

# SEVENOAKS DAY NURSERY CIO

England & Wales · Charity number 1162242

## Details

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**Other names** SEVENOAKS DAY NURSERY

**Status** Registered

**Legal form** CIO

**Registered** 2015-06-17

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Rear Of Sevenoaks Community Centre  
Otford Road  
Sevenoaks  
Kent  
TN14 5DN

**Phone** 01732460384

**Email** [nursery.admin@sdn.org.uk](mailto:nursery.admin@sdn.org.uk)

**Website** [www.sdn.org.uk](http://www.sdn.org.uk)

## Activities

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**Objects:** THE OBJECTS OF THE CIO ARE TO ENHANCE THE DEVELOPMENT AND EDUCATION, AND PROMOTE THE CARE, SAFETY, HEALTH AND WELL BEING, OF CHILDREN RESIDING IN OR NEAR SEVENOAKS AND ITS NEIGHBOURHOOD, BY THE PROVISION OF DAY CARE FACILITIES, NURSERY EDUCATION, ALTERNATIVES TO FOSTER CARE AND EMERGENCY CARE FOR CHILDREN IN CASES OF FAMILY CRISIS.

**Activities:** The Sevenoaks Day Nursery was established as a charitable trust pursuant to a trust deed dated 16 April 1987. We provide affordable full day childcare for preschool children. We may waive or reduce our fees (which are already much lower than the local average) in cases of particular hardship.

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

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- Kent

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-12-31	£640,186	£573,922	£626,817	19
2023-12-31	£515,578	£500,195	£560,563	17
2022-12-31	£451,905	£431,132	-	-
2021-12-31	£419,095	£407,523	-	-
2020-12-31	£358,453	£366,013	-	-

## Trustees

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Name	Role	Appointed
Abigail Jayne Wells		2018-11-02
Caroline Bramley		2021-04-13
Chloe Ghuznavi		2022-03-09
Dr Stephanie Patricia Laura Jenkinson		2017-04-27
Natasha Manson		2022-09-19

**SEVENOAKS DAY NURSERY CIO**

England & Wales - Charity number 1162242

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# Accounts

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Charity Registration No. 1162242

**SEVENOAKS DAY NURSERY CIO  
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2024**

# SEVENOAKS DAY NURSERY CIO

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees**

Susan Dreksler  
Stephanie Jenkinson  
Abigail Wells  
Caroline Bramley  
Natasha Manson  
Chloe Ghuznavi

**Charity number**

1162242

**Principal address**

Rear of Bat and Ball Centre  
Otford Road  
Sevenoaks  
Kent  
UK  
TN14 5DN

**Independent examiner**

Caroline Ward FCA  
A4G LLP  
Kings Lodge  
London Road  
West Kingsdown  
Kent  
UK  
TN15 6AR

# SEVENOAKS DAY NURSERY CIO

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**TRUSTEES REPORT**

**FOR THE YEAR ENDED 31 DECEMBER 2024**

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The Trustees present their report and financial statements for the year ended 31 December 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

**Overview**

The Charity's objectives are to enhance the development and education, and promote the care, safety, health and well-being, of children residing in Sevenoaks and its neighbourhood, by the provision of day care facilities, nursery education, alternatives to foster care and emergency care for children in cases of family crisis.

Therefore, we ensure the level of charges for attendance at the Nursery are considerably below the rates charged by commercial nurseries operating in the area and we provide free childcare, at the Trustees' discretion, to children of families at economic disadvantage or who would benefit from support due to illness or crisis.

At the same time, it is the aim of the Charity to ensure the continued financial sustainability of the Nursery bearing in mind the need to accumulate, over time, sufficient funds to enable the Nursery to replace the current buildings when they reach the end of their useful life.

**Operational update**

The Nursery caters for up to 57 children a day with 2 reserved emergency sessions available. It also offers limited free sessions in the event of unforeseen circumstances.

Staff costs, as expected, remain the Nursery's largest expenditure at 82% (of all costs).

Madde Eleby, our Nursery Manager of five years, retired from the nursery in April 2025. Her successor Susie Gilshnan, previously the Deputy Manager, took over from May 2025. Madde will continue to support Susie as a mentor over the next 6 months to ensure she has all the support needed in her new role.

The following Trustees, who are responsible for the overall continued operation and success of the Nursery, who fulfilled this role during the year and up to the date of signature of the financial statements are as follows:  
Stephanie Jenkinson; Abigail Wells; Caroline Bramley; Natasha Manson; Chloe Ghuznavi

No further Trustees were appointed this year. However, after 12 years Sue Dreksler has stepped down as Chair of trustees and Stephanie Jenkinson has now taken over this role (effective Jan 2025).

## TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

**Financial Review**

Our aim is to avoid making surpluses or deficits (after depreciation).

There was a net surplus of income over expenditure in the year amounting to £66,262 (2023: £15,372)  
The surplus when added to the accumulated funds brought forward gives a balance to carry forward of £626,817 (2023: £560,553).

The financial position is considered satisfactory with the overall aim to keep fees charged as low as possible with adequate levels of trained staff, well maintained accommodation enhanced by fundraising activities to support the Nursery and provide additional equipment as required.

In addition, the Charity aims to build up funds to replace our buildings as they reach the end of their useful life. Surplus funds held for this and other capital projects are held in a Charities Official Investment account.

The Trustees have assessed the major risks to which the Charity is exposed and are satisfied that systems are in place to mitigate exposure to major risks.

**Extract of this year's Balance Sheet for reference:**

Undesignated Funds	£	342,317
Designated Funds		
Working Capital Reserve	£	45,000
Closure Reserve	£	67,500
Accommodation Reserves	£	172,000
	£	<u>284,500</u>
Total Funds	£	<u>626,817</u>

**Notes:**

There were no restricted funds as at the year-end. However, in order to provide for future contingencies we have set aside funds for the following purposes:-

- The Working Capital Reserve provides emergency funds in the event of business interruption.
- The Closure Reserve provides for our statutory obligations (e.g. redundancy payments) in the unlikely event of closure.
- The Accommodation Reserve provides for the future accommodation of the Nursery.

**TRUSTEES REPORT (CONTINUED)****FOR THE YEAR ENDED 31 DECEMBER 2024**

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**Reserves policy**

The reserves policy was adopted and updated 1st August 2024 and contains the following policies and required funds:

- 1 To provide working capital for the day to day operation of the nursery. Funds for this purpose should not exceed an average of one month's cash outgoings. At 1st August 2024 this amounted to £45,000.
- 2 To provide for statutory obligations in the unlikely event of closure. At 1st August 2024 the only known obligation is redundancy pay which would amount to £67,500 (2023: £65,000)
- 3 To provide funds for the future accommodation of the Nursery. The new building purchased in the year has an expected lifespan of 25 years. It is our intention that a reserve is accumulated over the next 25 years to provide for the future accommodation of the Nursery. At an average inflation rate of 2.5%, over the next 25 years we would need to save £880,000 to replace the new building. In addition to this, the now acquired Pre-school room £30,000 (Dec 23) we have factored in that over the next 10 years we would need to save £300,000 to replace this building.

**Structure, governance and management**

On 1 January 2017, the Charity was converted to a Charitable Incorporated Organisation (CIO) charity number 1162242, with a new constitution. The objectives and activities of the Charity are unchanged.

The principal address of the Charity can be found under Legal and Administrative Information.

The Trustees who served during the year and up to the date of signature of the financial statements were:

Susan Dreksler  
Stephanie Jenkinson  
Abigail Wells  
Caroline Bramley  
Natasha Manson  
Chloe Ghuznavi

None of the Trustees has any beneficial interest in the Charity.

Appointment of the Trustees is governed by the constitution of the Charity. The Board of Trustees is authorised to fill vacancies arising through resignation or death of an existing Trustee, or to recruit additional Trustees.

Thus the day-to-day management of the Charity is vested in the Nursery Manager.

Nursery Manager: Maddie Eleby

The Board of Trustees keeps the skill requirements for the Trustee Board under review. Training expenses are provided for Trustees together with an induction pack for new trustees comprising a copy of the constitution, a copy of the previous year's annual report and accounts, copies of Board minutes and copy of the Charity Commission's guidance "The Essential Trustee".

As a provider of childcare, the Nursery is registered with Ofsted and must meet the conditions that Ofsted places on a registration at all times that we provide registered care, as well as other requirements for registration.

The Trustees report was approved by the Board of Trustees.

## INDEPENDENT EXAMINER'S REPORT

## FOR THE YEAR ENDED 31 DECEMBER 2024

I report to the Trustees on my examination of the financial statements of Sevenoaks Day Nursery CIO (the Charity) for the year ended 31 December 2024.

**Responsibilities and basis of report**

As the Trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

The accounts are not required to be audited under Part 16 of the Companies Act 2006.

**Independent examiner's statement**

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

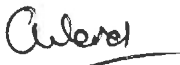
Your attention is drawn to the fact that the Charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extent regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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 financial statements to be reached.



Caroline Ward FCA  
A4G LLP  
Chartered Accountants  
Kings Lodge  
London Road  
West Kingsdown  
Kent  
UK  
TN15 6AR

Dated: 22/09/25

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2024


	Note	Unrestricted funds 2024 £	Restricted funds 2024 £	Restricted income funds 2024 £	Total funds 2024 £	Prior year funds 2023 £
<b>Income</b>						
<b>Income and endowments from:</b>						
Donations and legacies	3	2,842	-	-	2,842	3,726
Charitable activities	3	623,564	-	-	623,564	498,743
Investments	3	13,780	-	-	13,780	13,109
<b>Total</b>		<b>640,186</b>	<b>-</b>	<b>-</b>	<b>640,186</b>	<b>515,578</b>
<b>Expenditure</b>						
<b>Charitable expenditure on:</b>						
Teaching and care of children	4	506,484	-	-	506,484	430,647
Running costs and maintenance of the nursery	4	63,970	3,468	-	67,438	69,558
<b>Total</b>		<b>570,454</b>	<b>3,468</b>	<b>-</b>	<b>573,922</b>	<b>500,205</b>
<b>Net income/(expenditure)</b>		<b>69,732</b>	<b>-</b>	<b>3,468</b>	<b>-</b>	<b>15,373</b>
Transfers between funds		-	-	-	-	-
<b>Other recognised gains/(losses):</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>69,732</b>	<b>-</b>	<b>3,468</b>	<b>-</b>	<b>15,373</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward		557,085	3,468	-	560,553	545,180
<b>Total funds carried forward</b>		<b>626,817</b>	<b>-</b>	<b>-</b>	<b>626,817</b>	<b>560,553</b>

## BALANCE SHEET


FOR THE YEAR ENDED 31 DECEMBER 2024

	Note	Unrestricted funds 2024 £	Restricted income funds 2024 £	Total this year 2024 £	Total last year 2023 £
<b>Fixed assets</b>					
Tangible assets	7	315,316	-	315,316	321,227
<b>Total fixed assets</b>		<u>315,316</u>	<u>-</u>	<u>315,316</u>	<u>321,227</u>
<b>Fixed Asset Investment</b>					
Fixed Asset Investment	8	227,590	-	227,590	-
		-	-	-	-
<b>Current assets</b>					
Debtors	9	21,766	-	21,766	32,775
Cash at bank and in hand	10	136,196	-	136,196	297,611
<b>Total current assets</b>		<u>385,551</u>	<u>-</u>	<u>385,551</u>	<u>330,386</u>
<b>Creditors: amounts falling due within one year</b>	11	74,049	-	74,049	91,060
<b>Net current assets/(liabilities)</b>		<u>311,502</u>	<u>-</u>	<u>311,502</u>	<u>239,326</u>
<b>Total assets less current liabilities</b>		<u>626,817</u>	<u>-</u>	<u>626,817</u>	<u>560,553</u>
<b>Total net assets or liabilities</b>		<u>626,817</u>	<u>-</u>	<u>626,817</u>	<u>560,553</u>
<b>Funds of the Charity</b>					
Restricted funds	13	-	-	-	3,468
Unrestricted funds	13	626,817	-	626,817	557,085
<b>Total funds</b>		<u>626,817</u>	<u>-</u>	<u>626,817</u>	<u>560,553</u>

The financial statements were approved by the Trustees:

  
Stephanie Jenkinson  
Trustee

Dated: 10/10/25

  
Natasha Manson  
Trustee

Dated: 10/10/25

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

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**1 Basis of preparation****Charity information**

Sevenoaks Day Nursery CIO is an incorporated charity and is constituted under a constitution. It is incorporated in England and Wales under charity number 1162242.

**1.1 Basis of accounting**

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain assets where required, and in accordance with:

- the Charities SORP (FRS 102) – “Accounting and Reporting by Charities” (applicable for accounting periods beginning on or after 1 January 2015),
- the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and
- the requirements of the Charities Act 2011.

The charity meets the definition of a public benefit entity under FRS 102.

**1.2 Going Concern**

At the time of approving the financial statements, there are no material uncertainties about the entity's ability to continue. The Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future.

**1.3 Charitable Funds**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes. Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements. Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity. No such funds are currently held.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

## FOR THE YEAR ENDED 31 DECEMBER 2024

**2 Accounting policies****2.1 Income**

Income is recognised in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources;
- the monetary value can be measured with sufficient reliability.

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Grants and donations are recognised in the Statement of Financial Activities (SoFA) when the charity is entitled to the income, receipt is probable, and the amount can be measured reliably, in accordance with the Charities SORP (FRS 102), paragraphs 5.10 to 5.12.

Contractual income and performance related grants are only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.

The charity has incurred expenditure on support costs.

Income from interest is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

**2.2 Expenditure and liabilities**

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good

The charity made no redundancy payments during the reporting period.

No material item of deferred income has been included in the accounts.

The charity accounts for basic financial instruments in accordance with Section 11 of FRS 102 and the Charities SORP (FRS 102). Basic financial assets, including debtors and cash, are initially recognised at transaction price and subsequently measured at amortised cost. Basic financial liabilities, including creditors, are initially recognised at transaction price and subsequently measured at amortised cost.

Expenditure is allocated to activities in the Statement of Financial Activities (SoFA) based on the directly attributable costs for each activity. Support and governance costs are apportioned to charitable activities on a reasonable and consistent basis, such as staff time or usage, as appropriate.

Expenditure relating to teaching and care of children includes direct staff costs, art materials and kitchen and meal costs for the children.

Expenditure on running costs and maintenance of the Nursery includes all costs relating to the running of the premises, governance costs and support costs.

**2.3 Assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Land and buildings	4% on cost
Fixtures, fittings & equipment	20% on cost

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the Charity. Subsequently, they are measured at the cash amount or other consideration expected to be received.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

## 3 Income

Analysis of income	Unrestricted funds 2024	Restricted	Total funds	
		income funds 2024	2024	Prior year 2023
	£	£	£	£
<b>Donations and legacies:</b>				
Donations and gifts	37		37	1,129
Gift Aid	1,595		1,595	1,445
General grants provided by government/other charities	1,210		1,210	1,152
<b>Total</b>	<b>2,842</b>	<b>-</b>	<b>2,842</b>	<b>3,726</b>
<b>Charitable activities:</b>				
Fees receivable	623,564	-	623,564	498,743
<b>Total</b>	<b>623,564</b>	<b>-</b>	<b>623,564</b>	<b>498,743</b>
<b>Income from investments:</b>				
Interest income	5,798		5,798	5,583
Gain /loss on investment	7,590		7,590	
Rental and leasing	392		392	7,526
<b>Total</b>	<b>13,780</b>	<b>-</b>	<b>13,780</b>	<b>13,109</b>
<b>TOTAL INCOME</b>		<b>-</b>	<b>640,186</b>	<b>515,578</b>

## 4 Expenditure

Analysis	This year- 2024				Last year- 2023				
	Teaching and care of children (unrestricted)	Running costs and maintenance of the nursery (unrestricted)	Teaching and care of children (restricted)	Running costs and maintenance of the nursery (restricted)	Teaching and care of children (unrestricted)	Running costs and maintenance of the nursery (unrestricted)	Teaching and care of children (restricted)	Running costs and maintenance of the nursery (restricted)	
	£				£				
<b>Expenditure on charitable activities:</b>									
Wages and salaries	413,192	26,932			440,124	350,662	25,137		375,799
Social security costs	26,580	2,087			28,567	19,653	2,214		21,866
Employer's contribution to defined contribution pension schemes	6,987	621			7,607	5,719	567		6,286
Depreciation and impairment	19,527				19,527	20,312			20,312
Food and milk	26,002				26,002	22,099			22,099
Art, materials and kitchen	12,494				12,494	9,283			9,283
Recruitment expenses	320				320	1,027			1,027
Training costs	1,382				1,382	1,892			1,892
Rent collection, property repairs and maintenance charges		1,445			1,445		791		791
Rates and water		2,349			2,349		1,938		1,938
Insurance		5,261			5,261		4,575		4,575
Light and heat		12,024			12,024		15,165		15,165
Postage, stationery and advertising		1,105			1,105		875		875
Telephone		675			675		749		749
Subscriptions		758			758		850		850
Maintenance and cleaning		6,644		3,468	10,112		12,484		12,484
Share of support costs		78			78		67		67
Share of governance costs		3,992			3,992		4,147		4,147
<b>TOTAL EXPENDITURE</b>	<b>506,484</b>	<b>63,970</b>	<b>-</b>	<b>3,468</b>	<b>573,922</b>	<b>430,647</b>	<b>69,558</b>	<b>-</b>	<b>500,205</b>

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

## FOR THE YEAR ENDED 31 DECEMBER 2024

**5 Support Costs**

	Support costs	Governance	Grand total	
	2024	2024	2024	2023
	£	£	£	£
Bank charges	78	-	78	67
Independent examiners fees for preparation of accounts and external scrutiny	-	1,440	1,440	1,440
Other accountancy and professional fees not by the Independent examiner	-	2,552	2,552	2,707
<b>Total</b>	<b>78</b>	<b>3,992</b>	<b>4,070</b>	<b>4,214</b>

**6 Paid employees****6.1 Staff Costs**

	2024	2023
	£	£
Salaries and wages	440,124	375,799
Social security costs	28,667	21,866
Pension costs (defined contribution scheme)	7,607	6,286
<b>Total staff costs</b>	<b>476,398</b>	<b>403,951</b>

	2024	2023
	£	£
Total amount paid to key management personnel	65,370	87,329

**6.2 Average head count in the year**

	This year Number	Last year Number
Charitable Activities- Nursery	18	17
Charitable Activities- Admin	1	1
<b>Total</b>	<b>19</b>	<b>18</b>

**6.3** There were no ex-gratia payments to employees and others

**6.4** No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

## FOR THE YEAR ENDED 31 DECEMBER 2024

## 7 Tangible fixed assets

## 7.1 Cost or valuation

	Freehold land & buildings £	Fixtures, fittings and equipment £	Total £
At the beginning of the year	424,828	27,855	452,683
Additions	7,870	4,035	11,905
At end of the year	<u>432,698</u>	<u>31,890</u>	<u>464,588</u>

## 7.2 Depreciation and impairments

	Straight line 4%	Straight line 20%	Total
At beginning of the year	108,927	22,528	131,455
At beginning of the year			-
Depreciation	16,019	1,799	17,818
Impairment			-
At end of the year	<u>124,946</u>	<u>24,327</u>	<u>149,273</u>

## 7.3 Net book value

	£	£	£
Net book value at the beginning of the year			
	315,901	5,327	321,227
Net book value at the end of the year			
	307,752	7,564	315,316

## 8 Fixed Asset Investment

	This year £	Last year £
CCLA Investments	227,590	-
<b>Total</b>	<u>227,590</u>	<u>-</u>

The charity's investment in the COIF Charities Ethical Investment Fund forms part of its long-term reserves strategy and is intended to generate income and capital growth over time in a manner consistent with the charity's ethical and financial objectives.

The investment is held at fair value based on the unit price published by the fund manager (CCLA) as at the year-end date.

## 9 Debtors and prepayments

## 9.1 Analysis of debtors

	This year £	Last year £
Trade debtors	15,225	26,768
Prepayments and accrued income	6,332	6,007
Investments	208	
<b>Total</b>	<u>21,766</u>	<u>32,775</u>

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

<b>10</b>	<b>Cash at bank and in hand</b>		
		<b>2024</b>	<b>2023</b>
		£	£
	Cash at bank and in hand	136,196	297,611
	<b>Total</b>	<b>136,196</b>	<b>297,611</b>

**11** Creditors and accruals**11.1** Analysis of creditors

	Amounts falling due within one year		Amounts falling due after more than one year	
	2024	2023	2024	2023
	£	£	£	£
Other taxation and social security	7,953	5,653	-	-
Pension	1,628	1,273	-	-
Trade creditors	29,636	34,322	-	-
Other creditors	-	37	-	-
Accruals and deferred income	34,832	49,775	-	-
<b>Total</b>	<b>74,049</b>	<b>91,060</b>	<b>-</b>	<b>-</b>

**12** Events after the end of the reporting period

On 30 April 2025, the Nursery Manager, Madelene Eleby-Branford, resigned. She has been succeeded by Susie Gilshnan as Nursery Manager.

**13** Charity funds- current year

Designated fund names	Restricted income funds	Unrestricted income funds	Purpose and Restrictions	Fund balances brought forward	Income	Expenditure	Fund balances carried forward
				£			£
Fixtures and Fittings Fund	-	-	Designated for the purchase of fixtures and fittings for the new building	3,468	-	3,468	-
Working Capital Reserve	-	45,000	Designated to ensure sufficient funds are available to meet day-to-day operational and cash flow needs.	45,000	-	-	45,000
Closure Reserve	-	67,500	Designated to cover potential statutory redundancy and closure costs, should the nursery need to wind up operations.	65,000	2,500	-	67,500
Accommodation Reserve	-	172,000	Designated for the main building rebuild costs and for a future 'Club Room' rebuild	118,000	54,000	-	172,000
<b>Total Funds as per balance sheet</b>				<b>231,468</b>	<b>56,500</b>	<b>3,468</b>	<b>284,500</b>

**13.1** Charity funds- last year

Designated fund names	Restricted income funds	Unrestricted income funds	Purpose and Restrictions	Fund balances brought forward	Income	Expenditure	Fund balances carried forward
				£			£
Fixtures and Fittings Fund	3,468	-	Designated for the purchase of fixtures and fittings for the new building	3,468	-	-	3,468
Working Capital Reserve	-	45,000	Designated to ensure sufficient funds are available to meet day-to-day operational and cash flow needs.	45,000	-	-	45,000
Closure Reserve	-	65,000	Designated to cover potential statutory redundancy and closure costs, should the nursery need to wind up operations.	55,000	10,000	-	65,000
Accommodation Reserve	-	118,000	Designated for the main building rebuild costs and for a future 'Club Room' rebuild	64,000	54,000	-	118,000
<b>Total Funds as per balance sheet</b>				<b>167,468</b>	<b>64,000</b>	<b>0</b>	<b>231,468</b>

**SEVENOAKS DAY NURSERY CIO**

England & Wales - Charity number 1162242

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# Accounts

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Charity Registration No. 1162242

**SEVENOAKS DAY NURSERY CIO  
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

# SEVENOAKS DAY NURSERY CIO

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Susan Dreksler Stephanie Jenkinson Abigail Wells Caroline Bramley Natasha Manson Chloe Ghuznavi
<b>Charity number</b>	1162242
<b>Principal address</b>	Rear of Community Centre Otford Road Sevenoaks Kent UK TN14 5DN
<b>Independent examiner</b>	Caroline Ward FCA A4G LLP Kings Lodge London Road West Kingsdown Kent UK TN15 6AR

# SEVENOAKS DAY NURSERY CIO

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**TRUSTEES REPORT**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

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The Trustees present their report and financial statements for the year ended 31 December 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

**Objectives and activities**

The Charity's objectives are to enhance the development and education, and promote the care, safety, health and well-being, of children residing in Sevenoaks and its neighbourhood, by the provision of day care facilities, nursery education, alternatives to foster care and emergency care for children in cases of family crisis.

The policies adopted in furtherance of these objects are to maintain the level of charges for attendance at the Nursery considerably below the rates charged by commercial nurseries operating in the area and to provide free childcare, at the Trustees' discretion, to children of families at economic disadvantage or who would benefit from support due to illness or crisis and there has been no change in these during the year.

At the same time, it is the aim of the Charity to act to ensure the continued financial sustainability of the Nursery bearing in mind the need to accumulate, over time, sufficient funds to enable the Nursery to replace the current buildings when they reach the end of their useful life. The Nursery caters for up to 57 children a day with 2 reserved emergency sessions available. It also offers limited free sessions in the event of unforeseen circumstances

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake, including the guidance "Public benefit: running a charity (PB2)".

The Charity's policy is to consult and discuss with employees, through staff meetings, appraisals and at other meetings, matters likely to affect employees' interests.

Information on matters of concern to employees is given through letters and verbal updates which seek to achieve a common awareness on the part of all employees of the financial and economic factors affecting the Charity's performance.

Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment within the Charity continues and that the appropriate training is arranged. It is the policy of the Charity that the training, career development and promotion of disabled persons should, as far as possible, be identical to that of other employees.

## SEVENOAKS DAY NURSERY CIO

### TRUSTEES REPORT (CONTINUED)

#### FOR THE YEAR ENDED 31 DECEMBER 2023

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#### Achievements and Performance

Post pandemic the Nursery has been back to full operation this year, with few staff changes and continued long term service. The nursery achieved a Good Ofsted rating this year too.

During the year the Charity provided over 1,500 free childcare hours and coordinated several substantial collections for local food banks.

This year the Nursery held a Summer Garden party for all children and parents. The Christmas concert was held in the Bat & Ball centre followed by a tea and cake party for all children and carers.

#### Financial Review

There was a net surplus of income over expenditure in the year amounting to £15,383 (2022: £20,773). The surplus when added to the accumulated funds brought forward gives a balance to carry forward of £560,553 (2022: £538,843).

Our aim is to avoid making surpluses or deficits (after depreciation).

We are grateful to Sevenoaks Town Council for waiving our rent for the year and to Sevenoaks District Council for minimizing our rates bill.

The financial position is considered satisfactory with the overall aim to keep fees charged as low as possible with adequate levels of trained staff, well maintained accommodation enhanced by fundraising activities to support the nursery and provide additional equipment as required.

The principal source of income for the normal operation of the Nursery is from charges made for attending the Nursery which are maintained at a level considerably below the rates charged by commercial nurseries operating in the area.

In addition, the Charity aims to build up funds again for the Nursery to be able to replace the new building and the now acquired Pre-school room at the end of its expected useful life. Surplus funds held for this and other capital projects are held in a Charities Official Investment account.

The Trustees have assessed the major risks to which the Charity is exposed and are satisfied that systems are in place to mitigate exposure to major risks.

The reserves policy was adopted and updated 1st August 2024 and contains the following policies and required

- 1 To provide working capital for the day to day operation of the nursery. Funds for this purpose should not exceed an average of one month's cash outgoings. At 1st August 2024 this amounted to £45,000.
- 2 To provide for statutory obligations in the unlikely event of closure. At 1st August 2024 the only known obligation is redundancy pay which would amount to £65,000.
- 3 To provide funds for the future accommodation of the Nursery. The new building purchased in the year has an expected lifespan of 25 years. It is our intention that a reserve is accumulated over the next 25 years to provide for the future accommodation of the Nursery. At an average inflation rate of 2.5%, over the next 25 years we would need to save £880,000 to replace the new building. In addition to this, the now acquired Pre-school room £30,000 (Dec 23) we have factored in that over the next 10 years we would need to save £300,000 to replace this building.

## **SEVENOAKS DAY NURSERY CIO**

### **TRUSTEES REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

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#### **Structure, governance and management**

On 1 January 2017, the Charity was converted to a Charitable Incorporated Organisation (CIO) charity number 1162242, with a new constitution. The objectives and activities of the Charity are unchanged.

The principal address of the Charity can be found under Legal and Administrative Information.

The Trustees who served during the year and up to the date of signature of the financial statements were:

Susan Dreksler  
Stephanie Jenkinson  
Abigail Wells  
Caroline Bramley  
Natasha Manson  
Chloe Ghuznavi

None of the Trustees has any beneficial interest in the Charity.

Appointment of the Trustees is governed by the constitution of the Charity. The Board of Trustees is authorised to fill vacancies arising through resignation or death of an existing Trustee, or to recruit additional Trustees.

Thus the day-to-day management of the Charity is vested in the Nursery Manager.

Nursery Manager:

Madde Eleby

The Board of Trustees keeps the skill requirements for the Trustee Board under review. Training expenses are provided for Trustees together with an induction pack for new trustees comprising a copy of the constitution, a copy of the previous year's annual report and accounts, copies of Board minutes and copy of the Charity Commission's guidance "The Essential Trustee".

As a provider of childcare, the Nursery is registered with Ofsted and must meet the conditions that Ofsted places on a registration at all times that we provide registered care, as well as other requirements for registration.

The Trustees report was approved by the Board of Trustees.

**INDEPENDENT EXAMINER'S REPORT****FOR THE YEAR ENDED 31 DECEMBER 2023**

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I report to the Trustees on my examination of the financial statements of Sevenoaks Day Nursery CIO (the Charity) for the year ended 31 December 2023.

**Responsibilities and basis of report**

As the Trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

The accounts are not required to be audited under Part 16 of the Companies Act 2006.

**Independent examiner's statement**

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

Your attention is drawn to the fact that the Charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extent regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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 financial statements to be reached.

Caroline Ward FCA  
A4G LLP  
Chartered Accountants  
Kings Lodge  
London Road  
West Kingsdown  
Kent  
UK  
TN15 6AR

Dated:

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2023

	Note	Unrestricted funds 2023 £	Restricted income funds 2023 £	Total funds 2023 £	Prior year funds 2022 £
<b>Income</b>					
<b>Income and endowments from:</b>					
Donations and legacies	3	3,726	-	3,726	5,967
Charitable activities	3	498,743	-	498,743	438,738
Investments	3	13,109	-	13,109	7,200
Other	3	-	-	-	-
<b>Total</b>		<b>515,578</b>	<b>-</b>	<b>515,578</b>	<b>451,905</b>
<b>Expenditure</b>					
<b>Charitable expenditure on:</b>					
Teaching and care of children	4	430,647	-	430,647	377,809
Running costs and maintenance of the nursery	4	69,548	-	69,548	53,323
<b>Total</b>		<b>500,195</b>	<b>-</b>	<b>500,195</b>	<b>431,132</b>
<b>Net income/(expenditure)</b>		<b>15,383</b>	<b>-</b>	<b>15,383</b>	<b>20,773</b>
Transfers between funds				-	-
<b>Other recognised gains/(losses):</b>					
<b>Net movement in funds</b>		<b>15,383</b>	<b>-</b>	<b>15,383</b>	<b>20,773</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		541,712	3,468	545,180	524,407
<b>Total funds carried forward</b>		<b>557,095</b>	<b>3,468</b>	<b>560,563</b>	<b>545,180</b>

**BALANCE SHEET****FOR THE YEAR ENDED 31 DECEMBER 2023**

	Note	Unrestricted funds 2023 £	Restricted income funds 2023 £	Total this year 2023 £	Total last year 2022 £
<b>Fixed assets</b>					
Tangible assets	7	321,227	-	321,227	336,525
<b>Total fixed assets</b>		<u>321,227</u>	<u>-</u>	<u>321,227</u>	<u>336,525</u>
<b>Current assets</b>					
Debtors	8	32,775	-	32,775	27,952
Cash at bank and in hand	10	297,611	-	297,611	246,601
<b>Total current assets</b>		<u>330,387</u>	<u>-</u>	<u>330,387</u>	<u>274,553</u>
<b>Creditors:</b> amounts falling due within one year	9	91,060	-	91,060	65,898
<b>Net current assets/(liabilities)</b>		<u>239,326</u>	<u>-</u>	<u>239,326</u>	<u>208,655</u>
<b>Total assets less current liabilities</b>		<u>560,553</u>	<u>-</u>	<u>560,553</u>	<u>545,180</u>
<b>Creditors:</b> amounts falling due after one year	9	-	-	-	-
<b>Total net assets or liabilities</b>		<u>560,553</u>	<u>-</u>	<u>560,553</u>	<u>545,180</u>
<b>Funds of the Charity</b>					
Restricted income funds	12		3,468	3,468	3,468
Unrestricted funds		557,095		557,095	541,712
<b>Total funds</b>		<u>557,095</u>	<u>3,468</u>	<u>560,563</u>	<u>545,180</u>

The financial statements were approved by the Trustees:

Susan Dreksler  
Trustee  
Dated:

Natasha Manson  
Trustee  
Dated:

**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 31 DECEMBER 2023**

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**1 Basis of preparation****Charity information**

Sevenoaks Day Nursery CIO is an incorporated charity and is constituted under a constitution. It is incorporated in England and Wales under charity number 1162242.

**1.1 Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

**1.2 Going Concern**

At the time of approving the financial statements, there are no material uncertainties about the entity's ability to continue. The Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. The Trustees have considered the continued risk from inflation and operational running costs (such as Electricity cost increases etc) and believe that the Nursery holds sufficient financial reserves to continue operations through any likely restrictions. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial accounts.

**1.3 Charitable Funds**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes. Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements. Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity. No such funds are currently held.

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****FOR THE YEAR ENDED 31 DECEMBER 2023**

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**2 Accounting policies****2.1 Income**

Income is recognised in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources;
- the monetary value can be measured with sufficient reliability.

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

Contractual income and performance related grants are only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.

The charity has incurred expenditure on support costs.

Income from interest is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

**2.2 Expenditure and liabilities**

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

The charity made no redundancy payments during the reporting period.

No material item of deferred income has been included in the accounts.

The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.

Costs have been allocated by activity in the SoFA as per FRS102 SORP 8.1-8.3.

Expenditure relating to teaching and care of children includes direct staff costs, art materials and kitchen and meal costs for the children.

Expenditure on running costs and maintenance of the Nursery includes all costs relating to the running of the premises, governance costs and support costs.

**2.3 Assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Land and buildings	4% on cost
Fixtures, fittings & equipment	20% on cost

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the Charity. Subsequently, they are measured at the cash amount or other consideration expected to be received.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

## 3 Income

Analysis of income	Unrestricted funds 2023 £	Restricted	Total funds 2023 £	Prior year 2022 £
		income funds 2023 £		
<b>Donations and legacies:</b>				
Donations and gifts	1,129		1,129	1,818
Gift Aid	1,445		1,445	-
General grants provided by government/other charities	1,152	-	1,152	4,149
<b>Total</b>	<b>3,726</b>	<b>-</b>	<b>3,726</b>	<b>5,967</b>
<b>Charitable activities:</b>				
Fundraising events	-	-	-	-
Fees receivable	498,743	-	498,743	438,738
<b>Total</b>	<b>498,743</b>	<b>-</b>	<b>498,743</b>	<b>438,738</b>
<b>Income from investments:</b>				
Interest income	5,583	-	5,583	1,080
Rental and leasing	7,526	-	7,526	6,120
<b>Total</b>	<b>13,109</b>	<b>-</b>	<b>13,109</b>	<b>7,200</b>
<b>Other:</b>				
Coronavirus Job Retention Scheme grant		-	-	-
Other		-	-	-
Insurance settlement		-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL INCOME</b>	<b>515,578</b>	<b>-</b>	<b>515,578</b>	<b>451,905</b>

## 4 Expenditure

Analysis	This year- 2023				Total funds	Last year- 2022				Total funds
	Teaching and care of children (unrestricted)	Running costs and maintenance of the nursery (unrestricted)	Teaching and care of children (restricted)	Running costs and maintenance of the nursery (restricted)		Teaching and care of children (unrestricted)	Running costs and maintenance of the nursery (unrestricted)	Teaching and care of children (restricted)	Running costs and maintenance of the nursery (restricted)	
<b>Expenditure on charitable activities:</b>										
Wages and salaries	350,662	25,137			375,799	310,796	23,400	-		334,196
Social security costs	19,653	2,214			21,866	16,733	1,922			18,655
Employer's contribution to defined contribution pension schemes	5,719	557			6,276	5,407	515			5,922
Depreciation and impairment	20,312				20,312	19,899				19,899
Loss on Disposal of Fixed Assets					-	-				-
Food and milk	22,099				22,099	15,920				15,920
Art, materials and kitchen	9,283				9,283	7,173				7,173
Recruitment expenses	1,027				1,027	575				575
Training costs	1,892				1,892	1,306				1,306
Rent collection, property repairs and maintenance charges		791			791		968			968
Rates and water		1,938			1,938		1,830			1,830
Insurance		4,575			4,575		4,005			4,005
Light and heat		15,165			15,165		3,965			3,965
Postage, stationery and advertising		875			875		861			861
Telephone		749			749		1,001			1,001
Subscriptions		850			850		804			804
Maintenance and cleaning		12,484			12,484		6,778		3,317	10,095
Share of support costs		67			67		202			202
Share of governance costs		4,147			4,147		3,754			3,754
<b>TOTAL EXPENDITURE</b>	<b>430,647</b>	<b>69,548</b>	<b>-</b>	<b>-</b>	<b>500,195</b>	<b>377,809</b>	<b>50,005</b>	<b>-</b>	<b>3,317</b>	<b>431,131</b>

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

## FOR THE YEAR ENDED 31 DECEMBER 2023

**5 Support Costs**

	Support costs	Governance	Grand total	
	2023	2023	2023	2022
	£	£	£	£
Bank charges	67			202
Independent examiners fees for preparation of accounts and external scrutiny	-	1,440	1,440	1,440
Other accountancy and professional fees not by the Independent examiner	-	2,707	2,707	2,315
<b>Total</b>	<b>67</b>	<b>4,147</b>	<b>4,147</b>	<b>3,957</b>

**6 Paid employees****6.1 Staff Costs**

	2023	2022
	£	£
Salaries and wages	375,799	334,196
Social security costs	21,866	18,655
Pension costs (defined contribution scheme)	6,276	5,922
Total staff costs	<u>403,942</u>	<u>358,773</u>

	2023	2022
	£	£
Total amount paid to key management personnel	87,329	55,838

**6.2 Average head count in the year**

	This year	Last year
	Number	Number
Charitable Activities- Nursery	17	16
Charitable Activities- Admin	1	1
<b>Total</b>	<u>18</u>	<u>17</u>

**6.3** There were no ex-gratia payments to employees and others

**6.4** No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

**7 Tangible fixed assets****7.1 Cost or valuation**

	Freehold land & buildings	Fixtures, fittings and equipment	Total
	£	£	£
At the beginning of the year	422,164	25,505	447,669
Additions	2,664	2,350	5,014
Revaluations			-
Disposals			-
At end of the year	<u>424,828</u>	<u>27,855</u>	<u>452,682</u>

**7.2 Depreciation and impairments**

	Straight line 4%	Straight line 20%	Total
At beginning of the year	93,223	17,920	111,143
At beginning of the year			-
Depreciation	15,704	4,608	20,312
Impairment			-
At end of the year	<u>108,927</u>	<u>22,528</u>	<u>131,455</u>

**7.3 Net book value**

	£	£	£
Net book value at the beginning of the year	328,941	7,585	336,526
Net book value at the end of the year	315,900	5,326	321,227

**8 Debtors and prepayments****8.1 Analysis of debtors**

	This year	Last year
	£	£
Trade debtors	26,768	22,698
Prepayments and accrued income	6,007	5,046
Other Debtor		208
<b>Total</b>	<u>32,775</u>	<u>27,952</u>

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

## FOR THE YEAR ENDED 31 DECEMBER 2023

## 9 Creditors and accruals

## 9.1 Analysis of creditors

	Amounts falling due within one year		Amounts falling due after more than one year	
	2023	2022	2023	2022
	£	£	£	£
Other taxation and social security	5,653	5,150	-	-
Pension	1,273	1,039	-	-
Trade creditors	34,322	26,237	-	-
Other creditors	37	37	-	-
Accruals and deferred income	49,775	33,435	-	-
Prepaid fees	-	-	-	-
<b>Total</b>	<b>91,060</b>	<b>65,898</b>	<b>-</b>	<b>-</b>

## 10 Cash at bank and in hand

	2023	2022
	£	£
Cash at bank and in hand	297,611	246,601
<b>Total</b>	<b>297,611</b>	<b>246,601</b>

## 11 Events after the end of the reporting period

There have been no subsequent events after the reporting period

## 12 Charity funds- current year

Fund names	Restricted income funds	Purpose and Restrictions	Fund balances brought forward	Income	Expenditure	Fund balances carried forward
			£	£	£	£
Fixtures and Fittings Fund	3,468	Designated for the purchase of fixtures and fittings for the new building	3,468	-	-	3,468
Garden fund	0	To be spent on the garden	-	-	-	-
KCC grant	0	For furniture to encourage social interaction	-	-	-	-
<b>Total Funds as per balance sheet</b>			<b>3,468</b>	<b>-</b>	<b>-</b>	<b>3,468</b>

## 12.1 Charity funds- last year

Fund names	Restricted income funds	Purpose and Restrictions	Fund balances brought forward	Income	Expenditure	Fund balances carried forward
			£	£	£	£
Fixtures and Fittings Fund	3,468	Designated for the purchase of fixtures and fittings for the new building	3,468	-	-	3,468
Garden fund	0	To be spent on the garden	-	-	-	-
The Coronavirus Job Retention Scheme	0	To be spent on furloughed staff members wages	-	-	-	-
KCC grant	0	For furniture to encourage social interaction	-	-	-	-
<b>Total Funds as per balance sheet</b>			<b>3,468</b>	<b>-</b>	<b>0</b>	<b>3,468</b>

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

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**13 Transactions with trustees and related parties**

**13.1 Trustee remuneration and benefits**

None of the Trustees have been paid any remuneration or received any other benefits from an employment with this charity or a related entity

**13.2 Trustees' expenses**

No Trustee expenses have been incurred

**13.3 Transaction(s) with related parties**

There have been no related party transactions in the reporting period

**SEVENOAKS DAY NURSERY CIO**

England & Wales - Charity number 1162242

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# Accounts

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Charity Registration No. 1162242

**SEVENOAKS DAY NURSERY CIO  
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

# SEVENOAKS DAY NURSERY CIO

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Susan Dreksler Stephanie Jenkinson Abigail Wells Caroline Bramley
<b>Charity number</b>	1162242
<b>Principal address</b>	Rear of Community Centre Otford Road Sevenoaks Kent UK TN14 5DN
<b>Independent examiner</b>	Caroline Ward ACA A4G LLP Kings Lodge London Road West Kingsdown Kent UK TN15 6AR

# SEVENOAKS DAY NURSERY CIO

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Statement of financial activities	5
Balance sheet	6
Notes to financial statements	7 - 13

**TRUSTEES REPORT****FOR THE YEAR ENDED 31 DECEMBER 2021**

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The Trustees present their report and financial statements for the year ended 31 December 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

**Objectives and activities**

The Charity's objectives are to enhance the development and education, and promote the care, safety, health and well-being, of children residing in Sevenoaks and its neighbourhood, by the provision of day care facilities, nursery education, alternatives to foster care and emergency care for children in cases of family crisis.

The policies adopted in furtherance of these objects are to maintain the level of charges for attendance at the Nursery considerably below the rates charged by commercial nurseries operating in the area and to provide free childcare, at the Trustees' discretion, to children of families at economic disadvantage or who would benefit from support due to illness or crisis and there has been no change in these during the year.

At the same time, it is the aim of the Charity to act to ensure the continued financial sustainability of the Nursery bearing in mind the need to accumulate, over time, sufficient funds to enable the Nursery to replace the current buildings when they reach the end of their useful life. The Nursery caters for up to 42 children a day with 2 reserved emergency sessions available. It provides a Holiday Club for children up to the age of 12 years old, covering the school holidays. It also offers limited free sessions in the event of unforeseen circumstances.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake, including the guidance "Public benefit: running a charity (PB2)".

The Charity's policy is to consult and discuss with employees, through staff meetings, appraisals and at other meetings, matters likely to affect employees' interests.

Information on matters of concern to employees is given through letters and verbal updates which seek to achieve a common awareness on the part of all employees of the financial and economic factors affecting the Charity's performance.

Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment within the Charity continues and that the appropriate training is arranged. It is the policy of the Charity that the training, career development and promotion of disabled persons should, as far as possible, be identical to that of other employees.

**TRUSTEES REPORT (CONTINUED)****FOR THE YEAR ENDED 31 DECEMBER 2021**

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**Achievements and Performance**

After a stuttering start to the year, when we were obliged to close for two weeks because of an outbreak of COVID-19 among our staff, we ended the year positively; with a full nursery and a largely unchanged staff.

The measures still in place for protection against the pandemic meant that staff and parents have had to be flexible. They were and we are grateful to both our staff and the families that use the Nursery for their patience.

During the year the Charity provided over 1,500 free childcare hours and coordinated several substantial collections for local food banks.

In April, Jean Sowten, the former Nursery manager, retired after 31 years. We celebrated Jean's and her family's considerable contribution to the Charity in September with an event at The Stag Plaza.

**Financial Review**

There was a net surplus of income over expenditure in the year amounting to £11,572 (2020: £7,561 deficit). The surplus when added to the accumulated funds brought forward gives a balance to carry forward of £524,407 (2020: £512,835).

Our aim is to avoid making surpluses or deficits (after depreciation), and the surplus this year will mitigate last year's deficit.

We are grateful to Sevenoaks Town Council for waiving our rent for the year and to Sevenoaks District Council for minimizing our rates bill.

We also received a welcome grant of £3,000 from KCC for Contain Outbreak Management Funding (COMF).

The financial position is considered satisfactory with the overall aim to keep fees charged as low as possible with adequate levels of trained staff, well maintained accommodation enhanced by fundraising activities to support the nursery and provide additional equipment as required.

The principal source of income for the normal operation of the Nursery is from charges made for attending the Nursery which are maintained at a level considerably below the rates charged by commercial nurseries operating in the area.

In addition, the Charity aims to build up funds again for the Nursery to be able to replace the new building at the end of its expected useful life. Surplus funds held for this and other capital projects are held in a Charities Official Investment account.

The Trustees have assessed the major risks to which the Charity is exposed and are satisfied that systems are in place to mitigate exposure to major risks.

The reserves policy was adopted and updated 1st August 2020 and contains the following policies and required funds:

- 1 To provide working capital for the day to day operation of the nursery. Funds for this purpose should not exceed an average of one month's cash outgoings. At 1st August 2020 this amounted to £30,000.
- 2 To provide for statutory obligations in the unlikely event of closure. At 1st August 2020 the only known obligation is redundancy pay which would amount to £50,000.
- 3 To provide funds for the future accommodation of the Nursery. The new building purchased in the year has an expected lifespan of 25 years. It is our intention that a reserve is accumulated over the next 25 years to provide for the future accommodation of the Nursery. At an average inflation rate of 2.5%, over the next 25 years a total of £840,000 will be required

**TRUSTEES REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

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**Structure, governance and management**

On 1 January 2017, the Charity was converted to a Charitable Incorporated Organisation (CIO) charity number 1162242, with a new constitution. The objectives and activities of the Charity are unchanged.

The principal address of the Charity can be found under Legal and administrative information.

The Trustees who served during the year and up to the date of signature of the financial statements were:

Susan Dreksler  
Stephanie Jenkinson  
Abigail Wells  
Caroline Bramley

The Trustees who served during the year and up to the year-end, but retired before the accounts were signed:

Stephen Cole  
Laura Duncan  
Anne Deane

None of the Trustees has any beneficial interest in the Charity

Appointment of the Trustees is governed by the constitution of the Charity. The Board of Trustees is authorised to fill vacancies arising through resignation or death of an existing Trustee, or to recruit additional Trustees.

At the beginning of the year, the Trustees delegated responsibility for the day-to-day management of the Nursery to the Charity's Management Committee with the Nursery Manager. In February 2021, the Chair of the Management Committee, Tessa Rowland, decided to step down. The decision was taken to invite the remaining members of the Management Committee, Sue Palmer, Caroline Bramley and Anne Deane to become trustees and to disband the Management Committee. Caroline Bramley and Anne Deane accepted.

The decision to disband the Management Committee was based on the difficulty that the Charity has had in recruiting to that Committee and our understanding that other similar Charities operate successfully with the Nursery Manager reporting directly into the Trustees.

Thus the day-to-day management of the Charity is now vested in the Nursery Manager.

Nursery Manager:

Madde Eleby

The Board of Trustees keeps the skill requirements for the Trustee Board under review. Training expenses are provided for Trustees together with an induction pack for new trustees comprising a copy of the constitution, a copy of the previous year's annual report and accounts, copies of Board minutes and copy of the Charity Commission's guidance "The Essential Trustee".

As a provider of childcare, the Nursery is registered with Ofsted and must meet the conditions that Ofsted places on a registration at all times that we provide registered care, as well as other requirements for registration.

The Trustees report was approved by the Board of Trustees.

Susan Dreksler  
Trustee  
Dated:



19/09/2022

**INDEPENDENT EXAMINER'S REPORT**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

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I report to the Trustees on my examination of the financial statements of Sevenoaks Day Nursery CIO (the Charity) for the year ended 31 December 2021.

**Responsibilities and basis of report**

As the Trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

The accounts are not required to be audited under Part 16 of the Companies Act 2006.

**Independent examiner's statement**

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

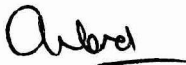
Your attention is drawn to the fact that the Charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extent regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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 financial statements to be reached.



Caroline Ward ACA  
A4G LLP  
Chartered Accountants  
Kings Lodge  
London Road  
West Kingsdown  
Kent  
UK  
TN15 6AR

Dated: 6/10/22.

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2021

	Note	Unrestricted funds 2021 £	Restricted income funds 2021 £	Total funds 2021 £	Prior year funds 2020 £
<b>Income</b>					
<b>Income and endowments from:</b>					
Donations and legacies	3	6,618	3,093	9,711	18,310
Charitable activities	3	391,743	-	391,743	268,995
Investments	3	4,011	-	4,011	2,849
Other	3	-	13,630	13,630	68,298
<b>Total</b>		<b>402,372</b>	<b>16,723</b>	<b>419,095</b>	<b>358,452</b>
<b>Expenditure</b>					
<b>Charitable expenditure on:</b>					
Teaching and care of children	4	341,835	13,673	355,508	295,634
Running costs and maintenance of the nursery	4	52,015	-	52,015	70,379
<b>Total</b>		<b>393,850</b>	<b>13,673</b>	<b>407,523</b>	<b>366,013</b>
<b>Net income/(expenditure)</b>		<b>8,522</b>	<b>3,050</b>	<b>11,572</b>	<b>(7,561)</b>
Transfers between funds				-	-
<b>Other recognised gains/(losses):</b>					
<b>Net movement in funds</b>		<b>8,522</b>	<b>3,050</b>	<b>11,572</b>	<b>(7,561)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		509,100	3,735	512,835	520,395
<b>Total funds carried forward</b>		<b>517,622</b>	<b>6,785</b>	<b>524,407</b>	<b>512,835</b>

## BALANCE SHEET

FOR THE YEAR ENDED 31 DECEMBER 2021

	Note	Unrestricted funds 2021 £	Restricted income funds 2021 £	Total this year 2021 £	Total last year 2020 £
<b>Fixed assets</b>					
Tangible assets	7	341,697	-	341,697	358,962
<b>Total fixed assets</b>		<b>341,697</b>	<b>-</b>	<b>341,697</b>	<b>358,962</b>
<b>Current assets</b>					
Debtors	8	19,955	-	19,955	3,712
Cash at bank and in hand	10	217,176	-	217,176	173,659
<b>Total current assets</b>		<b>237,131</b>	<b>-</b>	<b>237,131</b>	<b>177,371</b>
<b>Creditors: amounts falling due within one year</b>	9	54,421	-	54,421	23,498
<b>Net current assets/(liabilities)</b>		<b>182,710</b>	<b>-</b>	<b>182,710</b>	<b>153,873</b>
<b>Total assets less current liabilities</b>		<b>524,408</b>	<b>-</b>	<b>524,407</b>	<b>512,835</b>
<b>Creditors: amounts falling due after one year</b>	9	-	-	-	-
<b>Total net assets or liabilities</b>		<b>524,408</b>	<b>-</b>	<b>524,407</b>	<b>512,835</b>
<b>Funds of the Charity</b>					
Restricted income funds	12		6,785	6,785	3,735
Unrestricted funds		517,622		517,622	509,100
<b>Total funds</b>		<b>517,622</b>	<b>6,785</b>	<b>524,407</b>	<b>512,835</b>

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the Trustees:

Susan Dreksler

Trustee

Dated:

*Sue Dreksler*  
19/09/2022

Stephanie Jenkinson

Trustee

Dated:

*Stephanie Jenkinson*  
14-09-2022

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

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**1 Basis of preparation**

**Charity information**

Sevenoaks Day Nursery CIO is an incorporated charity and is constituted under a constitution. It is incorporated in England and Wales under charity number 1162242.

**1.1 Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

**1.2 Going Concern**

At the time of approving the financial statements, there are no material uncertainties about the entity's ability to continue. The Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. The Trustees have considered the continued risk from coronavirus restrictions and believe that the Nursery holds sufficient financial reserves to continue operations through any likely restrictions. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial accounts.

**1.3 Charitable Funds**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes. Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements. Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity. No such funds are currently held.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

---

**2 Accounting policies****2.1 Income**

Income is recognised in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources;
- the monetary value can be measured with sufficient reliability.

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

Contractual income and performance related grants are only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.

The charity has incurred expenditure on support costs.

Income from interest is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

**2.2 Expenditure and liabilities**

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

The charity made no redundancy payments during the reporting period.

No material item of deferred income has been included in the accounts.

The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.

Costs have been allocated by activity in the SoFA as per FRS102 SORP 8.1-8.3.

Expenditure relating to teaching and care of children includes direct staff costs, art materials and kitchen and meal costs for the children.

Expenditure on running costs and maintenance of the Nursery includes all costs relating to the running of the premises, governance costs and support costs.

**2.3 Assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Land and buildings	4% on cost
Fixtures, fittings & equipment	20% on cost

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the Charity. Subsequently, they are measured at the cash amount or other consideration expected to be received.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

## 3 Income

Analysis of income	Restricted		Total funds 2021 £	Prior year 2020 £
	Unrestricted funds 2021 £	income funds 2021 £		
<b>Donations and legacies:</b>				
Donations and gifts	1,025	73	1,098	7,502
Gift Aid	180	-	180	440
General grants provided by government/other charities	5,413	3,020	8,433	10,368
<b>Total</b>	<b>6,618</b>	<b>3,093</b>	<b>9,711</b>	<b>18,310</b>
<b>Charitable activities:</b>				
Fundraising events	-	-	-	219
Fees receivable	391,743	-	391,743	268,776
<b>Total</b>	<b>391,743</b>	<b>-</b>	<b>391,743</b>	<b>268,995</b>
<b>Income from investments:</b>				
Interest income	16	-	16	207
Rental and leasing	3,995	-	3,995	2,643
<b>Total</b>	<b>4,011</b>	<b>-</b>	<b>4,011</b>	<b>2,850</b>
<b>Other:</b>				
Coronavirus Job Retention Scheme grant	-	13,630	13,630	52,601
Other	-	-	-	-
Insurance settlement	-	-	-	15,697
<b>Total</b>	<b>-</b>	<b>13,630</b>	<b>13,630</b>	<b>68,298</b>
<b>TOTAL INCOME</b>	<b>402,372</b>	<b>16,723</b>	<b>419,095</b>	<b>358,453</b>

## 4 Expenditure

Analysis	This year- 2021				Total funds £	Last year- 2020				Total funds £
	Teaching and care of children (unrestricted)	Running costs and maintenance of the nursery (unrestricted)	Teaching and care of children (restricted)	Running costs and maintenan ce of the nursery (restricted)		Teaching and care of children (unrestricted)	Running costs and maintenance of the nursery (unrestricted)	Teaching and care of children (restricted)	Running costs and maintenance of the nursery (restricted)	
<b>Expenditure on charitable activities:</b>										
Wages and salaries	286,302	22,464	13,630		322,396	214,505	21,873	52,601		288,979
Social security costs	12,969	1,882			14,851	13,588	1,341			14,929
Employer's contribution to defined contribution pension schemes	4,898	487			5,385	4,216	509			4,725
Depreciation and impairment	18,991				18,991		17,119			17,119
Loss on Disposal of Fixed Assets	92				92					
Food and milk	10,296				10,296	7,244				7,244
Art, materials and kitchen	6,385		43		6,428	2,579				2,579
Recruitment expenses	425				425		166			166
Training costs	1,477				1,477	735				735
Rent collection, property repairs and maintenance charges	-	292			292		5,595			5,595
Rates and water		2,188			2,188		934			934
Insurance		4,103			4,103		4,099			4,099
Light and heat		4,559			4,559		3,184			3,184
Postage, stationery and advertising		1,564			1,564		1,678			1,678
Telephone		987			987		922			922
Subscriptions		772			772		677			677
Maintenance and cleaning		8,841			8,841		6,745			6,745
Share of support costs		374			374		382			382
Share of governance costs		4,087			4,087		5,321			5,321
<b>TOTAL EXPENDITURE</b>	<b>341,835</b>	<b>52,015</b>	<b>13,673</b>	<b>-</b>	<b>407,523</b>	<b>243,033</b>	<b>70,379</b>	<b>52,601</b>	<b>-</b>	<b>366,013</b>

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

## 5 Support Costs

	Support costs	Governance	Grand total	
	2021	2021	2021	2020
	£	£	£	£
Bank charges	374	-	374	382
Independent examiners fees for preparation of accounts and external scrutiny	-	1,440	1,440	1,440
Other accountancy and professional fees not by the Independent examiner	-	2,647	2,647	3,881
<b>Total</b>	<b>374</b>	<b>4,087</b>	<b>4,461</b>	<b>5,703</b>

## 6 Paid employees

## 6.1 Staff Costs

	2021	2020
	£	£
Salaries and wages	322,396	288,979
Social security costs	14,851	14,929
Pension costs (defined contribution scheme)	5,385	4,725
<b>Total staff costs</b>	<b>342,632</b>	<b>308,633</b>

	2021	2020
	£	£
Total amount paid to key management personnel	26,419	38,913

## 6.2 Average head count in the year

	This year	Last year
	Number	Number
Charitable Activities- Nursery	19	19
Charitable Activities- Admin	1	1
<b>Total</b>	<b>20</b>	<b>20</b>

6.3 There were no ex-gratia payments to employees and others

6.4 No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

**7 Tangible fixed assets****7.1 Cost or valuation**

	Freehold land & buildings	Fixtures, fittings and equipment	Total
	£	£	£
At the beginning of the year	409,995	24,942	434,937
Additions	850	968	1,818
Revaluations			-
Disposals		1,367	1,367
At end of the year	<u>410,845</u>	<u>24,543</u>	<u>435,388</u>

**7.2 Depreciation and impairments**

	Straight line 4%	Straight line 20%	Total
At beginning of the year	62,346	13,630	75,976
Disposals		1,276	1,276
Depreciation	15,279	3,711	18,990
Impairment			-
At end of the year	<u>77,626</u>	<u>16,065</u>	<u>93,691</u>

**7.3 Net book value**

	£	£	£
Net book value at the beginning of the year	347,649	11,312	358,962
Net book value at the end of the year	333,219	8,478	341,697

**8 Debtors and prepayments****8.1 Analysis of debtors**

	This year	Last year
	£	£
Trade debtors	15383	0
Prepayments and accrued income	4572	3712
<b>Total</b>	<u>19955</u>	<u>3712</u>

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

## 9 Creditors and accruals

## 9.1 Analysis of creditors

	Amounts falling due within one year		Amounts falling due after more than one year	
	2021 £	2020 £	2021 £	2020 £
Other taxation and social security	3,781	4,718	-	-
Trade creditors	21,599	10,548	-	-
Other creditors	37	5,152	-	-
Accruals and deferred income	29,004	3,080	-	-
Other creditors	-	-	-	-
<b>Total</b>	<b>54,421</b>	<b>23,498</b>	<b>-</b>	<b>-</b>

## 10 Cash at bank and in hand

	2021	2020
	£	£
Cash at bank and in hand	217,176	173,659
<b>Total</b>	<b>217,176</b>	<b>173,659</b>

## 11 Events after the end of the reporting period

There have been no subsequent events after the reporting period, other than the continued affects of Covid-19 which are already mentioned

## 12 Charity funds- current year

Fund names	Restricted Income funds £	Purpose and Restrictions	Fund balances brought forward	Income £	Expenditure £	Fund balances carried forward
			£			£
Fixtures and Fittings Fund	3,468	Designated for the purchase of fixtures and fittings for the new building	3,468	-	-	3,468
Garden fund	267	To be spent on the garden	267	73	(43)	297
The Coronavirus Job Retention Scheme	13,630	To be spent on furloughed staff members wages	-	13,630	(13,630)	-
KCC grant	3,020	For furniture to encourage social interaction	-	3,020	-	3,020
<b>Total Funds as per balance sheet</b>			<b>3,735</b>	<b>16,723</b>	<b>(13,673)</b>	<b>6,785</b>

## 12 Charity funds- prior year

Fund names	Restricted Income funds £	Purpose and Restrictions	Fund balances brought forward	Income £	Expenditure £	Fund balances carried forward
			£			£
Fixtures and Fittings Fund	3,468	Designated for the purchase of fixtures and fittings for the new building	3,468	-	-	3,468
Garden fund	267	To be spent on the garden	-	267	-	267
The Coronavirus Job Retention Scheme	0	To be spent on furloughed staff members wages	-	52,601	(52,601)	-
<b>Total Funds as per balance sheet</b>			<b>3,468</b>	<b>52,868</b>	<b>(52,601)</b>	<b>3,735</b>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

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**13 Transactions with trustees and related parties**

**13.1 Trustee remuneration and benefits**

None of the Trustees has been paid any remuneration or received any other benefits from an employment with this charity or a related entity

**13.2 Trustees' expenses**

No Trustee expenses have been incurred

**13.3 Transaction(s) with related parties**

There have been no related party transactions in the reporting period

**SEVENOAKS DAY NURSERY CIO**

England & Wales - Charity number 1162242

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# Accounts

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Charity Registration No. 1162242

**SEVENOAKS DAY NURSERY CIO  
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

## SEVENOAKS DAY NURSERY CIO

### LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Susan Dreksler Stephanie Jenkinson Abigail Wells Stephen Cole Laura Duncan
<b>Charity number</b>	1162242
<b>Principal address</b>	Rear of Community Centre Otford Road Sevenoaks Kent UK TN14 5DN
<b>Independent examiner</b>	Caroline Coleman ACA A4G LLP Kings Lodge London Road West Kingsdown Kent UK TN15 6AR

# SEVENOAKS DAY NURSERY CIO

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Statement of financial activities	6
Balance sheet	7
Notes to financial statements	8 - 14

**TRUSTEES REPORT**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

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The Trustees present their report and financial statements for the year ended 31 December 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

**Objectives and activities**

The Charity's objectives are to enhance the development and education, and promote the care, safety, health and well being, of children residing in or near Sevenoaks and its neighbourhood, by the provision of day care facilities, nursery education, alternatives to foster care and emergency care for children in cases of family crisis.

The policies adopted in furtherance of these objects are to maintain the level of charges for attendance at the Nursery considerably below the rates charged by commercial nurseries operating in the area and to provide free childcare at the Trustees' discretion to children of single parents and families suffering illness or crisis and there has been no change in these during the year.

At the same time, it is the aim of the Charity to try to ensure the continued financial sustainability of the Nursery bearing in mind the need to accumulate over time sufficient funds to enable the Nursery to replace the current buildings when they reach the end of their useful life.

The Nursery caters for up to 38 children a day with 2 reserved emergency sessions available. It provides a Holiday Club for children up to the age of 12 years old covering the school holidays. It also offers limited free sessions in the event of unforeseen circumstances.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake, including the guidance "public benefit: running a charity (PB2)".

The Charity's policy is to consult and discuss with employees, through staff meetings, appraisals and at other meetings, matters likely to affect employees' interests.

Information on matters of concern to employees is given through information bulletins and reports which seek to achieve a common awareness on the part of all employees of the financial and economic factors affecting the Charity's performance.

Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment within the Charity continues and that the appropriate training is arranged. It is the policy of the Charity that the training, career development and promotion of disabled persons should, as far as possible, be identical to that of other employees.

**TRUSTEES REPORT (CONTINUED)****FOR THE YEAR ENDED 31 DECEMBER 2020**

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**Achievements and Performance**

The Trustees are pleased with the performance of the Nursery this year through the unprecedented challenges of the coronavirus pandemic. Our staff have continued to provide excellent childcare to the families we support.

In common with organisations across the world the Nursery was affected by the coronavirus pandemic. Government guidance restricted our activities but we are glad that we were able to remain open to children of key worker children throughout the year, re-opened to all our children as soon as we were able and are now emerging in a satisfactory financial position.

We are grateful to those parents who were able to and chose to continue paying fees even when we were not permitted to look after their children, for local authority support and for the Coronavirus Job Retention Scheme (CJRS). Fees have remained low and considerably below the rates charged by commercial nurseries and we were able to approve a pay rise for staff in line with our aim to move towards paying all staff at least the Living Wage.

There were two further significant events in the Nursery's year. We opened the new Nursery building in January and children, staff and parents alike are all enjoying using it. Jean Sowton stepped down from the nursery manager role in March after 30 years in post and we welcomed Madde Eleby as our new manager.

During the year £62,851 was generated from grants and £7,913 from donations and fundraising.

The constitution authorises the Trustees to make and hold investments using the general funds of the Charity, although no such funds are presently held. Surplus funds held for capital projects are held in a Charities Official Investment account.

**Financial Review**

There was a net deficit of income over expenditure in the year amounting to £7,560 (2019: £91,836 surplus). The loss when removed from the accumulated funds brought forward gives a balance to carry forward of £512,835 (2019: £520,395).

We had lower fees revenue this year since we were not allowed by the Government to open for all our children throughout the year, and once restrictions were eased in the summer some of our families decided to keep children at home for longer. We allowed flexibility to our families regarding when they took up their children's places again as restrictions eased.

We furloughed the majority of our staff for part of the year and made use of the Coronavirus Job Retention Scheme.

Safety advice due to Covid-19 has been for us to operate with our three rooms as "bubbles" meaning that the children and staff of each room stay separate. Therefore rooms could not be combined if numbers of children in one were occasionally lower than usual, and staff could not be moved between rooms to maintain ratios. Once we reopened fully this set up resulted in higher staff costs than usual years compared to the number of children in our care.

We were fortunate to receive an unexpected VAT refund relating to the new Nursery building, which has been a valuable bolster for the uncertainty surrounding coronavirus restrictions and which we intend to use for further long-term improvements relating to the new building as far as possible.

## TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

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**Financial Review- Continued**

The financial position is considered satisfactory with the overall aim to keep fees charged as low as possible with adequate levels of trained staff, well maintained accommodation enhanced by fundraising activities to support the nursery and provide additional equipment as required.

In addition the Charity aims build up funds again for the Nursery to be able to replace the current building at the end of its expected useful life.

The principal source of income for the normal operation of the Nursery is from charges made for attending the Nursery which are maintained at a level considerably below the rates charged by commercial nurseries operating in the area.

In addition the Charity now aims build up funds again for the Nursery to be able to replace the new building at the end of its expected useful life.

The reserves policy was adopted and updated 1st August 2019 and contains the following policies and required funds:

- 1 To provide working capital for the day to day operation of the nursery. Funds for this purpose should not exceed an average of one month's cash outgoings. At 1st August 2019 this amounted to £30,000.
- 2 To provide for statutory obligations in the unlikely event of closure. At 1st August 2019 the only known obligation is redundancy pay which would amount to £50,000.
- 3 To provide funds for the future accommodation of the Nursery. The new building purchased in the year has an expected lifespan of 25 years. It is our intention that a reserve is accumulated over the next 25 years to provide for the future accommodation of the Nursery. At an average inflation rate of 2.5%, over the next 25 years a total of £840,000 will be required

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

**TRUSTEES REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

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**Structure, governance and management**

On 1 January 2017 the Charity was converted to a Charitable Incorporated Organisation (CIO) charity no. 1162242, with a new constitution. A CIO provides many of the benefits of incorporation but remains governed by the Charity Commission. The objects, Trustees and activities of the charity registered as a CIO remain unchanged at conversion. All assets and liabilities of charity number 299319 were transferred to 1162242.

The principal address of the Charity can be found under Legal and administrative information.

The Trustees who served during the year and up to the date of signature of the financial statements were:

Susan Dreksler  
Stephanie Jenkinson  
Abigail Wells  
Stephen Cole  
Laura Duncan

Appointment of Trustees is governed by the constitution of the Charity. The Board of Trustees is authorised to fill vacancies arising through resignation or death of an existing Trustee.

None of the Trustees has any beneficial interest in the Charity.

The day to day management of the Charity is vested in the Charity's management committee appointed in accordance with the constitution together with the Nursery Manager.

Management committee:

Tessa Rowland (Chair)  
Caroline Bramley  
Sue Palmer

Nursery Manager:

Madde Eleby


There were no parent representatives during the year or at the year end.

The Board of Trustees keeps the skill requirements for the Trustee Board under review. Training expenses are provided for new Trustees together with an induction pack comprising a copy of the constitution, a copy of the last year's annual report and accounts, copies of Board minutes and a copy of the Charity Commission's guidance "The Essential Trustee".

As a provider of childcare, the Nursery is registered with Ofsted and must meet the conditions that Ofsted places on a registration at all times that we provide registered care, as well as other requirements for registration.

The Trustees report was approved by the Board of Trustees.

Susan Dreksler  
Trustee  
Dated:

  
31/08/2021

**INDEPENDENT EXAMINER'S REPORT**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

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I report to the Trustees on my examination of the financial statements of Sevenoaks Day Nursery CIO (the Charity) for the year ended 31 December 2020.

**Responsibilities and basis of report**

As the Trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

The accounts are not required to be audited under Part 16 of the Companies Act 2006.

**Independent examiner's statement**

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

Your attention is drawn to the fact that the Charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extent regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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 financial statements to be reached.

  
Caroline Coleman ACA  
A4G LLP  
Chartered Accountants  
Kings Lodge  
London Road  
West Kingsdown  
Kent  
UK  
TN15 6AR

Dated: 13/9/21.

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2020

	Note	Unrestricted funds 2020 £	Restricted income funds 2020 £	Total funds 2020 £	Prior year funds 2019 £
<b>Income</b>					
<b>Income and endowments from:</b>					
Donations and legacies	3	18,043	267	18,310	110,799
Charitable activities	3	268,995	-	268,995	371,677
Investments	3	2,850	-	2,850	3,696
Other	3	15,697	52,601	68,298	-
<b>Total</b>		<b>305,585</b>	<b>52,868</b>	<b>358,453</b>	<b>486,172</b>
<b>Expenditure</b>					
<b>Charitable expenditure on:</b>					
Teaching and care of children	4	243,033	52,601	295,634	292,209
Running costs and maintenance of the nursery	4	70,379	-	70,379	102,128
<b>Total</b>		<b>313,412</b>	<b>52,601</b>	<b>366,013</b>	<b>394,337</b>
<b>Net income/(expenditure)</b>		<b>(7,827)</b>	<b>267</b>	<b>(7,560)</b>	<b>91,835</b>
Transfers between funds				-	-
<b>Net movement in funds</b>		<b>(7,827)</b>	<b>267</b>	<b>(7,560)</b>	<b>91,835</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		516,927	3,468	520,395	428,559
<b>Total funds carried forward</b>		<b>509,100</b>	<b>3,735</b>	<b>512,835</b>	<b>520,395</b>

## BALANCE SHEET

FOR THE YEAR ENDED 31 DECEMBER 2020

	Note	Unrestricted funds 2020 £	Restricted Income funds 2020 £	Total this year 2020 £	Total last year 2019 £
<b>Fixed assets</b>					
Tangible assets	7	358,962	-	358,962	436,236
<b>Total fixed assets</b>		<b>358,962</b>	<b>-</b>	<b>358,962</b>	<b>436,236</b>
<b>Current assets</b>					
Debtors	8	3,712	-	3,712	3,413
Cash at bank and in hand	10	173,659	-	173,659	108,503
<b>Total current assets</b>		<b>177,371</b>	<b>-</b>	<b>177,371</b>	<b>111,916</b>
<b>Creditors: amounts falling due within one year</b>	9	<b>23,498</b>	<b>-</b>	<b>23,498</b>	<b>27,757</b>
<b>Net current assets/(liabilities)</b>		<b>153,873</b>	<b>-</b>	<b>153,873</b>	<b>84,159</b>
<b>Total assets less current liabilities</b>		<b>512,835</b>	<b>-</b>	<b>512,835</b>	<b>520,395</b>
<b>Creditors: amounts falling due after one year</b>	9	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total net assets or liabilities</b>		<b>512,835</b>	<b>-</b>	<b>512,835</b>	<b>520,395</b>
<b>Funds of the Charity</b>					
Restricted income funds	12		3,735	3,735	3,468
Unrestricted funds		509,100		509,100	516,927
<b>Total funds</b>		<b>509,100</b>	<b>3,735</b>	<b>512,835</b>	<b>520,395</b>


The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

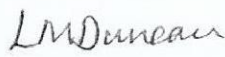
The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the Trustees:

  
Susan Dreksler  
Trustee  
Dated: 31/08/2021

  
Laura Duncan  
Trustee  
Dated: 11/09/2021

**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 31 DECEMBER 2020**

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**1 Basis of preparation****Charity information**

Sevenoaks Day Nursery CIO is an incorporated charity and is constituted under a constitution. It is incorporated in England and Wales under charity number 1162242.

**1.1 Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

**1.2 Going Concern**

At the time of approving the financial statements, there are no material uncertainties about the entity's ability to continue. The Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. The Trustees have considered the continued risk from coronavirus restrictions and believe that the Nursery holds sufficient financial reserves to continue operations through any likely restrictions. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial accounts.

**1.3 Charitable Funds**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes. Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements. Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity. No such funds are currently held.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

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**2 Accounting policies****2.1 Income**

Income is recognised in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources;
- the monetary value can be measured with sufficient reliability.

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

Contractual income and performance related grants are only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.

The charity has incurred expenditure on support costs.

Income from interest is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

**2.2 Expenditure and liabilities**

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

The charity made no redundancy payments during the reporting period.

No material item of deferred income has been included in the accounts.

The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.

Costs have been allocated by activity in the SoFA as per FRS102 SORP 8.1-8.3.

Expenditure relating to teaching and care of children includes direct staff costs, art materials and kitchen and meal costs for the children.

Expenditure on running costs and maintenance of the Nursery includes all costs relating to the running of the premises, governance costs and support costs.

**2.3 Assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Land and buildings	4% on cost
Fixtures, fittings & equipment	20% on cost

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the Charity. Subsequently, they are measured at the cash amount or other consideration expected to be received.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

## 3 Income

Analysis of Income	Unrestricted funds 2020	Restricted		Prior year 2019
		Income funds 2020	Total funds 2020	
	£	£	£	£
<b>Donations and legacies:</b>				
Donations and gifts	7,235	267	7,502	2,819
Gift Aid	440	-	440	80
General grants provided by government/other charities	10,368	-	10,368	107,900
<b>Total</b>	<b>18,043</b>	<b>267</b>	<b>18,310</b>	<b>110,799</b>
<b>Charitable activities:</b>				
Fundraising events	219	-	219	-
Fees receivable	268,776	-	268,776	371,677
<b>Total</b>	<b>268,995</b>	<b>-</b>	<b>268,995</b>	<b>371,677</b>
<b>Income from investments:</b>				
Interest income	207	-	207	1,284
Rental and leasing	2,643	-	2,643	2,413
<b>Total</b>	<b>2,850</b>	<b>-</b>	<b>2,850</b>	<b>3,697</b>
<b>Other:</b>				
Coronavirus Job Retention Scheme grant	-	52,601	52,601	-
Insurance settlement	15,697	-	15,697	-
<b>Total</b>	<b>15,697</b>	<b>52,601</b>	<b>68,298</b>	<b>-</b>
<b>TOTAL INCOME</b>	<b>305,585</b>	<b>52,868</b>	<b>358,453</b>	<b>486,173</b>

## 4 Expenditure

Analysis	This year- 2020				Total funds	Last year- 2019				Total funds
	Teaching and care of children (unrestricted)	Running costs and maintenance of the nursery (unrestricted)	Teaching and care of children (restricted)	Running costs and maintenance of the nursery (restricted)		Teaching and care of children (unrestricted)	Running costs and maintenance of the nursery (unrestricted)	Teaching and care of children (restricted)	Running costs and maintenance of the nursery (restricted)	
	£	£	£	£	£	£	£	£	£	
<b>Expenditure on charitable activities:</b>										
Wages and salaries	214,505	21,873	52,601	288,979	277,837	49,268	-	-	327,105	
Social security costs	13,588	1,341	-	14,929	-	-	-	-	-	
Employer's contribution to defined contribution pension schemes	4,216	509	-	4,725	-	-	-	-	-	
Depreciation and impairment	-	17,119	-	17,119	-	29,890	-	-	29,890	
Food and milk	7,244	-	-	7,244	10,026	-	-	-	10,026	
Art, materials and kitchen	2,579	-	-	2,579	3,048	-	-	-	3,048	
Recruitment expenses	166	-	-	166	434	-	-	-	434	
Training costs	735	-	-	735	864	-	-	-	864	
Rent collection, property repairs and maintenance charges	-	5,595	-	5,595	-	1,659	-	500	2,159	
Rates and water	-	934	-	934	-	1,928	-	-	1,928	
Insurance	-	4,099	-	4,099	-	2,360	-	-	2,360	
Light and heat	-	3,184	-	3,184	-	5,010	-	-	5,010	
Postage, stationery and advertising	-	1,678	-	1,678	-	2,874	-	-	2,874	
Telephone	-	922	-	922	-	1,176	-	-	1,176	
Subscriptions	-	677	-	677	-	669	-	-	669	
Maintenance and cleaning	-	6,745	-	6,745	-	2,730	-	-	2,730	
Share of support costs	-	382	-	382	-	248	-	-	248	
Share of governance costs	-	5,321	-	5,321	-	3,816	-	-	3,816	
<b>TOTAL EXPENDITURE</b>	<b>243,033</b>	<b>70,379</b>	<b>52,601</b>	<b>366,013</b>	<b>292,209</b>	<b>101,628</b>	<b>-</b>	<b>500</b>	<b>394,337</b>	

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

## 5 Support Costs

	Support costs	Governance	Grand total	
	2020	2020	2020	2019
	£	£	£	£
Bank charges	382	-	382	248
Independent examiners fees for preparation of accounts and external scrutiny	-	1,440	1,440	1,440
Independent examiners fees for other services	-	3,881	3,881	2,376
<b>Total</b>	<b>382</b>	<b>5,321</b>	<b>5,703</b>	<b>4,064</b>

## 6 Paid employees

## 6.1 Staff Costs

	2020	2019
	£	£
Salaries and wages	288,979	330,770
Social security costs	14,929	18,766
Pension costs (defined contribution scheme)	4,725	4,568
<b>Total staff costs</b>	<b>308,633</b>	<b>354,104</b>

	2020	2019
	£	£
Total amount paid to key management personnel	38,913	52,140

## 6.2 Average head count in the year

	This year	Last year
	Number	Number
Charitable Activities- Nursery	19	17
Charitable Activities- Admin	1	2
<b>Total</b>	<b>20</b>	<b>19</b>

6.3 There were no ex-gratia payments to employees and others

6.4 No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

<b>7</b>	<b>Tangible fixed assets</b>			
<b>7.1</b>	<b>Cost or valuation</b>			
		<b>Freehold land &amp; buildings</b>	<b>Fixtures, fittings and equipment</b>	<b>Total</b>
		£	£	£
	At the beginning of the year	545,946	19,871	565,817
	Additions	7,322	5,070	12,392
	Revaluations	-	-	-
	Disposals	143,272	-	143,272
	At end of the year	409,996	24,941	434,937
<b>7.2</b>	<b>Depreciation and impairments</b>			
		<b>Straight line</b>	<b>Straight line</b>	<b>Total</b>
		4%	20%	
	At beginning of the year	119,584	9,997	129,581
	Disposals	73,628	-	73,628
	Depreciation	16,391	3,632	20,023
	Impairment	-	-	-
	At end of the year	62,347	13,629	75,976
<b>7.3</b>	<b>Net book value</b>	£	£	£
	Net book value at the beginning of the year	426,362	9,874	436,236
	Net book value at the end of the year	347,649	11,312	358,962
<b>8</b>	<b>Debtors and prepayments</b>			
<b>8.1</b>	<b>Analysis of debtors</b>		<b>This year</b>	<b>Last year</b>
			£	£
	Trade debtors		-	515
	Prepayments and accrued income		3712	2898
	<b>Total</b>		<b>3712</b>	<b>3413</b>

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

## FOR THE YEAR ENDED 31 DECEMBER 2020

## 9 Creditors and accruals

## 9.1 Analysis of creditors

	Amounts falling due within one year		Amounts falling due after more than one year	
	2020 £	2019 £	2020 £	2019 £
Other taxation and social security	4,718	5,219	-	-
Trade creditors	10,548	19,646	-	-
Other creditors	5,152	-	-	-
Accruals and deferred income	3,080	2,892	-	-
Other creditors	-	-	-	-
<b>Total</b>	<b>23,498</b>	<b>27,757</b>	<b>-</b>	<b>-</b>

## 10 Cash at bank and in hand

	2020 £	2019 £
Cash at bank and in hand	173,659	108,503
<b>Total</b>	<b>173,659</b>	<b>108,503</b>

## 11 Events after the end of the reporting period

There have been no subsequent events after the reporting period, other than the continued affects of Covid-19 which are already mentioned

## 12 Charity funds- current year

Fund names	Restricted Income funds £	Purpose and Restrictions	Fund balances brought forward £			Fund balances carried forward £
				Income £	Expenditure £	
	3,468	Designated for the purchase of fixtures and fittings for the new building	3,468	-	-	3,468
Fixtures and Fittings Fund	267	To be spent on the garden	-	267	-	267
Garden fund	0	To be spent on furloughed staff members wages	-	52,601	(52,601)	-
The Coronavirus Job Retention Scheme						
<b>Total Funds as per balance sheet</b>			<b>3,468</b>	<b>52,868</b>	<b>(52,601)</b>	<b>3,735</b>

## 12 Charity funds- prior year

Fund names	Restricted Income funds £	Purpose and Restrictions	Fund balances brought forward £			Fund balances carried forward £
				Income £	Expenditure £	
	0	Designated towards the purchase of a new building	25,031	102,719	(127,750)	-
New Building Fund	0	Designated towards kitchen expenditure	2,000	-	(2,000)	-
Kitchen Equipment Fund	0	Designated towards nursery equipment	1,737	-	(1,737)	-
Nursery Equipment Fund	3,468	Designated for the purchase of fixtures and fittings for the new building	-	7,500	(4,032)	3,468
Fixtures and Fittings Fund	0	For security enhancements	-	500	(500)	-
Security Fund						
<b>Total Funds as per balance sheet</b>			<b>28,768</b>	<b>110,719</b>	<b>(136,019)</b>	<b>3,468</b>

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

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**13 Transactions with trustees and related parties**

**13.1 Trustee remuneration and benefits**

None of the Trustees has been paid any remuneration or received any other benefits from an employment with this charity or a related entity

**13.2 Trustees' expenses**

No Trustee expenses have been incurred

**13.3 Transaction(s) with related parties**

There have been no related party transactions in the reporting period