: 1136138
COMPANY REGISTRATION: 07163298

BLYTHWOOD COMMUNITY NURSERY LIMITED

REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021



Chartered Management Accountants and Business Advisors

44A Marlands Road, Clayhall, Greater London
IG5 0JL, United Kingdom

☎ 020 7613 3261

📞 078 3782 8823

www.accountax-financial.co.uk

BLYTHWOOD COMMUNITY NURSERY LIMITED

CONTENTS OF THE TRUSTEES REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

	Page
Report of the Trustees	1 - 5
Independent Examiner's Report	6
Statement of Trustees Responsibilities	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	10 - 12

BLYTHWOOD COMMUNITY NURSERY LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

The Trustee presents their report with the financial statements of the charity for the year ended 31 March 2021. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity Name

Blythwood Community Nursery Limited

Charity registration number

1136138

Company registration number

07163298

Registered Office and operational address

Brickworks
42 Crouch Hill, Islington
London
N4 4BY

Trustees/Directors

Board of Trustees are Directors of the Company for the purposes of the Companies Act 2011 and Trustees for the purposes of the Charities Act 2011. The following served as Directors during the year.

Orville Gayle
Rosslyn Annan
Ramona La-Rose
Emine Robertson
Bankina Muteba

Secretary

Rosslyn Annan

Nursery Manager

Marcia Emmanuel

Independent Examiner

Zahid Tabbassum, ACMA CGMA
Accountax Financial Limited
44A Marlands Road, Clayhall
Greater London, IG5 0JL

Bankers

HSBC Bank
312 Seven Sisters Road
London N4 2AW

BLYTHWOOD COMMUNITY NURSERY LIMITED

Trustees' Annual Report

Blythwood Community Nursery Limited (The Nursery), is located on the border of Islington and Haringey in the Crouch Hill area. The Nursery serves many families living on the council's housing estates.

The Nursery continues to operate as full time for 48 weeks a year from Monday to Friday. The opening hours will remain as 8.00 am to 6.00 pm to accommodate parents who are working full time. The Nursery has children from different social classes and multicultural backgrounds.

Hanley Crouch Community Association (HCCA) hold the lease of the building and rent out space to the Nursery.

Other community organisations also operate from the premises on which the Nursery operates.

Achievements

During the period of this report, we provided support to 52 families (60 families in the previous year), of which 30 children were 2-year-old, and 22 children were 3-4 years old. Although there has been a reduction in families using our services from the previous year, given that the country is faced with a serious pandemic, we consider our services to 52 families as impressive and we are pleased to support a high number of families during the difficult period.

It is sad to report that due to the Covid-19 outbreak and having two national lockdown, we had to cancel most of our outdoor trips, activities and visits for the children. We also had to cancel visits by external trainers and agencies.

However, on 31 July 2020, we held an outdoor graduation ceremony for the children leaving the Nursery for reception class in September 2020. We did as much as we could to support their smooth transition and gain confidence and familiarise them with the school and get to know their teachers at the school.

The Nursery held some physical and learning activities by Zoom where children were trained and taught by specialist trainers. Although children would prefer the sessions to be live in person, they knew that this was the best option during the pandemic and were happy to be involved in video training sessions.

A small Christmas party on 8 December 2020 and a Christmas party on 16 December 2020 was held, but this was only for children attending the Nursery. No other external invitees or families were invited to prevent the spreading of the Covid virus.

The Nursery is also pleased to report that it provided support to some of the vulnerable families by signposting them to different activities and other support provided by Bright Start.

The Nursery remained opened during the summer holiday to support those in need of nursery services, including key workers.

During the lockdown period, the Nursery Manager continued to signpost families to the different food bank and other support hubs in the local areas. She was also able to transport food packages to local families who could not collect food due to lack of transport or risks to health if they left home.

BLYTHWOOD COMMUNITY NURSERY LIMITED

COVID 19

The Nursery was closed for 12 weeks, from 20 March 2020 to 8 June 2020. A small survey with families was carried out during the national lockdown. Most families who responded said they found it difficult to be isolated, restricting their everyday daily life and routine. As soon as the first lockdown restriction was eased, those affected by being isolated were anxious to come out and bring their children to nursery.

The Nursery kept abreast of the COVID regulations and regularly liaised with the local authority Early Years Safeguarding Officer on new policies, developments, and sought advice when needed.

The following actions were taken/implemented

- A specialist cleaning company was contracted to sterilise and FOG the building.
- The room's layout was changed to facilitate the working of small bubbles as stated by the local authority.
- Restriction to the uses of certain play resources, i.e. water, sand, playdough etc
- Regularly washing and sterilising all the resources after each play.
- Different drop off and collection point for families to maintain safe social distancing
- Twice weekly test and trace by staff
- An ongoing monthly risk assessment was submitted to the local authority.

In addition to the above, the following measures were also in force:

- Where a child displays a recent onset of a new continuous cough and/or high temperature (above 37.8c), the Nursery would call parents/carers to arrange collection of their child immediately.
- In such instances where a child has a continuous cough and/or high temperature (above 37.8c), that child will be isolated from the other children by at least two metres until a parent/carer arrives. A member of staff will be present with the child until parent/carer comes.
- The child would not be able to return to the Nursery for 7 days and must self-isolate.
- If symptoms worsen during home isolation or are no better after 7 days, the parents/carers to contact the NHS 111 online or call 111. For a medical emergency, call 999.

We are pleased to say all parents and carers understood and supported the safety measure the Nursery implemented, and they complied with our risk assessments.

Staff Training

The Nursery is committed to staff training for staff continuous professional development. Due to Covid, most training sessions were conducted by Zoom, Microsoft Team, Skype and Google Meet.

During the year, the staff attended the following training:

All staff

- Safeguarding and child protection – 20 October 2020. Facilitated by the Nursery Manager and Area Safeguarding Lead Officer, Amanda Joy
- Outdoor play - 4 January 2021
- Working with under 3 years old – 5 January 2021

BLYTHWOOD COMMUNITY NURSERY LIMITED

Manager

- Designated Safeguarding Lead (DSL) – A forum organised by the local authority safeguarding lead to support DSL and carry out supervision and support away from the setting. The manager did attend the training sessions in a Covid safe venue.

SL and RO

- Speech and language training – 26 October 2020

Safeguarding

Safeguarding of children is paramount to the Nursery's operation, and all staff and trustees keep up with any new information legislation relating to safeguarding. The Board of Trustees has also reviewed its Safeguarding Policy to ensure it is up to date.

The Nursery is also pleased to report that there were no incidents to report during the period of this report.

All Trustees updated safeguarding and child protection training on 20 October 2020.

Risks Management

There were no major incidents to report for the period. See also COVID 19 above.

The Trustees have a duty to identify and review the risks to which the Nursery is exposed, particularly those related to the operations and finances of the Nursery. The Trustees also have to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The Nursery has procedures in place to ensure it is in compliance with the health and safety of staff, children, volunteers, and visitors to the centre.

The Trustees confirm that they have established systems to mitigate the significant risks. These procedures are periodically reviewed to ensure that they continue to meet the needs of the Nursery.

Future Plan

- Securing the long-term future to sustain the Nursery remains a high priority
- To ensure processes and procedures are robust to manage and control all risks, including that of COVID 19
- To work to maintain occupancy level above 80%
- To continue to develop and strengthen partnerships working with the local community, parents, carers and other community groups
- To maintain the Nursery's good and above judgment rating with OFSTED
- To work in close collaboration with the Brightstart East Team, Early Years Team and other departments of the local authority that support early years education
- Commitment to the staffs' continuous professional development
- Work with the Early Years Team to further develop Healthy Early Years London (HEYL) Project and to maintain the Gold award.

BLYTHWOOD COMMUNITY NURSERY LIMITED

Financial Review and Reserve Policy

The total combined income for the Nursery was £187,456 (£192,665 in the previous year); this is £5,209 (2.70%) less than the previous year. The total expenditure was £172,199 (£201,615 in the previous year), thus providing a surplus of £15,257. The reduction in occupancy due to Covid 19 and the national lockdown is one of the main reasons for reduced fees from families, which has impacted the income during the period. The Nursery is now seeing some improvement in its occupancy to support the Nursery to regain its lost income.

Without the additional Business Support grant from the council and the HMRC Job Retention Scheme grant, the Nursery would have struggled to maintain its services.

The Nursery also collaborates with other service providers in the building, supporting the increase in the Nursery's occupancy.

Unrestricted funds are needed to cover staff costs and those of administration and support, without which the Charity could not operate.

Income is often lower during the autumn term due to the start of the new school term year, and it rises during the spring and summer term to its highest level. However, due to COVID 19, the Nursery faced a difficult summer, and autumn terms resulted in the Nursery achieving loss in its income. The Board of Trustees will consistently review the Nursery's finances.

The Board of Trustees considers it prudent that unrestricted funds should be sufficient to cover three to six months' administration and support costs. This level will ensure the Nursery has adequate resources to cover its outgoings while income is at its lowest level during the autumn term.

Approved by the Board of Trustees on and signed on its behalf by:



Emine Robertson
Director/Trustee

Date: 13/09/2021

BLYTHWOOD COMMUNITY NURSERY LIMITED

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BLYTHWOOD COMMUNITY NURSERY LIMITED

I report on the accounts for the year ended 31 March 2021 set out on pages nine to thirteen.

Respective responsibilities of trustees and examiner

The charity's trustees 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 required.

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 the 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 statements 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 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

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



Zahid Tabbassum ACMA, CGMA
Accountax Financial Limited
Chartered Management Accountants
44A Marlands Road
Clayhall, Greater London
IG5 0JL

13 September 2021

BLYTHWOOD COMMUNITY NURSERY LIMITED

STATEMENTS OF TRUSTEES' RESPONSIBILITIES

AS AT 31 MARCH 2021

The charity trustees are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. For preparing the financial statements, the trustees are required to:

Select suitable accounting policies and then apply them consistently;

Observe the method and principles in the Charities SORP;

Make judgements and estimates that are reasonable and prudent;

State whether applicable accounting standards 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 proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charity Act, the Charity (Accounts and Reports) Regulations and the provisions of the trust deed. They are responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The financial statements were approved by the Board of Trustees and were signed on its behalf by:



Emine Robertson
Trustee/Director

13 September 2021

BLYTHWOOD COMMUNITY NURSERY LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted £	Restricted £	2021 Total £	2020 Total £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	3	131,555	8,000	139,555	126,157
Activities for generating funds	3	33,723	14,178	47,901	66,508
Total incoming resources		165,278	22,178	187,456	192,665
RESOURCES EXPENDED					
Costs of generating funds					
Support costs	4	41,693	2,642	44,335	64,205
Staff costs		105,453	19,536	124,989	135,540
Governance costs		2,875		2,875	1,870
Total resources expended		150,021	22,178	172,199	201,615
NET INCOMING/(OUTGOING) RESOURCES		15,257	-	15,257	(8,950)
RECONCILIATION OF FUNDS					
Total funds brought forward	7	53,462	-	53,462	62,412
TOTAL FUNDS CARRIED FORWARD		68,719	-	68,719	53,462

The notes form part of these financial statements

BLYTHWOOD COMMUNITY NURSERY LIMITED

BALANCE SHEET

AS AT 31 MARCH 2021

	Note	2021		2020
		£	£	£
FIXED ASSETS				
Tangible fixed assets	5	-	-	-
CURRENT ASSETS				
Debtors		-	-	-
Cash at bank and in hand		<u>72,221</u>		<u>56,934</u>
		72,221		56,934
LIABILITIES				
Creditors: amounts falling due within one year	6	<u>3,502</u>		<u>3,472</u>
NET CURRENT ASSETS			<u>68,719</u>	<u>53,462</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>68,719</u>	<u>53,462</u>
NET ASSETS			<u>68,719</u>	<u>53,462</u>
FUNDS	7			
Unrestricted funds				
General funds			<u>68,719</u>	<u>53,462</u>
Restricted funds			<u>-</u>	<u>-</u>
TOTAL FUNDS			<u>68,719</u>	<u>53,462</u>


For the year ending 31/03/2021 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

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

The directors 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.

Approved by the Board of Trustees on 13/09/2021 and signed on their behalf by


Emine Robertson
 Trustee/Director
 13/09/2021

BLYTHWOOD COMMUNITY NURSERY LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) and applicable UK Generally Accepted Accounting Practice.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when 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 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.

Taxation

The charity is exempt from income taxes on its charitable activities.

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.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021.

BLYTHWOOD COMMUNITY NURSERY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

	Unrestricted £	Restricted £	2021 Total £	2020 Total £
3. INCOMING RESOURCES				
Incoming resources from generated funds				
<i>Voluntary income</i>				
LBI Grant Aid Payment	23,023	-	23,023	17,052
LBI NEG	72,817	-	72,817	79,777
LBI 2 Year Old NEG	35,715	-	35,715	29,328
LBI Training	-	8,000	8,000	-
Other under £500	-	-	-	-
	131,555	8,000	139,555	126,157
<i>Activities for generating funds</i>				
Fee Income	33,707	-	33,707	66,434
Income from Fundraising	-	-	-	-
Other Income (HMRC JRS Grant)	-	14,178	14,178	-
Interest Income	15	-	15	75
	33,723	14,178	47,901	66,508
Total incoming resources	165,278	22,178	187,456	192,665
4. RESOURCES EXPENDED				
<i>Support costs</i>				
Advertising	504	-	504	803
Agency staff & casual wages	-	1,822	1,822	5,673
Canteen & refreshment	7,764	-	7,764	9,575
Children events costs	-	-	-	3,174
Cleaning	1,552	-	1,552	1,014
Consultancy fee	2,100	-	2,100	3,100
Insurance	654	-	654	653
Learning materials & nursery resources	2,459	820	3,279	6,374
Postage, printing, stationery & supplies	2,721	-	2,721	3,798
Rent	16,500	-	16,500	23,966
Premises expenses	3,313	-	3,313	633
Recruitment expenses	-	-	-	-
Repairs & maintenance	-	-	-	22
Subscription	997	-	997	1,550
Sundry expenses	957	-	957	508
Telephone	1,508	-	1,508	1,113
Training costs	664	-	664	2,159
Depreciation	-	-	-	90
	41,693	2,642	44,335	64,205
<i>Staff costs</i>				
Salaries and wages	98,060	19,536	117,596	126,149
Social security costs	4,114	-	4,114	5,876
Employer's contribution to pension	3,279	-	3,279	3,515
	105,453	19,536	124,989	135,540
<i>Average number of staff employed</i>			8	8
<i>Governance costs</i>				
Accountancy and Independent examiner fee	1,348	-	1,348	700
Book-keeping & payroll	1,527	-	1,527	1,170
	2,875	-	2,875	1,870
Total resources expended	150,021	22,178	172,199	201,615

BLYTHWOOD COMMUNITY NURSERY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

	Office Equipment	Total £
5. TANGIBLE FIXED ASSETS		
Costs		
As at start of the year	360	360
Additions	-	-
As at end of the year	<u>360</u>	<u>360</u>
Accumulated Depreciation		
As at start of the year	360	360
Charge for the year	-	-
As at end of the year	<u>360</u>	<u>360</u>
Net Book Value		
At the end of the year	<u>-</u>	<u>-</u>
At the start of the year	<u>-</u>	<u>-</u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Accruals	700	700
Taxation and social security	1,924	2,349
NEST Pension	878	423
Net wages	-	-
	<u>3,502</u>	<u>3,472</u>

7. MOVEMENT IN FUNDS

	At the start of the year £	Incoming resources £	Outgoing resources £	Transfers £	At the end of the year £
Unrestricted funds:					
General fund	53,462	165,278	(150,021)	-	68,719
Total unrestricted funds	<u>53,462</u>	<u>165,278</u>	<u>(150,021)</u>	<u>-</u>	<u>68,719</u>
Restricted funds:					
LBI Training	-	8,000	(8,000)	-	-
Income from HMRC JRS Grant	-	14,178	(14,178)	-	-
Total unrestricted funds	<u>-</u>	<u>22,178</u>	<u>22,178</u>	<u>-</u>	<u>-</u>
TOTAL FUNDS	<u>53,462</u>	<u>187,456</u>	<u>(172,199)</u>	<u>-</u>	<u>68,719</u>