

Registered Charity No. 1165088

Ofsted Registration No. EY501227

**ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

**REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2021**

## **ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2021**

The Trustees present their annual report together with the financial statements for the year ended 31 August 2021. The accounts have been prepared in accordance with the accounting policies to the accounts and comply with the Charity's Constitution the Charities Act 2011 and the "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)"

#### **Objects and activities**

The objectives of St Hugh of Lincoln Nursery School are to provide the necessary facilities for the daily care, recreation and education of children by the provision of a nursery school within the Catholic parish of Witney in the county of Oxfordshire, and to advance the education and training of the persons involved in the provision of such care, education and recreational facilities; in each case only insofar as such objects are not contrary to the advancement of the Christian religion in accordance with the tenets and creed of the Roman Catholic Church.

St Hugh of Lincoln Nursery School aims to ensure high standards of management, teaching and learning to raise outcomes for all children attending the nursery school in numerous ways including:

- Stimulating and motivating children to learn through curiosity, imagination and concentration;
- Making accurate judgements to identify next steps appropriately for all children;
- Improving on the quality of curriculum and routines to enhance literacy skills for all children;
- Enhancing children's learning in a natural environment, and improving personal, social and health development;
- Letting children know their views are important and their voices are heard;
- Improving communication and language outcomes;
- Narrowing the gap between groups of children;
- Giving additional support to individual children where there is a need;
- Developing an enabling environment for children with English as an Additional language.

We have a clear action plan in place, with measurable success criteria, which is updated and further developed by the Nursery School Manager on an ongoing basis. We use this to assess our progress in attaining our desired outcomes, and ensure we continue to improve on our high level of care and early-years education for all children attending the nursery school.

The Trustees have referred to the guidance contained in the Charity Commission's guidance on public benefit when codifying the Charity's aims and objectives, and continue to do so when carrying out duties to which the guidance relates.

#### **Achievements and performance**

The main achievement of the nursery school during the last year has been to provide a high standard of education, support, and care for each of the 62 children who have attended throughout the pandemic under the leadership of the new manager. This has included 10 children with English as an additional language, including 6 Polish, 1 Tibetan, 2 Portuguese and 1 Vietnamese, 7 children with special educational needs, 6 children on Early Years Pupil Premium, 5 children receiving two-year-old funding and 3 vulnerable children.

We use observations and assessments to identify the progress of individual children and have put plans into place to ensure that all individuals develop and make progress.

## **ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

### **REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021**

#### **Achievements and performance (continued)**

Training for staff as always, has been high on the agenda and has included Generalist Safeguarding, Level 2: Awareness of child abuse and neglect 2020, PREVENT, Food Hygiene, Staff wellbeing and reflection, Gastrostomies, feeding +/- medication administration seizure and epilepsy and how to read a seizure plan, Autism Speech and Language, partnership meeting with the local SENCo's, managing your Early Years Inspection Level 2 and the Briefing: Getting to know the revised EYFS.

The training has helped to keep the nursery school up to date with current legislation and practices in the early years, ensuring children are protected and safe and given the best opportunities in early life and practitioners are prepared for the new EYFS reforms that are changing in September 2021.

Activities, planning and routines have been continually updated following information received on current, best practice. We continue to use the Letters & Sounds programme to prepare children for phonic work at primary school a 'Rhyme of the month' to enhance the understanding of rhythm in words and language and to run along side 'The sound of the Week'.

To enhance British Values we now have a 'Good Choice' focus. Where children are identified and praised for good behaviour, empathy, and overall exceptional behaviour.

We continue to hold a close relationship with the Care Home next door to the nursery. As restrictions have hindered our weekly visits to spend time sharing activities and experiences with the residents, we have over the year overcome these challenges and held 'Over the Fence' and Zoom 'Sing – a longs' with the residents. We have made cards and gifts for the care home residents, and they have kindly bought us mathematical resources to use in the garden.

Working with the advice of the area Special Educational Needs Inclusion Teacher, we have developed and implemented plans to help the children with Special Educational Needs and Disabilities, including those with Global Development Delay, sensory, physical and emotional impairments and those with Autism. We continue to regularly work with Speech and Language Therapists to support our children with their communication and have received advice from the Occupational Therapist, Physiotherapists and other Early Years Support Workers. Our Special Educational Needs Coordinator role has been shared with the Manager, who previously held the role, and the newly appointed Deputy manager who is taking her place. The staff continue to make and use resources advised by other professionals to ensure progress for SEN children is maintained. Outside visits have been very restricted and we are using our professional judgement in helping children requiring additional support and are very pleased that we have Educational and Health Care Plans in place for 2 children who are leaving us to go to primary school. These would usually be completed with the assistance of other professionals.

We have received the Disability Access Fund for four children and have been working with the families to ensure they are supported, and the children are able to reach their full potential and have had access to all the experiences and activities we have provided.

Some of the funding we have received for children who are in receipt of Early Years Pupil Premium, disability access fund and Inclusion funding have been used to provide 1:1 support for children requiring additional aids, training for staff to assist children with individual needs, purchasing resources and activities to extend learning and development and also provided experiences such as Crocodiles of The World visiting and our Living Eggs project. We have used some of the funding for families with financial difficulties to purchase school uniforms for nursery and their new schools. All children in receipt of 2 year funding or EYPP have received payments through the Winter/Summer grant scheme to help with those in financial difficulties through all the school holidays. The nursery has purchased food vouchers and the council has reimbursed the nursery.

## **ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

### **REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021**

#### **Achievements and performance (continued)**

Children continue to be involved in making decisions during our everyday practice though voting at Café time and for deciding on the theme for the summer house in the garden. The children's views on life at the nursery are sought in our annual questionnaire and are shared in staff meetings so that we can act on any of their concerns or ideas. In March 2021, 72% of our families returned the annual questionnaire and 58% of children gave their views, which is an increase on last year. This enables us to continue to ensure the nursery maintains the high standards we promote and that the children are happy and progressing well.

Children's profiles using Evidence Me have been sent to parents 6 times over the year, so that their learning and progress at nursery can be regularly reviewed at home. We changed the observation tool provider and parents have commented on the improved quality of the assessments and staff have shared that they prefer the new method. Parents are asked to send in their observations and photographs from home so that a broader picture of each child's learning can be gathered and we can plan activities based on interests from home. The new platform has been noted to be easier for parents to send their own observations into.

We continue to use peer-to-peer observations, manager observations and in depth WAGOLLS (What a Good One Looks Like) strategies as a staff to evaluate practice, planning and maintain high standards, including written, tracking and video observation methods.

The nursery school has been involved in fund-raising activities so that our children gain an awareness of others in need. This has included collections of food for Witney food bank through our Harvest Festival and took part in the Samaritans Purse Shoebox Appeal (sending around 11 shoeboxes filled with gifts to children around the world).

In the summer of 2021, 34 of our children moved on to 8 different primary schools in the area and 1 in Ireland. Their reports were sent to the Foundation Stage teachers and discussions took place regarding learning and development over the phone and social distanced visits for transitions from a few schools have taken place.

This year during the Corona virus pandemic, the nursery remained open throughout to care for all children, except of one week where we closed due to a positive case of COVID - 19 in the nursery, only 1 child was infected, however the whole nursery group, children and staff needed to isolate for 10 days. The staff made sure that all families had contact from their child's keyperson and the manager by phone during that time. Communication with all families continued through ParentMail and Facebook with daily stories, activities and information shared offering support where needed. Fees were credited for the week we had to close due to self-isolation due to a positive case.

Risk assessments and policies for opening during the pandemic are carried out and reviewed regularly and government guidelines followed to ensure the health and safety of all individuals. Staff were briefed on all new routines and regulations and posters were displayed giving clear guidance on rules and recommendations. All policies have been sent to parents when changes have been made.

The routine to reduce the spread of infection including using two metre markers on the entrance path, dropping children at the front door of the nursery (rather than parents coming in) and using the emergency driveway as an exit so that a circular system for arrival and departure has been continued. No individuals other than staff and children could enter the building until April 2021. After this time the nursery allowed specialist professionals and students to enter with risk assessments and procedures put in place. On arrival and departure all adults and children washed their hands to prevent contamination from outside of the building.

## **ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

### **REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021**

#### **Achievements and performance (continued)**

This year due to not having to keep in smaller 'Bubbles' the nursery has worked as a whole bubble and the children have benefited greatly from being able to resume their free play and access different areas of the nursery with their peers at their will.

All Resources for the children have been kept to a minimum to prevent the spread of germs, soft furnishing, dress-up clothes and dolls clothes and other soft materials as recommended by the government guidelines have still been restricted and removed.

Batches of playdough were made for small groups of supervised children then discarded after use. Water play was reintroduced in April 2021, book bags for our nursery library system in June 2021 which the children really enjoyed and helped to prepare the older children for Primary school routines. All resources and toys used each day zone were sprayed and cleaned with antibacterial solution or soaked in sterilizing fluid overnight. Books and puzzles have been rotated and quarantined for safety.

We continue to sing a song whilst hands are being washed ensuring that the front, back and in between parts were reached and this will be a routine that will remain in the future.

Flexible drop off and collection times to reduce congestion and minimise contact between families has worked well and this is a change that we shall keep as children seem to settle a lot quicker than when parents could enter the nursery. We are planning to have increased stay and play sessions for parents to have access to the inside of the setting when we return in September.

All children, staff and parents adapted extremely well to the new routines and safety measures we put into place, we update them regularly of the changes to the COVID – 19 policy. Staff worked hard to maintain the highest possible standards of cleanliness and hygiene.

The children have adapted their way of life and they learn new routines very quickly. In April 2021 we reduced the age of intake from 2.5 years to 2 years in line with other Early Years providers in the area.

After holding the role of Deputy manager for 14 years, Claire Hemsley became nursery manager this year. The Trustees are very grateful to her for leading the nursery team during the pandemic, and to the whole team who have worked so well together in challenging circumstances, adapting the daily running of the nursery extremely well.



## ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

### REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

#### Financial Review

The academic and financial year ended 31<sup>st</sup> August 2021 was another exceptionally challenging one for the nursery school as it was the second year affected by the covid pandemic. The details of how we responded are detailed above in the Achievements and Performance section of this report. Following the only confirmed covid case in the nursery, it was closed for a week and fees for that period were refunded. The nursery's excellent management and procedures contributed significantly to limiting the financial impact of covid this year.

We were very grateful for the donations we received, totalling £1,165. These donations enable us to buy additional equipment for use by the children attending the nursery school.

Fee income for the year was stable versus the previous financial year, while our income from Early Years and other grants continued to grow: up more than £6,000 on last year. This meant the Nursery's total income exceeded 2019 levels, reaching a level last seen in 2015.

Staff costs were £133k in the financial year under review, an increase on 2019/20 when lockdown and other one-off factors reduced staff hours. The cost of materials rose within other direct expenditure, again because the nursery returned to normal activity levels after the limitations that affected the previous financial year.

Maintenance costs, modest replacement costs of capital equipment, and the other administrative costs of running the nursery were all comparable with recent years.

The net effect was that the nursery made a small deficit of about £3,500 (or 2%, slightly less than the 2.5% reduction in days caused by a week's closure). This compares with a surplus of nearly £5,500 the year before, when cost factors were more favourable.

Our unrestricted reserves at the end of August 2021 totalled £128,142, of which £122,098 were free reserves. This compares with unrestricted reserves of £122,079 and free reserves of £116,093 at the end of August 2020. Our restricted reserve comprises the unamortised value of the nursery school building extension, which was funded by our nursery school founder, Mr Christopher Flynn in 2008. The extension is being depreciated over a period of 20 years, over which term the fund will be amortised in equal proportions. Our policy has been to continue to grow our free reserves each year by an amount at least equivalent to the depreciation on the building extension, in order to ensure our ability to fund any necessary further building work in the future, following the natural wear and tear on the property. The trustees will keep this policy under review in the coming financial years to ensure that it is still appropriate.

The trustees consider that the nursery school is a going concern, and our report is prepared accordingly.

## **ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

### **REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021**

#### **Structure, Governance and Management**

St Hugh of Lincoln Nursery School is constituted as a Charitable Incorporated Organisation; registered as such in January 2016, having previously been run as a part of the Birmingham Diocesan Trust.

Trustees are appointed by a resolution passed at a properly convened meeting of the Trustees of the Charity. In selecting individuals for appointment as charity trustees, the Trustees of the Charity ensure that prospective trustees know of and accept the object of the Charity and pay regard to the skills, knowledge and experience needed for effective administration of the Charity. The Trustees ensure that they take notice of instructions given by the Catholic Archbishop of his representative in making the arrangements for any such appointment.

The Trustees meet four to six times a year to review progress and planned activities as well as finances, health and safety, property and diocesan matters where these arise. In addition, the Nursery School Manager will call upon any of the Trustees for advice or expertise in their area where additional support is needed. There are also one or two separate meetings of the finance committee to review and discuss nursery school fees and staff remuneration. Recommendations are brought from these meetings to the whole body of Trustees for approval.

#### **Trustees**

Mrs Rachel Crouch	Chair
Mrs Anne Tester	Hon. Treasurer (resigned April 2021)
Fr Patrick Broun	Parish Priest
Mrs Sophie Smith	Secretary
Mr Liam Durkin	Health and Safety Officer
Mr Matthew Lee	Hon. Treasurer

#### **Contact Details**

<b>Address:</b>	Curbridge Road Witney Oxfordshire OX28 5JZ
<b>Website:</b>	<a href="http://www.sthughoflincolnnursery.co.uk">www.sthughoflincolnnursery.co.uk</a>

**ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

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

**Trustees' Responsibility Statement**

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008, and the provisions of the trust deed requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of Trustees on                      and signed on its behalf by:



**Mrs Rachel Crouch (Chair)**



**ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 AUGUST 2021**

	<b>Note</b>	<b>Restricted Funds £</b>	<b>Unrestricted Funds £</b>	<b>Total 2021 £</b>	<b>Restricted Funds £</b>	<b>Unrestricted Funds £</b>	<b>Total 2020 £</b>
<b>Income and endowments from:</b>							
Donations	2	-	1,165	1,165	-	1,752	1,752
Charitable activities	3	-	169,140	169,140	-	161,537	161,537
Investments – bank interest		-	330	330	-	438	438
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		-	170,635	170,635	-	163,727	163,727
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Expenditure on:</b>							
Charitable activities	4						
Direct expenditure		-	143,557	143,557	-	129,381	129,381
Management and admin		9,568	21,015	30,583	9,569	19,298	28,867
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total expenditure on Charitable activities		9,568	164,572	174,140	9,569	148,679	158,248
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net movement in funds</b>		(9,568)	6,063	(3,505)	(9,569)	15,048	5,479
<b>Reconciliation of funds:</b>							
Total funds brought forward		70,168	122,079	192,247	79,737	107,031	186,768
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds carried forward</b>		60,600	128,142	188,742	70,168	122,079	192,247
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

**ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

**BALANCE SHEET  
AS AT 31 AUGUST 2021**

		31 Aug 2021		31 Aug 2020	
	Note	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	5	66,644		76,154	
		<u>        </u>	66,644	<u>        </u>	76,154
<b>Current assets</b>					
Debtors		270		89	
Prepayments and accrued income		2,345		3,321	
Cash at bank and in hand		124,034		114,565	
		<u>        </u>		<u>        </u>	
		126,649		117,975	
<b>Creditors</b>					
Creditors		1,122		327	
Accrued expenses		2,545		374	
PAYE and NI liability		884		1,181	
		<u>        </u>		<u>        </u>	
		4,551		1,882	
<b>Net current assets</b>			122,098		116,093
			<u>        </u>		<u>        </u>
			188,742		192,247
			<u>        </u>		<u>        </u>
<b>The funds of the Charity:</b>					
Unrestricted funds		128,142		122,079	
Restricted fund – building extension		60,600		70,168	
		<u>        </u>		<u>        </u>	
<b>Total Charity funds</b>			188,742		192,247
			<u>        </u>		<u>        </u>

# ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2021

### 1. ACCOUNTING POLICIES

#### Basis of preparing the financial statements

The financial statements of the Charitable Settlement, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (Update Bulletin 2)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

#### Going concern

At the time of approving the accounts, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis preparing the accounts.

#### Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

#### Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Grants and donations subject to the specific wishes of the donor are credited to relevant restricted funds.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

#### Tangible fixed assets

Individual fixed assets costing £250 or more are capitalised at cost and are depreciated over their estimated useful economic lives as follows:

Building extension	20 years straight line
Outside play area improvements	5-10 years straight line
Office equipment, furniture and fittings	3 years straight line

## **ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

### **NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021**

#### **Accounting Policies (continued)**

##### **Expenditure and irrecoverable VAT**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party. It is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent and depreciation charges allocated on the portion of the asset's use.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income and those incurred in trading activities that raise funds.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

##### **Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

##### **Cash at Bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

##### **Creditors and provisions**

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event. It is probable that a transfer of economic benefit will be required in settlement and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

**ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

**NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 AUGUST 2021**

**Accounting Policies (continued)**

**Financial instruments**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**Reserves policy**

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six months' expenditure. This level of reserves has been maintained throughout the period.

**Pensions**

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the period.

<b>2. Donations</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
The Friends of St Hugh of Lincoln Nursery School	492	1,038
Leaver's donations	32	25
Waitrose	-	315
Care UK	-	200
Heart	478	-
Other	163	174
	<hr/>	<hr/>
	1,165	1,752
	<hr/>	<hr/>

<b>3. Income from Charitable activities</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Nursery school fees	21,669	20,720
Early Years and Other Government Grants	147,112	140,641
Other fees, commissions and claims	359	176
	<hr/>	<hr/>
	169,140	161,537
	<hr/>	<hr/>



**ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

**NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 AUGUST 2021**

**4. Expenditure on Charitable activities**

	Restricted Fund £	Unrestricted Funds £	Total 2021 £	Restricted Fund £	Unrestricted Funds £	Total 2020 £
<b>Direct expenditure on nursery school activities</b>						
Wages, employers National Insurance and Pension	-	132,846	132,846	-	123,771	123,771
Equipment and Educational Materials	-	10,084	10,084	-	4,842	4,842
Consumables	-	293	293	-	311	311
Training	-	334	334	-	457	457
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	-	143,557	143,557	-	129,381	129,381
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Repairs, maintenance and Cleaning	-	7,023	7,023	-	6,560	6,560
Insurance	-	2,052	2,052	-	1,917	1,917
Recruitment advertising	-	98	98	-	918	918
Leasing and equipment	-	1,606	1,606	-	1,357	1,357
Rates and services	-	3,499	3,499	-	3,060	3,060
Telephone and internet	-	706	706	-	668	668
Printing,Postage and Stationery	-	831	831	-	981	981
Entertainment - staff	-	335	335	-	370	370
Travel	-	11	11	-	62	62
Professional fees	-	1,826	1,826	-	1,019	1,019
Bank charges	-	84	84	-	60	60
Depreciation	9,568	2,609	12,177	9,569	2,150	11,719
Bad debts	-	1	1	-	-	-
Sundry	-	315	315	-	176	176
Donations	-	19	19	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	9,568	21,015	30,583	9,569	19,298	28,867
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

**ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

**NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 AUGUST 2021**

**5. Fixed Assets**

	<b>Plant and Equipment £</b>	<b>Property Improvements £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 September 2020	20,266	224,387	244,653
Additions	2,667	-	2,667
	<hr/>	<hr/>	<hr/>
At 31 August 2021	22,933	224,387	247,320
	<hr/>	<hr/>	<hr/>
<b>Depreciation</b>			
At 1 September 2020	19,738	148,761	168,499
Charge for year	797	11,380	12,177
	<hr/>	<hr/>	<hr/>
At 31 August 2021	20,535	160,141	180,676
	<hr/>	<hr/>	<hr/>
<b>Net book value</b>			
At 31 August 2021	2,398	64,246	66,644
	<hr/>	<hr/>	<hr/>
At 31 August 2020	528	75,626	76,154
	<hr/>	<hr/>	<hr/>

**6. Creditors**

	<b>31 Aug 2021 £</b>	<b>31 Aug 2020 £</b>
Creditors	1,112	327
Accrued expenses	2,545	374
PAYE/ NI Liabilities	884	1,181
	<hr/>	<hr/>
	4,551	1,882
	<hr/>	<hr/>

**ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

**NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 AUGUST 2021**

**7. Staff costs**

	<b>31 Aug 2021</b>	<b>31 Aug 2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	127,394	118,877
Social security costs	2,403	2,403
Other pension costs	3,049	2,491
	<hr/>	<hr/>
	132,846	123,771
	<hr/>	<hr/>

The average monthly number of persons employed by the CIO during the period was as follows:

	<b>31 Aug 2021</b>	<b>30 Aug 2020</b>
	<b>No.</b>	<b>No.</b>
Direct Staff	11	11
Administration	2	2
	<hr/>	<hr/>
	13	13
	<hr/>	<hr/>

The were no higher paid employees

They had no key management personnel.

There were no Trustee expenses during the year.

**8. Related Party Transactions**

There were no known related party transactions during the year.

**ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

**NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 AUGUST 2021**

**9. Analysis of Net Assets Between Funds**

	<u>General Funds</u> £	<u>Restricted Funds</u> £	<u>2021 Total Funds</u> £	<u>2020 Total Funds</u> £
Fixed Assets	6,044	60,600	66,644	76,154
Current assets	126,649	-	126,649	117,975
Current liabilities	(4,551)	-	(4,551)	(1,882)
	<hr/>	<hr/>	<hr/>	<hr/>
Net Assets at 31 August 2021	128,142	60,600	188,742	192,247
	<hr/>	<hr/>	<hr/>	<hr/>

**10. Movements in Funds**

	<u>B/Forward</u> £	<u>Incoming Resources</u> £	<u>Outgoing Resources</u> £	<u>Transfers</u> £	<u>At 31 August 2021</u> £	<u>At 31 August 2020</u> £
<b>Restricted Funds</b>						
Property-Improvement	70,168	-	(9,568)	-	60,600	70,168
<b>Unrestricted Funds</b>						
General Funds	122,079	170,635	(164,572)	-	128,142	122,079
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	192,247	170,635	(174,140)	-	188,742	192,247
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

**ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES/ MEMBERS OF**  
**ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31st August 2021, which are set out on pages 8 to 17.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts to be reached.



**Andrew Rodzynski FCA**  
**Wenn Townsend**  
**Gosditch House**  
**5 Gosditch Street**  
**Cirencester**  
**Gloucestershire**  
**GL7 2AG**

Date: 16<sup>th</sup> May 2022