



# Trustees' Annual Report for the period

Period start date				Period end date			
<b>From</b>	01	Sep	2019	<b>To</b>	31	Aug	2020

## Section A Reference and administration details

**Charity name**

The Windmill Nursery Dartford

**Other names charity is known by**

The Windmill Nursery

**Registered charity number (if any)**

1159401

**Charity's principal address**

c/o The Brent CP School

London Road

Stone

**Postcode**

DA2 6BA

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Keith McGregor			
2	Karen McGregor			
3	Helen Stowell			
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### 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)**

Susan Melvin – Nursery Supervisor

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Charitable Incorporated Organisation (CIO)

Trustee selection methods  
(eg. appointed by, elected by)

Appointed by the existing trustees

**Additional governance issues (Optional information)**

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

- 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.

## Section C Objectives and activities

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

The objects of the CIO are:

- (1) To advance the education of children below the school entry age within the local community and to provide a safe and stimulating environment for children of pre-school age.
- (2) To provide a safe a stimulating learning environment, where children are able to learn through their play and in which each parent/carers has the right to take an active role in.
- (3) To actively promote fundraising in which all parents/guardians have the opportunity to become involved.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The children benefit by receiving an education which greatly helps with them adapting to meeting and interacting with other children and preparing them for primary education. Among the children taught at the nursery are some children (currently 3) with special educational needs, with 2 having specialist one to one support from the Specialist Teaching Service. The total number of children currently registered and attending the nursery is 52. Typically these children will attend either morning or afternoon sessions.

The nursery provides a secure working environment for staff and security for parents/carers in knowing all monies are for the purpose of their children attending the setting.

**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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

## Section E Financial review

**Brief statement of the charity's policy on reserves**

We do not have a policy on reserves

**Details of any funds materially in deficit**

Not applicable

### 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.

## Section F Other optional information

## Section G Declaration

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

**Signed on behalf of the charity's trustees**

**Signature(s)**

*Keith McGregor*

*K.M. Gregor*

**Full name(s)**

KEITH MCGREGOR

KAREN MCGREGOR

**Position (eg Secretary, Chair, etc)**

TRUSTEE

CHAIR

**Date**

19/06/2021

**THE WINDMILL NURSERY DARTFORD**

**CHARITABLE INCORPORATED ORGANISATION NUMBER 1159401**

**ANNUAL REPORT AND ACCOUNTS FOR THE YEAR TO 31 AUGUST 2020**

Charity Name & Address: The Windmill Nursery Dartford  
c/o The Brent County Primary School  
London Road  
Stone  
DA2 6BA

Website: <https://thewindmillnursery.com/>

Trustees: Keith McGregor  
Karen McGregor  
Helen Stowell

## **Independent Examiner's Report to the Trustees of The Windmill Nursery Dartford**

I report on the accounts of the charity for the year to 31<sup>st</sup> August 2020 as set out on pages 3 to 4.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**


My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met

Signed.....  


June 19, 2021  
Date.....

Ruth McGregor FCCA, 31 Rectory Road, Beckenham, Kent BR3 1HL

<b>Windmill Nursery Accounts</b>		
<b>1 September 2019 to 31 August 2020</b>		
<b>Income &amp; Expenditure Account</b>		<b>31/08/2020</b>
<b>Income</b>		
KCC Vouchers		96,028.72
Other vouchers and childcare payments		-
Fees from parents		8,772.20
Income from Fundraising		-
Income from Training Course		-
Bank Interest Received		-
Miscellaneous		-
<b>Total Income</b>		<b>104,800.92</b>
<b>Expenditure</b>		
Staff Salaries (including tax, national insurance and pensions)		100,088.76
Rent paid to KCC		-
Supplies		5,981.26
Utilities and telephone		6,733.57
Pre-School Learning Alliance		-
Staff Welfare		1,262.35
Training		250.00
Trip to Godstone Farm		-
Insurance		-
Window Cleaning		80.00
Ofsted		-
DBS Checks		-
<b>Total Expenditure</b>		<b>114,395.94</b>
<b>Income less expenditure</b>		<b>- 9,595.02</b>



<b>Balance Sheet</b>	<b>31/08/2020</b>	<b>01/09/2019</b>
Current Account	22,198.24	31,793.26
Deposit Account	0.04	0.04
Petty Cash	500.00	500.00
<b>Windmill Nursery Assets</b>	<b>22,698.28</b>	<b>32,293.30</b>
<b>Increase/(decrease) in assets</b>	<b>- 9,595.02</b>	

## Notes

The deficit in the year has arisen primarily due to a timing difference relating to payments received from Kent County Council each year. The payment of £17,220 on 27 August 2019 was included in the previous year and the payment of £21,248 on 2 September 2020 will be included in the following year.

The Trustees have responsibility for setting a budget and monitoring expenditure during the year, in order the Nursery gets best value from the funds allocated from the government and nursery fees collated. This is to ensure that the children obtain maximum benefit from the limited resources available.

The Trustees are very grateful to the parents, staff and friends who continue to give financial support and help maintain the nursery to its high standard.

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

Signed.....*Keith McGregor*.....

June 19, 2021  
Date.....

Keith McGregor - Trustee

Signed.....*K.M. Gray*.....

June 19, 2021  
Date.....

Karen McGregor - Trustee