

THE ALDERSHOT GARRISON PRE-SCHOOL SETTINGS

England & Wales · Charity number 1146542

Details

Status Registered

Legal form Charitable company

Company number [07916241](#)

Registered 2012-03-23

Register [View on the Charity Commission register](#)

Contact

Address 27 Middle Hill
Aldershot
Hampshire
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Activities

Objects: 1)PROVIDING NON-PUBLIC DAY NURSERY FACILITIES AND NON PUBLICLY FUNDED EARLY YEARS EDUCATION FOR CHILDREN UNDER FIVE YEARS OF AGE OF SERVICE PERSONNEL AND QUALIFYING CIVILIAN STAFF;2) PROVIDING BREAKFAST AND AFTER SCHOOL CHILDCARE FOR CHILDREN OF PRIMARY SCHOOL AGE OF SERVICE PERSONNEL AND QUALIFYING CIVILIAN STAFF;3) ENHANCING THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY WORKING IN PARTNERSHIP WITH PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN.

Activities: Provision and support to non publicly funded day care and early years education for children of under 5 years of age, of serving members of HM Forces, based in Aldershot, and qualifying civilian staff employed in support of Aldershot Garrison service personnel. Provision of Breakfast and After School Club for children of primary school age.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- Hampshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£1,317,106	£1,201,054	£877,965	60
2023-08-31	£1,306,094	£1,149,464	£739,840	65
2022-08-31	£1,031,345	£962,334	£588,684	54
2021-08-31	£815,311	£922,072	£554,160	49
2020-08-31	£878,732	£886,339	£610,954	46

Trustees

Name	Role	Appointed
Darren Nicholl		2022-03-01
David Betts		2020-11-27
Geraldine Patricia Bell		2023-01-11
Kay Bayliss		2018-11-22
Sarah Stephenson		2020-03-19

Accounts

REGISTERED COMPANY NUMBER: 07916241 (England and Wales)
REGISTERED CHARITY NUMBER: 1146542

**Trustees' Report and
Financial Statements
for the Year Ended 31 August 2024
for
The Aldershot Garrison Pre-School
Settings**

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**Trustees' Report
for the Year Ended 31 August 2024**

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 2024. 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 objectives of the charity as set out in the company's articles of association are to:

- provide non-public day nursery facilities and non-publicly funded early years education for children under five years of age of service personnel and qualifying civilian staff;
- enhance the development and education of children primarily under the statutory school age by working in partnership with parents to understand and provide for the needs of their children.

Children aged 2, 3 and 4 years are able to access free early years education through government funding.

For the purposes of this document service personnel shall mean serving uniformed personnel of the armed forces of the Crown and qualifying civilians shall mean personnel who are wholly or mainly engaged in activities which directly support the serving personnel of the Aldershot Garrison.

The objectives are achieved through the operation of 1 nursery and 2 pre-schools settings in the vicinity of the Aldershot Garrison.

We will achieve the charity's objectives by working closely with the Chief Executive and individual settings managers to maintain stringent Human Resource practices to ensure that we comply across the board with all local government standards and standards set by Ofsted. By achieving these targets, we will ensure that our military families are provided with outstanding nursery care at an affordable rate which competes strongly with the local market.

**Trustees' Report
for the Year Ended 31 August 2024**

OBJECTIVES AND ACTIVITIES

Significant activities, achievement and performance

Chief Executive Julie Mounfield has served in her role for nearly four years. Over the past year, all three settings have continued to experience significant and positive transformations.

Clocktower Pre-School and School Club Transition

In August 2023, a new Manager and Deputy Manager were appointed at Clocktower Pre-School, officially starting their roles in September 2023.

One of the key challenges during the year was the operation of the Clocktower School Club, which faced substantial financial losses each month due to low attendance from local schools. Additionally, staffing shortages made it increasingly difficult to sustain the breakfast and after-school support.

To address these challenges, the Chief Executive conducted consultations with parents and local schools to explore the best ways to support military families. Following these discussions, it was determined that the club would close in July 2024. From September 2024, Marlborough School will assume responsibility for its own breakfast and after-school club, ensuring continued support for families in the community.

Queen Mary's Nursery Update

A Deputy Manager has been appointed at Queen Mary's Nursery; however, retaining individuals in this full-time role remains a challenge due to the demanding nature of the position.

The nursery continues to experience growth, with an increasing number of children attending full-time, year-round. While there is currently a waiting list, recruiting full-time staff to meet this demand has proven difficult.

Despite these challenges, Queen Mary's Nursery recently underwent a successful Ofsted inspection as part of the routine review process. The staff performed exceptionally well, and we were delighted with the positive feedback received.

Toye Box Update

In January 2024, a new Manager and Deputy Manager commenced their roles at Toye Box. The Pre-school is currently operating at full capacity, with a waiting list for new admissions.

This year, 80% of the children enrolled are from Nepalese backgrounds. To support families where English proficiency is limited, we are fortunate to have a qualified Nepalese Early Years Practitioner on staff, who is committed to assisting both children and their families in navigating language barriers.

The settings numbers of children were as follows:

Clocktower (CT)

Sept 23: 52 children

July 24: 72 children

Queen Mary's Nursery (QMN)

Sept 23: 67 children

July 24: 77 children

ToyeBox Pre-school (TB)

Sept 23: 75 children

July 24: 84 children

The percentage of children at the period end whose parents are military are as follows for each of the settings.

QMN: 65% (2023: 76%)

TB: 71% (2023: 84%)

CT: 72% (2023: 81%)

Organisational Updates (September 2023 - August 2024)

Several key changes have been implemented over the past year to enhance operational efficiency and support across all settings:

**Trustees' Report
for the Year Ended 31 August 2024**

OBJECTIVES AND ACTIVITIES

- The Chief Executive has continued to utilise Peninsula HR services, which have proven to be an invaluable resource for managers. Additionally, access to Croner-i, an affiliate of Peninsula, has been secured. Croner-i provides comprehensive policies and essential information to support the settings.
- All managers continue to use BrightHR, which remains an essential tool for HR management, employment guidance, and health and safety advice.
- Policies are written and updated by the Chief Executive on a regular basis. Implemented by the setting manager.
- The Garrison Fire Safety Officer has been to visit each of the settings to ensure that we are compliant. These visits have highlighted some minor concerns and we now have a book to complete daily and monthly checks, with the Garrison safety officer visiting twice per year.
- Our staff recognition scheme continues to be well received and staff do appreciate 3 hours off work for free if staff have been nominated for going above and beyond in their role. This is voted by peer nominations.
- We offer paid annual leave on staff birthdays, once staff have completed their probation period.
- We offer a staff shopping half day at Christmas as recognition for hard work throughout the year. Trustees agreed to reward all staff with a £30 voucher for Christmas to say thank you, this was very well received by all staff. Support staff received a £10 voucher and gift pack.
- As an incentive to all our staff to continue with Continuous Professional Development (CPD) if they complete 5 hours of Noodle Now Courses online they will receive 3 hours TOIL as recognition.
- All managers and deputies who regularly work at computers receive a yearly corporate eye test voucher.
- The staff handbook is reviewed and updated termly by the chief Executive, all staff must sign and date to acknowledge they have read and understand.
- All staff contracts continuously reviewed with a 6 month probation period and 8 weeks' notice period on resignation.
- Garrison Standing Order and Business Continuity plan written and published with Aldershot Garrison Headquarters.
- We continue to offer the Employee Assistance programme - free for all staff to use, this is to support them professionally or personally. This is a perk for staff and is completely confidential.
- Continued with our quarterly advertising in the Garrison magazine, all managers write articles each term.
- Increased social media presence, this is updated daily and has helped build the reputation of the charity.
- Website is continually being reviewed and updated.
- Managers, staff and children are going on BFBS radio bi-monthly to promote their settings.
- First Aid training for all staff completed. Provided parents access to First Aid on-line training for free.
- Enhanced Safeguarding training completed for all Managers/deputies and support staff.
- Tighter/fairer processes have been introduced with regards to recruiting and interviewing.
- We no longer use agency staff, we currently have 8 'support staff' who work for us at short notice if required.
- Each setting is responsible for organising their own fundraising, this includes sponsored walks, photographer, Christmas jumper day, etc. The settings have done very well with this and have been able to use these funds to buy equipment for their setting.
- Regular managers meetings continue to ensure our managers feel valued and supported.

**Trustees' Report
for the Year Ended 31 August 2024**

OBJECTIVES AND ACTIVITIES

- Annual performance reviews and bi-monthly meetings continues for all staff, this is audited by the Chief Executive.
- The trustees agreed that staff would receive a payrise in line with the national living wage from April 2024.
- Introduced a referral bonus for staff for current staff if they brought in a qualified level 3 practitioner and that staff member passed their probation. We will offer £500.
- Introduced 50% Staff discount for Childcare based on the days the staff attend. Calculates to 10% per working day -
 - 1 day per week - 10%
 - 2 days per week - 20%
 - 3 days per week - 30%
 - 4 days per week - 40%
 - 5 days per week - 50%

Delivering public benefit

The charity provides public benefit through the provision and support of day care and early years education, in accordance with Ofsted regulations and standards, for children under 5 years of age, of serving uniformed members of HM forces and qualifying civilian staff employed in support of Aldershot Garrison. This is done in order to support and give confidence to parents by delivering high quality and totally reliable day care and early years education service. Military personnel are required to serve in operational circumstances at short notice and for prolonged periods and the services undertaken by the charity allows personnel to execute their duties. As a result, the charity provides support to their dependants and develops and maintains morale and community cohesion.

The trustees have paid due regard to the Charity Commission of England and Wales guidance on public benefit when deciding what activities the charity should undertake.

FINANCIAL REVIEW

Financial position

Gross incoming resources for the year amounted to £1,317,105 (2023: £1,306,095), including £1,293,291 (2023: £1,287,304) received in fees and Early Years Funding across the three settings.

Expenditure in the year amounted to £1,201,053 (2023: £1,149,464) of which £1,012,447 (2023: £958,496) related to staff salaries, pension and employers NIC.

The main outgoings are staff costs that relate directly to the provision of childcare and early years education. Staff costs represent 84% (2023: 83%) of total costs. The charity occurs minimal administration costs and again in this period, did not incur any premises costs. There is a standing order with the Garrison for continued use of the buildings free of charge with relation to rent, rates, utilities and maintenance. The trustees have continued to ensure that all settings are fitted with modern furnishings and play aids that challenge and stimulate children's learning and development.

The net retained funds at the year-end were £877,965 (2023: £739,840), with a total of £405,565 (2023: £307,650) held in the designated fund representing the Rathbones portfolio in line with the reserve policy.

Following the introduction of the Chief Executive, subsequent costs savings have been made and the level of children increased at the settings. Results have improved and reserves rebuilt. The Trustees' aim going forward are of making a small surplus.

Principal sources of income

Local authority Early Years Education Grants account for 58% (2023: 58%) of all pre-school income. Only parents of the children that do not qualify for grants for those attending in excess of the funded hours are charged fees.

At Queen Marys Nursery, which cares for children aged between 3 months and pre-school age on a full time day care basis, the Early Years Education Grant accounts for 32% (2023: 29%) of income. Research shows that fees charged to parents are significantly lower than those charged by private nurseries in the local area and lower than nurseries in other garrison areas and therefore continue to offer value for money to parents.

At the discretion of the trustees, fees can be waived on the grounds of welfare needs.

**Trustees' Report
for the Year Ended 31 August 2024**

FINANCIAL REVIEW

Investment policy and performance

Investment activities are managed in line with the requirements of the Trustee Act 2000. The trustees have appointed Rathbones Plc as Investment Manager. The charity's investment policy is a low to medium-risk approach for the growth of the portfolio of investments. The Investment Manager has total discretion concerning which investments are bought or sold within the risk profile set by the trustees. During the year the charity altered its investment strategy, opting to invest solely into a Rathbones managed collective investment fund to focus on capital growth. Income is reinvested back into the fund.

The investment portfolio is seen as a long-term investment. As at 31 August 2024 the portfolio was valued at £405,565 (2023: £307,650) with a total realised and unrealised gain of £22,073 (2023: Loss of £5,474) on the portfolio. The charity also received £9,664 (2023: £8,041) of investment income from the fund during the year.

Reserves policy

The trustees' reserve policy is to have a level of reserves, equating to at least 3 months average operating costs. Based on these financial statements, this is approximately £300,000. This excludes the Rathbones Investment Fund which is designated to be held for capital growth and future use for one-off costs or special projects.

It is acknowledged that current charity reserves are above this but it is proposed that this is used to fund part of the future cost increases such as the employer's national insurance rate rise to limit fee increases and help cover the early years funding gap arising from the extension of free childcare.

PLANS FOR FUTURE PERIODS

We are looking to increase numbers in the baby unit at Queen Mary's Nursery. There is a waiting list but are struggling to recruit full-time qualified staff. This is consistent with issues of recruitment across the childcare sector.

We would like to consider the introduction of branded uniforms for the children.

The plan going forward is to improve results by continuing efficiency gains and to maintain, and increase where possible, the level of children at settings, in order to achieve a small surplus.

Also to reduce our level of debtors. We now have an app for parents to use so they can see their bill on their phone and have improved our credit control procedures.

The aim is to turn the charity into a successful business and to use monies made to invest in the staff with fair wages, suitable training, and adequate support etc and to ensure our buildings are above standard with exciting, stimulating resources to enhance all the children who attend and to ensure we can adequately meet their need in accordance with the charity's objectives as set out in its articles of association.

We have also introduced a consumable fee to all parents from September 2024. Consultation evenings have taken place with parents at all three settings.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a limited company, limited by guarantee and holding charitable status.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

**Trustees' Report
for the Year Ended 31 August 2024**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment trustees

The directors of the company as defined by company law are also the charity's trustees for the purposes of charity law and under the company's Articles are known as the trustees and are referred to as trustees only throughout these accounts.

The trustees of the company are found from the officers filing relevant posts on the staff of HQ Aldershot Garrison, along with trustee representation from parents and staff.

Under the requirements of the Articles of Association the trustees must comprise the following:

- a) at least one member of the Garrison;
- b) at least one parent trustee; and
- c) such other individuals as are co-opted by the trustees.

Following confirmation from OFSTED, parent trustees are no longer being appointed at the Charity Commission and Companies House.

We introduced the following to ensure suitable candidates are given responsibilities for the running of the nursery settings:

- Personal Bio
- Interview by Chair/s
- Taken to trustee committee for approval
- DBS checks
- EY2 forms
- References
- Trustee Guides (Charity Commission guidance TOR)

In the event of the company being wound up, trustees are required to contribute an amount not greater than £10. The trustees who served during the year and up to the date of this report, are set out on page 8.

All trustees give their time voluntarily and received no benefits from the charity during the year for performance of their duties as trustees.

Decision making

The Chief Executive has overall financial authority and meets with the trustees once a term. The running of the nurseries has been delegated to the managers, with support and guidance from the Chief Executive.

The current Chief Executive appointed in October 2020, is Julie Mounfield.

Trustees are responsible for setting the pay of Key Management Personnel.

**Trustees' Report
for the Year Ended 31 August 2024**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed and where appropriate, systems or procedures have been established to mitigate the risks the charity faces. All staff members are required to comply with written policies that are common to all settings. Copies of policies are available to all parents. Policies are regularly reviewed to ensure that they reflect the latest legislation/guidance and current child care practices. Decisions on matters falling outside these policies are referred by supervisors to the Chief Executive and if necessary to the trustees. The Chief Executive meets regularly with the Nursery and Pre-Schools Managers where policies, problems, training and plans are discussed. These meetings also give the opportunity to identify and permeate best practice.

Written policies include:

Absence Policy
Admissions Policy
Babysitting/Childminding Policy
Behaviour Management
Biting Policy
Complaints Procedure
Confidentiality Policy
Debt Policy
Electronic and Telephonic Communications Policy
Emergency Threat procedure
Equality, Diversity and Inclusion Policy
Equipment and Resources Policy
Food and Drink Policy
General Data Protection Policy
Health and Safety Policy
Illness and Exclusion Policy
Lost Child Policy
Medication Policy
Nappy Changing Policy
Non-Collection of Children Policy
One to One Policy
Parental Involvement Policy
Physical Handling Policy
Rest and Sleep Policy
Safeguarding Children Policy
Settling In Policy
Smoking Policy
Snow Closure
Staff Conduct and Code of Practice Policy
Social Networking Policy
Special Educational Needs/Disability Policy
Staffing and Employment Policy
Staff Absence
Staff Code of Conduct
Student Placement Policy
Sun Safety Policy
Whistle Blowing Policy

Ofsted regulation

All settings are subject to inspection by Ofsted. The latest reports can be viewed at www.ofsted.gov.uk/reports. The Chief Executive and Settings Managers have established good working relationships with Ofsted, and the departments at Hampshire County Council and Hart and Rushmoor Borough Council responsible for Early Years Education, child care provision, Early Years support staff, local children's centres and children's social care.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

07916241 (England and Wales)

**Trustees' Report
for the Year Ended 31 August 2024**

Registered Charity number

1146542

Registered office

27 Middle Hill
Aldershot
Hampshire
GU11 1PL

Trustees

K Bayliss - (appointed 22/11/18)
D A Betts - (appointed 27/11/20)
G P Bell (appointed 11/01/23)
J A Gaskin (appointed 11/01/23 - resigned 19/01/25)
D Nicholl (appointed 01/03/22)
S L Stephenson {previously Magee} (appointed 19/03/20)
G B Silk (appointed 11/01/23 - resigned 06/11/2023)

Auditors

Butt Miller
Chartered Accountants and Statutory Auditor
1 Minster Court
Tuscam Way
Camberley
Surrey
GU15 3YY

Bankers

Holt's Military Banking
200 Fowler Avenue
Fowler Business Park
Farnborough
Hampshire
GU14 7JP

Advisers

Investment Managers

Rathbones Investment Management
Port of Liverpool Building
Pier Head
Liverpool
L3 1NW

HR, employment law, and health & safety consultants

Peninsula Business Services
The Peninsula
Victoria Place
Manchester
M4 4FB

The charity also uses the following working names:

Toye Box Early Years Centre
Queen Mary Nursery
Clocktower House Pre-School

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of The Aldershot Garrison Pre-School Settings for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

**Trustees' Report
for the Year Ended 31 August 2024**

STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued

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 those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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 to 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

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 15 May 2025 and signed on its behalf by:

D Nicholl - Trustee

Opinion

We have audited the financial statements of The Aldershot Garrison Pre-School Settings (the 'charitable company') for the year ended 31 August 2024 which comprise the Statement of Financial Activities, the Statement of Financial Position, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note 21 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the trustees' Report.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- The nature of the industry and sector the charity is in, its control environment and business performance including the design of the charities policies and staff remuneration;
- Results of our enquiries of management about their own identification and assessment of the risks of irregularities;
- Any matters we identified having obtained and reviewed the charity's documentation of their policies and procedures relating to:
 - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of noncompliance;
 - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
 - the internal controls established to mitigate risks of fraud or non-compliance with laws and regulations; and
- The matters discussed among the audit engagement team regarding how and where fraud might occur in the financial statements and any potential indicators of fraud.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

Our procedures to respond to risks identified included the following:

- Enquiries of management and staff including concerning actual and potential litigation and claims and any instances of non-compliance with laws;
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- Obtained an understanding of provisions and held discussions with management to understand the basis of recognition or non-recognition of provisions; and
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; checking internal controls are being followed are as per its policies and assessing suitability; assessing the judgements made in making accounting estimates; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

There are inherent limitations in the audit procedures described above. We are less likely to become aware of instances of non-compliance with laws and regulations that are not closely related to events and transactions reflected in the financial statements. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**Report of the Independent Auditors to the Members of
The Aldershot Garrison Pre-School
Settings**

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Alison Elliott BFP ACA FCCA MAAT (Senior Statutory Auditor)
for and on behalf of Butt Miller
Chartered Accountants and Statutory Auditor
1 Minster Court
Tuscam Way
Camberley
Surrey
GU15 3YY

23 May 2025

**The Aldershot Garrison Pre-School
Settings**

**Statement of Financial Activities
for the Year Ended 31 August 2024**

		2024 Unrestricted funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies	3	502	1,950
Charitable activities	6		
Charitable activities		1,293,291	1,289,977
Other trading activities	4	1,444	1,999
Investment income	5	21,869	12,168
Total		<u>1,317,106</u>	<u>1,306,094</u>
EXPENDITURE ON			
Raising funds	7	2,604	2,580
Charitable activities	8		
Charitable activities		1,198,450	1,146,884
Total		<u>1,201,054</u>	<u>1,149,464</u>
NET INCOME		116,052	156,630
Other recognised gains/(losses)			
Gains/(losses) on revaluation of fixed assets		22,073	(5,474)
Net movement in funds		<u>138,125</u>	<u>151,156</u>
RECONCILIATION OF FUNDS			
Total funds brought forward		739,840	588,684
TOTAL FUNDS CARRIED FORWARD		<u><u>877,965</u></u>	<u><u>739,840</u></u>

The notes form part of these financial statements

**Statement of Financial Position
31 August 2024**

		2024 Unrestricted funds £	2023 Total funds £
FIXED ASSETS	Notes		
Tangible assets	14	15,152	25,018
Investments	15	405,565	307,650
		<u>420,717</u>	<u>332,668</u>
CURRENT ASSETS			
Debtors	16	11,743	20,559
Cash at bank and in hand		481,111	416,566
		<u>492,854</u>	<u>437,125</u>
CREDITORS			
Amounts falling due within one year	17	(35,606)	(29,953)
NET CURRENT ASSETS		<u>457,248</u>	<u>407,172</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		877,965	739,840
NET ASSETS		<u>877,965</u>	<u>739,840</u>
FUNDS	19		
Unrestricted funds		877,965	739,840
TOTAL FUNDS		<u>877,965</u>	<u>739,840</u>

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 15 May 2025 and were signed on its behalf by:

G P Bell - Trustee

D Nicholl - Trustee

The notes form part of these financial statements

**The Aldershot Garrison Pre-School
Settings**

**Statement of Cash Flows
for the Year Ended 31 August 2024**

	Notes	2024 £	2023 £
Cash flows from operating activities			
Cash generated from operations	1	120,207	164,560
Net cash provided by operating activities		<u>120,207</u>	<u>164,560</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(1,689)	(692)
Purchase of fixed asset investments		(432,699)	(63,807)
Sale of fixed asset investments		356,857	66,386
Interest received		12,205	4,128
Share portfolio income		9,664	8,041
Net cash (used in)/provided by investing activities		<u>(55,662)</u>	<u>14,056</u>
Change in cash and cash equivalents in the reporting period		<u>64,545</u>	<u>178,616</u>
Cash and cash equivalents at the beginning of the reporting period		<u>416,566</u>	<u>237,950</u>
Cash and cash equivalents at the end of the reporting period		<u><u>481,111</u></u>	<u><u>416,566</u></u>

The notes form part of these financial statements

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2024 £	2023 £
Net income for the reporting period (as per the Statement of Financial Activities)	116,052	156,630
Adjustments for:		
Depreciation charges	11,555	12,383
Loss on disposal of fixed assets	-	2,766
Interest received	(12,205)	(4,128)
Share portfolio income	(9,664)	(8,041)
Decrease in debtors	8,816	32,216
Increase/(decrease) in creditors	5,653	(27,266)
Net cash provided by operations	<u>120,207</u>	<u>164,560</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.9.23 £	Cash flow £	At 31.8.24 £
Net cash			
Cash at bank and in hand	416,566	64,545	481,111
	<u>416,566</u>	<u>64,545</u>	<u>481,111</u>
Total	<u>416,566</u>	<u>64,545</u>	<u>481,111</u>

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, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

The Aldershot Garrison Pre-school Settings is a private limited company, limited by guarantee, and registered in England and Wales. The address of the registered office is set out in the Trustees report.

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

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. Amounts received in advance relating to the following year are deferred until the criteria for income recognition are met.

Donations and legacies are accounted for when the charity has unconditional entitlement to the resources and are credited to unrestricted funds unless directed by the donor to do otherwise.

Investment income is included in the accounts when receivable. Investment gains and losses includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year using the valuation provided by the Investment Manager (Rathbones Plc).

Income from the government and other grants, whether 'capital' grants or 'revenue' grants is recognised when any performance conditions attached to the grants have been met.

The value of any services provided by volunteers are not incorporated into these financial statements. Further details of any contributions can be found in the trustees report.

Donated services and facilities are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Expenditure

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the 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. All expenditure is accounted for on an accruals basis and is inclusive of VAT. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Property improvements	- 10% on cost
Fixtures and fittings	- 33.33% on cost

Fixed asset investments

Listed investments are included at closing market value at the statement of financial position date. Any gain or loss during the year is taken to the Statement of Financial Activities.

Taxation

The charity is exempt from corporation tax on its charitable activities to the extent that income or gains are applied exclusively to charitable purposes.

1. ACCOUNTING POLICIES - continued

Fund accounting

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

The designated fund represents unrestricted funds held equal to the value of the Rathbones portfolio in Listed Investments totalling £405,565 (2023: £307,650).

Pension

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

Operating leases

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Provisions

Provisions (i.e. liabilities of uncertain timing or amount) are recognised when there is an obligation at the reporting date as a result of a past event, it is probable that economic benefit will be transferred to settle the obligation and the amount of the obligation can be estimated reliably.

Going concern

The charitable activities are entirely dependent on continuing pre-school fees and government funding. As a consequence, the going concern basis is dependent on the future flow of these funding streams. The trustees are satisfied that, at the time of approving the financial statements, it is appropriate to adopt the going concern basis in preparing the financial statements. The trustees are not aware of any material uncertainties about the charity's ability to continue as a going concern.

2. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

Judgements in applying accounting policies

In the application of the charitable company'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.

In preparing these financial statements, the trustees have made the following critical judgements:

To determine whether donated services and facilities can be reasonably measured and estimated so as to be recognised in the financial statements as described further in note 18.

Key sources of estimation uncertainties

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 where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

There are no key estimation uncertainties.

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2024**

3. DONATIONS AND LEGACIES

	2024	2023
	£	£
Donations	<u>502</u>	<u>1,950</u>

The previous year includes items, received free of charge, of a new cooker and a defibrillator from the military and a local organisation totalling £1,900.

4. OTHER TRADING ACTIVITIES

	2024	2023
	£	£
Photo/video/book commission	892	1,036
Income from fund raising	<u>552</u>	<u>963</u>
	<u>1,444</u>	<u>1,999</u>

5. INVESTMENT INCOME

	2024	2023
	£	£
Investment income	9,664	8,041
Bank interest receivable	<u>12,205</u>	<u>4,127</u>
	<u>21,869</u>	<u>12,168</u>

6. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2024	2023
		£	£
EYE funding and fees	Charitable activities	1,293,291	1,287,304
Grants	Charitable activities	<u>-</u>	<u>2,673</u>
		<u>1,293,291</u>	<u>1,289,977</u>

Income from government grants included within EYE funding and fees comprise of grants made by local authorities to fund early years education. The amount received in the year totalled £749,905 (2023: £750,019) Other grants comprise amounts received from the military and the local authority.

7. RAISING FUNDS

Investment management costs

	2024	2023
	£	£
Management charges	<u>2,604</u>	<u>2,580</u>

8. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 9) £	Totals £
Charitable activities	<u>1,095,977</u>	<u>102,473</u>	<u>1,198,450</u>

9. SUPPORT COSTS

	Management £	Finance £	Information technology £
Charitable activities	<u>34,214</u>	<u>2,252</u>	<u>21,090</u>
		Governance costs £	Totals £
Charitable activities	<u>30,517</u>	<u>14,400</u>	<u>102,473</u>

10. NET INCOME/(EXPENDITURE)

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

	2024 £	2023 £
Depreciation - owned assets	11,555	12,383
Deficit on disposal of fixed assets	<u>-</u>	<u>2,766</u>

11. AUDITORS' REMUNERATION

	2024 £	2023 £
Fees payable to the charity's auditors for the preparation and audit of the charity's statutory financial statements.	<u>14,400</u>	<u>8,280</u>

12. TRUSTEES' REMUNERATION AND BENEFITS

The trustees have not been paid any remuneration or received any other benefits in relation to their work for the charity during the period.

Any trustee with children attending a setting are charged on the same basis as other parents.

There is a policy, that for trustees that have served for longer than 1 year, they would receive a £50 gift on leaving, subject to trustees' agreement.

Trustees' expenses

During the year, 1 Trustee was reimbursed for expenses incurred for the charity totalling £13. (2023: 2 Trustees totalling £128)

13. STAFF COSTS

	2024 £	2023 £
Wages and salaries	945,099	901,943
Social security costs	53,242	43,305
Other pension costs	14,106	13,248
	<u>1,012,447</u>	<u>958,496</u>

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

	2024 60	2023 65
Employees	<u>60</u>	<u>65</u>

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

14. TANGIBLE FIXED ASSETS

	Property improvements £	Fixtures and fittings £	Totals £
COST			
At 1 September 2023	73,133	143,937	217,070
Additions	-	1,689	1,689
At 31 August 2024	<u>73,133</u>	<u>145,626</u>	<u>218,759</u>
DEPRECIATION			
At 1 September 2023	53,315	138,737	192,052
Charge for year	8,068	3,487	11,555
At 31 August 2024	<u>61,383</u>	<u>142,224</u>	<u>203,607</u>
NET BOOK VALUE			
At 31 August 2024	<u>11,750</u>	<u>3,402</u>	<u>15,152</u>
At 31 August 2023	<u>19,818</u>	<u>5,200</u>	<u>25,018</u>

15. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 September 2023	307,650
Additions	432,699
Disposals	(348,758)
Revaluations	(61,868)
Capital introduced	78,446
Management fees	(2,604)
At 31 August 2024	<u>405,565</u>
NET BOOK VALUE	
At 31 August 2024	<u>405,565</u>
At 31 August 2023	<u>307,650</u>

15. FIXED ASSET INVESTMENTS - continued

The investments represent holdings in the investment portfolio managed by Rathbone Investment Management.

The historical cost of the above investments was £402,535 (2023: £292,256).

16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade debtors	10,821	18,805
Other debtors	922	1,754
	<u>11,743</u>	<u>20,559</u>

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade creditors	7,028	6,663
Social security and other taxes	14,178	10,382
Other creditors	-	4,628
Accruals and deferred income	14,400	8,280
	<u>35,606</u>	<u>29,953</u>

Deferred income comprises amounts received in advance of the following year or where conditions of agreements have not yet been wholly met. It is included within accruals and deferred income.

	2024	2023
	£	£
Deferred income movement		
Balance at beginning of the period	-	20,131
Amount released to income during the period	-	(20,131)
Amount deferred during the period	-	-
	<u>-</u>	<u>-</u>
Balance at end of the period	-	-

18. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2024	2023
	£	£
Within one year	3,206	1,152
Between one and five years	4,008	-
	<u>7,214</u>	<u>1,152</u>

During the period there was a memorandum of understanding with the Garrison to let the charity use the buildings the settings operate from, rent and maintenance free. Following the period end, a Garrison standing order has now been established.

This also includes utilities plus general major refurbishment work as part of the building's maintenance cycle as and when it arises. During the period, refurbishments and major work were completed in two settings.

On the basis that the value of the use of these facilities cannot be reliably determined, no income and equivalent expense have been recognised in the Statement of Financial Activities.

19. MOVEMENT IN FUNDS

	At 1.9.23 £	Net movement in funds £	Transfers between funds £	At 31.8.24 £
Unrestricted funds				
General fund	432,190	118,656	(78,446)	472,400
Designated fund	307,650	19,469	78,446	405,565
	<u>739,840</u>	<u>138,125</u>	<u>-</u>	<u>877,965</u>
TOTAL FUNDS	<u>739,840</u>	<u>138,125</u>	<u>-</u>	<u>877,965</u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	1,317,106	(1,198,450)	-	118,656
Designated fund	-	(2,604)	22,073	19,469
	<u>1,317,106</u>	<u>(1,201,054)</u>	<u>22,073</u>	<u>138,125</u>
TOTAL FUNDS	<u>1,317,106</u>	<u>(1,201,054)</u>	<u>22,073</u>	<u>138,125</u>

Comparatives for movement in funds

	At 1.9.22 £	Net movement in funds £	At 31.8.23 £
Unrestricted funds			
General fund	272,980	159,210	432,190
Designated fund	315,704	(8,054)	307,650
	<u>588,684</u>	<u>151,156</u>	<u>739,840</u>
TOTAL FUNDS	<u>588,684</u>	<u>151,156</u>	<u>739,840</u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	1,306,094	(1,146,884)	-	159,210
Designated fund	-	(2,580)	(5,474)	(8,054)
	<u>1,306,094</u>	<u>(1,149,464)</u>	<u>(5,474)</u>	<u>151,156</u>
TOTAL FUNDS	<u>1,306,094</u>	<u>(1,149,464)</u>	<u>(5,474)</u>	<u>151,156</u>

19. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.9.22 £	Net movement in funds £	Transfers between funds £	At 31.8.24 £
Unrestricted funds				
General fund	272,980	277,866	(78,446)	472,400
Designated fund	315,704	11,415	78,446	405,565
	<u>588,684</u>	<u>289,281</u>	<u>-</u>	<u>877,965</u>
TOTAL FUNDS	<u>588,684</u>	<u>289,281</u>	<u>-</u>	<u>877,965</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	2,623,200	(2,345,334)	-	277,866
Designated fund	-	(5,184)	16,599	11,415
	<u>2,623,200</u>	<u>(2,350,518)</u>	<u>16,599</u>	<u>289,281</u>
TOTAL FUNDS	<u>2,623,200</u>	<u>(2,350,518)</u>	<u>16,599</u>	<u>289,281</u>

20. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 August 2024.

21. FRC ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

22. ULTIMATE CONTROLLING PARTY

The company is limited by guarantee and has no controlling party. The liability of each member is limited to £10 in the event of it being wound up.

THE ALDERSHOT GARRISON PRE-SCHOOL SETTINGS

England & Wales - Charity number 1146542

Accounts

**Trustees' Report and
Financial Statements
for the Year Ended 31 August 2023
for
The Aldershot Garrison Pre-School
Settings**

Butt Miller

Chartered Accountants

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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 2023. 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 objectives of the charity as set out in the company's articles of association are to:

- provide non-public day nursery facilities and non-publicly funded early years education for children under five years of age of service personnel and qualifying civilian staff;
- provide breakfast and after school childcare for children of primary school age of service personnel and qualifying civilian staff; and
- enhance the development and education of children primarily under the statutory school age by working in partnership with parents to understand and provide for the needs of their children.

Children aged 2, 3 and 4 years are able to access free early years education through government funding.

For the purposes of this document service personnel shall mean serving uniformed personnel of the armed forces of the Crown and qualifying civilians shall mean personnel who are wholly or mainly engaged in activities which directly support the serving personnel of the Aldershot Garrison.

The objectives are achieved through the operation of 1 nursery and 3 pre-schools settings in the vicinity of the Aldershot Garrison. One pre-school was closed down at the end of July 2023 as it was not cost effective.

We will achieve the charity's objectives by working closely with the Chief Executive and individual settings managers to maintain stringent Human Resource practices to ensure that we comply across the board with all local government standards and standards set by Ofsted. By achieving these targets, we will ensure that our military families are provided with outstanding nursery care at an affordable rate which competes strongly with the local market.

OBJECTIVES AND ACTIVITIES

Significant activities, achievement and performance

The Chief Executive Julie Mounfield has been in post almost 3 years. The past year has seen significant changes across all four settings.

Quetta Park was closed in July 2023 due to the low level of children attending and the charity losing a significant amount of money over the past few years. The Building was closed and all equipment was moved to the other 3 settings.

A new manager and deputy manager was appointed at Clocktower Pre-school in August 2023.
There were two Ofsted visits due to significant events. These have now been satisfactorily resolved.
Clocktower had a new roof put on and outside fencing fitted which was done and fully funded by the military.

Queen Mary's Nursery has had a new Manager and Deputy Manager employed, there have been significant changes made and our numbers are increasing with more full-time all year round children. We currently have a waiting list but are struggling to recruit full-time all year round staff.

The Baby Unit has been refurbished. The general refurbishment was done and covered by ASPIRE (contractor responsible for maintaining military properties) but extras and upgrades were completed with a cost of £14.5k to the charity. This is a wonderful enhancement to the building.

Toye Box is at capacity with a waiting list of children. The staff have created a sensory room which has been a wonderful enhancement to the setting and for all our children. The staff and children were fundraising for a defibrillator and went on BFBS radio to promote this, a local building developer heard about the sponsored walk and donated one for free.

The settings numbers of children were as follows:

Clocktower (CT)
Sept 22: 57 children
July 23: 83 children

Queen Mary's Nursery (QMN)
Sept 22: 69 children
July 23: 67 children

Quetta Park (QP)
Sept 22: 9 children
July 23: 20 children

ToyeBox Pre-school (TB)
Sept 22: 91 children
July 23: 94 children

The percentage of children at the period end whose parents are military are as follows for each of the settings.

QMN: 76% (2022: 72%)
TB: 84% (2022: 81%)
QP: 42% (2022: 51%)
CT: 81% (2022: 74%)

Many changes have been put in place from September 22 to August 2023:

-The Chief Executive has continued to use Peninsula HR company and they have been a brilliant asset to each of the managers and we now have access to Croner-i who are affiliated with Peninsula; they produce the majority of the setting policies and information that we require. All managers continue to use BrightHR. This facility is used a lot for HR, employment advice and H&S advice.

-Policies are written and updated by the Chief Executive on a regular basis.

-The Garrison Fire Safety Officer has been to visit each of the settings to ensure that we are compliant. These visits have highlighted some minor concerns and we now have a book to complete daily and monthly checks, with the safety officer visiting monthly.

OBJECTIVES AND ACTIVITIES

-Our staff recognition scheme continues to be well received and staff do appreciate 3 hours off work for free if staff have been nominated for going above and beyond in their role. This is voted by peer nominations.

-We offer paid annual leave on staff birthdays, once staff have completed their probation period.

- We have also introduced a staff shopping half day at Christmas as recognition for hard work throughout the year. Staff also receive a Christmas voucher from the Trustees to thank all staff.

- As an incentive to all our staff to continue with Continuous Professional Development (CPD) if they complete 5 hours of Noodle Now Courses online they will receive 3 hours TOIL as recognition.

-All managers and deputies who regularly work at computers can now receive a corporate eye test voucher.

-The staff handbook is updated each year, all staff must sign and date to acknowledge they understand.

-All staff contracts continuously reviewed with a 6 month probation period and 8 weeks' notice period on resignation.

-Garrison Standing Order and Business Continuity plan written and published with Aldershot Garrison Headquarters

-Introduced a menopause policy

-Introduced a fertility workplace pledge

-We continue to offer the Employee Assistance programme - free for all staff to use, this is to support them professionally or personally. This is a perk for staff and is completely confidential.

-Continued with our quarterly advertising in the Garrison magazine, all managers write articles each term.

-Increased social media presence, this is updated daily and has helped build the reputation of the charity.

-Website is continually being reviewed and updated.

-Managers are going on BFBS radio bi-monthly to promote their settings.

-First Aid training for all staff completed.

-Tighter/fairer processes have been introduced with regards to recruiting and interviewing.

-We no longer use agency staff, we have advertised for 'bank' staff instead to help us reduce agency costs.

-Each setting is responsible for organising their own fundraising, this includes sponsored walks, photographer, Christmas jumper day, etc. The settings have done very well with this and have been able to use these funds to buy equipment for their setting.

-Regular managers meetings continue to ensure our managers feel valued and supported.

-Annual performance reviews and bi-monthly meetings continues for all staff, this is audited by the Chief Executive.

-Trustees agreed to reward all staff with a £30 voucher for Christmas to say thank you, this was very well received by all staff.

-The trustees agreed that staff would receive a payrise in line with the national living wage from April 2023.

-Introduced 50% Staff discount for Childcare based on the days the staff attend. Calculates to 10% per working day -

- 1 day per week - 10%
- 2 days per week - 20%
- 3 days per week - 30%
- 4 days per week - 40%
- 5 days per week - 50%

OBJECTIVES AND ACTIVITIES

Delivering public benefit

The charity provides public benefit through the provision and support of day care and early years education, in accordance with Ofsted regulations and standards, for children under 5 years of age, of serving uniformed members of HM forces and qualifying civilian staff employed in support of Aldershot Garrison. This is done in order to support and give confidence to parents by delivering high quality and totally reliable day care and early years education service. Military personnel are required to serve in operational circumstances at short notice and for prolonged periods and the services undertaken by the charity allows personnel to execute their duties. As a result, the charity provides support to their dependants and develops and maintains morale and community cohesion.

The trustees have paid due regard to the Charity Commission of England and Wales guidance on public benefit when deciding what activities the charity should undertake.

FINANCIAL REVIEW

Financial position

Gross incoming resources for the year amounted to £1,306,095 (2022: £1,031,345), including £1,287,304 (2022: £1,010,249) received in fees and Early Years Funding across the four settings.

Expenditure in the year amounted to £1,149,465 (2022: £962,334) of which £958,496 (2022: £807,657) related to staff salaries, pension and employers NIC.

The main outgoings are staff costs that relate directly to the provision of childcare and early years education. Staff costs represent 83% (2022: 84%) of total costs. The charity incurs minimal administration costs and again in this period, did not incur any premises costs. There is a standing order with the Garrison for continued use of the buildings free of charge with relation to rent, rates, utilities and maintenance. The trustees have continued to ensure that all settings are fitted with modern furnishings and play aids that challenge and stimulate children's learning and development.

The net retained funds at the year-end were £739,840 (2022: £588,684), with a total of £307,650 (2022: £315,704) held in the designated fund representing the Rathbones portfolio in line with the reserve policy.

Following the introduction of the Chief Executive, subsequent costs savings have been made and the level of children increased at the settings. Results have improved and reserves rebuilt. The Trustees aim going forward are of making a small surplus.

Principal sources of income

Local authority Early Years Education Grants account for 58% (2022: 64%) of all pre-school income. Only parents of the children that do not qualify for grants for those attending in excess of the funded hours are charged fees.

At Queen Marys Nursery, which cares for children aged between 3 months and pre-school age on a full time day care basis, the Early Years Education Grant accounts for 29% (2022: 43%) of income. Research shows that fees charged to parents are significantly lower than those charged by private nurseries in the local area and lower than nurseries in other garrison areas and therefore continue to offer value for money to parents.

At the discretion of the trustees, fees can be waived on the grounds of welfare needs.

Investment policy and performance

Investment activities are managed in line with the requirements of the Trustee Act 2000. The trustees have appointed Rathbones Plc as Investment Manager. The charity's investment policy is a low to medium-risk approach for the growth of the portfolio of investments. The Investment Manager has total discretion concerning which investments are bought or sold within the risk profile set by the trustees.

The investment portfolio is seen as a long-term investment. As at 31 August 2023 the portfolio was valued at £307,650 (2022: £315,704) with a total realised and unrealised loss of £5,474 (2022: £34,487) on the portfolio. The charity also received £8,041 (2022: £6,880) of investment income from the fund during the year.

Reserves policy

The Trustees maintain a level of reserves equal to the value of the Rathbones Investment Fund. The level of reserves equates to 3 months average monthly operating costs and is considered satisfactory by the Trustees.

PLANS FOR FUTURE PERIODS

We are looking to increase numbers in the baby unit at QMN. There is a waiting list but are struggling to recruit full-time qualified staff. This is consistent with issues of recruitment across the childcare sector.

We would like to consider the introduction of branded uniforms for the children

The plan going forward is to improve results by continuing efficiency gains and to maintain, and increase where possible, the level of children at settings, in order to achieve a small surplus.

Also to reduce our level of debtors. We now have an app for parents to use so they can see their bill on their phone and have improved our credit control procedures.

The aim is to turn the charity into a successful business and to use monies made to invest in the staff with fair wages, suitable training, and adequate support etc and to ensure our buildings are above standard with exciting, stimulating resources to enhance all the children who attend and to ensure we can adequately meet their need in accordance with the charity's objectives as set out in its articles of association.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a limited company, limited by guarantee and holding charitable status.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Recruitment and appointment trustees

The directors of the company as defined by company law are also the charity's trustees for the purposes of charity law and under the company's Articles are known as the trustees and are referred to as trustees only throughout these accounts.

The trustees of the company are found from the officers filing relevant posts on the staff of HQ Aldershot Garrison, along with trustee representation from parents and staff.

Under the requirements of the Articles of Association the trustees must comprise the following:

- a) at least one member of the Garrison;
- b) at least one parent trustee; and
- c) such other individuals as are co-opted by the trustees.

We are introducing the following to ensure suitable candidates are given responsibilities for the running of the nursery settings:

- Personal Bio
- Interview by Chair/s
- Taken to trustee committee for approval
- DBS checks
- EY2 forms
- References
- Trustee Guides (Charity Commission guidance TOR)

In the event of the company being wound up, trustees are required to contribute an amount not greater than £10. The trustees who served during the year and up to the date of this report, are set out on page 7.

All trustees give their time voluntarily and received no benefits from the charity during the year for performance of their duties as trustees.

Decision making

The Chief Executive has overall financial authority and meets with the trustees once a term. The running of the nurseries has been delegated to the managers, with support and guidance from the Chief Executive.

The current Chief Executive appointed in October 2020, is Julie Mounfield.

Trustees are responsible for setting the pay of Key Management Personnel.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed and where appropriate, systems or procedures have been established to mitigate the risks the charity faces. All staff members are required to comply with written policies that are common to all settings. Copies of policies are available to all parents. Policies are regularly reviewed to ensure that they reflect the latest legislation/guidance and current child care practices. Decisions on matters falling outside these policies are referred by supervisors to the Chief Executive and if necessary to the trustees. The Chief Executive meets regularly with the Nursery and Pre-Schools Managers where policies, problems, training and plans are discussed. These meetings also give the opportunity to identify and permeate best practice.

Written policies include:

Absence Policy
Admissions Policy
Babysitting/Childminding Policy
Behaviour Management
Biting Policy
Complaints Procedure
Confidentiality Policy
Debt Policy
Electronic and Telephonic Communications Policy
Emergency Threat procedure
Equality, Diversity and Inclusion Policy
Equipment and Resources Policy
Food and Drink Policy
General Data Protection Policy
Health and Safety Policy
Illness and Exclusion Policy
Lost Child Policy
Medication Policy
Nappy Changing Policy
Non-Collection of Children Policy
One to One Policy
Parental Involvement Policy
Physical Handling Policy
Rest and Sleep Policy
Safeguarding Children Policy
Settling In Policy
Smoking Policy
Snow Closure
Staff Conduct and Code of Practice Policy
Social Networking Policy
Special Educational Needs/Disability Policy
Staffing and Employment Policy
Staff Absence
Staff Code of Conduct
Student Placement Policy
Sun Safety Policy
Whistle Blowing Policy

Ofsted regulation

All settings are subject to inspection by Ofsted. The latest reports can be viewed at www.ofsted.gov.uk/reports. The Chief Executive and Settings Managers have established good working relationships with Ofsted, and the departments at Hampshire County Council and Hart and Rushmoor Borough Council responsible for Early Years Education, child care provision, Early Years support staff, local children's centres and children's social care.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

07916241 (England and Wales)

**The Aldershot Garrison Pre-School
Settings**

**Trustees' Report
for the Year Ended 31 August 2023**

Registered Charity number

1146542

Registered office

27 Middle Hill
Aldershot
Hampshire
GU11 1PL

Trustees

K Bayliss - (appointed 22/11/18)
D A Betts - (appointed 27/11/20)
G P Bell (appointed 11/01/23)
L V Brown - (appointed 05/10/20 - resigned 15/09/22)
C M Cuccio (appointed 19/01/21 - resigned 15/09/22)
J A Gaskin (appointed 11/01/23)
N D Mcconnell (appointed 19/03/20 - resigned 01/03/22)
D Nicholl (appointed 01/03/22)
S L Stephenson {previously Magee} (appointed 19/03/20)
G B Silk (appointed 11/01/23 - resigned 06/11/2023)
B P White (appointed 22/01/21- resigned 11/01/23)

Auditors

Butt Miller
Chartered Accountants and Statutory Auditor
1 Minster Court
Tuscam Way
Camberley
Surrey
GU15 3YY

Bankers

Holt's Military Banking
200 Fowler Avenue
Fowler Business Park
Farnborough
Hampshire
GU14 7JP

Advisers

Investment Managers

Rathbones Investment Management
Port of Liverpool Building
Pier Head
Liverpool
L3 1NW

HR, employment law, and health & safety consultants

Peninsula Business Services
The Peninsula
Victoria Place
Manchester
M4 4FB

The charity also uses the following working names:

Toye Box Early Years Centre
Quetta Park Pre-School
Queen Mary Nursery
Clocktower House Pre-School

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of The Aldershot Garrison Pre-School Settings for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (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 those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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 to 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

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 26 April 2024 and signed on its behalf by:

G P Bell - Trustee

Opinion

We have audited the financial statements of The Aldershot Garrison Pre-School Settings (the 'charitable company') for the year ended 31 August 2023 which comprise the Statement of Financial Activities, the Statement of Financial Position, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note 21 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the trustees' Report.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- The nature of the industry and sector the charity is in, its control environment and business performance including the design of the charities policies and staff remuneration;
- Results of our enquiries of management about their own identification and assessment of the risks of irregularities;
- Any matters we identified having obtained and reviewed the charity's documentation of their policies and procedures relating to:
 - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of noncompliance;
 - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
 - the internal controls established to mitigate risks of fraud or non-compliance with laws and regulations; and
- The matters discussed among the audit engagement team regarding how and where fraud might occur in the financial statements and any potential indicators of fraud.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

Our procedures to respond to risks identified included the following:

- Enquiries of management and staff including concerning actual and potential litigation and claims and any instances of non-compliance with laws;
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- Obtained an understanding of provisions and held discussions with management to understand the basis of recognition or non-recognition of provisions; and
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; checking internal controls are being followed are as per its policies and assessing suitability; assessing the judgements made in making accounting estimates; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

There are inherent limitations in the audit procedures described above. We are less likely to become aware of instances of non-compliance with laws and regulations that are not closely related to events and transactions reflected in the financial statements. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**Report of the Independent Auditors to the Members of
The Aldershot Garrison Pre-School
Settings**

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Alison Elliott BFP ACA FCCA MAAT (Senior Statutory Auditor)
for and on behalf of Butt Miller
Chartered Accountants and Statutory Auditor
1 Minster Court
Tuscam Way
Camberley
Surrey
GU15 3YY

2 May 2024

**The Aldershot Garrison Pre-School
Settings**

**Statement of Financial Activities
for the Year Ended 31 August 2023**

		2023 Unrestricted funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies	3	1,950	1,282
Charitable activities	6		
Charitable activities		1,289,977	1,019,605
Other trading activities	4	1,999	3,196
Investment income	5	12,168	7,262
Total		<u>1,306,094</u>	<u>1,031,345</u>
EXPENDITURE ON			
Raising funds	7	2,580	2,877
Charitable activities	8		
Charitable activities		<u>1,146,884</u>	<u>959,457</u>
Total		<u>1,149,464</u>	<u>962,334</u>
NET INCOME		156,630	69,011
Other recognised gains/(losses)			
Gains/(losses) on revaluation of fixed assets		<u>(5,474)</u>	<u>(34,487)</u>
Net movement in funds		151,156	34,524
RECONCILIATION OF FUNDS			
Total funds brought forward		588,684	554,160
TOTAL FUNDS CARRIED FORWARD		<u><u>739,840</u></u>	<u><u>588,684</u></u>

The notes form part of these financial statements

**The Aldershot Garrison Pre-School
Settings**

**Statement of Financial Position
31 August 2023**

		2023 Unrestricted funds £	2022 Total funds £
	Notes		
FIXED ASSETS			
Tangible assets	14	25,018	39,474
Investments	15	307,650	315,704
		<u>332,668</u>	<u>355,178</u>
CURRENT ASSETS			
Debtors	16	20,559	52,775
Cash at bank and in hand		416,566	237,950
		<u>437,125</u>	<u>290,725</u>
CREDITORS			
Amounts falling due within one year	17	(29,953)	(57,219)
		<u>407,172</u>	<u>233,506</u>
NET CURRENT ASSETS			
		739,840	588,684
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>739,840</u>	<u>588,684</u>
NET ASSETS			
FUNDS	19		
Unrestricted funds		739,840	588,684
TOTAL FUNDS		<u>739,840</u>	<u>588,684</u>

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 26 April 2024 and were signed on its behalf by:

G P Bell - Trustee

D Nicholl - Trustee

The notes form part of these financial statements

**The Aldershot Garrison Pre-School
Settings**

**Statement of Cash Flows
for the Year Ended 31 August 2023**

	Notes	2023 £	2022 £
Cash flows from operating activities			
Cash generated from operations	1	164,560	74,641
Net cash provided by operating activities		<u>164,560</u>	<u>74,641</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(692)	(8,872)
Purchase of fixed asset investments		(63,807)	(33,828)
Sale of fixed asset investments		66,386	77,705
Interest received		4,128	382
Share portfolio income		8,041	6,880
Net cash provided by investing activities		<u>14,056</u>	<u>42,267</u>
Change in cash and cash equivalents in the reporting period		<u>178,616</u>	<u>116,908</u>
Cash and cash equivalents at the beginning of the reporting period		<u>237,950</u>	<u>121,042</u>
Cash and cash equivalents at the end of the reporting period		<u><u>416,566</u></u>	<u><u>237,950</u></u>

The notes form part of these financial statements

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2023 £	2022 £
Net income for the reporting period (as per the Statement of Financial Activities)	156,630	69,011
Adjustments for:		
Depreciation charges	12,383	10,987
Loss on disposal of fixed assets	2,766	-
Interest received	(4,128)	(382)
Share portfolio income	(8,041)	(6,880)
Decrease/(increase) in debtors	32,216	(27,894)
(Decrease)/increase in creditors	(27,266)	29,799
Net cash provided by operations	<u>164,560</u>	<u>74,641</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.9.22 £	Cash flow £	At 31.8.23 £
Net cash			
Cash at bank and in hand	237,950	178,616	416,566
	<u>237,950</u>	<u>178,616</u>	<u>416,566</u>
Total	<u>237,950</u>	<u>178,616</u>	<u>416,566</u>

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, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

The Aldershot Garrison Pre-school Settings is a private limited company, limited by guarantee, and registered in England and Wales. The address of the registered office is set out in the Trustees report.

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

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. Amounts received in advance relating to the following year are deferred until the criteria for income recognition are met.

Donations and legacies are accounted for when the charity has unconditional entitlement to the resources and are credited to unrestricted funds unless directed by the donor to do otherwise.

Investment income is included in the accounts when receivable. Investment gains and losses includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year using the valuation provided by the Investment Manager (Rathbones Plc).

Income from the government and other grants, whether 'capital' grants or 'revenue' grants is recognised when any performance conditions attached to the grants have been met.

The value of any services provided by volunteers are not incorporated into these financial statements. Further details of any contributions can be found in the trustees report.

Donated services and facilities are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Expenditure

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the 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. All expenditure is accounted for on an accruals basis and is inclusive of VAT. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Property improvements	- 10% on cost
Fixtures and fittings	- 33.33% on cost

Fixed asset investments

Listed investments are included at closing market value at the statement of financial position date. Any gain or loss during the year is taken to the Statement of Financial Activities.

Taxation

The charity is exempt from corporation tax on its charitable activities to the extent that income or gains are applied exclusively to charitable purposes.

1. ACCOUNTING POLICIES - continued

Fund accounting

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

The designated fund represents unrestricted funds held equal to the value of the Rathbones portfolio in Listed Investments totalling £307,650 (2022: £315,704).

Pension

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

Operating leases

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Provisions

Provisions (i.e. liabilities of uncertain timing or amount) are recognised when there is an obligation at the reporting date as a result of a past event, it is probable that economic benefit will be transferred to settle the obligation and the amount of the obligation can be estimated reliably.

Going concern

The charitable activities are entirely dependent on continuing pre-school fees and government funding. As a consequence, the going concern basis is dependent on the future flow of these funding streams. The trustees are satisfied that, at the time of approving the financial statements, it is appropriate to adopt the going concern basis in preparing the financial statements. The trustees are not aware of any material uncertainties about the charity's ability to continue as a going concern.

2. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

Judgements in applying accounting policies

In the application of the charitable company'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.

In preparing these financial statements, the trustees have made the following critical judgements:

To determine whether donated services and facilities can be reasonably measured and estimated so as to be recognised in the financial statements as described further in note 18.

Key sources of estimation uncertainties

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 where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

There are no key estimation uncertainties.

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2023**

3. DONATIONS AND LEGACIES

	2023	2022
	£	£
Donations	<u>1,950</u>	<u>1,282</u>

Included above are the donations, free of charge, of a new cooker and a defibrillator from the military and a local organisation totalling £1,900.

4. OTHER TRADING ACTIVITIES

	2023	2022
	£	£
Photo/video/book commission	1,036	1,132
Income from fund raising	963	1,864
Sundry income	-	200
	<u>1,999</u>	<u>3,196</u>

5. INVESTMENT INCOME

	2023	2022
	£	£
Investment income	8,041	6,880
Bank interest receivable	4,127	382
	<u>12,168</u>	<u>7,262</u>

6. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2023	2022
		£	£
EYE funding and fees	Charitable activities	1,287,304	1,010,249
Grants	Charitable activities	2,673	9,356
		<u>1,289,977</u>	<u>1,019,605</u>

Income from government grants included within EYE funding and fees comprise of grants made by local authorities to fund early years education. The amount received in the year totalled £750,019 (2022: £643,095) Other grants comprise amounts received from the military and the local authority.

7. RAISING FUNDS

Investment management costs

	2023	2022
	£	£
Management charges	<u>2,580</u>	<u>2,877</u>

8. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 9) £	Totals £
Charitable activities	<u>1,033,706</u>	<u>113,178</u>	<u>1,146,884</u>

9. SUPPORT COSTS

	Management £	Finance £	Information technology £
Charitable activities	<u>29,778</u>	<u>2,549</u>	<u>24,499</u>
	Other £	Governance costs £	Totals £
Charitable activities	<u>48,072</u>	<u>8,280</u>	<u>113,178</u>

10. NET INCOME/(EXPENDITURE)

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

	2023	2022
	£	£
Depreciation - owned assets	12,383	10,987
Deficit on disposal of fixed assets	2,766	-
Other operating leases	-	1,955
	<u></u>	<u></u>

11. AUDITORS' REMUNERATION

	2023	2022
	£	£
Fees payable to the charity's auditors for the preparation and audit of the charity's statutory financial statements.	<u>8,280</u>	<u>7,560</u>

12. TRUSTEES' REMUNERATION AND BENEFITS

The trustees have not been paid any remuneration or received any other benefits in relation to their work for the charity during the period.

Any trustee with children attending a setting are charged on the same basis as other parents.

There is a policy, that for trustees that have served for longer than 1 year, they would receive a £50 gift on leaving, subject to trustees' agreement.

Trustees' expenses

During the year, a total of 2 trustees were reimbursed for expenses incurred for the charity totalling £128. (2022: 1 Trustee totalling £1,173)

13. STAFF COSTS

	2023 £	2022 £
Wages and salaries	901,943	759,642
Social security costs	43,305	37,190
Other pension costs	13,248	10,825
	<u>958,496</u>	<u>807,657</u>

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

	2023	2022
Employees	<u>65</u>	<u>54</u>

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

14. TANGIBLE FIXED ASSETS

	Property improvements £	Fixtures and fittings £	Totals £
COST			
At 1 September 2022	85,675	172,481	258,156
Additions	-	692	692
Disposals	(12,542)	(29,236)	(41,778)
	<u>73,133</u>	<u>143,937</u>	<u>217,070</u>
At 31 August 2023			
DEPRECIATION			
At 1 September 2022	54,629	164,053	218,682
Charge for year	8,567	3,816	12,383
Eliminated on disposal	(9,881)	(29,132)	(39,013)
	<u>53,315</u>	<u>138,737</u>	<u>192,052</u>
At 31 August 2023			
NET BOOK VALUE			
At 31 August 2023	<u>19,818</u>	<u>5,200</u>	<u>25,018</u>
At 31 August 2022	<u>31,046</u>	<u>8,428</u>	<u>39,474</u>

15. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 September 2022	315,704
Additions	63,807
Disposals	(49,273)
Revaluations	(20,008)
Management fees	(2,580)
	<u>307,650</u>
At 31 August 2023	
NET BOOK VALUE	
At 31 August 2023	<u>307,650</u>
At 31 August 2022	<u>315,704</u>

The investments represent holdings in the investment portfolio managed by Rathbone Investment Management.

The historical cost of the above investments was £292,256 (2022: £298,285).

16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Trade debtors	18,805	52,775
Other debtors	1,754	-
	<u>20,559</u>	<u>52,775</u>

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Trade creditors	6,663	3,557
Social security and other taxes	10,382	19,272
Other creditors	4,628	6,699
Accruals and deferred income	8,280	27,691
	<u>29,953</u>	<u>57,219</u>

Deferred income comprises amounts received in advance of the following year or where conditions of agreements have not yet been wholly met. It is included within accruals and deferred income.

	2023 £	2022 £
Deferred income movement		
Balance at beginning of the period	20,131	-
Amount released to income during the period	(20,131)	-
Amount deferred during the period	-	20,131
	<u>-</u>	<u>20,131</u>
Balance at end of the period		
	<u>-</u>	<u>20,131</u>

18. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2023 £	2022 £
Within one year	1,152	1,536
Between one and five years	-	1,152
	<u>1,152</u>	<u>2,688</u>

During the period there was a memorandum of understanding with the Garrison to let the charity use the buildings the settings operate from, rent and maintenance free. Following the period end, a Garrison standing order has now been established.

This also includes utilities plus general major refurbishment work as part of the building's maintenance cycle as and when it arises. During the period, refurbishments and major work were completed in two settings.

On the basis that the value of the use of these facilities cannot be reliably determined, no income and equivalent expense have been recognised in the Statement of Financial Activities.

19. MOVEMENT IN FUNDS

	At 1.9.22 £	Net movement in funds £	At 31.8.23 £
Unrestricted funds			
General fund	272,980	159,210	432,190
Designated fund	315,704	(8,054)	307,650
	<u>588,684</u>	<u>151,156</u>	<u>739,840</u>
TOTAL FUNDS	<u>588,684</u>	<u>151,156</u>	<u>739,840</u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	1,306,094	(1,146,884)	-	159,210
Designated fund	-	(2,580)	(5,474)	(8,054)
	<u>1,306,094</u>	<u>(1,149,464)</u>	<u>(5,474)</u>	<u>151,156</u>
TOTAL FUNDS	<u>1,306,094</u>	<u>(1,149,464)</u>	<u>(5,474)</u>	<u>151,156</u>

19. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.9.21 £	Net movement in funds £	Transfers between funds £	At 31.8.22 £
Unrestricted funds				
General fund	124,092	71,888	77,000	272,980
Designated fund	430,068	(37,364)	(77,000)	315,704
	<u>554,160</u>	<u>34,524</u>	<u>-</u>	<u>588,684</u>
TOTAL FUNDS	<u>554,160</u>	<u>34,524</u>	<u>-</u>	<u>588,684</u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	1,031,345	(959,457)	-	71,888
Designated fund	-	(2,877)	(34,487)	(37,364)
	<u>1,031,345</u>	<u>(962,334)</u>	<u>(34,487)</u>	<u>34,524</u>
TOTAL FUNDS	<u>1,031,345</u>	<u>(962,334)</u>	<u>(34,487)</u>	<u>34,524</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.9.21 £	Net movement in funds £	Transfers between funds £	At 31.8.23 £
Unrestricted funds				
General fund	124,092	231,098	77,000	432,190
Designated fund	430,068	(45,418)	(77,000)	307,650
	<u>554,160</u>	<u>185,680</u>	<u>-</u>	<u>739,840</u>
TOTAL FUNDS	<u>554,160</u>	<u>185,680</u>	<u>-</u>	<u>739,840</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	2,337,439	(2,106,341)	-	231,098
Designated fund	-	(5,457)	(39,961)	(45,418)
	<u>2,337,439</u>	<u>(2,111,798)</u>	<u>(39,961)</u>	<u>185,680</u>
TOTAL FUNDS	<u>2,337,439</u>	<u>(2,111,798)</u>	<u>(39,961)</u>	<u>185,680</u>

20. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 August 2023.

21. FRC ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

22. ULTIMATE CONTROLLING PARTY

The company is limited by guarantee and has no controlling party. The liability of each member is limited to £10 in the event of it being wound up.

**The Aldershot Garrison Pre-School
Settings**

**Detailed Statement of Financial Activities
for the Year Ended 31 August 2023**

	2023 £	2022 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	1,950	1,282
Other trading activities		
Photo/video/book commission	1,036	1,132
Income from fund raising	963	1,864
Sundry income	-	200
	<u>1,999</u>	<u>3,196</u>
Investment income		
Investment income	8,041	6,880
Bank interest receivable	4,127	382
	<u>12,168</u>	<u>7,262</u>
Charitable activities		
EYE funding and fees	1,287,304	1,010,249
Grants	2,673	9,356
	<u>1,289,977</u>	<u>1,019,605</u>
Total incoming resources	<u>1,306,094</u>	<u>1,031,345</u>
EXPENDITURE		
Investment management costs		
Management charges	2,580	2,877
Charitable activities		
Wages	901,943	759,642
Social security	43,305	37,190
Pensions	13,248	10,825
Catering	50,919	36,020
Play aids	5,429	12,193
Children's stationery	783	1,282
Water centres	-	55
Bad debts	-	3,587
Staff gifts and functions	2,844	2,379
Children's activities	8,617	10,466
Staff training	5,747	2,925
Sundries	871	223
Donations	-	65
	<u>1,033,706</u>	<u>876,852</u>
Support costs		
Management		
Ofsted registration	325	325
Carried forward	325	325

This page does not form part of the statutory financial statements

**The Aldershot Garrison Pre-School
Settings**

**Detailed Statement of Financial Activities
for the Year Ended 31 August 2023**

	2023 £	2022 £
Management		
Brought forward	325	325
Accountancy fees	14,513	17,625
Legal and professional fees	7,763	7,181
Advertising	959	198
Insurance	6,218	5,572
	<u>29,778</u>	<u>30,901</u>
Finance		
Bank charges	2,549	1,893
Information technology		
Internet	1,442	528
Computer and copier	18,763	14,503
Telephone	4,294	3,695
	<u>24,499</u>	<u>18,726</u>
Other		
Postage and stationery	34	1,273
DBS checks and recruitment costs	4,209	1,838
Uniforms	1,720	387
Health and safety	2,350	438
Cleaning and hygiene	3,608	1,317
Settings consumables and maintenance	19,427	4,381
Travel and subsistence	1,575	2,904
Depreciation of improvements to property	8,567	8,568
Depreciation of fixtures and fittings	3,816	2,419
Loss on disposal of tangible fixed assets	2,766	-
	<u>48,072</u>	<u>23,525</u>
Governance costs		
Auditors' remuneration	8,280	7,560
Total resources expended	<u>1,149,464</u>	<u>962,334</u>
Net income	<u>156,630</u>	<u>69,011</u>

This page does not form part of the statutory financial statements

Accounts

**Trustees' Report and
Financial Statements
for the Year Ended 31 August 2022
for
The Aldershot Garrison Pre-School
Settings**

Butt Miller

Chartered Accountants

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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 2022. 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 objectives of the charity as set out in the company's articles of association are to:

- provide non-public day nursery facilities and non-publicly funded early years education for children under five years of age of service personnel and qualifying civilian staff;
- provide breakfast and after school childcare for children of primary school age of service personnel and qualifying civilian staff; and
- enhance the development and education of children primarily under the statutory school age by working in partnership with parents to understand and provide for the needs of their children.

Children aged 2, 3 and 4 years are able to access free early years education through government funding.

For the purposes of this document service personnel shall mean serving uniformed personnel of the armed forces of the Crown and qualifying civilians shall mean personnel who are wholly or mainly engaged in activities which directly support the serving personnel of the Aldershot Garrison.

The objectives are achieved through the operation of 1 nursery and 3 pre-schools settings in the vicinity of the Aldershot Garrison.

We will achieve the charity's objectives by working closely with the Chief Executive and individual settings managers to maintain stringent Human Resource practices to ensure that we comply across the board with all local government standards and standards set by Ofsted. By achieving these targets, we will ensure that our military families are provided with outstanding nursery care at an affordable rate which competes strongly with the local market.

OBJECTIVES AND ACTIVITIES

Significant activities, achievement and performance

The Chief Executive Julie Mounfield has been in post almost 2 years and has made significant changes over the four settings.

There is a new manager and deputy at Queen Mary's nursery which has been good for business, numbers are slowly increasing and the reputation of the setting has significantly improved.

Clocktower and Toyebox have both had a refurbishment during the financial year, they look amazing and the charity did not have to contribute to any costs financially as it was covered by the military.

Quetta Park numbers have been fairly low, we have reduced a staff member to ensure we are covering costs.

The settings numbers of children did improve significantly over the academic year:

Clocktower (CT)

Sept 21: 40 children

July 22: 95 children

Queen Mary's Nursery (QMN)

Sept 21: 67 children

July 22 : 96 children

Quetta Park (QP)

Sept 21: 12 children

July 22: 20 children

ToyeBox Pre-school (TP)

Sept 21: 76 children

July 22: 104 children

The percentage of children at the period end whose parents are military are as follows for each of the settings.

QMN: 72% (2021: 60 %)

TB: 81% (2021: 79 %)

QP: 51% (2021: 55 %)

CT: 74% (2021: 65 %)

COVID 19 - 17 staff had to isolate due to COVID 19 week beginning 24th January 2022, we had to close Quetta Park pre-school for the week and take key worker children only at Toyebox. We currently have 6 staff out of 50 who are unvaccinated.

Many changes have been put in place from September 21 to August 2022:

- The Chief Executive has continued to use Peninsula HR company and they have been a brilliant asset to each of the managers and we now have access to Croner-i who are affiliated with Peninsula; they produce the majority of the setting policies and information that we require. All managers continue to use BrightHR. This facility is used a lot for HR, employment advice and H&S advice.

- Policies are written and updated by the Chief Executive on a regular basis.

- The Garrison Fire Safety Officer has been to visit each of the settings to ensure that we are compliant. These visits have highlighted some minor concerns and we now have a book to complete daily and monthly checks, with the safety officer visiting monthly.

- Our staff recognition scheme has evolved and we now offer 3 hours off work for free if staff have been nominated for going above and beyond in their role, this is voted by peer nominations and has been very well received.

- We have introduced the addition of paid annual leave on staff birthdays, once staff have completed their probation period.

OBJECTIVES AND ACTIVITIES

- The staff handbook is updated each year, all staff must sign and date to acknowledge they understand.
- All staff contracts have been reviewed with a 6 month probation period introduced and 8 weeks' notice period on resignation.
- We have introduced a new system called eyMAN for parents to access their accounts and see the balance; they can also access accident forms etc.
- The Chief Executive has been receiving mentoring support from Rushmoor GROWTH Plan at Rushmoor Borough council, this free programme was introduced after the pandemic to help build local Businesses. This has been very beneficial.
- We have introduced an Employee Assistance programme - free for all staff to use, this is to support them professionally or personally. This is a perk for staff and is completely confidential.
- The Chief Executive has cut key carer time for all staff from 'up to 5 hours per week, per staff member' to 0 hours per week. The staff now have time out within the working day to do keyworker notes and observations. This has helped to reduce our staff costs and to reduce the amount of paperwork the staff are currently doing in line with the EYFS.
- Introduced quarterly advertising in the Garrison magazine, all managers write articles each term.
- Increased social media presence, this is updated daily and has helped build the reputation of the charity.
- Website is continually being reviewed and a new website was in place for January 2023.
- Managers are going on BFBS radio bi-monthly to promote their settings.
- Staff training: All managers and deputies have completed Level 4 safeguarding training.
- First Aid training for all staff completed.
- Tighter/fairer processes have been introduced with regards to recruiting and interviewing.
- We no longer use agency staff, we have advertised for 'bank' staff instead to help us reduce costs.
- Each setting is responsible for organising their own fundraising, this includes sponsored walks, photographer, Christmas jumper day, etc. The settings have done very well with this and have been able to use these funds to buy equipment for their setting.
- Regular managers meetings continue to ensure our managers feel supported.
- Annual performance reviews and bi-monthly meetings continues for all staff, this is audited by the Chief Executive.
- Trustees agreed to reward all staff with a £20 voucher for Christmas to say thank you, this was very well received by all staff.
- The trustees agreed that staff would receive a 6.6 per cent rise in line with the national living wage from April 2022.

OBJECTIVES AND ACTIVITIES

Delivering public benefit

The charity provides public benefit through the provision and support of day care and early years education, in accordance with Ofsted regulations and standards, for children under 5 years of age, of serving uniformed members of HM forces and qualifying civilian staff employed in support of Aldershot Garrison. This is done in order to support and give confidence to parents by delivering high quality and totally reliable day care and early years education service. Military personnel are required to serve in operational circumstances at short notice and for prolonged periods and the services undertaken by the charity allows personnel to execute their duties. As a result, the charity provides support to their dependants and develops and maintains morale and community cohesion.

The trustees have paid due regard to the Charity Commission of England and Wales guidance on public benefit when deciding what activities the charity should undertake.

FINANCIAL REVIEW

Financial position

Gross incoming resources for the year amounted to £1,031,345 (2021: £815,311), including £1,010,249 (2021: £786,900) received in fees and Early Years Funding across the four settings.

Expenditure in the year amounted to £962,334 (2021: £922,072) of which £807,657 (2021: £789,912) related to staff salaries, pension and employers NIC.

The main outgoings are staff costs that relate directly to the provision of childcare and early years education. Staff costs represent 84% (2021: 86%) of total costs. The charity incurs minimal administration costs and again in this period, did not incur any premises costs. There is a standing order with the Garrison for continued use of the buildings free of charge with relation to rent, rates, utilities and maintenance. The trustees have continued to ensure that all settings are fitted with modern furnishings and play aids that challenge and stimulate children's learning and development.

The net retained funds at the year-end were £588,684 (2021: £554,160), with a total of £315,704 (2021: £430,068) held in the designated fund representing the Rathbones portfolio in line with the reserve policy (2021 also included £36,000 relating to the possible Clocktower refurbishment cost contribution.)

Following the introduction of the Chief Executive, subsequent costs savings made and the increase in the level of children at the settings; results have improved following a few years of losses and working towards the Trustees aim of making a small profit/breaking even going forward.

Principal sources of income

Local authority Early Years Education Grants account for 64% (2021: 69%) of all pre-school income. Only parents of the children that do not qualify for grants for those attending in excess of the funded hours are charged fees.

At Queen Marys Nursery, which cares for children aged between 3 months and pre-school age on a full time day care basis, the Early Years Education Grant accounts for 43% (2021: 55%) of income. Research shows that fees charged to parents are significantly lower than those charged by private nurseries in the local area and lower than nurseries in other garrison areas and therefore continue to offer value for money to parents.

At the discretion of the trustees, fees can be waived on the grounds of welfare needs.

Investment policy and performance

Investment activities are managed in line with the requirements of the Trustee Act 2000. The trustees have appointed Rathbones Plc as Investment Manager. The charity's investment policy is a low to medium-risk approach for the growth of the portfolio of investments. The Investment Manager has total discretion concerning which investments are bought or sold within the risk profile set by the trustees.

The investment portfolio is seen as a long-term investment. As at 31 August 2022 there was a total realised and unrealised loss of £34,487 (2021: Gain £49,967) on the portfolio. The charity also received £6,880 (2021: £5,114) of investment income from the fund during the year. During the period a capital withdrawal of £41,000 was made from the portfolio.

Reserves policy

The Trustees maintain a level of reserves equal to the value of the Rathbones Investment Fund. The level of reserves equates to 4 months average monthly operating costs and is considered satisfactory by the Trustees.

PLANS FOR FUTURE PERIODS

The Baby Unit is due a refurb in September 2023, this will be carried out by ASPIRE (contractor responsible for maintaining military properties) with no cost to the charity.

We would like to consider a new uniform for all staff, the same colour throughout the whole organisation to ensure everyone is the same and to professionalise the charity.

There was an Ofsted inspection on 17th October 2022 at Clocktower Pre-school which achieved a 'good' rating. The plan for the future at Clocktower is to offer wrap around care for our military families, term-time only starting in September 2023.

The plan going forward is to improve results by continuing efficiency gains and to maintain, and increase where possible, the level of children at settings, in order to achieve a small profit.

Also to reduce our level of debtors. We have set up a new app for parents to use so they can see their bill on their phone and improving credit control procedures.

The aim is to turn the charity into a successful business and to use monies made to invest in the staff with fair wages, suitable training, and adequate support etc and to ensure our buildings are above standard with exciting, stimulating resources to enhance all the children who attend and to ensure we can adequately meet their need in accordance with the charity's objectives as set out in its articles of association.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a limited company, limited by guarantee and holding charitable status.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Recruitment and appointment trustees

The directors of the company as defined by company law are also the charity's trustees for the purposes of charity law and under the company's Articles are known as the trustees and are referred to as trustees only throughout these accounts.

The trustees of the company are found from the officers filling relevant posts on the staff of HQ Aldershot Garrison, along with trustee representation from parents and staff.

Under the requirements of the Articles of Association the trustees must comprise the following:

- a) at least one member of the Garrison;
- b) at least one parent trustee; and
- c) such other individuals as are co-opted by the trustees.

We are introducing the following to ensure suitable candidates are given responsibilities for the running of the nursery settings:

- Personal Bio
- Interview by Chair/s
- Taken to trustee committee for approval
- DBS checks
- EY2 forms
- References
- Trustee Guides (Charity Commission guidance TOR)

In the event of the company being wound up, trustees are required to contribute an amount not greater than £10. The trustees who served during the year and up to the date of this report, are set out on page 7.

All trustees give their time voluntarily and received no benefits from the charity during the year for performance of their duties as trustees.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Decision making

The Chief Executive has overall financial authority and meets with the trustees once a term. The running of the nurseries has been delegated to the managers, with support and guidance from the Chief Executive.

The current Chief Executive appointed in October 2020, is Julie Mounfield.

Trustees are responsible for setting the pay of Key Management Personnel.

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed and where appropriate, systems or procedures have been established to mitigate the risks the charity faces. All staff members are required to comply with written policies that are common to all settings. Copies of policies are available to all parents. Policies are regularly reviewed to ensure that they reflect the latest legislation/guidance and current child care practices. Decisions on matters falling outside these policies are referred by supervisors to the Chief Executive and if necessary to the trustees. The Chief Executive meets regularly with the Nursery and Pre-Schools Managers where policies, problems, training and plans are discussed. These meetings also give the opportunity to identify and permeate best practice.

Written policies include:

Absence Policy
Admissions Policy
Babysitting/Childminding Policy
Behaviour Management
Biting Policy
Complaints Procedure
Confidentiality Policy
Debt Policy
Electronic and Telephonic Communications Policy
Emergency Threat procedure
Equality, Diversity and Inclusion Policy
Equipment and Resources Policy
Food and Drink Policy
General Data Protection Policy
Health and Safety Policy
Illness and Exclusion Policy
Lost Child Policy
Medication Policy
Nappy Changing Policy
Non-Collection of Children Policy
One to One Policy
Parental Involvement Policy
Physical Handling Policy
Rest and Sleep Policy
Safeguarding Children Policy
Settling In Policy
Smoking Policy
Snow Closure
Staff Conduct and Code of Practice Policy
Social Networking Policy
Special Educational Needs/Disability Policy
Staffing and Employment Policy
Staff Absence
Staff Code of Conduct
Student Placement Policy
Sun Safety Policy
Whistle Blowing Policy

STRUCTURE, GOVERNANCE AND MANAGEMENT

Ofsted regulation

All settings are subject to inspection by Ofsted. The latest reports can be viewed at www.ofsted.gov.uk/reports. The Chief Executive and Settings Managers have established good working relationships with Ofsted, and the departments at Hampshire County Council and Hart and Rushmoor Borough Council responsible for Early Years Education, child care provision, Early Years support staff, local children's centres and children's social care.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

07916241 (England and Wales)

Registered Charity number

1146542

Registered office

27 Middle Hill
Aldershot
Hampshire
GU11 1PL

Trustees

K Bayliss
D A Betts
L V Brown (resigned 17.10.22)
C M Cuccio (resigned 17.10.22)
F Gono (appointed 1.3.22) (resigned 11.1.23)
S Magee (resigned 17.10.22)
N D Mcconnell (resigned 1.3.22)
D Nicholl (appointed 1.3.22)
B P White (resigned 11.1.23)
J A Gaskin (appointed 11.1.23)
G B Silk (appointed 11.1.23)
G P Bell (appointed 11.1.23)
S L Stephenson (appointed 11.1.23)

Auditors

Butt Miller
Chartered Accountants and Statutory Auditor
1 Minster Court
Tuscam Way
Camberley
Surrey
GU15 3YY

Bankers

Holt's Military Banking
200 Fowler Avenue
Fowler Business Park
Farnborough
Hampshire
GU14 7JP

REFERENCE AND ADMINISTRATIVE DETAILS

Advisers

Investment Managers

Rathbones Investment Management
Port of Liverpool Building
Pier Head
Liverpool
L3 1NW

HR, employment law, and health & safety consultants

Peninsula Business Services
The Peninsula
Victoria Place
Manchester
M4 4FB

The charity also uses the following working names:

Toye Box Early Years Centre
Quetta Park Pre-School
Queen Mary Nursery
Clocktower House Pre-School

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of The Aldershot Garrison Pre-School Settings for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (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 those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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 to 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

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 25 May 2023 and signed on its behalf by:

G P Bell - Trustee

Opinion

We have audited the financial statements of The Aldershot Garrison Pre-School Settings (the 'charitable company') for the year ended 31 August 2022 which comprise the Statement of Financial Activities, the Statement of Financial Position, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note 21 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the trustees' Report.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- The nature of the industry and sector the charity is in, its control environment and business performance including the design of the charities policies and staff remuneration;
- Results of our enquiries of management about their own identification and assessment of the risks of irregularities;
- Any matters we identified having obtained and reviewed the charity's documentation of their policies and procedures relating to:
 - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of noncompliance;
 - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
 - the internal controls established to mitigate risks of fraud or non-compliance with laws and regulations; and
- The matters discussed among the audit engagement team regarding how and where fraud might occur in the financial statements and any potential indicators of fraud.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

Our procedures to respond to risks identified included the following:

- Enquiries of management and staff including concerning actual and potential litigation and claims and any instances of non-compliance with laws;
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- Obtained an understanding of provisions and held discussions with management to understand the basis of recognition or non-recognition of provisions; and
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; checking internal controls are being followed are as per its policies and assessing suitability; assessing the judgements made in making accounting estimates; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

There are inherent limitations in the audit procedures described above. We are less likely to become aware of instances of non-compliance with laws and regulations that are not closely related to events and transactions reflected in the financial statements. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**Report of the Independent Auditors to the Members of
The Aldershot Garrison Pre-School
Settings**

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Alison Elliott BFP ACA FCCA MAAT (Senior Statutory Auditor)
for and on behalf of Butt Miller
Chartered Accountants and Statutory Auditor
1 Minster Court
Tuscam Way
Camberley
Surrey
GU15 3YY

25 May 2023

**The Aldershot Garrison Pre-School
Settings**

**Statement of Financial Activities
for the Year Ended 31 August 2022**

		2022 Unrestricted funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies	3	1,282	7,772
Charitable activities	6		
Charitable activities		1,019,605	800,238
Other trading activities	4	3,196	2,111
Investment income	5	7,262	5,190
Total		<u>1,031,345</u>	<u>815,311</u>
EXPENDITURE ON			
Raising funds	7	2,877	2,489
Charitable activities	8		
Charitable activities		959,457	919,583
Total		<u>962,334</u>	<u>922,072</u>
NET INCOME/(EXPENDITURE)		69,011	(106,761)
Other recognised gains/(losses)			
Gains/(losses) on revaluation of fixed assets		(34,487)	49,967
Net movement in funds		34,524	(56,794)
RECONCILIATION OF FUNDS			
Total funds brought forward		554,160	610,954
TOTAL FUNDS CARRIED FORWARD		<u>588,684</u>	<u>554,160</u>

The notes form part of these financial statements

**The Aldershot Garrison Pre-School
Settings**

**Statement of Financial Position
31 August 2022**

		2022 Unrestricted funds £	2021 Total funds £
	Notes		
FIXED ASSETS			
Tangible assets	14	39,474	41,589
Investments	15	315,704	394,068
		<u>355,178</u>	<u>435,657</u>
CURRENT ASSETS			
Debtors	16	52,775	24,881
Cash at bank and in hand		237,950	121,042
		<u>290,725</u>	<u>145,923</u>
CREDITORS			
Amounts falling due within one year	17	(57,219)	(27,420)
		<u>233,506</u>	<u>118,503</u>
NET CURRENT ASSETS			
		<u>588,684</u>	<u>554,160</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>588,684</u>	<u>554,160</u>
NET ASSETS			
		<u>588,684</u>	<u>554,160</u>
FUNDS	19		
Unrestricted funds		588,684	554,160
TOTAL FUNDS		<u>588,684</u>	<u>554,160</u>

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 25 May 2023 and were signed on its behalf by:

G P Bell - Trustee

D Nicholl - Trustee

The notes form part of these financial statements

**The Aldershot Garrison Pre-School
Settings**

**Statement of Cash Flows
for the Year Ended 31 August 2022**

	Notes	2022 £	2021 £
Cash flows from operating activities			
Cash generated from operations	1	74,641	(148,257)
Net cash provided by/(used in) operating activities		<u>74,641</u>	<u>(148,257)</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(8,872)	(1,714)
Purchase of fixed asset investments		(33,828)	(66,035)
Sale of fixed asset investments		77,705	68,982
Interest received		382	76
Share portfolio income		6,880	5,114
Net cash provided by investing activities		<u>42,267</u>	<u>6,423</u>
Change in cash and cash equivalents in the reporting period		<u>116,908</u>	<u>(141,834)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>121,042</u>	<u>262,876</u>
Cash and cash equivalents at the end of the reporting period		<u><u>237,950</u></u>	<u><u>121,042</u></u>

The notes form part of these financial statements

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2022 £	2021 £
Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)	69,011	(106,761)
Adjustments for:		
Depreciation charges	10,987	9,403
Interest received	(382)	(76)
Share portfolio income	(6,880)	(5,114)
Increase in debtors	(27,894)	(2,545)
Increase/(decrease) in creditors	29,799	(43,164)
Net cash provided by/(used in) operations	<u>74,641</u>	<u>(148,257)</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.9.21 £	Cash flow £	At 31.8.22 £
Net cash			
Cash at bank and in hand	121,042	116,908	237,950
	<u>121,042</u>	<u>116,908</u>	<u>237,950</u>
Total	<u>121,042</u>	<u>116,908</u>	<u>237,950</u>

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, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

The Aldershot Garrison Pre-school Settings is a private limited company, limited by guarantee, and registered in England and Wales. The address of the registered office is set out in the Trustees report.

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

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. Amounts received in advance relating to the following year are deferred until the criteria for income recognition are met.

Donations and legacies are accounted for when the charity has unconditional entitlement to the resources and are credited to unrestricted funds unless directed by the donor to do otherwise.

Investment income is included in the accounts when receivable. Investment gains and losses includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year using the valuation provided by the Investment Manager (Rathbones Plc).

Income from the government and other grants, whether 'capital' grants or 'revenue' grants is recognised when any performance conditions attached to the grants have been met.

The value of any services provided by volunteers are not incorporated into these financial statements. Further details of any contributions can be found in the trustees report.

Donated services and facilities are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Expenditure

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the 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. All expenditure is accounted for on an accruals basis and is inclusive of VAT. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Property improvements	- 10% on cost
Fixtures and fittings	- 33.33% on cost

Fixed asset investments

Listed investments are included at closing market value at the statement of financial position date. Any gain or loss during the year is taken to the Statement of Financial Activities.

Taxation

The charity is exempt from corporation tax on its charitable activities to the extent that income or gains are applied exclusively to charitable purposes.

1. ACCOUNTING POLICIES - continued

Fund accounting

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

The designated fund represents unrestricted funds held equal to the value of the Rathbones portfolio in Listed Investments totalling £315,704.

Transfers between funds represents a reversal in designated funds relating to a possible cost contribution towards a setting's refurbishment that did not materialise plus a capital withdrawal of funds from the Rathbones portfolio during the period.

Pension

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

Operating leases

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Provisions

Provisions (i.e. liabilities of uncertain timing or amount) are recognised when there is an obligation at the reporting date as a result of a past event, it is probable that economic benefit will be transferred to settle the obligation and the amount of the obligation can be estimated reliably.

Going concern

The charitable activities are entirely dependent on continuing pre-school fees and government funding. As a consequence, the going concern basis is dependent on the future flow of these funding streams. The trustees are satisfied that, at the time of approving the financial statements, it is appropriate to adopt the going concern basis in preparing the financial statements. The trustees are not aware of any material uncertainties about the charity's ability to continue as a going concern.

2. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

Judgements in applying accounting policies

In the application of the charitable company'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.

In preparing these financial statements, the trustees have made the following critical judgements:

To determine whether donated services and facilities can be reasonably measured and estimated so as to be recognised in the financial statements as described further in note 18.

Key sources of estimation uncertainties

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 where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

There are no key estimation uncertainties.

3. DONATIONS AND LEGACIES

	2022	2021
	£	£
Donations	<u>1,282</u>	<u>7,772</u>

4. OTHER TRADING ACTIVITIES

	2022	2021
	£	£
Photo/video/book commission	1,132	667
Income from fund raising	1,864	1,289
Sundry income	200	155
	<u>3,196</u>	<u>2,111</u>

5. INVESTMENT INCOME

	2022	2021
	£	£
Investment income	6,880	5,114
Bank interest receivable	382	76
	<u>7,262</u>	<u>5,190</u>

6. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2022	2021
		£	£
EYE funding and fees	Charitable activities	1,010,249	786,900
Grants	Charitable activities	9,356	13,338
		<u>1,019,605</u>	<u>800,238</u>

Income from government grants included within EYE funding and fees comprise of grants made by local authorities to fund early years education. The amount received in the year totalled £643,095 (2021: £543,319) Other grants comprise amounts received under the Government's Job Retention Scheme plus grants from the military and the local authority.

7. RAISING FUNDS

Investment management costs

	2022	2021
	£	£
Management charges	<u>2,877</u>	<u>2,489</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2022**

8. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 9) £	Totals £
Charitable activities	<u>876,852</u>	<u>82,605</u>	<u>959,457</u>

9. SUPPORT COSTS

	Management £	Finance £	Information technology £
Charitable activities	<u>30,901</u>	<u>1,893</u>	<u>18,726</u>
		Governance costs £	Totals £
Charitable activities	<u>23,525</u>	<u>7,560</u>	<u>82,605</u>

10. NET INCOME/(EXPENDITURE)

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

	2022 £	2021 £
Depreciation - owned assets	10,987	9,403
Other operating leases	<u>1,955</u>	<u>3,686</u>

11. AUDITORS' REMUNERATION

	2022 £	2021 £
Fees payable to the charity's auditors for the preparation and audit of the charity's statutory financial statements.	<u>7,560</u>	<u>7,020</u>

12. TRUSTEES' REMUNERATION AND BENEFITS

The trustees have not been paid any remuneration or received any other benefits in relation to their work for the charity during the period.

Any trustee with children attending a setting are charged on the same basis as other parents.

There is a policy, that for trustees that have served for longer than 1 year, they would receive a £50 gift on leaving, subject to trustees' agreement.

Trustees' expenses

During the year, 1 trustee was reimbursed for items brought for rooms totalling £1,173. (2021: 2 Trustees totalling £132 for travel)

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2022**

13. STAFF COSTS

	2022 £	2021 £
Wages and salaries	759,642	736,370
Social security costs	37,190	41,688
Other pension costs	10,825	11,854
	<u>807,657</u>	<u>789,912</u>

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

	2022	2021
Employees	<u>54</u>	<u>49</u>

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

14. TANGIBLE FIXED ASSETS

	Property improvements £	Fixtures and fittings £	Totals £
COST			
At 1 September 2021	85,675	167,682	253,357
Additions	-	8,872	8,872
Disposals	-	(4,073)	(4,073)
At 31 August 2022	<u>85,675</u>	<u>172,481</u>	<u>258,156</u>
DEPRECIATION			
At 1 September 2021	46,061	165,707	211,768
Charge for year	8,568	2,419	10,987
Eliminated on disposal	-	(4,073)	(4,073)
At 31 August 2022	<u>54,629</u>	<u>164,053</u>	<u>218,682</u>
NET BOOK VALUE			
At 31 August 2022	<u>31,046</u>	<u>8,428</u>	<u>39,474</u>
At 31 August 2021	<u>39,614</u>	<u>1,975</u>	<u>41,589</u>

15. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 September 2021	394,068
Additions	33,828
Disposals	(69,991)
Revaluations	1,676
Management fees	(2,877)
Capital Withdrawn	(41,000)
At 31 August 2022	315,704
NET BOOK VALUE	
At 31 August 2022	315,704
At 31 August 2021	394,068

The investments represent holdings in the investment portfolio managed by Rathbone Investment Management.

The historical cost of the above investments was £298,285 (2021: £334,764).

16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade debtors	52,775	24,881

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade creditors	3,557	4,394
Social security and other taxes	19,272	9,056
Other creditors	6,699	6,950
Accruals and deferred income	27,691	7,020
	57,219	27,420

Deferred income comprises amounts received in advance of the following year or where conditions of agreements have not yet been wholly met. It is included within accruals and deferred income.

	2022 £	2021 £
Deferred income movement		
Balance at beginning of the period	-	29,523
Amount released to income during the period	-	(29,523)
Amount deferred during the period	20,131	-
Balance at end of the period	20,131	-

18. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2022 £	2021 £
Within one year	1,536	1,571
Between one and five years	1,152	-
	<u>2,688</u>	<u>1,571</u>

During the period there was a memorandum of understanding with the Garrison to let the charity use the buildings the settings operate from, rent and maintenance free. Following the period end, a Garrison standing order has now been established.

This also includes utilities plus general major refurbishment work as part of the building's maintenance cycle as and when it arises. During the period, refurbishments were completed on two settings.

On the basis that the value of the use of these facilities cannot be reliably determined, no income and equivalent expense have been recognised in the Statement of Financial Activities.

19. MOVEMENT IN FUNDS

	At 1.9.21 £	Net movement in funds £	Transfers between funds £	At 31.8.22 £
Unrestricted funds				
General fund	124,092	71,888	77,000	272,980
Designated fund	430,068	(37,364)	(77,000)	315,704
	<u>554,160</u>	<u>34,524</u>	<u>-</u>	<u>588,684</u>
TOTAL FUNDS	<u>554,160</u>	<u>34,524</u>	<u>-</u>	<u>588,684</u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	1,031,345	(959,457)	-	71,888
Designated fund	-	(2,877)	(34,487)	(37,364)
	<u>1,031,345</u>	<u>(962,334)</u>	<u>(34,487)</u>	<u>34,524</u>
TOTAL FUNDS	<u>1,031,345</u>	<u>(962,334)</u>	<u>(34,487)</u>	<u>34,524</u>

19. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.9.20 £	Net movement in funds £	Transfers between funds £	At 31.8.21 £
Unrestricted funds				
General fund	262,954	(104,272)	(34,590)	124,092
Designated fund	348,000	47,478	34,590	430,068
	<u>610,954</u>	<u>(56,794)</u>	<u>-</u>	<u>554,160</u>
TOTAL FUNDS	<u>610,954</u>	<u>(56,794)</u>	<u>-</u>	<u>554,160</u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	815,311	(919,583)	-	(104,272)
Designated fund	-	(2,489)	49,967	47,478
	<u>815,311</u>	<u>(922,072)</u>	<u>49,967</u>	<u>(56,794)</u>
TOTAL FUNDS	<u>815,311</u>	<u>(922,072)</u>	<u>49,967</u>	<u>(56,794)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.9.20 £	Net movement in funds £	Transfers between funds £	At 31.8.22 £
Unrestricted funds				
General fund	262,954	(32,384)	42,410	272,980
Designated fund	348,000	10,114	(42,410)	315,704
	<u>610,954</u>	<u>(22,270)</u>	<u>-</u>	<u>588,684</u>
TOTAL FUNDS	<u>610,954</u>	<u>(22,270)</u>	<u>-</u>	<u>588,684</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	1,846,656	(1,879,040)	-	(32,384)
Designated fund	-	(5,366)	15,480	10,114
	<u>1,846,656</u>	<u>(1,884,406)</u>	<u>15,480</u>	<u>(22,270)</u>
TOTAL FUNDS	<u>1,846,656</u>	<u>(1,884,406)</u>	<u>15,480</u>	<u>(22,270)</u>

20. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 August 2022.

21. FRC ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

22. ULTIMATE CONTROLLING PARTY

The company is limited by guarantee and has no controlling party. The liability of each member is limited to £10 in the event of it being wound up.

**The Aldershot Garrison Pre-School
Settings**

**Detailed Statement of Financial Activities
for the Year Ended 31 August 2022**

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	1,282	7,772
Other trading activities		
Photo/video/book commission	1,132	667
Income from fund raising	1,864	1,289
Sundry income	200	155
	<u>3,196</u>	<u>2,111</u>
Investment income		
Investment income	6,880	5,114
Bank interest receivable	382	76
	<u>7,262</u>	<u>5,190</u>
Charitable activities		
EYE funding and fees	1,010,249	786,900
Grants	9,356	13,338
	<u>1,019,605</u>	<u>800,238</u>
Total incoming resources	<u>1,031,345</u>	<u>815,311</u>
EXPENDITURE		
Investment management costs		
Management charges	2,877	2,489
Charitable activities		
Wages	759,642	736,370
Social security	37,190	41,688
Pensions	10,825	11,854
Catering	36,020	22,813
Play aids	12,193	4,010
Children's stationery	1,282	2,294
Water centres	55	1,193
Bad debts	3,587	2,706
Staff gifts and functions	2,379	2,173
Children's activities	10,466	1,541
Staff training	2,925	5,556
Sundries	223	-
Donations	65	-
	<u>876,852</u>	<u>832,198</u>
Support costs		
Management		
Ofsted registration	325	464
Carried forward	325	464

This page does not form part of the statutory financial statements

**The Aldershot Garrison Pre-School
Settings**

**Detailed Statement of Financial Activities
for the Year Ended 31 August 2022**

	2022 £	2021 £
Management		
Brought forward	325	464
Accountancy fees	17,625	22,614
Legal and professional fees	7,181	8,560
Advertising	198	-
Insurance	5,572	7,246
	<u>30,901</u>	<u>38,884</u>
Finance		
Bank charges	1,893	1,142
Information technology		
Internet	528	2,430
Computer and copier	14,503	15,162
Telephone	3,695	3,228
	<u>18,726</u>	<u>20,820</u>
Other		
Postage and stationery	1,273	560
DBS checks and recruitment costs	1,838	616
Uniforms	387	2,166
Health and safety	438	476
Cleaning and hygiene	1,317	1,689
Settings consumables and maintenance	4,381	5,089
Travel and subsistence	2,904	-
Depreciation of improvements to property	8,568	8,567
Depreciation of fixtures and fittings	2,419	836
	<u>23,525</u>	<u>19,999</u>
Governance costs		
Auditors' remuneration	7,560	6,540
Total resources expended	<u>962,334</u>	<u>922,072</u>
Net income/(expenditure)	<u>69,011</u>	<u>(106,761)</u>

This page does not form part of the statutory financial statements

THE ALDERSHOT GARRISON PRE-SCHOOL SETTINGS

England & Wales - Charity number 1146542

Accounts

REGISTERED COMPANY NUMBER: 07916241 (England and Wales)
REGISTERED CHARITY NUMBER: 1146542

**Trustees' Report and
Financial Statements
for the Year Ended 31 August 2021
for
The Aldershot Garrison Pre-School
Settings**

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**Trustees' Report
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 objectives of the charity as set out in the company's articles of association are to:

- provide non-public day nursery facilities and non-publicly funded early years education for children under five years of age of service personnel and qualifying civilian staff;
- provide breakfast and after school childcare for children of primary school age of service personnel and qualifying civilian staff; and
- enhance the development and education of children primarily under the statutory school age by working in partnership with parents to understand and provide for the needs of their children.

Children aged 2, 3 and 4 years are able to access free early years education through government funding.

For the purposes of this document service personnel shall mean serving uniformed personnel of the armed forces of the Crown and qualifying civilians shall mean personnel who are wholly or mainly engaged in activities which directly support the serving personnel of the Aldershot Garrison.

The objectives are achieved through the operation of 1 nursery and 3 pre-schools settings in the vicinity of the Aldershot Garrison.

We will achieve the charity's objectives by working closely with the Executive Manager and individual settings managers to maintain stringent Human Resource practices to ensure that we comply across the board with all local government standards and standards set by Ofsted. By achieving these targets, we will ensure that our military families are provided with outstanding nursery care at an affordable rate which competes strongly with the local market.

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

OBJECTIVES AND ACTIVITIES

Significant activities, achievement and performance

The new Executive Manager started in the post mid October 2020, the post had been vacant for a few months prior.

Sarah Carrington started in September 2020 as the new manager in Toye Box pre-school (TB). When she began in the post the number of children attending the setting was very low and with the right support, mentorship and advertising, Sarah managed to raise the number from 37 to 84.

The other settings were also quite low and have improved significantly over the academic year:

Clocktower (CT)
Sept 20: 32 children
July 21: 68 children

Queen Mary's Nursery (QMN)
Sept 20: 50 children
July 21 : 76 children

Quetta Park (QP)
Sept 20: 12 children
July 21: 19 children

The percentage of children at the period end whose parents are military are as follows for each of the settings.

QMN: 60 %
TB: 79 %
QP: 55 %
CT: 65 %

COVID 19 - staff were feeling worried, anxious and vulnerable with the steady rise in cases in the area. We had 2 staff on furlough due to medical reasons at Queen Marys who returned to work in April 2021. A new COVID policy was written and was reviewed weekly, all staff had to complete lateral flow tests twice per week and parents/visitors were not allowed into the buildings.

Karen Murphy (the manager at Clocktower pre-school) and her team made homemade packages for our children who were yet to return due to COVID. They gave each child a book, homemade playdough, glue stick and collage items, recipes, colouring sheets, and some ideas. The staff then delivered them to each child who had been at home with Covid throughout the year. The parents and children have loved this.

Many changes have been put in place from October 2020 to August 2021:

-The Executive Manager introduced Peninsula HR company and they have been a brilliant asset to each of the managers and we now have access to Croner-i who are affiliated with Peninsula; they produce the majority of the setting policies and information that we require. We are delighted to also use BrightHR. This facility is used a lot for HR, employment advice and H&S advice.

-Policies are written and updated by the Executive Manager on a regular basis.

-The Garrison Fire Safety Officer has been to visit each of the settings to ensure that we are compliant. These visits have highlighted some minor concerns and we now have a book to complete daily and monthly checks, with the safety officer visiting monthly.

-We have introduced a staff recognition scheme for staff to receive a box of chocolates or a bouquet of flowers to reward them for going above and beyond in their role, this is voted by peer nominations and has been very well received.

-We have introduced the addition of paid annual leave on staff birthdays, once they have completed their probation period.

-New staff handbook has been written, all staff must sign and date to acknowledge they understand.

-All staff contracts have been reviewed with a 6 month probation period introduced and 6 weeks notice period on resignation.

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

OBJECTIVES AND ACTIVITIES

- New staff uniform has been issued, consisting of polo shirts and fleeces.
- We have introduced an Employee Assistance programme - free for all staff to use, this is to support them professionally or personally. This is a perk for staff and is completely confidential.
- We have introduced advertising banners for all four settings to help raise our profile around the Garrison. The banners went up in February 2021 and by March 2021 the numbers of children had gone up by 94 since the Executive Manager started in her post in October 2020.
- From 1st April 2021 all new staff are not paid for their lunch break. This is to help reduce our staff costs and upon research most local nurseries do not offer this benefit to staff.
- The Executive Manager has cut key carer time for all staff from 'up to 5 hours per week, per staff member' to 3 hours per week maximum. This again is to reduce our staff costs and to reduce the amount of paperwork the staff are currently doing in line with the EYFS. By reducing the key carer time by 2 hours per week per staff member it is a total cost saving of £2,000 per month. This will be reviewed again by the Executive Manager with the intention to take this away completely to help with further cost saving.
- Introduced quarterly advertising in the Garrison magazine.
- Increased social media presence.
- Website is continually being reviewed.
- Managers are going on BFBS radio bi-monthly to promote their settings.
- Staff training: All managers and deputies have completed Level 4 safeguarding training.
- First Aid training for 22 staff completed on 20th March and 27th March 2021.
- Tighter/fairer processes have been introduced with regards to recruiting and interviewing.
- We no longer use agency staff, we have advertised for 'bank' staff instead to help us reduce costs.
- Each setting is now responsible for organising their own fundraising, this includes sponsored walks, photographer, Christmas jumper day, etc.
- The water fountains have been removed from each of the settings, this again was an unnecessary cost of £2,000 per year.
- Regular managers meetings have been introduced to ensure our managers feel supported.
- Annual performance reviews have been introduced and a template created by the Executive Manager.
- Trustees agreed to give the staff at Queen Mary's Nursery 2 extra days holiday at Christmas, the reason for this is that they must set aside 4 days of their own holiday entitlement to cover the Christmas period, leaving them with only 16 days to take when they want. This was very good for morale and will be reviewed on a yearly basis by the trustees.
- Trustees agreed to reward all staff with a £25 voucher for Christmas to say thank you for a particularly hard year during COVID.
- The trustees agreed that staff would receive a £0.19p per hour pay rise in line with the national living wage from April 2021.
- The trustees voted to re-introduce military and sibling discounts and this will take effect from 1st June 2021. 10% military discount and 10% sibling discount.

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

OBJECTIVES AND ACTIVITIES

In January 2021 we had to close Clocktower Pre-school due to a child testing positive with COVID. Since then, the Executive Manager has put all the settings in tight strict room bubbles as a precaution. The staff stay with those children only. Hopefully, we will not have any more cases in the future, but if we do, we will only have to close that one room rather than the whole setting.

The Executive Manager booked all staff onto a free continuous professional development course to discuss how to stay focused on your career and strive to improve. 33 out of 46 staff attended the evening session, they all found it extremely useful and hopefully it has ignited a little fire inside them to encourage further training. The Trustees have agreed for each staff member to have a small amount of money to attend training that will help them in their role. The Executive Manager is looking at online training providers to support this.

Neil Pound our Chair of Trustees resigned in January 2021.

Bob Megarry resigned in March 2021.

All staff who have been shielding and on furlough returned to work in April 2021.

Michael Dennett our accountant resigned and left in June 2021 and was replaced by Deborah Cox.

Debbie Newbury the manager at Queen Mary's Nursery resigned in July 2021.

The Clocktower refurbishment has been one of the focus points for the Executive Manager since starting in post. It should have been completed years before, but no-one took the lead and consequently it didn't happen. The Executive Manager arranged meetings with the relevant Contractors and the Aspire project manager many times to discuss the refurbishment that began in July 2021. The costs will be:

Clocktower refurbishment: £344,000

Electrical: £112,000

Building works: £180,000

Doors, fire doors and frame replacement: £37,000

Fire Alarm: £15,000

It has yet to be agreed if Aspire will fund the whole project. If required, the Executive Manager will look at funding streams to support this. The trustees have fully supported this project and have verbally agreed to fund £36,000 if required, as they feel it will be beneficial in the long term.

Delivering public benefit

The charity provides public benefit through the provision and support of day care and early years education, in accordance with Ofsted regulations and standards, for children under 5 years of age, of serving uniformed members of HM forces and qualifying civilian staff employed in support of Aldershot Garrison. This is done in order to support and give confidence to parents by delivering high quality and totally reliable day care and early years education service. Military personnel are required to serve in operational circumstances at short notice and for prolonged periods and the services undertaken by the charity allows personnel to execute their duties. As a result, the charity provides support to their dependants and develops and maintains morale and community cohesion.

The trustees have paid due regard to the Charity Commission of England and Wales guidance on public benefit when deciding what activities the charity should undertake.

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

FINANCIAL REVIEW

Financial position

Gross incoming resources for the year amounted to £815,311 (2020: £878,732), including £786,900 (2020: £772,979) received in fees and Early Years Funding across the four settings.

Expenditure in the year amounted to £922,072 (2020: £886,339) of which £789,912 (2020: £762,145) related to staff salaries, pension and employers NIC.

The main outgoings are staff costs that relate directly to the provision of childcare and early years education. Staff costs represent 86% (2020: 86%) of total costs. The charity occurs minimal administration costs and again in this period, did not incur any premises costs. Rent, rates and utilities charges may be levied at some point in the future and remain under review. The trustees have continued to ensure that all settings are fitted with modern furnishings and play aids that challenge and stimulate childrens' learning and development.

The net retained funds at the year-end were £554,160 (2020: £610,954), with a total of £430,068 (2020: £348,000) held in the designated fund representing the Rathbones portfolio in line with the reserve policy plus £36,000 relating to the possible Clocktower refurbishment cost contribution.

The trustees recognise that results for the year were poor with significant net expenditure of £106,761, the impact of which was offset by a large revaluation gain on Listed Investments of £49,967 resulting in net movement of funds of (£56,794).

They are confident that following the introduction of the Executive Manager and the subsequent costs savings made and the increase in the level of children at the settings that the results for the next period will improve and achieve its aims of making a small profit/breaking even.

Principal sources of income

Local authority Early Years Education Grants account for 69% of all pre-school income. Only parents of the children that do not qualify for grants for those attending in excess of the funded hours are charged fees.

At Queen Marys Nursery, which cares for children aged between 3 months and pre-school age on a full time day care basis, the Early Years Education Grant accounts for 55% of income. Research shows that fees charged to parents are significantly lower than those charged by private nurseries in the local area and lower than nurseries in other garrison areas and therefore continue to offer value for money to parents.

At the discretion of the trustees, fees can be waived on the grounds of welfare needs.

Investment policy and performance

Investment activities are managed in line with the requirements of the Trustee Act 2000. The trustees have appointed Rathbones Plc as Investment Manager. The charity's investment policy is a low to medium-risk approach for the growth of the portfolio of investments. The Investment Manager has total discretion concerning which investments are bought or sold within the risk profile set by the trustees.

The investment portfolio is seen as a long-term investment. As at 31 August 2021 there was a total realised and unrealised gain of £49,967 (2020: £1,841) on the portfolio. The charity also received £5,114 (2020: £7,006) of investment income from the fund during the year.

Reserves policy

The Trustees maintain a level of reserves equal to the value of the Rathbones Investment Fund. The level of reserves equates to 4 months average monthly operating costs and is considered satisfactory by the Trustees.

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

PLANS FOR FUTURE PERIODS

Quetta Park will be receiving resurfacing work and screening around the outside areas; this will be funded by Aspire. Queen Mary's and Toye Box are also planned to be refurbished in Summer 2022 for which again there will be no cost to the charity.

There was an Ofsted inspection on 15 February 2022 at Toye Box which achieved a 'good' rating.

The plan going forward is to improve results by continuing efficiency gains and to maintain, and increase where possible, the level of children at settings, in order to achieve a small profit. Also to reduce our level of debtors. We have set up a new app for parents to use so they can see their bill on their phone and improving credit control procedures.

The aim is to turn the charity into a successful business and to use monies made to invest in the staff with fair wages, suitable training, and adequate support etc and to ensure our buildings are above standard with exciting, stimulating resources to enhance all the children who attend and to ensure we can adequately meet their need in accordance with the charity's objectives as set out in its articles of association.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a limited company, limited by guarantee and holding charitable status.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Recruitment and appointment trustees

The directors of the company as defined by company law are also the charity's trustees for the purposes of charity law and under the company's Articles are known as the trustees and are referred to as trustees only throughout these accounts.

The trustees of the company are found from the officers filing relevant posts on the staff of HQ Aldershot Garrison, along with trustee representation from parents and staff.

Under the requirements of the Articles of Association the trustees must comprise the following:

- a) at least one member of the Garrison;
- b) at least one parent trustee; and
- c) such other individuals as are co-opted by the trustees.

We are introducing the following to ensure suitable candidates are given responsibilities for the running of the nursery settings:

- Personal Bio
- Interview by Chair/s
- Taken to trustee committee for approval
- DBS checks
- EY2 forms
- References
- Trustee Guides (Charity Commission guidance TOR)

In the event of the company being wound up, trustees are required to contribute an amount not greater than £10. The trustees who served during the year and up to the date of this report, are set out on page 9.

All trustees give their time voluntarily and received no benefits from the charity during the year for performance of their duties as trustees.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Decision making

Ms Willett, the Operations Manager was a salaried employee of the charity and an appointed trustee. Charity Commission consent had been sought and obtained. The charity's Memorandum and Articles of Association were amended and agreed by the Charity Commission. Ms Willett left the charity as an employee and resigned as a trustee on 31 March 2020.

In October 2020 a new role of Executive Manager was created to replace the Operations Manager position. The Executive Manager has overall financial authority and meets with the trustees once a month. The running of the nurseries has been delegated to the managers, with support and guidance from the Executive Manager.

The current Executive Manager, appointed in October 2020, is Julie Mounfield.

Trustees are responsible for setting the pay of Key Management Personnel.

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

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed and where appropriate, systems or procedures have been established to mitigate the risks the charity faces. All staff members are required to comply with written policies that are common to all settings. Copies of policies are available to all parents. Policies are regularly reviewed to ensure that they reflect the latest legislation/guidance and current child care practises. Decisions on matters falling outside these policies are referred by supervisors to the Executive Manager and if necessary to the trustees. The Executive Manager meets regularly with the Nursery and Pre-Schools Managers where policies, problems, training and plans are discussed. These meetings also give the opportunity to identify and permeate best practice.

Written policies include:

Absence Policy
Admissions Policy
Babysitting/Childminding Policy
Behaviour Management
Biting Policy
Complaints Procedure
Confidentiality Policy
Debt Policy
Electronic and Telephonic Communications Policy
Emergency Threat procedure
Equality, Diversity and Inclusion Policy
Equipment and Resources Policy
Food and Drink Policy
General Data Protection Policy
Health and Safety Policy
Illness and Exclusion Policy
Lost Child Policy
Medication Policy
Nappy Changing Policy
Non-Collection of Children Policy
One to One Policy
Parental Involvement Policy
Physical Handling Policy
Rest and Sleep Policy
Safeguarding Children Policy
Settling In Policy
Smoking Policy
Snow Closure
Staff Conduct and Code of Practice Policy
Social Networking Policy
Special Educational Needs/Disability Policy
Staffing and Employment Policy
Staff Absence
Staff Code of Conduct
Student Placement Policy
Sun Safety Policy
Whistle Blowing Policy

Ofsted regulation

All settings are subject to inspection by Ofsted. The latest reports can be viewed at www.ofsted.gov.uk/reports. The Executive Manager and Settings Managers have established good working relationships with Ofsted, and the departments at Hampshire County Council and Hart and Rushmoor Borough Council responsible for Early Years Education, child care provision, Early Years support staff, local children's centres and children's social care.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
07916241 (England and Wales)

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

Registered Charity number

1146542

Registered office

27 Middle Hill
Aldershot
Hampshire
GU11 1PL

Trustees

Ms K Bayliss
D A Betts (appointed 27.11.20)
Mrs L V Brown (appointed 5.10.20)
Dr C M Cuccio (appointed 19.1.21)
F Gono (appointed 1.3.22)
Ms S Magee
Ms N D Mcconnell (resigned 1.3.22)
R Megarry (resigned 21.4.21)
D Nicholl (appointed 1.3.22)
N F Pound (resigned 13.1.21)
B P White (appointed 22.1.21)

Auditors

Butt Miller
Chartered Accountants and Statutory Auditor
92 Park Street
Camberley
Surrey
GU15 3NY

Bankers

Holt's Military Banking
200 Fowler Avenue
Fowler Business Park
Farnborough
Hampshire
GU14 7JP

Advisers

Investment Managers
Rathbones Investment Management
Port of Liverpool Building
Pier Head
Liverpool
L3 1NW

HR, employment law, and health & safety consultants

Peninsula Business Services
The Peninsula
Victoria Place
Manchester
M4 4FB

The charity also uses the following working names:

Toye Box Early Years Centre
Quetta Park Pre-School
Queen Mary Nursery
Clocktower House Pre-School

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

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of The Aldershot Garrison Pre-School Settings for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (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 those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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 to 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

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 27 May 2022 and signed on its behalf by:

D Nicholl - Trustee

Opinion

We have audited the financial statements of The Aldershot Garrison Pre-School Settings (the 'charitable company') for the year ended 31 August 2021 which comprise the Statement of Financial Activities, the Statement of Financial Position, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note 22 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

**Report of the Independent Auditors to the Members of
The Aldershot Garrison Pre-School
Settings**

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the trustees' Report.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- The nature of the industry and sector the charity is in, its control environment and business performance including the design of the charities policies and staff remuneration;
- Results of our enquiries of management about their own identification and assessment of the risks of irregularities;
- Any matters we identified having obtained and reviewed the charity's documentation of their policies and procedures relating to:
 - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of noncompliance;
 - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
 - the internal controls established to mitigate risks of fraud or non-compliance with laws and regulations; and
- The matters discussed among the audit engagement team regarding how and where fraud might occur in the financial statements and any potential indicators of fraud.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

Our procedures to respond to risks identified included the following:

- Enquiries of management and staff including concerning actual and potential litigation and claims and any instances of non-compliance with laws;
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- Obtained an understanding of provisions and held discussions with management to understand the basis of recognition or non-recognition of provisions; and
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; checking internal controls are being followed as per its policies and assessing suitability; assessing the judgements made in making accounting estimates; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

There are inherent limitations in the audit procedures described above. We are less likely to become aware of instances of non-compliance with laws and regulations that are not closely related to events and transactions reflected in the financial statements. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**Report of the Independent Auditors to the Members of
The Aldershot Garrison Pre-School
Settings**

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Alison Elliott BFP ACA FCCA MAAT (Senior Statutory Auditor)
for and on behalf of Butt Miller
Chartered Accountants and Statutory Auditor
92 Park Street
Camberley
Surrey
GU15 3NY

27 May 2022

**The Aldershot Garrison Pre-School
Settings**

**Statement of Financial Activities
for the Year Ended 31 August 2021**

		2021 Unrestricted funds £	2020 Total funds as restated £
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies	3	7,772	-
Charitable activities	6		
Charitable activities		800,238	868,176
Other trading activities	4	2,111	2,464
Investment income	5	5,190	8,092
Total		<u>815,311</u>	<u>878,732</u>
 EXPENDITURE ON			
Raising funds	7	2,489	2,748
Charitable activities	8		
Charitable activities		919,583	883,591
Total		<u>922,072</u>	<u>886,339</u>
NET INCOME/(EXPENDITURE)		<u>(106,761)</u>	<u>(7,607)</u>
 Other recognised gains/(losses)			
Gains on revaluation of fixed assets		49,967	1,841
Net movement in funds		<u>(56,794)</u>	<u>(5,766)</u>
 RECONCILIATION OF FUNDS			
Total funds brought forward		610,954	616,720
TOTAL FUNDS CARRIED FORWARD		<u>554,160</u>	<u>610,954</u>

The notes form part of these financial statements

**The Aldershot Garrison Pre-School
Settings (Registered number: 07916241)**

**Statement of Financial Position
31 August 2021**

		2021 Unrestricted funds £	2020 Total funds as restated £
FIXED ASSETS	Notes		
Tangible assets	14	41,589	49,278
Investments	15	<u>394,068</u>	<u>347,048</u>
		435,657	396,326
CURRENT ASSETS			
Debtors	16	24,881	22,336
Cash at bank and in hand		<u>121,042</u>	<u>262,876</u>
		145,923	285,212
CREDITORS			
Amounts falling due within one year	17	(27,420)	(70,584)
NET CURRENT ASSETS		<u>118,503</u>	<u>214,628</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		554,160	610,954
NET ASSETS		<u>554,160</u>	<u>610,954</u>
FUNDS	19		
Unrestricted funds		<u>554,160</u>	<u>610,954</u>
TOTAL FUNDS		<u>554,160</u>	<u>610,954</u>

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 27 May 2022 and were signed on its behalf by:

F Gono - Trustee

D Nicholl - Trustee

**The Aldershot Garrison Pre-School
Settings**

**Statement of Cash Flows
for the Year Ended 31 August 2021**

		2021	2020
	Notes	£	as restated £
Cash flows from operating activities			
Cash generated from operations	1	<u>(148,257)</u>	<u>23,743</u>
Net cash (used in)/provided by operating activities		<u>(148,257)</u>	<u>23,743</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(1,714)	(1,196)
Purchase of fixed asset investments		(66,035)	-
Sale of fixed asset investments		68,982	2,749
Interest received		76	1,086
Share portfolio income		<u>5,114</u>	<u>7,006</u>
Net cash provided by investing activities		<u>6,423</u>	<u>9,645</u>
Change in cash and cash equivalents in the reporting period		<u>(141,834)</u>	<u>33,388</u>
Cash and cash equivalents at the beginning of the reporting period		<u>262,876</u>	<u>229,488</u>
Cash and cash equivalents at the end of the reporting period		<u>121,042</u>	<u>262,876</u>

The notes form part of these financial statements

Notes to the Statement of Cash Flows
for the Year Ended 31 August 2021

1. RECONCILIATION OF NET EXPENDITURE TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2021 £	2020 as restated £
Net expenditure for the reporting period (as per the Statement of Financial Activities)	(106,761)	(7,607)
Adjustments for:		
Depreciation charges	9,403	11,506
Interest received	(76)	(1,086)
Share portfolio income	(5,114)	(7,006)
Increase in debtors	(2,545)	(5,157)
(Decrease)/increase in creditors	(43,164)	33,093
Net cash (used in)/provided by operations	<u>(148,257)</u>	<u>23,743</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.9.20 £	Cash flow £	At 31.8.21 £
Net cash			
Cash at bank and in hand	<u>262,876</u>	<u>(141,834)</u>	<u>121,042</u>
	<u>262,876</u>	<u>(141,834)</u>	<u>121,042</u>
Total	<u>262,876</u>	<u>(141,834)</u>	<u>121,042</u>

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, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

The Aldershot Garrison Pre-school Settings is a private limited company, limited by guarantee, and registered in England and Wales. The address of the registered office is set out in the Trustees report.

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

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. Amounts received in advance relating to the following year are deferred until the criteria for income recognition are met.

Donations and legacies are accounted for when the charity has unconditional entitlement to the resources and are credited to unrestricted funds unless directed by the donor to do otherwise.

Investment income is included in the accounts when receivable. Investment gains and losses includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year using the valuation provided by the Investment Manager (Rathbones Plc).

Income from the government and other grants, whether 'capital' grants or 'revenue' grants is recognised when any performance conditions attached to the grants have been met.

The value of any services provided by volunteers are not incorporated into these financial statements. Further details of any contributions can be found in the trustees report.

Donated services and facilities are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Expenditure

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the 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. All expenditure is accounted for on an accruals basis and is inclusive of VAT. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Property improvements	- 10 years straight line
Fixtures and fittings	- 3 years straight line

Fixed asset investments

Listed investments are included at closing market value at the statement of financial position date. Any gain or loss during the year is taken to the Statement of Financial Activities.

Fund accounting

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

1. ACCOUNTING POLICIES - continued

Fund accounting

The designated fund represents unrestricted funds held equal to the value of the Rathbones portfolio in Listed Investments totalling £394,068, in line with the reserve policy, plus an additional £36,000 designated in relation to the possible cost contribution towards Clocktower's refurbishment. See note 20 for further details.

Transfers between funds are to ensure the designated fund is in line with the charity's policy at the year end plus the £36,000 referred to above.

Pension

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

Operating leases

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Provisions

Provisions (i.e. liabilities of uncertain timing or amount) are recognised when there is an obligation at the reporting date as a result of a past event, it is probable that economic benefit will be transferred to settle the obligation and the amount of the obligation can be estimated reliably.

Going concern

The charitable activities are entirely dependent on continuing pre-school fees and government funding. As a consequence, the going concern basis is dependent on the future flow of these funding streams. The trustees are satisfied that, at the time of approving the financial statements, it is appropriate to adopt the going concern basis in preparing the financial statements. The trustees are not aware of any material uncertainties about the charity's ability to continue as a going concern.

2. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

Judgements in applying accounting policies

In the application of the charitable company'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.

In preparing these financial statements, the trustees have made the following critical judgements:

To determine whether donated services and facilities can be reasonably measured and estimated so as to be recognised in the financial statements as described further in note 18.

As described in note 20, the trustees have judged that it is possible that the charity will be required to contribute towards the cost of Clocktower's refurbishment estimated currently at £36,000 and have decided to recognise a contingent liability.

Key sources of estimation uncertainties

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 where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Key estimation uncertainty are as follows:

To determine the level of provision for doubtful debts required. The trustees look at the likelihood of these provisions crystallising by assessing all the information available at the time in determining the decision.

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

2. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY - continued

Clocktower's refurbishment works has not been fully signed off yet. The cost contribution is based on the trustees best estimate as described further in note 20.

3. DONATIONS AND LEGACIES

	2021	2020 as restated
	£	£
Donations	<u>7,772</u>	<u>-</u>

4. OTHER TRADING ACTIVITIES

	2021	2020 as restated
	£	£
Photo/video/book commission	667	2,464
Income from fund raising	1,289	-
Sundry income	<u>155</u>	<u>-</u>
	<u>2,111</u>	<u>2,464</u>

5. INVESTMENT INCOME

	2021	2020 as restated
	£	£
Investment income	5,114	7,006
Bank interest receivable	<u>76</u>	<u>1,086</u>
	<u>5,190</u>	<u>8,092</u>

6. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2021	2020 as restated
		£	£
EYE funding and fees	Charitable activities	786,900	772,979
Grants	Charitable activities	<u>13,338</u>	<u>95,197</u>
		<u>800,238</u>	<u>868,176</u>

Income from government grants included within EYE funding and fees comprise of performance related grants made by local authorities to fund early years education. The amount received in the year totalled £543,319 (2020: £554,681). Other grants comprise amounts received under the Government's Job Retention Scheme and local authority Covid-19 grants.

7. RAISING FUNDS

Investment management costs

	2021	2020 as restated
	£	£
Management charges	<u>2,489</u>	<u>2,748</u>

8. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 9) £	Totals £
Charitable activities	<u>832,198</u>	<u>87,385</u>	<u>919,583</u>

9. SUPPORT COSTS

	Management £	Finance £	Information technology £
Charitable activities	<u>38,884</u>	<u>1,142</u>	<u>20,820</u>
	Other £	Governance costs £	Totals £
Charitable activities	<u>19,999</u>	<u>6,540</u>	<u>87,385</u>

10. NET INCOME/(EXPENDITURE)

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

	2021	2020 as restated
	£	£
Auditors' remuneration	6,540	5,880
Depreciation - owned assets	9,403	11,506
Other operating leases	<u>3,686</u>	<u>2,570</u>

11. TRUSTEES' REMUNERATION AND BENEFITS

The trustees have not been paid any remuneration or received any other benefits in relation to their work for the charity during the period.

Any trustee with children attending a setting are charged on the same basis as other parents.

During the period a policy was set by the trustees, that for trustees that have served for longer than 1 year, they would receive a £50 gift on leaving, subject to trustees' agreement.

11. TRUSTEES' REMUNERATION AND BENEFITS - continued

Trustees' expenses

During the year, 2 trustees were reimbursed travel expenses totalling £132.

12. STAFF COSTS

	2021	2020 as restated
	£	£
Wages and salaries	736,370	710,662
Social security costs	41,688	41,899
Other pension costs	11,854	9,584
	<u>789,912</u>	<u>762,145</u>

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

	2021	2020 as restated
Employees	<u>49</u>	<u>46</u>

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

13. PRIOR YEAR ADJUSTMENT

A prior period error was identified in the classification of listed investments. Comparatives have been restated by reclassifying listed investments of £347,048 from current assets to fixed assets. There is no impact to the value of the investments.

14. TANGIBLE FIXED ASSETS

	Property improvements £	Fixtures and fittings £	Totals £
COST			
At 1 September 2020	85,675	165,968	251,643
Additions	-	1,714	1,714
At 31 August 2021	<u>85,675</u>	<u>167,682</u>	<u>253,357</u>
DEPRECIATION			
At 1 September 2020	37,494	164,871	202,365
Charge for year	8,567	836	9,403
At 31 August 2021	<u>46,061</u>	<u>165,707</u>	<u>211,768</u>
NET BOOK VALUE			
At 31 August 2021	<u>39,614</u>	<u>1,975</u>	<u>41,589</u>
At 31 August 2020	<u>48,181</u>	<u>1,097</u>	<u>49,278</u>

15. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 September 2020	347,048
Additions	66,035
Disposals	(75,940)
Revaluations	56,925
At 31 August 2021	<u>394,068</u>
NET BOOK VALUE	
At 31 August 2021	<u>394,068</u>
At 31 August 2020	<u>347,048</u>

The investments represent holdings in the investment portfolio managed by Rathbone Investment Management.

The historical cost of the above investments was £334,764 (2020: £315,862).

16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 as restated £
Trade debtors	24,881	9,054
Other debtors	-	7,536
Prepayments and accrued income	-	5,746
	<u>24,881</u>	<u>22,336</u>

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 as restated £
Trade creditors	4,394	1,730
Social security and other taxes	9,056	8,545
Other creditors	6,950	17,215
Accruals and deferred income	7,020	43,094
	<u>27,420</u>	<u>70,584</u>

18. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2021 £	2020 as restated £
Within one year	1,571	3,179
Between one and five years	-	1,571
	<u>1,571</u>	<u>4,750</u>

There is a verbal agreement with the Garrison to use the buildings, the settings operate from, rent and maintenance free.

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

18. LEASING AGREEMENTS - continued

A minimum of 12 months notice is required before any rent can start to be charged.

This facility will continue to be rent free for at least the next 12 months.

On the basis that the value of the use of these facilities cannot be reliably determined, no income and equivalent expense have been recognised in the Statement of Financial Activities.

19. MOVEMENT IN FUNDS

	At 1.9.20 £	Net movement in funds £	Transfers between funds £	At 31.8.21 £
Unrestricted funds				
General fund	262,954	(104,272)	(34,590)	124,092
Designated fund	348,000	47,478	34,590	430,068
	<u>610,954</u>	<u>(56,794)</u>	<u>-</u>	<u>554,160</u>
TOTAL FUNDS	<u>610,954</u>	<u>(56,794)</u>	<u>-</u>	<u>554,160</u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	815,311	(919,583)	-	(104,272)
Designated fund	-	(2,489)	49,967	47,478
	<u>815,311</u>	<u>(922,072)</u>	<u>49,967</u>	<u>(56,794)</u>
TOTAL FUNDS	<u>815,311</u>	<u>(922,072)</u>	<u>49,967</u>	<u>(56,794)</u>

Comparatives for movement in funds

	At 1.9.19 £	Net movement in funds £	At 31.8.20 £
Unrestricted funds			
General fund	268,720	(5,766)	262,954
Designated fund	348,000	-	348,000
	<u>616,720</u>	<u>(5,766)</u>	<u>610,954</u>
TOTAL FUNDS	<u>616,720</u>	<u>(5,766)</u>	<u>610,954</u>

19. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	878,732	(886,339)	1,841	(5,766)
TOTAL FUNDS	<u>878,732</u>	<u>(886,339)</u>	<u>1,841</u>	<u>(5,766)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.9.19 £	Net movement in funds £	Transfers between funds £	At 31.8.21 £
Unrestricted funds				
General fund	268,720	(110,038)	(34,590)	124,092
Designated fund	<u>348,000</u>	<u>47,478</u>	<u>34,590</u>	<u>430,068</u>
	<u>616,720</u>	<u>(62,560)</u>	-	<u>554,160</u>
TOTAL FUNDS	<u>616,720</u>	<u>(62,560)</u>	-	<u>554,160</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	1,694,043	(1,805,922)	1,841	(110,038)
Designated fund	-	(2,489)	49,967	47,478
	<u>1,694,043</u>	<u>(1,808,411)</u>	<u>51,808</u>	<u>(62,560)</u>
TOTAL FUNDS	<u>1,694,043</u>	<u>(1,808,411)</u>	<u>51,808</u>	<u>(62,560)</u>

20. CONTINGENT LIABILITIES

In Summer 2021, the building that a pre-school setting has sole use of was refurbished by the Garrison. It was verbally agreed that the charity contribute 20% of the total refurbishment costs, currently estimated to be £36,000, but this has not been finalised as the building works have not officially been signed off yet and it is uncertain whether any costs will actually be required to be paid.

21. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 August 2021.

22. FRC ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

23. ULTIMATE CONTROLLING PARTY

The company is limited by guarantee and has no controlling party. The liability of each member is limited to £10 in the event of it being wound up.

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.

THE ALDERSHOT GARRISON PRE-SCHOOL SETTINGS

England & Wales - Charity number 1146542

Accounts



The Aldershot Garrison Pre-School Settings
(A company limited by guarantee)

Report and Financial Statements

31 August 2020

Charity number 1146542
Company number 07916241

CHARITY COMMISSION
FIRST CONTACT

30 MAR 2021

ACCOUNTS
RECEIVED

**The Aldershot Garrison Pre-School Settings
Report and accounts
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The Aldershot Garrison Pre-School Settings
Registered number: 07916241
Trustees' Report

The trustees are pleased to present their annual trustees' report and financial statements for the charitable company for the year ended 31 August 2020 which are also prepared to meet the requirements for a directors' report and financial statements for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard (FRS) applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of FRS 102).

Reference and Administrative Information

Charity name

The Aldershot Garrison Pre-School Settings

The charity also used the following working names:

Toye Box Early Years Centre
Quetta Park Pre-School
Queen Mary Nursery
Clocktower House Pre-School

Charity Registration Number

1146542

Company Registration Number

07916241

Registered Office

27 Middle Hill
Aldershot
Hampshire
GU11 1PL

Operational Address

The Aldershot Garrison Pre-School Settings
Toye Box Early Years Centre, Middle Hill
Aldershot
Hampshire
GU11 1PL

Auditors

Keith Graham, Chartered Accountants
Suite 2, Wesley Chambers
Queens Road
Aldershot
Hampshire
GU11 3JD

Bankers

The Royal Bank of Scotland Plc (Military Banking)
Lawrie House, Victoria Road
Farnborough
Hampshire
GU14 7NR

The Aldershot Garrison Pre-School Settings

Registered number: 07916241

Trustees' Report

Trustees and directors

The following persons served as trustees (and also as directors for the purposes of company law) during the year and since the year end:

Mrs N McConnell (appointed 19 March 2020)
Garrison Staff Officer and Chairman of the Trustees

Mrs S Stephenson (appointed 19 March 2020)
Senior Community Development Worker, Army Welfare Service

Mr NF Pound (resigned 13 January 2021)
Garrison Staff Officer, Headquarters Aldershot Garrison and Chairman of the Trustees

Mr R Megarry
Formerly Officer in Charge Aldershot Garrison Pay and Documentation Office, appointed as an ex-officio trustee on his retirement

Ms C P Willett (resigned 31 March 2020)
Operations Manager, Aldershot Garrison Pre-School Settings

Mrs K Bayliss
Staff Officer, Welfare, Health and Wellbeing

Mrs J Mounfield (resigned 14 October 2020)
Regional Manager, Army Families Federation

Mrs L Brown (appointed 5 October 2020)
Parent trustee

Mr D A Betts (appointed 27 November 2020)
Garrison Chaplain

Dr C Cuccio (appointed 19th January 2021)
GP Doctor

Mr B White (appointed 22 January 2021)
Parent Trustee

Key management and other senior personnel

Mrs J Mounfield – Executive Manager
Mrs D Newbury - Queen Mary's Nursery Manager
Mrs K McCulloch- Quetta Park Pre-School Manager
Mrs S Carrington - Toye Box Pre-School Manager
Mrs K Murphy - Clocktower House Pre-School Manager
Mr M Dennett - Finance Officer

Structure, Governance and Management

Governing Document

The organisation is a limited company, limited by guarantee and holding charitable status.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

The Aldershot Garrison Pre-School Settings

Registered number: 07916241

Trustees' Report

Achievements, performance and financial review

The 2019/2020 academic year has been unprecedented. The year started off much as we expected and progressed as normal with children joining us, others leaving as parents were posted and more children being added to waiting lists.

At Queen Marys Nursery, demand for places continued to grow but we found that we could not accept as many children as we wished due to lack of staff and the requirement to maintain staff:children ratios.

Fee and Funding income in the seven months to March 2020 were substantially up on the same period last year.

COVID 19 pandemic

The outbreak of the Covid 19 pandemic and the subsequent lock down saw everything change literally overnight. From 16 March 2020 the number of children attending all settings decreased rapidly. The government indicated that childcare provision should be available to the children of key workers and we did anticipate that we would continue to offer care, certainly to army families. However, this did not prove to be the case as parents chose to change their working patterns in order to keep children at home.

In a fast moving situation, the trustees decided to close Toye Box, Clocktower and Quetta Park and keep Queen Marys open. All children from all settings were offered the option of attending Queen Mary's which was manned by the four setting managers and four practitioners working different days.

By Easter it had become clear that demand for childcare was minimal and the Nursery was closed.

The majority of staff were furloughed under the government scheme and during this national lockdown period, staff whilst not allowed to work, could undertake training. During this time access to Noodle Now, an online training platform came into its own with staff being asked to complete a range of mandatory courses.

All settings re-opened on 15 June to parents who wished their children to return. In accordance with new government guidelines, new and radical working arrangements were employed. Children were accommodated in 'bubbles', staff were not allowed to move between buildings, parents are not allowed on site. Start and finishing times were staggered and daily enhanced cleaning regimes introduced. This resulted in shorter working days.

Each setting has set up an isolation room for children who may feel unwell or who show symptoms of COVID. They are assessed, monitored and if required sent home.

Everyone has a temperature check when they arrive and we continually encourage washing of hands. There is prominent signage in all settings to remind staff to follow government guidelines.

Staff are feeling vulnerable but continue to come to work due to the strict COVID measures that have been put in place. We must commend our staff who have continued to come to work each day through a pandemic.

The Trustees have been reassured that during the pandemic, Services for Young Children at Hampshire County Council have continued to finance our settings through the Early Years Education Grant and have offered advice and guidance throughout.

Clocktower Out of School Club

An Out of School Club was started in September 2019 offering a breakfast club and after school childcare to children from a school nearby. Driven by the setting manager, this new venture had a very promising start with numbers growing each month. Sadly the Club could not re-open after the national lockdown in June due to Covid restrictions, so momentum was lost.

In January 2021, the school club has re-opened and its progress is being monitored.

The Aldershot Garrison Pre-School Settings

Registered number: 07916241

Trustees' Report

Recruitment and appointment of trustees

The directors of the company as defined by company law are also the charity's trustees for the purposes of charity law and under the company's Articles are known as the trustees and are referred to as trustees only throughout these accounts.

The trustees of the company are found from officers filling relevant posts on the staff of HQ Aldershot Garrison, along with trustee representation from parents and staff.

Under the requirements of the Articles of Association the trustees must comprise the following:

- a) at least one member of the Garrison,
- b) at least one parent trustee, and
- c) such other individuals as are co-opted by the trustees

In the event of the company being wound up, trustees are required to contribute an amount not greater than £10.

The trustees who served during the year and up to the date of this report, are set out on page 2.

Ms CP Willett, the Operations Manager was a salaried employee of the Charity and an appointed trustee. The Charity Commission consent had been sought and obtained. The Charity's Memorandum and Articles of Association were amended and agreed by the Charity Commission. Ms Willett left the charity as an employee and resigned as a trustee on 31 March 2020.

The role of Executive Manager was created and filled in October 2020. The Executive Manager has authority to expend funds on the day-to-day running of the pre-schools and nursery, but all other financial matters are approved by the trustees.

Trustees are responsible for setting the pay of Key Management Personnel.

All trustees give their time voluntarily and received no benefits from the charity during the year for performance of their duties as trustees.

Objectives and activities

The objectives of the charity as set out in the company's articles of association are to:

- provide non-public day nursery facilities and non-publicly funded early years education for children under five years of age of service personnel and qualifying civilian staff; and
- provide breakfast and after school childcare for children of primary school age of service personnel and qualifying civilian staff; and
- enhance the development and education of children primarily under statutory school age by working in partnership with parents to understand and provide for the needs of their children.

Children aged 2, 3 and 4 years are able to access free early years education government funding.

For the purposes of this document Service Personnel shall mean serving uniformed personnel of the armed forces of the Crown and qualifying civilians shall mean personnel who are wholly or mainly engaged in activities which directly support the serving personnel of the Aldershot Garrison.

Delivering Public Benefit

The charity provides public benefit through the provision and support of day care and early years education, in accordance with OFSTED regulations and standards, for children under 5 years of age, of serving members of HM Forces and qualifying civilian staff employed in support of Aldershot Garrison. This is done in order to support and give confidence to parents by delivering a high quality and totally reliable day care and early years education service. Military personnel are required to serve in operational circumstances at short notice and for prolonged periods and the services undertaken by the Charity allows personnel to execute their duties. As a result, the Charity provides support to their dependants and develops and maintains morale and community cohesion.

The trustees have paid due regard to the Charity Commission of England and Wales guidance on public benefit when deciding what activities the charity should undertake.

The Aldershot Garrison Pre-School Settings

Registered number: 07916241

Trustees' Report

Staff Training and Recruitment

The average number of full-time equivalent employees in the period was 46, of which 43 deliver childcare. One full-time kitchen assistant is responsible for the serving of meals, kitchen cleaning and laundry. We have a Payroll Administrator and from October 2020 an Executive Manager who oversees all the settings.

The trustees and the management team encourage all staff to undergo professional and personal development.

Our aim is to have a well-qualified staff team at all times to enable us to provide high quality care and education for the children of service families and so we encourage all new staff who are not qualified to work towards a relevant level 3 childcare qualification. Currently, four staff are completing training towards level 2 or 3 via a training provider or by attending a local college.

We also support staff who want to obtain higher level degree qualifications and currently have one staff member working towards an early years honours degree.

Staff responsible for the delivery of childcare hold the following childcare qualifications:

- 32 hold level 3 or higher or 74% of staff employed in childcare
- Five have Education or Early Years degrees
- Three staff have level 5 Foundation Degrees and of these one is working towards a Honours degree and this should be completed by June 2021
- Four staff are unqualified but are working towards level 3 qualifications through training providers or through a local college with assessors meeting students monthly.

All staff have completed a 12 hour paediatric first aid training course and there is a rolling programme to update this training every three years. All managers and deputies have or will have a First Aid at Work qualification.

All staff also complete basic L3 child protection/safeguarding training and food safety which needs to be updated every 3 years. All managers and deputies have completed a L4 safeguarding training which also has to be updated every three years.

In October 2019 we enrolled with "Noodle Now", an online training platform which offers over 80 accredited courses. Access to this training platform was particularly important during the first national lockdown when staff could independently access these courses and participation was monitored.

In-house training courses were held in September 2019 and January 2020 led by the managers of all four settings. Topics covered included The Leuven Scales, In the Moment Planning, Brain Development and PLODS.

Managers and relevant staff attend local cluster meetings each term organised by the local authority. These include Provider Briefings, Lead Practitioner Safeguarding briefings, SENDCo (Special Educational Needs and Disability Co-Ordinator) meetings and Birth to Four Matters meetings. These meetings enable us to stay up to date and network with other local childcare providers.

Challenges

Covid-19

The provision of high quality childcare amidst the Covid-19 pandemic remains our biggest challenge. However, the staff have been fantastic in meeting that challenge. Through keeping to government guidance, keeping to their bubbles and cleaning regimes, we have been able to maintain childcare provision in all settings.

Staff recruitment

Recruitment of suitably qualified staff is a national issue within the childcare sector. We cannot use agency staff due to the high cost and so we will continue to seek well qualified people to staff our settings

The Aldershot Garrison Pre-School Settings

Registered number: 07916241

Trustees' Report

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed and where appropriate, systems or procedures have been established to mitigate the risks the charity faces. All staff members are required to comply with written policies that are common to all settings. Copies of policies are available to all parents. Policies are regularly reviewed to ensure that they reflect the latest legislation/guidance and current child care practises. Decisions on matters falling outside these policies are referred by supervisors to the Executive Manager and if necessary to the trustees. The Operations Manager chairs regular meetings of the Nursery and Pre-Schools Managers where policies, problems, training and plans are discussed. These meetings also give the opportunity to identify and permeate best practice.

Written policies include:

- Absence Policy
- Admissions Policy
- Babysitting/Childminding Policy
- Behaviour Management
- Biting Policy
- Complaints Procedure
- Confidentiality Policy
- Debt Policy
- Electronic and Telephonic Communications Policy
- Emergency Threat procedure
- Equality, Diversity and Inclusion Policy
- Equipment and Resources Policy
- Food and Drink Policy
- General Data Protection Policy
- Health and Safety Policy
- Illness and Exclusion Policy
- Lost Child Policy
- Medication Policy
- Nappy Changing Policy
- Non-Collection of Children Policy
- One to One Policy
- Parental Involvement Policy
- Physical Handling Policy
- Rest and Sleep Policy
- Safeguarding Children Policy
- Settling In Policy
- Smoking Policy
- Snow Closure
- Staff Conduct and Code of Practice Policy
- Social Networking Policy
- Special Educational Needs/Disability Policy
- Staffing and Employment Policy
- Staff Absence
- Staff Code of Conduct
- Student Placement Policy
- Sun Safety Policy
- Whistle Blowing Policy

The Charity's finances are lodged with the Holt's Military Banking in Farnborough and with Virgin Money. The accounts are maintained by a qualified accountant employed by the charity and are audited by Keith Graham, Chartered Accountants of Aldershot.

The Aldershot Garrison Pre-School Settings

Registered number: 07916241

Trustees' Report

Principal sources of income

Local authority Early Years Education Grant accounts for 71% of all pre-school income. Only the parents of children that do not qualify for grants or those attending in excess of the funded hours are charged fees.

At Queen Marys Nursery, which cares for children aged between 3 months and pre-school age on a full time day care basis, the Early Years Grant accounts for 48% of income. Research shows that fees charged to parents are significantly lower than those charged by private nurseries in the local area and lower than nurseries in other garrison areas and therefore continue to offer value for money to parents.

At the discretion of the trustees, fees can be waived on the grounds of welfare need.

Reserves policy

The Trustees maintain a level of restricted reserves equal to the value of the Rathbones Investment Fund. This level of restricted reserves equates to 4 months average monthly operating costs and is considered satisfactory by the Trustees.

Financial period

The accounts reflected in this report cover the period from 1 September 2019 to 31 August 2020 which was the end of the academic year and period covered by the Early Years Education Grants.

Ofsted regulation

All settings are subject to inspection by Ofsted. The latest reports can be viewed at www.ofsted.gov.uk/reports. The Executive Manager and Setting Managers have established good working relationships with Ofsted, and the departments at Hampshire County Council and Hart and Rushmoor Borough Council responsible for Early Years Education, child care provision, Early Years support staff, local children's centres and children's social care.

Financial Performance

Gross incoming resources for the year amounted to £878,732 (2019: £833,226), including £868,176 (2019: £821,756) received in fees and Early Years Funding across the four settings.

Expenditure in the year amounted to £886,339 (2019: £916,952) of which £762,145 (2019: £757,884) related to staff salaries, pension and employers NIC.

The net retained funds at the year-end were £610,954 (2019: £616,720), with a total of £348,000 (2019: £348,000) held in the designated fund.

Expenditure

The main outgoings are staff costs that relate directly to the provision of childcare and early years education. Staff costs represent 86% of total costs. The charity occurs minimal administration costs and again in this period, did not incur any premises costs. It is expected that rent, rates and utilities charges may be levied at some point in the future and therefore remains under review. The trustees have continued to ensure that all settings are fitted with modern furnishings and play aids that challenge and stimulate children's learning and development.

Investment policy and performance

Investment activities are managed in line with the requirements of the Trustee Act 2000. The trustees have appointed Rathbones Plc as Investment Manager. The charity's investment policy is a low to medium-risk approach for the growth of the portfolio of investments. The Investment Manager has total discretion concerning which investments are bought or sold within the risk profile set by the trustees.

The investment portfolio is seen as a long-term investment. As at 31 August 2020 there was an unrealised book gain of £1,841 (2019: £7,635) on the portfolio. The charity also received £7,006, (2019: £8,345) of investment income from the fund during the year.

The Aldershot Garrison Pre-School Settings
Registered number: 07916241
Trustees' Report

Plans for future periods

Clocktower House Pre-School

The refurbishment of the Clocktower building will take place in July and August 2021. This will modernise the interior of the entire building, providing more space and enable us to offer additional places in the pre-school and continue to develop our out of school breakfast and teatime clubs.

Executive Manager

In October 2020 a new role of Executive Manager, (EM) was created to replace the Operations Manager position. The EM oversees the work of the charity and supports each setting manager. Since starting in post her main focus has been to ensure the safety of all our children and staff during the Covid pandemic by adhering to government guidance and maintaining communication with parents and staff.

New workwear has been introduced which has helped to build morale within the staff and provides a professional image. We have also employed Peninsula, a firm of consultants who are supporting the EM with all aspects of HR and health and safety. A new staff handbook has been produced and distributed to the staff. Peninsula are also advising on all policies and procedures which we have currently in place. All staff have access to a qualified counsellor who can provide personal support for any practical or emotional challenges they may be experiencing.

We are also encouraging parent participation by informing parents about the role of parent trustee and already we have one parent trustee appointed.

The EM meets with the Trustees once a month.

Staff Training

In April 2021, all staff will undertake Forest School training which aims to improve our use of outdoor spaces.

Trustees' responsibilities

The trustees are (who are also the directors of the Aldershot Garrison Pre-School Settings for the purposes of company law) responsible for preparing the report and financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (FRS 102 section 1A, the Charities SORP and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they 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 its 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 of the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK 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 charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006 and the Charities SORP. 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.

The Aldershot Garrison Pre-School Settings
Registered number: 07916241
Trustees' Report

Disclosure of information to auditors

Each person who was a trustee at the time this report was approved confirms that:

- so far as they are aware, there is no relevant audit information of which the charitable company's auditor is unaware; and
- they have taken all the steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

Small company provisions

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

Auditors

Keith Graham, Chartered Accountants are deemed to be re-appointed under 487(2) of the Companies act 2006.

This report was approved by the board on 3rd March 2021 and signed on its behalf.

Nicola McConnell
Chairman of the Trustees

The Aldershot Garrison Pre-School Settings
Independent auditor's report
to the member of The Aldershot Garrison Pre-School Settings

Final for board approval 26/02/2021

Opinion

We have audited the financial statements of The Aldershot Garrison Pre-School Settings for the year ended 31 August 2020 which comprise the Statement of Financial Activities (including the Income and Expenditure Account), the Statement of Financial Position, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 section 1A 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2020 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the report and financial statements, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

The Aldershot Garrison Pre-School Settings
Independent auditor's report
to the member of The Aldershot Garrison Pre-School Settings

Final for board approval 26/02/2021

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement (set out in the trustees report), the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

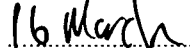
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Mr Simon Pusey
(Senior Statutory Auditor)
for and on behalf of
Keith Graham
Chartered Accountants and Statutory Auditors

 2021

Suite 2, Wesley Chambers
Queens Road
Aldershot
Hampshire
GU11 3JD

The Aldershot Garrison Pre-School Settings
Statement of Financial Activities (including the Income and Expenditure Account)
for the year ended 31 August 2020

	Notes	2020 Unrestricted funds £	2019 Unrestricted funds £
Income from:			
Charitable activities		868,176	821,756
Other trading activities		2,464	1,798
Investments		8,092	9,672
Total income	3	<u>878,732</u>	<u>833,226</u>
Expenditure on:			
Charitable activities	4	883,591	914,201
Raising funds	5	2,748	2,751
Total expenditure		<u>886,339</u>	<u>916,952</u>
Gain on revaluation of investments		1,841	7,635
Net expenditure and net movement in funds		<u>(5,766)</u>	<u>(76,091)</u>
Reconciliation of funds:			
Total funds brought forward	12	616,720	692,811
Total funds carried forward		<u>610,954</u>	<u>616,720</u>

The Aldershot Garrison Pre-School Settings
Statement of Financial Position
as at 31 August 2020

	Notes	2020 £	2019 £
Fixed assets			
Tangible assets	8	49,278	59,588
Current assets			
Debtors	9	22,336	17,179
Investments held as current assets	10	347,048	347,956
Cash at bank and in hand		262,876	229,488
		<u>632,260</u>	<u>594,623</u>
Creditors: amounts falling due within one year	11	(70,584)	(37,491)
Net current assets		<u>561,676</u>	<u>557,132</u>
Net assets		<u>610,954</u>	<u>616,720</u>
The funds of the Charity			
Unrestricted funds			
General fund	12	262,954	268,720
Designated fund	12	348,000	348,000
Total charity funds		<u>610,954</u>	<u>616,720</u>

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

Nicola McConnell
 Chairman of the Trustees
 Approved by the board on 3rd March 2021

The Aldershot Garrison Pre-School Settings
Statement of Cash Flows
for the year ended 31 August 2020

	2020	2019
	£	£
Operating activities		
Net expenditure for the financial year	(5,766)	(76,091)
Adjustments for:		
Gain on revaluation of investments	(1,841)	(7,635)
Depreciation	11,506	29,598
(Increase)/decrease in debtors	(5,157)	1,426
Increase in creditors	33,093	9,418
	<u>31,835</u>	<u>(43,284)</u>
 Cash provided by/(used in) operating activities	 <u>31,835</u>	 <u>(43,284)</u>
Investing activities		
Payments to acquire tangible fixed assets	(1,196)	(28,092)
Proceeds from sale of investments	2,749	2,758
	<u>1,553</u>	<u>(25,334)</u>
Cash generated by/(used in) investing activities	<u>1,553</u>	<u>(25,334)</u>
Net cash generated/(used)		
Cash generated by/(used in) operating activities	31,835	(43,284)
Cash generated by/(used in) investing activities	1,553	(25,334)
	<u>33,388</u>	<u>(68,618)</u>
Net cash generated/(used)	<u>33,388</u>	<u>(68,618)</u>
Cash and cash equivalents at 1 September	<u>229,488</u>	<u>298,106</u>
Cash and cash equivalents at 31 August	<u>262,876</u>	<u>229,488</u>
Cash and cash equivalents comprise:		
Cash at bank	<u>262,876</u>	<u>229,488</u>

**The Aldershot Garrison Pre-School Settings
Notes to the Financial Statements
for the year ended 31 August 2020**

1 Summary of significant accounting policies

General information

The Charitable Company is Limited by guarantee and was incorporated in England and Wales on 19 January 2012. The registered office address is 27 Middle Hill, Aldershot, Hampshire, GU11 1PL. The functional currency for these accounts is sterling.

Basis of preparation

The financial statements 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)) and the Companies Act 2006 (as applied to small entities by section 1A of FRS 102).

The Aldershot Garrison Pre-school Settings 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 notes.

Going concern

The charitable activities are entirely dependent on continuing pre-school fees. As a consequence, the going concern basis is dependent on the future flow of these funding streams. The Trustees are satisfied that, at the time of approving the financial statements, it is appropriate to adopt the going concern basis in preparing the financial statements. The Trustees are not aware of any material uncertainties about the charity's ability to continue as a going concern.

Income

Donations and legacies are accounted for when received by the charity and are credited to unrestricted funds unless directed by the donor to do otherwise. Other income is accounted for on an accruals basis as far as it is prudent to do so. Unrealised gains and losses are only accounted for insofar as they are reported to the charity by the Investment Manager.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

The charity receives the benefit of work carried out by volunteers and receives the use of facilities and equipment without charge. No value is placed on these items, except where the benefit extends over several periods, in which case they are valued and included in the balance sheet at a reasonable valuation.

Donated services and facilities are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Revenue grants are credited to the SoFA account as receivable, unless related to a specific period, when they are placed in a restricted fund until used.

The Aldershot Garrison Pre-School Settings
Notes to the Financial Statements
for the year ended 31 August 2020

1 Summary of significant accounting policies - continued

Expenditure

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the Trust to the expenditure and are inclusive of VAT. All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. Grants payable are payments made to third parties in the furtherance of the charitable objects of the Trust. Grants and donations are charged to the Statement of Financial Activities once they are approved for payment by the Trustees, and include grants made and an apportionment of overhead and support costs.

Tangible fixed assets

Tangible fixed assets are measured at cost less accumulative depreciation and any accumulative impairment losses. Depreciation is provided on all tangible fixed assets, other than freehold land, at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

Property improvements	10 years straight line
Fixtures, fittings and equipment	3 years straight line

Investments

Investment income is included in the accounts when it is receivable. Unrealised gains and losses arise on the investments when they are revalued at the year end using the valuation provided by the Investment Manager (Rathbones Plc).

Debtors

Short term debtors are measured at transaction price (which is usually the invoice price), less any impairment losses for bad and doubtful debts. Loans and other financial assets are initially recognised at transaction price including any transaction costs and subsequently measured at amortised cost determined using the effective interest method, less any impairment losses for bad and doubtful debts.

Creditors

Short term creditors are measured at transaction price (which is usually the invoice price). Loans and other financial liabilities are initially recognised at transaction price net of any transaction costs and subsequently measured at amortised cost determined using the effective interest

Provisions

Provisions (ie liabilities of uncertain timing or amount) are recognised when there is an obligation at the reporting date as a result of a past event, it is probable that economic benefit will be transferred to settle the obligation and the amount of the obligation can be estimated reliably.

Funds structure

General fund is the unrestricted fund which is available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated fund has been set aside by the Management Committee which considers it prudent for the charity to maintain a separate fund with a balance representing a minimum of 6 months operational costs.

Pensions

Contributions to defined contribution plans are expensed in the period to which they relate.

The Aldershot Garrison Pre-School Settings
Notes to the Financial Statements
for the year ended 31 August 2020

2 Critical accounting estimates and judgements

In determining the carrying amounts of certain assets and liabilities, the charity makes assumptions of the effects of uncertain future events on those assets and liabilities at the balance sheet date. The charity's estimates and assumptions are based on historical experience and expectation of future events and are reviewed annually.

3 Analysis of income by activity

	2020 Unrestricted funds £	2019 Unrestricted funds £
<u>Charitable activities</u>		
EYE funding and fees	772,979	802,552
Other grants	95,197	19,204
	<u>868,176</u>	<u>821,756</u>
<u>Other trading activities</u>		
Photo/video/book commission	2,464	1,728
Income from fund raising	-	70
	<u>2,464</u>	<u>1,798</u>
<u>Investments</u>		
Investment income	7,006	8,345
Bank interest receivable	1,086	1,327
	<u>8,092</u>	<u>9,672</u>
<u>Summary</u>		
Charitable activities	868,176	821,756
Other trading activities	2,464	1,798
Investments	8,092	9,672
	<u>878,732</u>	<u>833,226</u>

4 Total expenditure on charitable activities

	2020 Unrestricted funds £	2019 Unrestricted funds £
<u>Direct expenditure on charitable activities</u>		
Staff salaries	710,662	710,549
Pensions	9,584	8,651
Employer's NI	41,899	38,684
Staff training	5,002	9,006
Recruitment costs	3,170	3,338
Catering	20,089	25,441
Play aids	3,923	6,851
Children's stationery	2,011	2,745
Water centres	2,386	1,679
Bad debts	98	3,372
Staff gifts and functions	770	1,205
Children's activities	794	578
	<u>800,388</u>	<u>812,099</u>

The Aldershot Garrison Pre-School Settings
Notes to the Financial Statements
for the year ended 31 August 2020

4 Total expenditure on charitable activities - continued

	2020	2019
	Unrestricted	Unrestricted
	funds	funds
	£	£
<u>Support costs for charitable activities</u>		
Bank charges	1,084	900
Cleaning & hygiene	9,598	7,899
Settings consumables and maintenance	3,632	4,512
Telephone	3,014	2,879
Property depreciation	11,506	29,598
Computer & copier	11,454	11,716
Uniforms	592	697
Health and safety	359	-
DBS checks	766	1,318
Internet	2,208	2,399
OFSTED registration	325	352
Accountancy fees	25,683	26,087
Legal fees	2,892	3,504
Insurance	3,886	3,745
Stationery	130	286
Postage	194	330
	<u>77,323</u>	<u>96,222</u>
<u>Governance costs</u>		
Audit fees	5,880	5,880
	<u>5,880</u>	<u>5,880</u>
<u>Total expenditure on charitable activities</u>		
Total direct expenditure	800,388	812,099
Total support cost	77,323	96,222
Total governance costs	5,880	5,880
	<u>883,591</u>	<u>914,201</u>

5 Fund raising activities

	2020	2019
	Unrestricted	Unrestricted
	funds	funds
	£	£
Management charges	2,748	2,751
	<u>2,748</u>	<u>2,751</u>

6 Net expenditure and net movement in funds

	2020	2019
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	11,506	29,598
Auditors' remuneration for audit services	5,880	5,880
Auditors' remuneration for other services	1,140	1,140

The Aldershot Garrison Pre-School Settings
Notes to the Financial Statements
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7 Staff costs	2020	2019
	£	£
Wages and salaries	710,662	710,549
Social security costs	41,899	38,684
Other pension costs	9,584	8,651
	<u>762,145</u>	<u>757,884</u>

Average number of employees during the year	Number	Number
Administration	<u>46</u>	<u>49</u>

No employee received employee benefits greater than £60,000 in the year.

Key management personnel, consisting of the Operations Manager, 4 Settings Managers and the Finance Officer received a total of £151,006 (2019: £147,090).

The Operations Manager was not remunerated for the work undertaken as a trustee during the year. As an employee, the Operations Manager received remuneration of £36,529 (2019: £35,661) and pension contributions of £646 (2019: £734).

8 Tangible fixed assets

	Property improvements	Fixtures, fittings and equipment	Total
	<i>At cost</i>	<i>At cost</i>	
	£	£	£
Cost or valuation			
At 1 September 2019	85,675	164,772	250,447
Additions	-	1,196	1,196
At 31 August 2020	<u>85,675</u>	<u>165,968</u>	<u>251,643</u>
Depreciation			
At 1 September 2019	28,926	161,933	190,859
Charge for the year	8,568	2,938	11,506
At 31 August 2020	<u>37,494</u>	<u>164,871</u>	<u>202,365</u>
Carrying amount			
At 31 August 2020	<u>48,181</u>	<u>1,097</u>	<u>49,278</u>
At 31 August 2019	<u>56,749</u>	<u>2,839</u>	<u>59,588</u>

9 Debtors	2020	2019
	£	£
Trade debtors	9,054	11,064
Other debtors	13,282	6,115
	<u>22,336</u>	<u>17,179</u>

The Aldershot Garrison Pre-School Settings
Notes to the Financial Statements
for the year ended 31 August 2020

10 Investments held as current assets	2020	2019
	£	£
Fair value		
Listed investments	347,048	347,956
Increase/(decrease) in fair value included in the profit and loss account for the financial year		
Listed investments	1,841	7,635
	1,841	7,635

The investments are carried in the balance sheet at the valuation provided by the investment manager at Rathbones Plc and changes in fair value are recorded in the SoFA.

11 Creditors: amounts falling due within one year	2020	2019
	£	£
Trade creditors	1,730	5,744
Other taxes and social security costs	8,545	8,377
Other creditors	60,309	23,370
	70,584	37,491

12 Unrestricted funds	2020	2019
	£	£
<u>General fund</u>		
At 1 September	268,720	348,811
Loss for the financial year	(5,766)	(76,091)
Fund transfers	-	(4,000)
	262,954	268,720
<u>Designated fund</u>		
At 1 September	348,000	344,000
Fund transfers	-	4,000
	348,000	348,000

Designated fund is to hold contingency fund as per the charities reserves policy. Transfer between funds is to ensure designated fund represents the funds required to be held by the charities policy at the year end.

13 Government grants

Income from government grants comprises performance related grants made by local authorities to fund early years education. The amount of revenue government grants received in the year totalled £544,217 (2019: £525,950). £76,097 of government furlough grants were received in the year.

**The Aldershot Garrison Pre-School Settings
Notes to the Financial Statements
for the year ended 31 August 2020**

14 Related party transactions

No trustee or other person related to the company had any personal interest in any transaction or contract entered into in the current period.

No trustees received remuneration or expenses for their role as trustee in the year. A member of key management personnel, was appointed as a trustee in the prior year and continues to be remunerated for their role as a member of key management personnel as per note 7.

15 Controlling party

The company is limited by guarantee and has no controlling party. The liability of each member is limited to £10 in the event of it being wound up.