

**Charity Number: 1142314**  
**Company Number: 06865918**

**BROOK GREEN NURSERY LIMITED**

**A Company Limited by Guarantee**

**TRUSTEES' REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 30 APRIL 2022**

# **BROOK GREEN NURSERY LIMITED**

## **LEGAL & ADMINISTRATIVE INFORMATION**

**FOR THE YEAR ENDED 30 APRIL 2022**

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**Trustees**

Paola Crosa Di Vergagni  
Nicolas Le Mintier  
Alice Neubert  
Guya Montermini  
Paul Lederer  
Cristina Nunziata

**Chief Executive**

Nora Lafhaj

**Charity number**

1142314

**Company number**

06865918

**Principal address and registered office**

49 Brook Green  
London  
W6 7BJ

**Independent Examiners**

TC Group  
The Courtyard  
Shoreham Road  
Upper Beeding  
Steyning  
West Sussex  
BN44 3TN

**Bankers**

National Westminster Bank  
14-16 King Street  
Hammersmith  
London  
W6 9RG

# **BROOK GREEN NURSERY LIMITED**

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**FOR THE YEAR ENDED 30 APRIL 2022**

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# **BROOK GREEN NURSERY LIMITED**

## **TRUSTEES REPORT**

### **FOR THE YEAR ENDED 30 APRIL 2022**

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The Trustees present their Annual report, together with the financial statements for Brook Green Nursery Limited for the year to 30 April 2022.

The accounts comply with the Charities Act 2011, and 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).

#### **STRUCTURE, GOVERNANCE & MANAGEMENT**

##### ***Registration and legal structure***

The Charity was incorporated on 27 March 2009 as a company limited by guarantee and registered with Charity Commission on 8 June 2011 to take over activities from the un-incorporated Charity (Charity registration number 1018982). The governing documents are the Memorandum and Articles of Association. It follows the Pre-school Learning Alliance Pre-school Constitution guidelines. The name was changed from Addison Pre-School Limited to Brook Green Nursery on 18 May 2015.

##### ***Trustee board***

The following individuals served on the board of trustees since the start of the accounting period:

Paola Crosa Di Vergagni (Appointed 9 November 2022)  
Alice Neubert (appointed 9 November 2022)  
Guya Montermini (Appointed 9 November 2022)  
Paul Lederer (Appointed 9 November 2022)  
Cristina Nunziata (Appointed 1 January 2022)  
Nicolas Le Mintier (Appointed 1 January 2022)  
Florence Dancer (resigned 7 December 2021)  
Dima Kallis (resigned 7 December 2021)  
Antonia Khayatt (resigned 24 November 2021)  
Nicolas Le Mintier (appointed 7 December 2021)  
Cristina Nunziata (appointed 7 December 2021)  
Karine Savalle (resigned 7 December 2021)  
Nora Zekiri Yazbeck (resigned 7 December 2021)

##### ***Appointment***

Trustees are recruited and appointed via personal contacts or recommendation and may be parents of children attending the Pre-School.

##### ***Organisation structure and management***

Being a small Charity, there is no formal organisational structure but the Charity has a Chairperson, a Treasurer, a Secretary and Trustees, who all provide valuable input. The Head Teacher/ Manager, staff and some parent volunteers also help run the Charity.

##### ***Associations***

The Charity is member of the Hammersmith & Fulham Pre-School Learning Alliance. It is also part of the Early Years Development Partnership. The Charity sits physically within the Broadway Children's Centre & the Chairperson who served during the year of the accounts attended partnership meetings.

##### ***Risks***

The trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to major risks. To protect against financial risk two signatures are required for cheques and petty cash is done on an expense/ receipt basis. Parents are encouraged to pay fees directly into the charity bank account. No cash is held in the setting. For child protection: DBS enhanced disclosure is sought for all staff, volunteers & committee members; there are policies in place; and staff are trained.

# **BROOK GREEN NURSERY LIMITED**

## **TRUSTEES REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 30 APRIL 2022**

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#### ***Management***

Organisationally, Brook Green Nursery Limited has implemented new policies and procedures in line with the government's new framework on Early Years Learning. A new management structure has been instituted internally working towards better channels of communication between staff, the management committee and parents.

#### **OBJECTIVES & ACTIVITIES**

##### ***Aims***

The aims of Brook Green Nursery Limited are to: i) enhance the development and education of children by providing high quality care and opportunities to learn through play in a rich multi-cultural environment that encourages diversity; and ii) work closely in partnership with parents and carers to provide the opportunity for them to contribute and enhance their child's development.

##### ***Objectives***

At Brook Green Nursery our objectives are to i) provide a curriculum which promotes the importance of play, based on the Early Learning Goals and takes into account the child's individual development needs, i.e. a) personal, social and emotional development; b) physical development; c) communication development; d) literacy development; e) mathematical development; f) understanding of the 'world'; g) expressive arts and design. ii) To provide a multi-cultural child-centred environment for the children to develop independence, explore and experiment with activities of their own choice and to gain real experiences through play. iii) To plan on a long, medium and short term to ensure the individual needs and interests of the children are met. iv) To have a Keyworker system which ensures that "what the child can do" will be our starting point with each child; this will be supported by and take account of our "record and observe" system which will be used in the planning process. v) Encourage the children to progress through the foundation stage according to their different abilities using play plans developed in conjunction with parents. vi) Create a partnership with parents to support and enhance the development of the children and involve the parents in the day to day running of the nursery.

##### ***Main activities***

The main activities continue to be: provision of high-quality childcare, education & focus activities.

##### ***Further activities***

In addition to its day-to-day routine which always includes focus activities for the children, and a combination of indoor and outdoor play, nursery organised several activities off premises.

Weekly Yoga sessions are enjoyed each term. There was a lot of parental involvement in cooking activities and reading stories in their home languages. The nursery has a volunteer who has been doing weekly gardening sessions along with one of the parents. Teaching the children about healthy eating, growing and recycling. The nursery continues to offer support for S.E.N (special educational needs) or E.A.L (English as an additional language). The nursery engages in 1-2-1 support, talking tables (small group activities to build confidence and improve language) and 'I am here' – supporting language through music sessions.

Two students from the local Hammersmith West London College were taken on to gain experience whilst doing their NVQ studies in childcare.

The children were treated to a visit to the Lyric Theatre to see Father Christmas, as well as a visit to the local fire station. Musiko Musika conducts lively weekly sessions with the children, as well as performances put on for the parents. These sessions support children with language and confidence through music and songs.

# **BROOK GREEN NURSERY LIMITED**

## **TRUSTEES REPORT (CONTINUED)**

**FOR THE YEAR ENDED 30 APRIL 2022**

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### **ACHIEVEMENTS & PERFORMANCE**

The Charity achieved its main aims of provision of high-quality childcare, education, focus activities & play group facilities. After the popularity of the Nursery shown by the existing waiting list, etc., the management were prompted to prepare a business plan for further expansion.

The nursery continues to be well supported by a committee.

#### ***Financial review***

Throughout the financial year ending 30 April 2022 Brook Green Nursery has held a positive balance sheet, thanks to the enormous efforts of the staff and the management committee. The Nursery generated total income for the year of £121,527 (2021: £131,110) which translated to a deficit of £21,606 (2021: £9,313).

The Balance Sheet surplus provides a cushion and would enable the Charity to continue operations for at least 3 months if all funding & fee income stopped, in line with the reserves policy (outlined below).

#### ***Reserves policy***

The charity looks to hold at least 3 month's operating costs (which is approximately £35,000) in free reserves at all times in order to ensure that operations could continue should funding and fee income be stopped. Free reserves are calculated as unrestricted funds less fixed assets. At the year end the charity held free reserves of £61,602 (2021: £81,504). The charity was therefore operating in line with their reserves policy at the balance sheet date.

#### ***Public Benefit***

In accordance with our duties as stated in section 17(5) of the 2011 Charities Act, we have considered the guidance provided by the Charity Commission in regard to public benefit. This public benefit has been demonstrated by the activities undertaken since the inception of the charity outlined in the 'Activities' section above.

#### ***Plans for future periods***

We have put in place a detailed plan for improving standards even further at the nursery, including suggestions from the latest Ofsted inspection which took place in September 2018 (42 months since the previous inspection, both of which attained a GOOD rating).

# **BROOK GREEN NURSERY LIMITED**

## **TRUSTEES REPORT (CONTINUED)**

**FOR THE YEAR ENDED 30 APRIL 2022**

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### **STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also directors of Brook Green Nursery Limited for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that 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 accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Small company provisions**

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

Signed on behalf of the board of trustees:



**A Neubert - Trustee Treasurer**

Dated: 26/01/23 .....

**BROOK GREEN NURSERY LIMITED**  
**INDEPENDENT EXAMINER'S REPORT**  
**TO THE MEMBERS OF BROOK GREEN NURSERY LIMITED**

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I report on the charity trustees on my examination of the accounts of the Charitable Company for the year ended 30 April 2022.

**Responsibilities and basis of report**

As the Charitable Company's trustees (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 statement**

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.



**Mr Mark Cummins FCCA**  
**for and on behalf of**  
**TC Group**  
The Courtyard  
Shoreham Road  
Upper Beeding  
Steyning  
West Sussex  
BN44 3TN

Dated: **27 January 2023**



# **BROOK GREEN NURSERY LIMITED**

## **STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30 APRIL 2022**

	Notes	Unrestricted funds	Designated funds	Total 2022	Total 2021
		£	£	£	£
<b>Income from:</b>					
Donations		374	-	374	234
Charitable activities	3	121,153	-	121,153	130,876
<b>Total income</b>		<b>121,527</b>	<b>-</b>	<b>121,527</b>	<b>131,110</b>
<b>Expenditure on:</b>	4				
Charitable activities		141,681	1,452	143,133	140,423
<b>Total expenditure</b>		<b>141,681</b>	<b>1,452</b>	<b>143,133</b>	<b>140,423</b>
<b>Net income/(expenditure)</b>		<b>(20,154)</b>	<b>(1,452)</b>	<b>(21,606)</b>	<b>(9,313)</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		82,100	1,452	83,552	92,865
<b>Total funds carried forward</b>	14	<b>61,946</b>	<b>-</b>	<b>61,946</b>	<b>83,552</b>

There are no recognised gains or losses other than those reported on the Statement of Financial Activities. All activities are classed as continuing.

# BROOK GREEN NURSERY LIMITED

## BALANCE SHEET

AS AT 30 APRIL 2022

	Notes	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	10	344	596
<b>Current assets</b>			
Debtors	11	996	934
Cash at bank and in hand		110,413	122,431
		<u>114,409</u>	<u>123,365</u>
<b>Creditors: amounts falling due within one year</b>	12	<u>(49,807)</u>	<u>(40,409)</u>
<b>Net current assets</b>		<u>61,602</u>	<u>82,956</u>
<b>Total assets less current liabilities</b>		<u>61,946</u>	<u>83,552</u>
<b>Net assets</b>		<u>61,946</u>	<u>83,552</u>
<b>The funds of the charity</b>			
Unrestricted funds	14	61,946	82,100
Designated funds	13	-	1,452
		<u>61,946</u>	<u>83,552</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2016 and are for circulation to members of the company.

For the financial year in question the company was entitled to exemption under Section 477 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of the accounts.

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

The accounts were approved by the Board on 26.1.23



A Neubert – Trustee Treasurer

Company number 06865918

# **BROOK GREEN NURSERY LIMITED**

## **NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 30 APRIL 2022**

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### **1 Legal Status**

Brook Green Nursery Limited is a charitable company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found on the legal and administration page.

### **2 Accounting policies**

#### **2.1 Basis of preparation**

The accounts have been prepared in accordance with 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) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Brook Green Nursery Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about Brook Green Nursery Limited's ability to continue as a going concern. This conclusion takes into account the financial effect of the COVID-19 pandemic.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

#### **2.2 Cash Flow Statement**

In accordance with Section 7 of FRS 102 the charity is claiming exemption from the requirement to prepare a cash flow statement on account of its size.

#### **2.3 Income**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Nursery fee income is recognised when receivable.

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Income from investments is recognised in the year in which it becomes receivable.

#### **2.4 Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of raising funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity.

**BROOK GREEN NURSERY LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 APRIL 2022**

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**2 Accounting Policies**

**(continued)**

**2.5 Tangible fixed assets and depreciation**

Tangible fixed assets are capitalised at cost and depreciated over their estimated useful economic life on a reducing balance basis as follows:

<b>Asset category</b>	<b>Annual rate</b>
Fixtures, Fittings & Equipment	25% straight line

**2.6 Fund accounting**

Funds held by the charity are either:

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees and which have not been designated for other purposes.

Designated funds - these are funds which have been set aside by trustees for a specific purpose. The aim and use of the designated fund is set out in the notes to the accounts.

**2.7 Taxation**

As a charity, Brook Green Nursery Limited is exempt from tax on income and gains to the extent that these are applied to its charitable objects.

**2.8 Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

**2.9 Debtors**

Debtors are recognised at the settlement amount due.

**2.10 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments. The Trustees seek to use short term deposits where possible to maximise the return on monies held at the bank and to manage cash flow.

**2.11 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised.

The trustees do not consider that there are any critical estimates or areas of judgement that need to be brought to the attention of the readers of the financial statements.

**BROOK GREEN NURSERY LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 APRIL 2022**

**3 Income from charitable activities**

	<b>Total 2022 £</b>	<b>Total 2021 £</b>
Fees	68,455	63,854
Covid discounts	-	(25,391)
Grants receivable from LBH – fees	50,679	53,103
HMRC SSP Grant	520	-
Apprenticeship support grant	1,500	-
Other grants	-	39,310
	<b>121,153</b>	<b>130,876</b>

**4 Expenditure**

	<b>Staff costs £</b>	<b>Depreciation £</b>	<b>Other costs £</b>	<b>Total 2022 £</b>	<b>Total 2021 £</b>
<b>Charitable activities – nursery school</b>					
Direct charitable activity	109,844	253	28,720	138,817	135,579
Support costs (note 5)	-	-	4,316	4,316	4,844
<b>Total resources expended</b>	<b>109,844</b>	<b>253</b>	<b>33,036</b>	<b>143,133</b>	<b>140,423</b>

**5 Support Costs**

	<b>2022 £</b>	<b>2021 £</b>
Bookkeeping and payroll	877	1,237
Communication and IT	629	1,334
Governance costs (note 6)	2,810	2,273
	<b>4,316</b>	<b>4,844</b>

**6 Governance Costs**

	<b>2022 £</b>	<b>2021 £</b>
Independent examination	1,711	1,170
PSLA membership and other governance	1,099	1,103
	<b>2,810</b>	<b>2,273</b>

**BROOK GREEN NURSERY LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 APRIL 2022**

**7 Staff Costs**

	2022 £	2021 £
Wages & salaries	101,969	110,639
National insurance	3,007	4,450
Pension	4,868	1,918
	<u>109,844</u>	<u>117,007</u>

The charity employed a monthly average of 5 staff during the year (2021: 6).

Key management personnel of the charity consist of the Nursery Manager. During the year, benefits paid to key management personnel totalled £45,802 (2021: £43,215).

No staff members were paid over £60,000 (2021: None).

**8 Comparative funds – Statement of Financial Activities for year ended 30 April 2021**

	Notes	Unrestricted funds £	Designated funds £	Total 2021 £
<b>Income from:</b>				
Donations		234	-	234
Charitable activities	3	130,876	-	130,876
<b>Total income</b>		<u>131,110</u>	<u>-</u>	<u>131,110</u>
<b>Expenditure on:</b>	4			
Charitable activities		140,368	55	140,423
<b>Total expenditure:</b>		<u>140,368</u>	<u>55</u>	<u>140,423</u>
<b>Net income/(expenditure)</b>		<u>(9,258)</u>	<u>(55)</u>	<u>(9,313)</u>
<b>Reconciliation of funds</b>				
Total funds brought forward		91,358	1,507	92,865
<b>Total funds carried forward</b>		<u>82,100</u>	<u>1,452</u>	<u>83,552</u>

# BROOK GREEN NURSERY LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 30 APRIL 2022**

### 9 Trustees

The charity is under the control of the Trustees. None of the trustees (nor any persons connected with them) received any remuneration during the year (2021: £Nil). None of the trustees received any expenditure reimbursements during the year (2021: none).

### 10 Tangible fixed assets

	Fixtures, Fittings & Equipment	Total
	£	£
<b>Cost</b>		
At 1 May 2021 and 30 April 2022	13,848	13,848
<b>Depreciation</b>		
At 1 May 2021	13,251	13,251
Charge for the year	253	253
<b>At 30 April 2022</b>	13,504	13,504
<b>Net book value</b>		
At 30 April 2022	344	344
At 30 April 2021	596	596

### 11 Debtors

	2022 £	2021 £
Trade debtors	-	440
Prepayments	996	494
	996	934

### 12 Creditors: amounts falling due within one year

	2022 £	2021 £
Other creditors	6,993	6,529
Accruals and deferred income	42,814	33,880
	49,807	40,409

**BROOK GREEN NURSERY LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 APRIL 2022**

**13 Designated funds**

	Balance at 1 May 2021	Incoming resources	Resources expended	Balance at 30 April 2022
	£	£	£	£
Garden Improvements	1,452	-	(1,452)	-
	<u>1,452</u>	<u>-</u>	<u>(1,452)</u>	<u>-</u>

The garden improvements fund represents funds set aside for the upkeep of the nursery gardens.

**14 Analysis of net assets between funds**

	Unrestricted funds	Designated funds	Total
	£	£	£
Fund balances as at 30 April 2022:			
Tangible fixed assets	344	-	344
Current assets	111,409	-	111,409
Creditors: amounts falling due within one year	(49,807)	-	(49,807)
	<u>61,946</u>	<u>-</u>	<u>61,946</u>
Fund balances as at 30 April 2021:			
Tangible fixed assets	596	-	596
Current assets	121,913	1,452	123,365
Creditors: amounts falling due within one year	(40,409)	-	(40,409)
	<u>82,100</u>	<u>1,452</u>	<u>83,552</u>