

BIRMINGHAM NURSERY SCHOOLS COLLABORATION

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2023

Structure, Governance and Management

Governing Document:	Constitution dated 21 st October 2015
Constitution:	Charitable Incorporated Organisation (CIO)
Trustee Selection Method:	One third of Charity Trustees to retire at every AGM by rotation. New Trustees can be appointed by the members at the AGM or by the Charity Trustees
Organisation:	All matters of policy and management of the CIO Are determined by regular meetings of the Trustees
Constitution Provisions:	Income and property of the CIO must be applied solely towards the promotion of the Objects

Objectives and Activities

Objects

The advancement of education for children in early years (birth to 7) in such ways as the charity trustees think fit including (but not exclusively) by: -

1. Promoting their care and safety
2. Promoting their education and parental involvement
3. Providing services to support them and their families and carers
4. Ensuring quality and equity in the early years' sector

Main Activities for Public Benefit

The CIO offers a training and facilities resource to support those providing education and educational activities in private, voluntary or independent and maintained settings in the most deprived areas of Birmingham and the West Midlands. The CIO's work benefits children from birth to seven years and includes a significant number of children who are looked after under a child protection order or have complex educational needs and disabilities.

The CIO continues to work with early education to promote Maintained Nursery Schools through the All Party Parliamentary Group.

The CIO works closely with the Local Authority to run the Birmingham Early Years Network (BEYN) a network for early years staff across the city based around the 10 Birmingham districts. This involves working with primary schools with nursery/reception classes to strengthen practice relating to children under 4 years old with an aim to:

- Support increased capacity to deliver 2-year-old EEE places
- Improved outcomes for all children at the end of the Foundation Stage
- Effective transition arrangements within the 10 district areas.

The CIO supports the development and maintenance of Early Years Steering groups across the 10 Districts. The CIO also provides Continued Professional Development across the Early Years Sector.

The CIO enables expertise, knowledge and skills to be disseminated across all early years' settings. In addition, the CIO partners with the Local Authority to support SEND Needs across the 10 Districts through the Delivering Local Provision (DLP) project (Phase 1). The DLP initiative will further empower schools and settings to achieve solutions with support and resources, with a focus on:

1. Early identification and support for children with additional needs by increasing the number of children that have access to a practitioner with a **level 3 SENCO award**.
2. Building knowledge, skills and practice across the sector through coordinated **professional development** and networking opportunities
3. Improving early identification and support for children with additional needs by the creation of a **virtual district inclusion partnership hub** in each of the 10 districts

Phase 1 of the project ended July 2023 with a new design Phase 2 planned to start January 2024.

Stronger Practice Hub – HEART – Helping Early Years Practitioners Apply Research to Teaching and Learning. A new partnership (Bloomsbury Nursery School, Castle Vale Nursery School, Weoley Castle Nursery School, Adderley Nursery School and Norton Hall Children and Family Centre) launched in November 2022, working collaboratively with Birmingham Local Authority, BEYN and all 27 Maintained Nursery Schools to continue to build on and strengthen our existing support for early years within Birmingham and beyond. Funded for 2 years until late 2024 by the Department for Education.

Achievements and Performance

The CIO has fulfilled its charitable objectives by promoting care and safety through training and good practice. Education and Parental involvement has been promoted by consultations, social networks and training opportunities. The Charity has been instrumental in securing additional government funding to ensure the beacons of excellence are not closed or lost for the most vulnerable children. This is always at the forefront of our actions.

The work of the CIO is visible on the Birmingham Early Years Networks website at

<https://www.birminghamearlyyearsnetworks.org/bnsct>

Method of appointment or election of Trustees

The trustees are appointed by nomination and voting by the membership and undergo relevant induction upon appointment.

Financial Review

The CIO's financial position is satisfactory and relies on the membership of the 27 Nursery Schools. The CIO intends to meet its charitable obligations by maintaining and enhancing its level of service. Annual subscriptions have been waived since 2020-21 due to the carry forward balance.

External account audit completed by DRB December 2023.

Policy on Reserves

The Trustees regularly review the amount of reserves that are required to ensure that they are adequate to fulfil the charity's obligations.

Review of Major Risks

The trustees confirm that the major risk is financial sustainability, which is addressed by scrutiny of the accounts at Trust Board meetings.

This report was approved by the Trustees on 25 January 2024 and signed on its behalf by

Sharon Lewis

S. Lewis

Chair of BNSCT

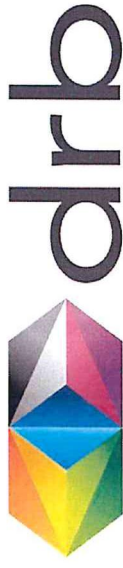
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BIRMINGHAM NURSERY SCHOOLS COLLABORATION

School Fund Account for the year ending 28th March 2023

Trial Balance as at 28th March 2023

Expenditure	Income	Profit / (loss) for the year
Funding Payment	200000	£200,000.00
Co-ordinator Role	£0.00	(£73,979.40)
50 Things	£0.00	(£33,520.00)
District Lead	£0.00	(£33,350.00)
Language Champion	£0.00	(£2,025.00)
Network Meetings	£0.00	(£200.00)
Membership	£0.00	(£2,100.00)
Storytelling Sessions	£0.00	(£3,990.00)
Liverley Support	£0.00	(£3,480.00)
BEYN Coordination	£0.00	(£37,868.00)
Finance admin charge	£0.00	(£2,000.00)
Bank charges	£0.00	(£44.10)
Profit c/f	£7,443.50	
	<u>£200,000.00</u>	<u>£7,443.50</u>



SCHOOLS AND ACADEMIES SERVICES LIMITED

School Fund Account for the year ending 28th March 2023

Analysis of Balances

Bank Balance Held at the start of the year
LESS Cheque numbers presented from last financial year
135, 137, 139, 140, 142-145, 147-158, 161-163, 165, 166, 168, 169, 173-175

£151,914.68
(£29,435.34)

£122,479.34

Profit / (loss) for the year

£7,443.50

Balance as at 28th March 2023

£129,922.84

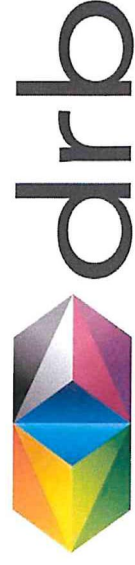
Represented by :-

Bank Balance Held at the end of the year
LESS Unpresented cheque number
211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 224, 225, 226,
227, 228, 229, 230, 231, 232, 233, 234, 235

£198,835.84
(£68,913.00)

Balance C/f to the Financial Year 2023/2024

£129,922.84



SCHOOLS AND ACADEMIES SERVICES LIMITED

BIRMINGHAM NURSERY SCHOOLS COLLABORATION

Income and Expenditure Account for the year ended 31st March 2023

Income

Funding Payment	£200,000.00
Co-ordinator Role	£0.00
50 Things	£0.00
District Lead	£0.00
Language Champion	£0.00
Network Meetings	£0.00
Membership	£0.00
Storytelling Sessions	£0.00
Liverley Support	£0.00
BEYN Coordination	£0.00
Finance admin charge	£0.00
Bank charges	£0.00
Loss c/f	£0.00

Total Income

£200,000.00

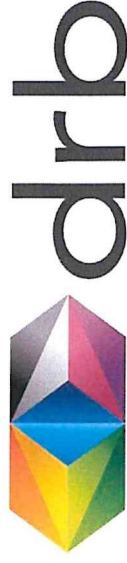
Expenditure

Funding Payment	£0.00
Co-ordinator Role	£73,979.40
50 Things	£33,520.00
District Lead	£33,350.00
Language Champion	£2,025.00
Network Meetings	£200.00
Membership	£2,100.00
Storytelling Sessions	£3,990.00
Liverley Support	£3,480.00

BEYN Coordination	£37,868.00
Finance admin charge	£2,000.00
Bank charges	£44.10
Total Expenditure	£192,556.50
Profit / (loss) for the year	£7,443.50
Retained Profit B/f	£122,479.34
Total Retained Profits	£129,922.84

BIRMINGHAM NURSERY SCHOOLS COLLABORATION

Balance Sheet as at 31st March 2023



SCHOOLS AND ACADEMIES SERVICES LIMITED

£ £

Fixed Assets

£0.00

Current Assets

Stock (uniform)

£0.00

Debtors

£0.00

Bank & Cash Balance

£198,835.84

£198,835.84

Less Creditors (falling due within the year)

Liabilities

(£68,913.00)

Total Current Assets / (Liabilities)

£129,922.84

TOTAL NET ASSETS

£129,922.84

Balances & Reserves

Retained Reserves b/f
Profit / (loss) for the year

£122,479.34
£7,443.50

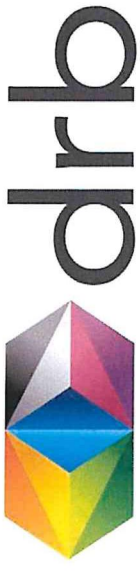
TOTAL RESERVES

£129,922.84

CHAIRMAN BNSCT

SHARON LAVIS

S. Lewis 25.01.2024.



SCHOOLS AND ACADEMIES SERVICES LIMITED

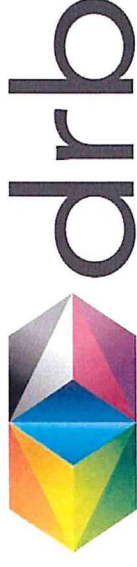
BIRMINGHAM NURSERY SCHOOLS COLLABORATION

Audit of the School Fund Accounts
for the Year Ended 31st March 2023

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2. AUDIT REPORT AND RECOMMENDATIONS
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1. STATEMENT OF AUDIT



SCHOOLS AND ACADEMIES SERVICES LIMITED

STATEMENT OF AUDIT

SCHOOL :- BIRMINGHAM NURSERY SCHOOLS COLLABORATION

TO :- THE BOARD OF GOVERNORS

Background

The School currently has one bank account with Nat West Bank plc, where all transactions are recorded on a day-to-day basis under the name of "Birmingham Nursery Schools Collaboration". The account is a Schools Account and is numbered 36366927.

The School does not appear to operate a designated cash float system, although no records were presented for audit to clarify this.

Statement of Audit

I have examined the receipts and payments made through the School Fund Account for the year 1st April 2022 to 31st March 2023.

The audit consisted of an examination, on a test basis, of the completeness and accuracy of the School's records. In the report attached I have detailed my findings and recommendations where applicable.

In my opinion, based on the records presented, the accounts / records produced by the School give a true and fair view of the receipts and payments for the year ending 31st March 2023.

Signed

Date Audit Completed

:- 08th December 2023

David Bagley, ACMA

drb Schools and Academies Services Ltd

Sharon Lewis

S. Lewis 25/01/2024
Chair of BNSCT

2. AUDIT REPORT AND RECOMMENDATIONS

AUDIT REPORT AND RECOMMENDATIONS**SCHOOL : BIRMINGHAM NURSERY SCHOOLS COLLABORATION PERIOD OF AUDIT : 1st April 2022 to 31st March 2023**

Control	Findings	Recommendations	Actioned
2.1 Records Kept			
2.1.1 Cheque books	All cheque books were presented.	None.	
2.1.2 Paying in books	The collaborative does not appear to receive cash and therefore no paying-in book were presented.	None.	
2.1.3 Bank Statements	All Bank Statements were presented.	None.	
2.1.4 Electronic Transactions	The collaborative receives income electronically Banking Remittances are obtained only one was presented to verify the income received.	See recommendation 2.4.2 a) below.	
2.1.5 Expenditure records	The collaborative records all expenditure on a computerised spreadsheet. Expenditure is not recorded under specific categories and a running total is not carried forward throughout the year so the collaborative is unable to ascertain whether a particular category is making a profit or loss.	All expenditure incurred should be recorded under specific categories, which would enable the collaborative to ascertain whether a particular category is making a profit or a loss.	
2.1.6 Income records	The collaborative records all income on a computerised spreadsheet. Income is not recorded under specific categories and a running total is not carried forward throughout the year so the collaborative is unable to ascertain whether a particular category is making a profit or loss.	As with expenditure, the collaborative should record all income transactions under specific categories to ascertain whether a particular category is making a profit or a loss.	
2.1.7 Receipts	Receipts/invoices are obtained wherever possible. A copy of the cheque was	None.	

	presented with the receipt/invoice and receipts/invoices are filed in cheque number order.		
2.1.7 Running Bank Balance	No running balance records are recorded. The collaborative is unable to ascertain a current available cash balance.	The income and expenditure recorded should show a running bank balance, which would enable the collaborative to ascertain a current available cash balance.	
2.1.8 Cash float maintained	There appears to be no designated cash float kept.	None.	
2.1.9 Stock Held – School Uniform	No School Uniform is purchased through the School Fund Account.	None.	

Control	Findings	Recommendations	Actioned
2.2 Completeness of records			
2.2.1 Cheque books	All cheque book stubs are completed and cheques used in numerical order. Cheques issued/cashed during the year were 000176 to 000235.	None.	
2.2.2 Paying in book stubs	The fund does not appear to receive cash and therefore no paying-in book were presented.	None.	
2.2.3 Cancelled cheques	Three cheques have been cancelled at the year-end namely cheque numbers 180, 195, 223. Only two cancelled cheques were presented 180 & 195 with lines through but not clearly marked as cancelled, both were attached to the cheque book stubs. The cheque book stubs had lines through but did not state cancelled. Cheque 223 was not attached to the stub however, the stub	Cancelled cheques should be attached to the stub wherever possible, and both stubs and cheque should be clearly marked as cancelled, where possible and presented for audit.	

	was clearly marked as cancelled.		
2.2.4 Un-presented cheques	Twenty-four cheques remained un-presented at period-end, namely cheque numbers 000211, 212 , 213 , 214 , 215, 216, 217, 218, 219, 220, 221, 222, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235	None.	
2.2.5 Bank Statements	Bank Statements issued during the year were sheet numbers 44 to 55. All statements were presented and the account was not overdrawn during the year.	None.	

Control	Findings	Recommendations	Actioned
2.3 Bank Reconciliation			
2.3.1 Bank reconciliation	No formal bank reconciliation is carried out.	A formal bank reconciliation should be carried out on a monthly or termly basis which should account for un-presented cheques and credits not yet banked and should be presented to and signed by the Head Teacher by way of verification.	

Control					
2.4 Transaction Testing					
2.4.1 Cheque expenditure items – A sample of seven cheque expenditure transactions were checked to ensure that the records had been updated correctly and to establish the validity of the transactions.					
Date on Statement	Cheque No	Cheque Book Amount	Recorded at Bank	Recorded in Accounts	Receipt / invoice
29.07.2022	000176	25875.11	25875.11	25875.11	Yes
01.09.2022	000178	10400.00	10400.00	10400.00	Yes
20.10.2022	000183	100.00	100.00	100.00	Yes
22.11.2022	000188	1200.00	1200.00	1200.00	Yes
04.11.2022	000196	600.00	600.00	600.00	Yes
21.02.2023	000205	2100.00	2100.00	2100.00	Yes
02.03.2023	000210	3025.00	3025.00	3025.00	Yes
Recommendations					
None					

2.4.2 Electronic Income items – A sample of two electronic income transactions were checked to ensure that the records had been updated correctly and to establish the validity of the transactions.

Date on Statement	Amount on report	Recorded at Bank	Recorded in Accounts
06.06.2022	50000.00	50000.00	Yes
31.01.2023	150000.00	150000.00	No
Recommendations			
a) Remittances/reports should be obtained for all electronic income recorded in accounts to verify the transaction.			

3. FINANCIAL STATEMENTS