

BROCKHAM GREEN DAY NURSERY
REPORTS AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2022

Ellis Atkins
Chartered Accountants

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**BROCKHAM GREEN DAY NURSERY
ANNUAL REPORT OF THE MANAGEMENT COMMITTEE
FOR THE YEAR ENDED 31st MARCH 2022**

The trustees present their report and financial statements for the period ended 31st March 2022. 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:-

Georgina Cruickshank	-Treasurer appointed 1 st September 2021
Julia Barnard	-Secretary appointed 1 st October 2021
Emma Louise Davies	-Co-Chair appointed 30 th September 2021
Charlotte Victoria Bakrania	-Co-Chair
Jade Ann Washington	-Co-Chair resigned 30 th September 2021
Jenny Anne Edwards	-Secretary resigned 1 st October 2021
Clare Dibble	-Treasurer resigned 1 st October 2021

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 2022**

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 27 children during the autumn term, rising to 37 during the spring term and then 41 during the summer term.

Many pre-schools and nurseries have faced closures resulting from the COVID-19 pandemic, but fortunately the Nursery has made it out the other side, and its future is looking brighter and stronger. That said, the trustees continue to hold sufficient reserves to support the Nursery in the event of a low birth year/s and to meet its liabilities during any unforeseen financial difficulty.

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 Nursery is a charitable organisation. Registration number 1159631.

During this financial period the Nursery generated a loss of £10,648 (2021 - surplus £4,855).

The start of this period saw COVID restrictions being lifted and 'normality' to everyday life slowly returning. However, throughout this period, the Nursery was playing catch-up following the lockdowns and reduced children in attendance during the previous financial year. The aftermath of COVID left much work required by the staff team, thus incurring overtime costs of £3,000. To maintain staff motivation, salaries were uplifted during this period and bonuses totalling £1,200 were given. These offerings contributed to the loss, however, were essential to maintain operations and staff retention.

Other factors that were against the Nursery during this period included considerably lower voluntary donations and fundraising surplus, which the organisation rely on.

**BROCKHAM GREEN DAY NURSERY
ANNUAL REPORT OF THE MANAGEMENT COMMITTEE (cont'd)
FOR THE YEAR ENDED 31st MARCH 2022**

Results for year (continued)

The Nursery were able to offer increased hours to parents which incurred higher hall hire costs (at a higher hall charge rate compared to the previous period).

It took until the end of this review period for child numbers to increase almost back to that of pre-COVID. However, many of those children were too young to be eligible for government funding, which resulted in them attending lesser hours than the Nursery would have hoped.

Despite the challenges faced during this period, the Nursery have added to their resources to maintain the quality of offerings to its children including some excellent forest school equipment (a hammock, tree swing straps, outdoor play kitchen accessories, to name a few). The Nursery also bought a new speaker, craft supplies and a warrior obstacle course for hall-based activities.

The Nursery do not expect to have to use any of its reserves to recover this loss.

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

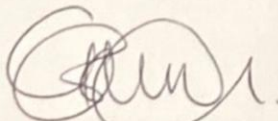
The trustees consider that general reserves of £40,000, the equivalent of approximately 6 months running costs, are required. The trustees have also designated a reserve fund of £25,000 in order to meet the obligations under employment contracts.

Incorporation

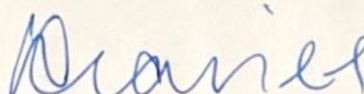
On 15th December 2014 Brockham Green Day Nursery was incorporated under the Charities Act 2011 as a Charitable Incorporated Organisation No. 1159631. The entire activity and assets of the unincorporated charity of the same name and number 206408 were transferred to the new Charitable Incorporated Organisation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

Dated 12/22

On behalf of the Management Committee



**Georgina Cruickshank
Treasurer**



**Emma Louise Davies
Co Chair**

**BROCKHAM GREEN DAY NURSERY
INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31st MARCH 2022**

I report on the accounts of Brockham Green Day Nursery for the year ended 31st March 2022, 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.

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

Dated.....

**BROCKHAM GREEN DAY NURSERY
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2022**

	Unrestricted funds	Restricted funds	Year ended 31/03/2022 Total funds	Year ended 31/03/2021 Total funds
	£	£	£	£
RECEIPTS				
Receipts from generated funds				
Voluntary Income:				
Donations	2,553	-	2,553	2,757
Activities for generating funds:				
Fundraising	2,208	-	2,208	1,081
Investment income receipt:				
Interest	26	-	26	86
Receipts from charitable activities				
Operating the Nursery:				
Fees	22,236	-	22,236	16,443
Government funding	48,490	-	48,490	50,592
T-shirts and uniform	94	-	94	85
Forest School	1,466	-	1,466	1,322
Lunch Club	2,461	-	2,461	2,642
Total Receipts	79,535	-	79,535	74,908
PAYMENTS				
Costs of generating funds				
Fundraising costs	673	-	673	145
Charitable activities				
Operating the Nursery:				
Staff costs	72,525	-	72,525	60,848
Rent of hall	10,774	-	10,774	4,008
Nursery equipment and supplies	191	-	191	701
Insurance	688	-	688	830
Staff training and publications	106	-	106	1,171
Nursery outings and parties	-	-	-	-
Subscriptions	121	-	121	121
Mobile and internet	247	-	247	211
HR expenditure	-	-	-	-
Legal and professional fees	-	-	-	-
Administration costs	2,283	-	2,283	851
Sundry costs	487	-	487	-
Bank charges	107	-	107	69
Governance costs				
Independent Examination fee	1,980	-	1,980	1,068
Total payments	90,183	-	90,183	70,023
Net receipts	(10,648)	-	(10,648)	4,885
Cash fund brought forward	116,299	-	116,299	111,414
TOTAL FUND CARRIED FORWARD	105,652	-	105,652	116,299

**BROCKHAM GREEN DAY NURSERY
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31ST MARCH 2022**

	Unrestricted funds	Restricted funds	As at 31/03/2022 Total funds	As at 31/03/2021 Total funds
	£	£	£	£
Current Assets				
Cash at Bank and in hand				
Charities Aid Foundation				
CAF Cheque Account	34,542	-	34,542	43,585
CAF Gold Account	32,127	-	32,127	32,121
Scottish Widows Deposit Account	41,606	-	41,606	41,586
Prepayments	-	-	-	-
Petty Cash	309	-	309	154
	<u>108,584</u>	<u>-</u>	<u>108,584</u>	<u>117,446</u>
Liabilities				
Creditors	-	-	-	-
Accruals	2,933	-	2,933	1,147
	<u>2,933</u>	<u>-</u>	<u>2,933</u>	<u>1,147</u>
Total Net Assets	<u>105,651</u>	<u>-</u>	<u>105,651</u>	<u>116,299</u>
FUNDS				
General fund			80,651	91,299
Designated Contingency Fund			25,000	25,000
Restricted Funds			-	-
TOTAL FUNDS			<u>105,651</u>	<u>116,299</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 12/22 and signed on its behalf by:

Georgina Quirkshank
Treasurer



Emma Louise Davies
Co Chair

