

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 2023**

# **BROOK GREEN NURSERY LIMITED**

## **LEGAL & ADMINISTRATIVE INFORMATION**

**FOR THE YEAR ENDED 30 APRIL 2023**

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<b>Trustees</b>	Nicolas Le Mintier Alice Neubert Guya Montermini Paul Lederer Cristina Nunziata
<b>Chief Executive</b>	Nora Lafhaj
<b>Charity number</b>	1142314
<b>Company number</b>	06865918
<b>Principal address and registered office</b>	49 Brook Green London W6 7BJ
<b>Independent Examiners</b>	TC Group The Courtyard Shoreham Road Upper Beeding Steyning West Sussex BN44 3TN
<b>Bankers</b>	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 2023**

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# **BROOK GREEN NURSERY LIMITED**

## **TRUSTEES REPORT**

### **FOR THE YEAR ENDED 30 APRIL 2023**

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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 2023.

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 during the period:

Alice Neubert (Treasurer)	(Appointed 9 <sup>th</sup> November 2022)
Cristina Nunziata	
Paola Crosa di Vergagni	(Resigned 2 <sup>nd</sup> October 2023)
Nicholas Le Mintier	
Paul Lederer	(Appointed 9 <sup>th</sup> November 2022)
Guya Montermini	(Appointed 7 <sup>th</sup> December 2022)
Karine Savalle	(Resigned 7 <sup>th</sup> December 2022)
Dima Khayatt	(Resigned 7 <sup>th</sup> December 2022)

##### ***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 (currently vacant), 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

##### ***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, there is no cheque nor petty cash used. Only the Nursery Manager holds a card to access the account. Parents are encouraged to pay fees by bank transfer - cash is avoided. For child protection: DBS enhanced disclosure with updating service subscriptions are 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 2023**

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### **Management**

Organisationally, Brook Green Nursery Limited has updated policies and procedures are in line with the government's new framework on Early Years Learning. The management structure allows good 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, the pre-school organised several activities off the premises. The children especially enjoyed a visit to the local fire station and to the Lyric theatre.

Weekly dance sessions are very popular and take place within the setting, led by practitioners from Shakers Kids, an external provider. The nursery had a parent volunteer supporting by leading weekly gardening sessions with the children, teaching the children about healthy eating, growing and recycling. The nursery offers support for S.E.N (special educational needs) or E.A.L (English as an additional language) where necessary. The nursery continues to do 1-2-1 support, talking tables (small group activities to build confidence and improve language) and 'I am here' – supporting language through music sessions.

One apprentice from the local Hammersmith West London College was taken on to gain experience and support her whilst doing her Level 3 studies in childcare.

### **ACHIEVEMENTS & PERFORMANCE**

The Charity achieved its main aims of provision of high-quality childcare, education, focus activities & play group facilities. During school year 2022-2023, there were a limited number of children attending the nursery following the Corona crisis and also staff shortage issue. From September 2023, the nursery is running at full capacity. The existing waiting list is showing the popularity of the Nursery.

The charity did not generate a surplus from activities during the year as per the Statement of Financial Activities due to the limited attendance mentioned above but plan to come back on a profit position from May 2023 onwards. The nursery continues to be well supported by a committee.

# **BROOK GREEN NURSERY LIMITED**

## **TRUSTEES REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 30 APRIL 2023**

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

Brook Green Nursery has throughout the financial year ending 30 April 2023 held a positive balance sheet, thanks to the enormous efforts of the staff, and also the management committee. The Nursery generated total income for the year of £154,501 (2022: £121,527) which translated to a deficit of £12,544 (2022: £21,606). The nursery continues to stringently monitor costs with a view to generating a surplus in the year to April 2024.

The Balance Sheet surplus provides a cushion and would enable the Charity to continue operations for at least 4 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 £40,000) 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 £49,311 (2022: £61,602). 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***

Brook Green Nursery continues to maintain high standards in childcare and education and will be looking at implementing suggestions from the latest Ofsted inspection. The Nursery was inspected by Ofsted on 12<sup>th</sup> September 2023 and received a rating of "Good".

# **BROOK GREEN NURSERY LIMITED**

## **TRUSTEES REPORT (CONTINUED)**

**FOR THE YEAR ENDED 30 APRIL 2023**

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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... 26/01/24 .....

**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 2023.

**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:

26 January 2024



# **BROOK GREEN NURSERY LIMITED**

## **STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30 APRIL 2023**

	Notes	Total 2023 £	Total 2022 £
<b>Income from:</b>			
Donations		486	374
Charitable activities	3	154,015	121,153
<b>Total income</b>		<b>154,501</b>	<b>121,527</b>
<b>Expenditure on:</b>			
Charitable activities	4	167,045	143,133
<b>Total expenditure</b>		<b>167,045</b>	<b>143,133</b>
<b>Net income/(expenditure)</b>		<b>(12,544)</b>	<b>(21,606)</b>
<b>Reconciliation of funds</b>			
Total funds brought forward		61,946	83,552
<b>Total funds carried forward</b>		<b>49,402</b>	<b>61,946</b>

There are no recognised gains or losses other than those reported on the Statement of Financial Activities. All activities are classed as continuing. All activities and funds in the current and prior year were unrestricted.

# BROOK GREEN NURSERY LIMITED

## BALANCE SHEET

AS AT 30 APRIL 2023

		2023	2022
	Notes	£	£
<b>Fixed assets</b>			
Tangible assets	10	91	344
<b>Current assets</b>			
Debtors	11	504	996
Cash at bank and in hand		106,311	110,413
		<u>106,815</u>	<u>114,409</u>
<b>Creditors: amounts falling due within one year</b>	12	<u>(57,504)</u>	<u>(49,807)</u>
<b>Net current assets</b>		<u>49,311</u>	<u>61,602</u>
<b>Total assets less current liabilities</b>		<u>49,402</u>	<u>61,946</u>
<b>Net assets</b>		<u>49,402</u>	<u>61,946</u>
<b>The funds of the charity</b>			
Unrestricted funds		<u>49,402</u>	<u>61,946</u>
		<u>49,402</u>	<u>61,946</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 26/1/24



A Neubert – Trustee Treasurer

Company number 06865918

# **BROOK GREEN NURSERY LIMITED**

## **NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 30 APRIL 2023**

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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 2019) – (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.

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 2023**

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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**

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.

**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 2023**

### **3 Income from charitable activities**

	<b>Total 2023 £</b>	<b>Total 2022 £</b>
Fees	<b>71,517</b>	68,454
Grants receivable from LBH – fees	<b>82,498</b>	50,679
HMRC SSP Grant	-	520
Apprenticeship support grant	-	1,500
	<b>154,015</b>	<b>121,153</b>

### **4 Expenditure**

	<b>Staff costs £</b>	<b>Depreciation £</b>	<b>Other costs £</b>	<b>Total 2023 £</b>	<b>Total 2022 £</b>
<b>Charitable activities – nursery school</b>					
Direct charitable activity	134,604	253	26,761	<b>161,618</b>	138,817
Support costs (note 5)	-	-	5,427	<b>5,427</b>	4,316
<b>Total resources expended</b>	<b>134,604</b>	<b>253</b>	<b>32,188</b>	<b>167,045</b>	<b>143,133</b>

### **5 Support Costs**

	<b>2023 £</b>	<b>2022 £</b>
Bookkeeping and payroll	<b>1,096</b>	877
Communication and IT	<b>758</b>	629
Governance costs (note 6)	<b>3,573</b>	2,810
	<b>5,427</b>	<b>4,316</b>

### **6 Governance Costs**

	<b>2023 £</b>	<b>2022 £</b>
Independent examination	<b>1,330</b>	1,711
PSLA membership and other governance	<b>2,243</b>	1,099
	<b>3,573</b>	<b>2,810</b>

**BROOK GREEN NURSERY LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 30 APRIL 2023**

**7 Staff Costs**

	2023 £	2022 £
Wages & salaries	126,879	105,015
National insurance	5,366	3,007
Pension	2,359	1,822
	<u>134,604</u>	<u>109,844</u>

The charity employed a monthly average of 7 staff during the year (2022: 5).

Key management personnel of the charity consist of the Nursery Manager. During the year, benefits paid to key management personnel totalled £52,122 (2022: £45,802).

No staff members were paid over £60,000 (2022: None).

**8 Comparative funds – Statement of Financial Activities for year ended 30 April 2022**

	Notes	Unrestricted funds £	Designated funds £	Total 2022 £
<b>Income from:</b>				
Donations		374	-	374
Charitable activities	3	121,527	-	121,153
<b>Total income</b>		<u>121,527</u>	<u>-</u>	<u>121,527</u>
<b>Expenditure on:</b>	4			
Charitable activities		141,681	1,452	143,133
<b>Total expenditure:</b>		<u>141,681</u>	<u>1,452</u>	<u>143,133</u>
<b>Net income/(expenditure)</b>		<u>(20,154)</u>	<u>(1,452)</u>	<u>(21,606)</u>
<b>Reconciliation of funds</b>				
Total funds brought forward		82,100	1,452	83,552
<b>Total funds carried forward</b>		<u>61,946</u>	<u>-</u>	<u>61,946</u>

# BROOK GREEN NURSERY LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 30 APRIL 2023**

### 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 (2022: £Nil). None of the trustees received any expenditure reimbursements during the year (2022: none).

### 10 Tangible fixed assets

	Fixtures, Fittings & Equipment	Total
	£	£
<b>Cost</b>		
At 1 May 2022 and 30 April 2023	13,848	13,848
<b>Depreciation</b>		
At 1 May 2022	13,504	13,504
Charge for the year	253	253
<b>At 30 April 2023</b>	<b>13,757</b>	<b>13,757</b>
<b>Net book value</b>		
At 30 April 2023	91	91
At 30 April 2022	344	344

### 11 Debtors

	2023 £	2022 £
Prepayments	504	996
	<b>504</b>	<b>996</b>

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

	2023 £	2022 £
Other creditors	5,837	6,993
Accruals and deferred income	51,667	42,814
	<b>57,504</b>	<b>49,807</b>