

BROCKHAM GREEN DAY NURSERY
REPORTS AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2023

Ellis Atkins
Chartered Accountants

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FOR THE YEAR ENDED 31st MARCH 2023

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**BROCKHAM GREEN DAY NURSERY
ANNUAL REPORT OF THE MANAGEMENT COMMITTEE
FOR THE YEAR ENDED 31st MARCH 2023**

The trustees present their report and financial statements for the period ended 31st March 2023. 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

Trustees

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

Georgina Cruickshank	-Treasurer resigned 19 th June 2023
Alice Murphy	-Treasurer appointed 19 th June 2023
Julia Barnard	-Secretary resigned 13 th September 2022
Jennifer Godber	-Secretary appointed 13 th September 2022
Emma Louise Davies	-Chair resigned 13 th September 2022
Carly Blake	-Chair appointed 13 th September 2022, resigned 16 th October 2023
Louisa Lunch	-Co-Chair appointed 16 th October 2023
Andrew Lunch	-Co-Chair appointed 16 th October 2023

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 2023**

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 41 children during the summer term, 36 during the autumn term and 41 during the spring term.

The nursery has seen a slight increase in children in attendance, returning to pre-covid numbers. The nursery also took on two additional members of staff in September. 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 surplus of £8,004 (2022 - loss £10,648). This was due to a significant increase in fee income and Government and MVDC funding, whilst keeping control of expenditure. The only increase in expenditure related to the recruitment of two new members of staff. Income generated from fundraising rose to £5,539 from £2,208 in the previous year due to a big fundraising push by parents.

The nursery is in a much better financial position this year following previous difficulties caused by the pandemic. The nursery now accepts children a term earlier (the term they turn 2 and a half rather than 3) and this has helped increase the number of children in attendance back to pre-covid levels. It has also led to an increase in the number of non-funded children at the nursery and so reduced the Nursery's reliance on voluntary donations to top up government funding.

**BROCKHAM GREEN DAY NURSERY
ANNUAL REPORT OF THE MANAGEMENT COMMITTEE (cont'd)
FOR THE YEAR ENDED 31st MARCH 2023**

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.....04/12/23

On behalf of the Management Committee

Alice Murphy
Treasurer



Louisa Lunch
Co Chair



**BROCKHAM GREEN DAY NURSERY
INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31st MARCH 2023**

I report on the accounts of Brockham Green Day Nursery for the year ended 31st March 2023, 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.....5/12/2023.....

**BROCKHAM GREEN DAY NURSERY
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2023**

	Unrestricted funds	Restricted funds	Year ended 31/03/2023 Total funds	Year ended 31/03/2022 Total funds
	£	£	£	£
RECEIPTS				
Receipts from generated funds				
Voluntary Income:				
Donations	2,458	-	2,458	2,553
Activities for generating funds:				
Fundraising	5,539	-	5,539	2,208
Investment income receipt:				
Interest	387	-	387	26
Receipts from charitable activities				
Operating the Nursery:				
Fees	35,271	-	35,271	22,236
Government funding	53,557	-	53,557	48,490
MVDC funding	2,238	-	2,238	-
T-shirts and uniform	(549)	-	(549)	94
Kids Outings	221	-	221	-
Forest School	2,872	-	2,872	1,466
Lunch Club	2,517	-	2,517	2,461
Total Receipts	104,511	-	104,511	80,550
PAYMENTS				
Costs of generating funds				
Fundraising costs	661	-	661	673
Charitable activities				
Operating the Nursery:				
Staff costs	80,036	-	80,036	72,525
Rent of hall	9,061	-	9,061	10,774
Nursery equipment and supplies	410	-	410	191
Insurance	808	-	808	688
Staff training and publications	472	-	472	106
Nursery outings and parties	267	-	267	-
Subscriptions	272	-	272	121
Mobile and internet	386	-	386	247
Administration costs	1,923	-	1,923	3,243
Sundry costs	1,118	-	1,118	1,503
Bank charges	73	-	73	107
Governance costs				
Independent Examination fee	1,020	-	1,020	1,020
Total payments	96,507	-	96,507	91,198
Net receipts/(payments)	8,004	-	8,004	(10,648)
Total funds brought forward	105,651	-	105,651	116,299
TOTAL FUNDS CARRIED FORWARD	113,655	-	113,655	105,651

**BROCKHAM GREEN DAY NURSERY
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31ST MARCH 2023**

	Unrestricted funds	Restricted funds	As at 31/03/2023 Total funds	As at 31/03/2022 Total funds
	£	£	£	£
Current Assets				
Cash at Bank and in hand				
CAF Cheque Account	40,648	-	40,648	34,542
CAF Gold Account	32,347	-	32,347	32,127
Scottish Widows Deposit Account	41,709	-	41,709	41,606
Petty Cash	171	-	171	309
	<u>114,875</u>	<u>-</u>	<u>114,875</u>	<u>108,584</u>
Liabilities				
Accruals	1,220	-	1,220	2,933
Net Current Assets	<u>113,655</u>	<u>-</u>	<u>113,655</u>	<u>106,561</u>
Total Net Assets	<u>113,655</u>	<u>-</u>	<u>113,655</u>	<u>106,561</u>
FUNDS				
General fund			88,655	80,651
Designated Contingency Fund			25,000	25,000
Restricted Funds			<u>-</u>	<u>-</u>
TOTAL FUNDS			<u>113,655</u>	<u>105,651</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 and signed on its behalf by:

Alice Murphy
Treasurer



Louisa Lunch
Co Chair

