

BROCKHAM GREEN DAY NURSERY
REPORTS AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2021

Ellis Atkins
Chartered Accountants

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FOR THE YEAR ENDED 31st MARCH 2021

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**BROCKHAM GREEN DAY NURSERY
ANNUAL REPORT OF THE MANAGEMENT COMMITTEE
FOR THE YEAR ENDED 31st MARCH 2021**

The trustees present their report and financial statements for the period ended 31st March 2021. These financial statements have been prepared in accordance with the requirements of the Charities Act 2011 and the guidance on the requirements for Receipts and Payments Accounts (CC16) published by the Charity Commission 2009.

Reference and administration

Charity's name and registered number

Brockham Green Day Nursery is incorporated under the Charities Act 2011 as a Charitable Incorporated Organisation and its registered number is 1159631.

Charity's address

The principal address of the charity is:-

Brockham Green Nursery
Brockham Green Church Hall
Brockham Green
Brockham
RH3 7JR

Management Committee

The trustees of the charity, who comprise the members of the Management Committee of Brockham Green Day Nursery, and have held office during the year are as follows:-

Clare Dibble	-Treasurer
Charlotte Victoria Bakrania	-Co-Chair
Jade Ann Washington	-Co-Chair
Jenny Anne Edwards	-Secretary

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is constituted by the Governing Document dated 15th December 2014.

Organisational structure

The Nursery is managed by a Management Committee that consists of a maximum of 12 members, three of whom are charity trustees and fill the positions of Chairman, Secretary and Treasurer. The Committee deals with all matters connected with financing, staffing and the internal administration of the Nursery. It also has the power to fill any vacancies that may arise on the committee. Where vacancies arise, potential candidates are sought by the management committee. In considering potential candidates, the management committee take into account the background, professional experience and willingness of the candidate to represent the various stakeholders of the nursery.

**BROCKHAM GREEN DAY NURSERY
ANNUAL REPORT OF THE MANAGEMENT COMMITTEE (cont'd)
FOR THE YEAR ENDED 31st MARCH 2021**

OBJECTIVES AND ACTIVITIES

The object of the charity is to receive and care for children between the ages of two and a half and five years who reside in or near the Parish of Brockham Green in the County of Surrey. The Nursery aims to enhance the development of and education of children primarily under statutory school age, by offering:

- a) to provide a happy, friendly and safe environment for children in which they are able to learn through their play and mix with adults and their own peer group;
- b) to encourage the children's emotional, social, intellectual and physical development through a wide range of activities;
- c) parents the opportunity to be involved in their children's learning and development.

Public Benefit Statement

The trustees confirm that they have referred to the guidance contained in the Charity Commissioner's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

The trustees are satisfied that the charity continues to meet the required public benefit test through its objectives and activities.

ACHIEVEMENTS AND PERFORMANCE

In the period under review, places were provided to 38 children for some or all of the year. The nursery was closed from 24th March 2020 to 15th June 2020 due to COVID. It reopened with two bubbles of maximum 12 children until the 16th July 2020. The nursery opened up in September 2020 for 5 mornings and 2 afternoons with some of the older children attending the nursery for full days. This continues to be successful, with staff, parents and children satisfied with the arrangements. There were a few morning and afternoon spaces available due to COVID.

Many pre-schools and nurseries have faced closures over the past few years. In view of this the trustees aim to hold sufficient reserves to enable the Nursery to remain open during low birth years and to meet its liabilities in the event that it too faces closure. The reserves will also help to cover the additional costs for when it relocates in the future.

The Nursery is a member of the Pre-school Learning Alliance, to which it pays an annual subscription. The Pre-school Learning Alliance provides the Nursery with insurance cover and support in all aspects of running the Nursery.

FINANCIAL REVIEW

Results for the Year

The charity has generated a surplus of £4,885 (2020 – deficit £13,567) despite the decrease in fees due to the impact of the pandemic. This is due to the government funding for summer term 2019 fees being remitted in March 2019 and accounted for in the 2019 accounts so the 2020 figures include government funding for two terms only.

In line with Government guidelines during the COVID pandemic, the nursery had to offer less hours to children in the summer term 2020-2021. The children were placed into bubbles with some attending Mondays and Tuesdays and others attending Thursdays and Fridays allowing for a deep clean in between. Due to this, the nursery received less fees than it would normally expect for the summer term. By autumn the nursery was able to resume normal opening hours however, our fundraising activities continued to be impacted. Although we were not able to run our full calendar of fundraising activities, we were able to find alternative events to mitigate the loss.

**BROCKHAM GREEN DAY NURSERY
ANNUAL REPORT OF THE MANAGEMENT COMMITTEE (cont'd)
FOR THE YEAR ENDED 31st MARCH 2021**

Results for year (continued)

The committee has been cautious in its spending over the past few years and as such the nursery was in a strong position. We do not expect to have to use any of our reserves.

Investment Policy

The trustees investment policy is focussed on protecting the capital assets. During the year the cash balances were invested in UK registered bank

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Reserves Policy

The trustees consider that general reserves of £40,000, the equivalent of approximately 6 months running costs, are required. The trustees have also designated a reserve fund of £25,000 in order to meet the obligations under employment contracts.

Incorporation

On 15th December 2014 Brockham Green Day Nursery was incorporated under the Charities Act 2011 as a Charitable Incorporated Organisation No. 1159631. The entire activity and assets of the unincorporated charity of the same name and number 206408 were transferred to the new Charitable Incorporated Organisation on 1st April 2015.

Dated...08/10/21

On behalf of the Management Committee



**Clare Dibble
Treasurer**



**Jade Washington
Co Chair**

**BROCKHAM GREEN DAY NURSERY
INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31st MARCH 2021**

I report on the accounts of Brockham Green Day Nursery for the year ended 31st March 2021, which are set out on pages 5 and 6.

RESPONSIBILITIES AND BASIS OF REPORT

As members of the Nursery's Management Committee 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 Nursery's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all 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 in connection with the examination which gives me cause to believe that in, any material respect:

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

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



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**P D LONGSTAFF FCA
PARTNER
Ellis Atkins
Chartered Accountants
The Atrium Business Centre
Curtis Road
Dorking, Surrey
RH4 1XA**

Dated... 21/10/2021

**BROCKHAM GREEN DAY NURSERY
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2021**

	Unrestricted funds	Restricted funds	Year ended 31/03/2021 Total funds	Year ended 31/03/2020 Total funds
	£	£	£	£
RECEIPTS				
Receipts from generated funds				
Voluntary Income:				
Donations	2,757 ✓	-	2,757	3,018
Activities for generating funds:				
Fundraising	1,081 ✓	-	1,081	6,349
Investment income receipt:				
Interest	86 ✓	-	86	152
Receipts from charitable activities				
Operating the Nursery:				
Fees	16,443 ✓	-	16,443	21,008
Government funding	50,492 ✓	-	50,492	33,095
T-shirts and uniform	85 ✓	-	85	-
Forest School	1,322 ✓	-	1,322	-
Lunch Club	2,642 ✓	-	2,642	2,010
Total Receipts	74,908	-	74,908	65,632
PAYMENTS				
Costs of generating funds				
Fundraising costs	145	-	145	1,119
Charitable activities				
Operating the Nursery:				
Staff costs	60,848 ✓	-	60,848	62,432
Rent of hall	4,008 ✓	-	4,008	8,437
Nursery equipment and supplies	701 ✓	-	701	1,387
Insurance	830 ✓	-	830	729
Staff training and publications	1,171 ✓	-	1,171	2,237
Nursery outings and parties	-	-	-	221
Subscriptions	121	-	121	118
Mobile and internet	211 ✓	-	211	199
HR expenditure	-	-	-	229
Legal and professional fees	-	-	-	-
Administration costs	851	-	851	1,013
Sundry costs	-	-	-	166
Bank charges	69 ✓	-	69	60
Governance costs				
Independent Examination fee	1,068	-	1,068	852
Total payments	70,023	-	70,023	79,199
Net receipts	4,885 ✓	-	4,885	(13,567)
Cash fund brought forward	111,414	-	111,414	124,981
TOTAL FUND CARRIED FORWARD	116,299	-	116,299	111,414

BROCKHAM GREEN DAY NURSERY
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31ST MARCH 2021

	Unrestricted funds	Restricted funds	As at 31/03/2021 Total funds	As at 31/03/2020 Total funds
	£	£	£	£
Current Assets				
Cash at Bank and in hand				
Charities Aid Foundation				
CAF Cheque Account	43,585	-	43,585	38,552
CAF Gold Account	32,121	-	32,121	32,107
Scottish Widows Deposit Account	41,586	-	41,586	41,514
Prepayments	-	-	-	-
Petty Cash	154	-	154	243
	<u>117,446</u>	<u>-</u>	<u>117,446</u>	<u>112,416</u>
Liabilities				
Creditors	-	-	-	-
Accruals	1,147	-	1,147	1,002
	<u>1,147</u>	<u>-</u>	<u>1,147</u>	<u>1,002</u>
Total Net Assets	<u>116,299</u>	<u>-</u>	<u>116,299</u>	<u>111,414</u>
FUNDS				
General fund			91,299	86,414
Designated Contingency Fund			25,000	25,000
Restricted Funds			-	-
TOTAL FUNDS			<u>116,299</u>	<u>111,414</u>

RESTRICTED FUNDS

Restricted funds represent donations and grants which have been received under the condition that the related expenditure is used for a specific purpose

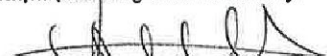
DESIGNATED FUNDS

Designated funds relate to the funds set aside to meet the Nursery's obligations in respect of redundancy payments due to employees should the nursery cease operations.

Approved by the Management Committee on 08/10/21 and signed on its behalf by:



Clare Dibble
Treasurer



Jade Washington
Co Chair