



Trustees' Annual Report for the period

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|-------------|--------------------------|------------|--------------|-----------|------------------------|------------|--------------|
| From | Period start date | | | To | Period end date | | |
| | Day 1 | Month 9 | Year 2020 | | Day 31 | Month 8 | Year 2021 |

Charity name

Witham Valley Nursery

Other names charity is known by

Registered charity number (if any)

1157860

Charity's principal address

Guithavon Valley Evangelical Church

Guithavon Valley

Witham, Essex

Postcode

CM8 1HF

Names of the charity trustees who manage the charity

**Dates acted if
not for whole year**

**Name of person (or body) entitled
to appoint trustee (if any)**

- | Trustee name | Office (if any) |
|--------------------|-----------------|
| 1 Angelene Lamb | Chair |
| 2 Ally Knipe | Treasurer |
| 3 Jannette Hawkins | Nursery Manager |
| 4 Cherilyn Long | |
| 5 Laura Lloyd | |
| 6 Joanne Smith | |
| 7 Rachel Church | |
| 8 Jenny Wilson | |
| 9 Hally Sweney | |

Resigned 30/11/2021

Resigned 30/11/2021

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| | |
| | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)



Description of the charity’s trusts

| | |
|---|--|
| Type of governing document (eg. trust deed, constitution) | Charitable Incorporated organisation Rules |
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | Elected at General Meeting of Members |

Additional governance issues (Optional information)

| | |
|---|--|
| <p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none">• policies and procedures adopted for the induction and training of trustees;• the charity’s organisational structure and any wider network with which the charity works;• relationship with any related parties;• trustees’ consideration of major risks and the system and procedures to manage them. | |
|---|--|



Summary of the objects of the charity set out in its governing document

The Objective of the nursery is to enhance the development and education of children under the statutory school age. In achieving this objective the nursery provides early years education for 2 – 4 year olds, five day a week. Children are taken from the local community regardless of their background or needs.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this

The nursery had 42 children enrolled during the year. Of these, 34 received funding from the Essex County Council. The remaining fees (and where the child attends for more hours than covered by the funding) are

**section the statutory
declaration that trustees have
had regard to the guidance
issued by the Charity
Commission on public benefit)**

paid for by parents.

Additionally, 2 children received additional early Years Pupil Premium to improve the provision that disadvantaged 3 and 4 year olds receive. We use this additional funding to support children that are not making expected progress for staff training or to purchase additional equipment, resources or organised experiences.

We value the contribution made by committee members and parents together with the hard work of staff and would like to extend our thanks to all who have worked hard to make the nursery a success and raise funds.

The trustees have reviewed and are satisfied they have compiled with their duty in section 17 of the Charities act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Additional details of objectives and activities (Optional information)

-
-

You **may choose** to include further statements, where relevant, about:

policy on grantmaking;

policy programme related investment;

contribution made by volunteers.

during the year

broken equipment and continue to offer extra activities such as soccer school, Diddi dance and Talking Tots. During the year we put on events such as family disco and quiz night but with the COVID restrictions this has been less than previous years. However they were able to take part in a Christmas Trail where the public were able to donate and find the Grinch throughout Witham.

Due to the restrictions and having many children at home we have purchased equipment to allow for remote activities. Children were still able to access some of the extra activities such as Diddi dance via their computers at home. Additionally we have invested in an app to improve our communication and relationships with parents and staff.

As ever the committee will continue to provide funding for the training and improvement but most of all support for our wonderful staff, as we continue on this journey as Witham Valley Nursery.

Brief statement of the

The trustees do not have a formal reserves policy, but are aware of the need to maintain a certain level of reserves to deal with contingencies.

charity's policy on reserves

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Details of any funds materially in deficit

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Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

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Section F


Other optional information

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The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

| | |
|---|--|
|  | |
|---|--|

Full name(s)

| | |
|------------------|--|
| Jannette Hawkins | |
|------------------|--|

Position (eg Secretary, Chair, etc)

| | |
|-----------------|--|
| Nursery Manager | |
|-----------------|--|

Date

| |
|------------|
| 30/06/2021 |
|------------|



| | | | | | |
|--------------------------------|------------|----|------------------------|------------|-------|
| Witham Valley Nursery | | | Charity No (if any) | 1157860 | CC17a |
| Annual accounts for the period | | | | | |
| Period start date | 01/09/2020 | To | Period end date | 31/08/2021 | |

Section A Statement of financial activities

| Recommended categories by activity | Details of own analysis | Note | Restricted | | | Total this year | Total last year |
|---|-------------------------|------|--------------------|--------------|-----------------|-----------------|-----------------|
| | | | Unrestricted funds | income funds | Endowment funds | | |
| | | | £ | £ | £ | £ | £ |
| | | | F01 | F02 | F03 | F04 | F05 |
| Incoming resources (Note 3) | | | | | | | |
| Incoming resources from generated funds | | | | | | | |
| Voluntary income | | S01 | 1,000 | - | - | 1,000 | 10,000 |
| Activities for generating funds | | S02 | 100 | - | - | 100 | 474 |
| Investment income | | S03 | - | - | - | - | - |
| Incoming resources from charitable activities | | S04 | 103,835 | - | - | 103,835 | 115,444 |
| Other incoming resources | | S05 | - | - | - | - | - |
| Total incoming resources | | S06 | 104,935 | - | - | 104,935 | 125,918 |
| Resources expended (Notes 4-8) | | | | | | | |
| Costs of Generating Funds | | | | | | | |
| Costs of generating voluntary income | | S07 | - | - | - | - | - |
| Fundraising trading costs | | S08 | - | - | - | - | - |
| Investment management costs | | S09 | - | - | - | - | - |
| Charitable activities | | S10 | 105,746 | - | - | 105,746 | 111,993 |
| Governance costs | | S11 | - | - | - | - | - |
| Other resources expended | | S12 | - | - | - | - | - |
| Total resources expended | | S13 | 105,746 | - | - | 105,746 | 111,993 |
| Net incoming/(outgoing) resources before transfers | | S14 | - 811 | - | - | - 811 | 13,925 |
| Gross transfers between funds | | S15 | - | - | - | - | - |
| Net incoming/(outgoing) resources before other recognised gains/(losses) | | S16 | - 811 | - | - | - 811 | 13,925 |
| Other recognised gains/(losses) | | | | | | | |
| Gains and losses on revaluation of fixed assets for the charity's own use | | S17 | - | - | - | - | - |
| Gains and losses on investment assets | | S18 | - | - | - | - | - |
| Net movement in funds | | S19 | - 811 | - | - | - 811 | 13,925 |
| Total funds brought forward | | S20 | - | - | - | 75,057 | 61,132 |
| Total funds carried forward | | S21 | - 811 | - | - | 74,246 | 75,057 |

Section B Balance sheet

| | | Note | Restricted | | | | |
|---|-----------|------|--------------------|--------------|-----------------|-----------------|-----------------|
| | | | Unrestricted funds | income funds | Endowment funds | Total this year | Total last year |
| | | | £ | £ | £ | £ | £ |
| | | | F01 | F02 | F03 | F04 | F05 |
| Fixed assets | | | | | | | |
| Tangible assets | (Note 9) | B01 | 6,792 | - | - | 6,792 | 6,222 |
| | | B02 | - | - | - | - | - |
| Investments | (Note 10) | B03 | - | - | - | - | - |
| <i>Total fixed assets</i> | | B04 | 6,792 | - | - | 6,792 | 6,222 |
| Current assets | | | | | | | |
| Stock and work in progress | | B05 | - | - | - | - | - |
| Debtors | (Note 11) | B06 | 3,425 | - | - | 3,425 | 4,057 |
| (Short term) investments | | B07 | - | - | - | - | - |
| Cash at bank and in hand | | B08 | 79,853 | - | - | 79,853 | 75,925 |
| <i>Total current assets</i> | | B09 | 83,278 | - | - | 83,278 | 79,982 |
| Creditors: amounts falling due within one year | | | | | | | |
| (Note 12) | | B10 | 15,824 | - | - | 15,824 | 11,147 |
| <i>Net current assets/(liabilities)</i> | | B11 | 67,454 | - | - | 67,454 | 68,835 |
| <i>Total assets less current liabilities</i> | | B12 | 74,246 | - | - | 74,246 | 75,057 |
| Creditors: amounts falling due after one year | | | | | | | |
| (Note 12) | | B13 | | - | - | - | - |
| Provisions for liabilities and charges | | B14 | - | - | - | - | - |
| <i>Net assets</i> | | B15 | 74,246 | - | - | 74,246 | 75,057 |
| Funds of the Charity | | | | | | | |
| Unrestricted funds | | B16 | 74,246 | | | 74,246 | 75,057 |
| | | B17 | - | | | - | - |
| Restricted income funds (Note 13) | | B18 | | - | | - | - |
| Endowment funds (Note 13) | | B19 | | | - | - | - |
| <i>Total funds</i> | | B20 | 74,246 | - | - | 74,246 | 75,057 |

Signed by one or two trustees on behalf of all the trustees

| Signature | Print Name | Date of approval |
|-----------|------------|------------------|
| | | |
| | | |

Note 3 Analysis of incoming resources

Incoming resources may be further analysed if this would help the reader of the accounts.

| | Analysis | This year £ | Last year £ |
|--|--------------|----------------|----------------|
| Voluntary income | BDC Grant | 1,000 | 10,000 |
| | | - | - |
| | | - | - |
| | | - | - |
| | Total | 1,000 | 10,000 |
| Activities for generating funds | Fundraising | 100 | 474 |
| | | - | - |
| | | - | - |
| | | - | - |
| | Total | 100 | 474 |
| Investment income | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | Total | - | - |
| Incoming resources from charitable activities | Nursery fees | 103,335 | 115,144 |
| | Book club | - | - |
| | Other | 500 | 300 |
| | | - | - |
| | Total | 103,835 | 115,444 |

Section C**Notes to the accounts****(cont)****Note 4****Analysis of resources expended**

Resources expended may be further analysed if this would help the reader of the accounts.

| | Analysis | This year £ | Last year £ |
|--------------------------------------|-------------------------------|----------------|----------------|
| Costs of generating voluntary income | | - | - |
| | | - | - |
| | | - | - |
| | Total | - | - |
| Fundraising trading costs | | - | - |
| | | - | - |
| | | - | - |
| | Total | - | - |
| Investment management costs | | - | - |
| | | - | - |
| | | - | - |
| | Total | - | - |
| Charitable activities | Wages | 88,216 | 90,963 |
| | Rent and other premises costs | 7,224 | 7,150 |
| | Other direct nursery costs | 5,935 | 10,023 |
| | Printing | 208 | 398 |
| | Insurance | 889 | 873 |
| | Postage and phone | - | 80 |
| | Subscriptions | 856 | - |
| | Independent examination | 150 | 150 |
| | Legal & Professional | - | 203 |
| | Bad debts | 556 | 283 |
| | Sundry | 664 | 1,129 |
| | Depreciation | 954 | 672 |
| | Bank charges | 94 | 69 |
| | Total | 105,746 | 111,993 |
| Governance costs | | - | - |
| | | - | - |
| | | - | - |
| | Total | - | - |

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|------------------|------------------------------|---------------|
| Section C | Notes to the accounts | (cont) |
|------------------|------------------------------|---------------|

Note 5 Support Costs

Please complete this note if the charity has analysed its expenses using activity categories and has support costs.

| Support cost type | Fundraising activity £ | Charitable Activity £ | Governance Activity £ | Total Cost £ |
|-------------------|---------------------------|--------------------------|--------------------------|-----------------|
| | - | - | - | - |
| | - | - | - | - |
| | - | - | - | - |
| | - | - | - | - |
| | - | - | - | - |
| | - | - | - | - |
| | - | - | - | - |
| | - | - | - | - |
| Total | - | - | - | - |

Note 6 Details of certain items of expenditure

6.1 Trustee expenses

Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).

Number of trustees who were paid expenses

Nature of the expenses

Total amount paid

| This year | Last year |
|-----------|-----------|
| | |
| | |
| £ | £ |

6.2 Fees for examination or audit of the accounts

Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

| This year £ | Last year £ |
|----------------|----------------|
| 150 | 150 |
| | |

| Section C | Notes to the accounts | (cont) |
|-----------|-----------------------|--------|
|-----------|-----------------------|--------|

Note 7 **Paid employees**
Please complete this note if the charity has any employees.

7.1 Staff Costs

| | This year £ | Last year £ |
|--|----------------|----------------|
| Gross wages, salaries and benefits in kind | 88,216 | 90,963 |
| Employer's National Insurance costs | - | - |
| Pension costs | - | - |
| Total staff costs | 88,216 | 90,963 |

7.2 Average number of full-time equivalent employees in the year

| | This year Number | Last year Number |
|--|---------------------|---------------------|
| The parts of the charity in which the employees work | | |
| Fundraising | - | - |
| Nursery Staff | 9 | 11 |
| Governance | - | - |
| Other | - | - |
| Total | 9 | 11 |

7.3 Defined contribution pension scheme

Please complete if a defined contribution pension scheme is operated.

Brief details of the scheme

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| |
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| | This year £ | Last year £ |
|---|----------------|----------------|
| The costs of the scheme to the charity for the year | | |
| The amount of any contributions outstanding at the year end | | |
| The amount of any contributions prepaid at the year end | | |

Section C**Notes to the accounts****(cont)****Note 9 Tangible fixed assets***Please complete this note if the charity has any tangible fixed assets***9.1 Cost or valuation**

| | Freehold land & buildings | Other land & buildings | Plant, machinery and motor vehicles | Fixtures, fittings and equipment | Payments on account and assets under construction | Total |
|-------------------------|---------------------------|------------------------|-------------------------------------|----------------------------------|---|--------|
| | £ | £ | £ | £ | £ | £ |
| Balance brought forward | 89,908 | | - | 4,814 | - | 94,722 |
| Additions | - | - | - | 1,524 | - | 1,524 |
| Revaluations | - | - | - | - | - | - |
| Disposals | - | - | - | - | - | - |
| Transfers * | - | - | - | - | - | - |
| Balance carried forward | 89,908 | - | - | 6,338 | - | 96,246 |

9.2 Accumulated depreciation and impairment provisions

| | | | | | |
|----------------|---------------------------------------|----------|----------|---------|----------|
| **Basis | SL | SL or RB | SL or RB | SL | SL or RB |
| ** Rate | 5 years old assets 10 years canopy | | | 3 years | |

| | | | | | | |
|------------------------------|--------|---|---|-------|---|--------|
| Balance brought forward | 84,532 | - | - | 3,968 | - | 88,500 |
| Depreciation charge for year | 672 | - | - | 282 | - | 954 |
| Impairment provisions | - | - | - | - | - | - |
| Revaluations | - | - | - | - | - | - |
| Disposals | - | - | - | - | - | - |
| Transfers* | - | - | - | - | - | - |
| Balance carried forward | 85,204 | - | - | 4,250 | - | 89,454 |

9.3 Net book value

| | | | | | | |
|-----------------|-------|---|---|-------|---|-------|
| Brought forward | 5,376 | - | - | 846 | - | 6,222 |
| Carried forward | 4,704 | - | - | 2,088 | - | 6,792 |

9.4 Revaluation*If any fixed assets have been revalued please give details of the valuer and method of valuation*

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* The "transfers" row is for movements between fixed asset categories.

** Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction.

Section C**Notes to the accounts****(cont)****Note 11 Debtors and prepayments***Please complete this note if the charity has any debtors or prepayments.***Analysis of debtors**

| | Amounts falling due within one year | | Amounts falling due after more than one year | |
|---|-------------------------------------|----------------|--|----------------|
| | This year £ | Last year £ | This year £ | Last year £ |
| Trade debtors | 215 | 845 | - | - |
| Amounts due from subsidiary and associated undertakings | - | - | - | - |
| Other debtors | 425 | 2,499 | - | - |
| Prepayments and accrued income | 2,785 | 713 | - | - |
| Total | 3,425 | 4,057 | - | - |

Note 12 Creditors and accruals*Please complete this note if the charity has any creditors or accruals.***12.1 Analysis of creditors**

| | Amounts falling due within one year | | Amounts falling due after more than one year | |
|---|-------------------------------------|----------------|--|----------------|
| | This year £ | Last year £ | This year £ | Last year £ |
| Loans and overdrafts | - | - | - | - |
| Trade creditors | - | - | - | - |
| Amounts due to subsidiary and associated undertakings | - | - | - | - |
| Other creditors | - | - | - | - |
| Accruals and deferred income | 15,824 | 11,147 | - | - |
| Total | 15,824 | 11,147 | - | - |

12.2 Security over assets*If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity please provide details.*

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| Section C | Notes to the accounts | (cont) |
|------------------|------------------------------|---------------|

Note 14 Transactions with related parties

If the charity has any transactions with related parties (other than the trustee expenses explained in note 6) details of such transactions should be provided in this note. If there are no transactions to report, please enter "None" in the relevant boxes.

14.1 Remuneration and benefits

Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee or other related parties by the charity or any institution or company connected with it.

| Name of trustee or connected party | Legal authority (eg order, governing document) | Amounts paid or benefit value | |
|------------------------------------|--|-------------------------------|----------------|
| | | This year £ | Last year £ |
| Jannette Hawkins | Articles of Association | 12,364.20 | 12,475.76 |
| Laura Lloyd | Articles of Association | - | 8,064.86 |
| | | | |

14.2 Loans

Please give details of and amounts owing to or from the charity's trustees or other related parties by the charity at the year end.

| | Name of trustee or connected party | Legal authority | Amount owing | |
|---------------------------------------|------------------------------------|-----------------|----------------|----------------|
| | | | This year £ | Last year £ |
| Due to trustees and related parties | | | | |
| Due from trustees and related parties | | | | |

14.3 Other transaction(s) with trustees or related parties

Please give details of any transaction undertaken by (or on behalf of) the charity in which a trustee or related party has a material interest.

| Name of the trustee or related party | Relationship to charity | Description of the transaction(s) | This year £ | Last year £ |
|--------------------------------------|-------------------------|-----------------------------------|----------------|----------------|
| | | | | |
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CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

WITHAM VALLEY NURSERY

On accounts for the year
ended

31 AUGUST 2020

Charity no
(if any)

1157860

Set out on pages

1-15

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

C Chadney

Date:

29 / 06 / 2021

Name:

CLIVE G CHADNEY

Relevant professional
qualification(s) or body
(if any):

FCCA

Address:

CLIVE G CHADNEY LTD
CHARTERED CERTIFIED ACCOUNTANTS
108 SANDFORD ROAD
CHELMSFORD
ESSEX
CM2 6DH

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.