



Trustees' Annual Report for the period

	Period start date			Period end date			
From	01	Sept	20	To	20	Jul	2021

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
ANNA CAMERON	CHAIR	Appointed Nov 2019	
YVE CHAPMAN	TREASURER	Appointed 1 Jan18	
SARAH FIELD		Appointed Jul 2019	
ALICE PERFECT		Appointed 12 Jan 2021	
LOUISE CREASY		Resigned 2021	
KATIE BODLE		Resigned 2020	
KIM MILLER		Resigned July 2020	
REBECCA GORNALL	SECRETARY	Resigned Sep 2020	
ALISON ADAMS	CHAIR	Resigned Nov 2019	

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Name of chief executive or names of senior staff members (Optional information)

Tina Walker and Sarah Shepherd, Co Supervisors

Becky Painter, Business Manager

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CONSTITUTION
How the charity is constituted (eg. trust, association, company)	CHARITABLE INCORPORATED COMPANY
Trustee selection methods (eg. appointed by, elected by)	ELECTED BY MEMBERS AT AGM

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Horsmonden Kindergarten continues to comply with the new Data Protection legislation introduced last year. This includes, but is not limited to, ensuring our archiving is up to date and securely destroying all old paperwork.

Cheeky Monkeys is for children not yet of Kindergarten age and is run, on a Monday, in the Village Hall. It has proved very popular and brings in additional income to Horsmonden Kindergarten. Although this group was suspended during Covid restrictions I am pleased to say we recommenced in September 2021 with good attendance.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The charity works for the public benefit having as its objects the development and education of children and young people by:

- (1) promoting their care and safety;
- (2) promoting their education and promoting parental involvement;
- (3) promoting their health and wellbeing;
- (4) providing services to support them and their families and carers;
- (5) providing services to individuals holding membership of the CIO; and
- (6) furthering the aims of the Early Years Alliance

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity

Horsmonden Kindergarten's aim is to:

- enhance the development and education of children under statutory school age, in a pre-school setting.
- To provide a safe, stimulating and happy environment.
- To work within a framework which ensures equality of opportunity of all children in our community.
-

The Kindergarten plays a key role in our local community, and we forge strong links with Horsmonden Primary school and other organisations, such as the Social Club, in the village. We have a lovely flowerbed that we tend to in the new community garden and the children have loved to watch their seeds grow into vegetables and flowers. Being involved in our local community is important to us as well as providing enjoyable fundraising activities for our families.

Staff training over the last year has included:

- Health and Safety
- Safeguarding training
- English as an additional language
- EYFS 2021
- SENCO

Keeping up-to-date with training enables us to evaluate our practice and make necessary changes to ensure we have the best possible setting for our children.

Our extensive array of activities and stimulating environment enhance and support communication skills, social interactions, creative flair, decision making and managing feelings and emotions. We have celebrated lots of different festivals including Diwali, Remembrance Day, Christmas, Chinese New Year, Valentine's Day and Easter. This gives the children an opportunity to learn about different cultures and family traditions, through books, tasting different foods and creative activities. We have enjoyed large physical activities on the big field, such as obstacle courses and using large natural resources for open ended play. We have used lots of exploratory play in the mud kitchen and garden area. These types of activities build confidence and self-esteem, develop communication and interaction with others and creative and critical thinking. The children love to listen to stories, sing their favourite songs and play musical instruments and their imagination comes to life in the home corner and creative area.

Our curriculum planning involves individualised planning along with adult directed activities to support children's learning and progression within the Early Years Foundation Stage Framework. We ensure our planning and environment cover all areas of learning. Each child's key person individualises their planning according to their child's stage of development, interests and ideas the children themselves would like to develop. We ensure we provide the appropriate props to enhance and extend their learning based on their needs, wants and opinions.

We follow and analyse the progress of all children's development

using our progress tracker system and their well-being and involvement using the Leuven scale. This helps us as childcare practitioners to evaluate our practice and environment ensuring that we are meeting the needs of all children in our care.

We have given additional support for children with speech and language and English as an additional language supporting their well-being and their transition to school. We had many visits to Horsmonden Primary School and the teacher came to visit us. This really did help with the transition to school.

The Supervisors and Business Manager have constantly kept up to date with the information being published by the government and Public Health England with regards to the Covid-19 pandemic. We adhered to the necessary stipulations put in place. We worked in consistent bubbles and followed a rigorous risk assessment and cleaning schedule to ensure everybody was as safe as possible. Although from September 2021 we now work as one group but still continue to follow a vigorous cleaning schedule and encourage/support children with very good personal hygiene practices. We have devised an outbreak plan to follow so we can run Kindergarten as efficiently and safely as possible.

Our aims for the forthcoming year are to:

- To ensure we keep up to date with government guidance with regards to Covid-19 and provide a Covid-19 secure environment.
- Continue to enhance the development and education of children under statutory school age, in a pre-school setting following Ofsted regulations
- To use the online observation system Tapestry effectively and encourage parents to use this system.
- Continue to advertise and promote our setting. We are focusing on our marketing and advertising at Kindergarten to ensure we have a steady flow of children.
- Continue to keep our website up to date.
- Continue to form good links with our local school and community.
- Fostering links with our training collaboration Connex to develop and keep up to date with staff personal development.

To conclude, it has continued to be a different way of working at Kindergarten due to the Covid-19 pandemic but we were able to adapt, prioritise and continue to provide a safe and welcoming environment for all our families. This was due to the hard work, commitment and dedication of our staff team and our Committee.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

- Ensuring Kindergarten was Covid Safe once we re-opened.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves policy

1. Horsmonden Kindergarten is a registered charity, offering pre-school education and nursery places for children aged 2 to school age. The Kindergarten is run by a Management Committee, which actively undertakes fund-raising activities to create extra income towards play equipment, improvements and ongoing improvements and investment.

2. Annual income from fees should, in general, meet the annual budgeted costs of the Kindergarten. In years of low numbers of children (largely determined by local population), reserves may be used (supplemented by additional fundraising) to meet the general running costs of the kindergarten.

3. The Committee has reviewed the Kindergarten's need for reserves in line with guidance issued by the Charity Commission and the Early Years Alliance. The Kindergarten needs reserves to:

- i) Meet statutory redundancy liabilities should the Kindergarten have to close;
- ii) Ensure there are sufficient cash reserves in the current account to cover day to day running costs;
- iii) Ensure continuity of service provision by: a. meeting unexpected costs such as cover for illness or maternity leave ; b. covering running costs during periods of lower income
- iv) Maintain the building and Locket Green in a safe and secure manner for the protection and enjoyment of the children, and to maintain play resources and equipment
- v) Meet the cost of repairs to the fabric of the building which are essential to retain the building's integrity (it is the committee's desire that such expenditure could be immediately met without prejudicing the day-to- day running of the Kindergarten).

4. The Committee are committed to keeping the equivalent of 3-4 months operating expense in reserve. The Committee believes that this level of reserves is prudent and necessary to ensure that the Kindergarten can run efficiently and

	<p>meet future needs.</p> <p>5. Horsmonden Kindergarten has no restricted funds, and therefore all cash balances can be considered to be part of reserves. In the event of reserves falling significantly below the target level, the Kindergarten will aim to restore the reserves as soon as possible by increasing fundraising, increasing earned income, or reducing expenditure.</p> <p>6. Similarly, if reserves are significantly above the target level, the Committee will put in place a plan as soon as possible, aiming to eliminate the excess within four years by spending money to enhance the quality of Kindergarten provision, or otherwise further the aims of the Kindergarten, or by reducing fundraising. The Committee will not, however, take any steps that might call into question the ability of the Kindergarten to continue as a financially viable operation in the long term.</p> <p>7. The Committee will monitor the level of reserves regularly, and review the reserve policy and position at least annually.</p>
Details of any funds materially in deficit	none

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

2020-2021 has been a very good year ending with a surplus of £33,161 following the deficit in 2019-20 of £13,703 - this is excellent and down to the hard work of the staff who have managed their time efficiently.

However, included in this income for 2020-2021 is £9737 of funding received from the KCC in August, before our financial year end, which was for the year commencing September 2021. If we remove this amount from our surplus for 2020-2021 the actual surplus is £23,424.

This early payment will reflect the outcome in our end of year accounts for 2021-2022

Additional funding received from KCC for EYPP and SEN has been used to provide equipment etc to assist with these children's development.

Fundraising, which is a major requirement for Kindergarten, has been difficult again this year with the Covid restrictions that were in place although we still raised £3415 pounds of the £5000 we were hoping to raise.

Despite our positive financial result this year we must continue to be vigilant in respect of our costs to ensure that Horsmonden Kindergarten remains a viable operation for the future children of Horsmonden.

We experienced good levels of attendance throughout 2020-2021 which is reflected in our financial performance

The impact of the government's policy of 30 hours free childcare for eligible families does affect us financially, however we continue to offer to all eligible

families, where we have capacity in the sessions.

We will continue to identify ways to increase income to create a more sustainable business model for the future including:

- increased use of our website and social media to promote our setting
- a sustained programme of fundraising events
- introducing a 'regular giving' scheme for friends of Kindergarten

We have further capacity for 2021-2022 and will continue to use our Website and Facebook page to promote the vacancies we have.

How did we achieve our income?

	<u>2020-21</u>	<u>2019-20</u>	<u>2018-19</u>
Fees	129,533	78,718	128,400
EYPP funding	378	660	1,076
SEN funding	1,202	300	597
Fundraising income	3,415	2,272	5,104
Donations	1,121	2,095	2,000
Gift aid	0	0	117
Interest	2	106	60
Merchandise	451	203	578
Party hire	0	0	0
Misc.	205	1216	167
Toddler group	0	689	1,013
Training	0	252	0
JRS Grant	0	3,888	
Total	136,306	90,400	139,143

What costs did we incur?

	<u>2020-21</u>	<u>2019-20</u>	<u>2018-19</u>
Wages	83,066	84,082	90,508
EYPP expenses	316	150	1,065
SEN expenses	777	0	495
Administration	1,734	1,663	1,468
Advertising	0	0	0
Cleaning	4,048	2,453	2,773
Equipment	1,025	748	813
Fundraising expense	148	85	693

Insurance	1,558	2,406	3,961
Maintenance	1,981	2,636	2,500
Miscellaneous	1,488	1,413	996
Play resources	1,537	1,027	1,954
Printing & postage	244	335	556
Refreshments	146	396	1,182
Subscriptions/V.Hall hire	1002	881	1,084
Telephone	714	608	579
Training		594	698
Utilities	3,068	4,626	5,403
Total	103,145	104,103	116,728

The reconciled closing balances in the accounts were as follows:

	<u>2020-21</u>	<u>2019-20</u>	<u>2018-19</u>
Cash Account	282.13	1072.33	931.19
Santander Current Account 1	46,686.82	13,623.64	27,584.47
CAF current Account	383.15	344.07	191.52
Santander Deposit Account (reserves)	20,586.67	20,584.63	20,478.24
Total funds	<u>67,938.77</u>	<u>35,624.67</u>	<u>49,185.45</u>

The old Santander accounts are now closed and are now removed from this report

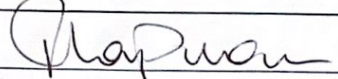
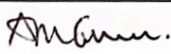
Section F Other optional information

We are very grateful for all of the donations we receive, for the help we receive with cleaning of toys and support with fundraising. The committee, parents and staff are so valuable to us to enable the smooth running of Kindergarten and for this we are truly thankful.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	YVONNE ELIZABETH CHAPMAN	ANNA MARY CAMERON
Position (eg Secretary, Chair, etc)	TREASURER	CHAIR.
Date	16-03-21.	

PROFIT & LOSS REPORT FOR THE YEAR ENDING 31/08/21

INCOME	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Fees	15064	15995	2729	10899	11339	9896	2318	23431	8865	15687
EYPP Funding			111			87	76			103
SEN Funding	100			200		200	100	200		200
Fundraising income		87	835	469	24	300	742	613	9	310
Donations	89	79	79	165	86	79	129	79	109	79
Gift Aid										
Interest										
JRS Grant										
Merchandise	163	20	51	27				10	66	
Miscellaneous		10	28	31			110			
Toddler Group										
Training										
TOTAL INCOME	15416	16191	3833	11790	11449	10563	3474	24333	9049	16379
EXPENSES										
Wages	6761	7070	7195	7168	7221	6199	7531	7568	7509	7109
Payroll & Accounts	140	102	232	158	50	156	154	50	248	128
Advertising										
Bank Charges	5	5	5	5	8	8	8	8	8	8
Building Repairs										
Cleaning	299	343	448	196	457	281	416	411	326	438
Equipment	40	-17			575	11	9	12	15	26
EYPP Expenses			68		5		46		121	75
Fundraising Expenses							25		73	25
Insurance						452	0			
Maintenance	90	139		220	183	175	470	105	230	140
Miscellaneous	95	59	334	31	350		111	6	29	97
Play Resources	254	174	54	107	37	176	11	92	354	131
PPS			103	13	43	3	16	12	38	7
Refreshments	7	11	19	6	21	11	6	13	12	21

SEN Expenses					268		77	3	202	226
Subscriptions	156	68		104	26		26	104	40	189
Telephone		152			284			707	-588	
Training			30			138		32		51
Utilities	158	266	274	190	836	142	149	187	180	173
Village Hall Hire										
TOTAL EXPENSES	8004	8373	8761	8199	10365	7751	9056	9308	8799	8843
OVERALL TOTAL	7412	7819	-4928	3592	1084	2811	-5581	15025	251	7536

July	August	Total
1829	11481	129533
		378
100	100	1202
21	5	3415
79	69	1121
		0
	2	2
		0
114		451
26		205
		0
		0
2169	11657	136306

6895	4841	83066
50	182	1650
		0
8	8	84
		0
361	72	4048
314	40	1025
		316
25		148
1106		1558
177	51	1981
15	360	1488
64	83	1537
6	4	244
19		146

		777
183	107	1002
159		714
42		293
265	249	3068
		0
9690	5996	103145
-7521	5661	33161

HORSMONDEN KINDERGARTEN

Open weeks per month	4.0	3.2	4.1	2.2	4.0	3.0	4.0	2.2	4.0	3.3	3.0	Estimated Holiday Pay		£5.10 cat+but paid hours 4.08 KCC funded £5.10FF2	
BUDGET 2020/21															
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	August	Total	2019-20	variance
INCOME															
Fees	9335	7468	9568	5134	12150	9112	12150	7559	13744	11339	10308		107,867	82,606	25261
EYPP Funding			111				87			103			301	660	-359
SEN Funding	100				100			100					300	300	0
Fundraising income		100	500	750			500				250		2,100	2,272	-172
Donations	79	79	79	79	79	79	79	79	79	79	79	79	948	2,095	-1147
Gift Aid		250											250	0	250
Interest	10	10	10	10	10	10	10	10	10	10	0		100	106	-6
JRS Grant													0	0	0
Merchandise	100				100					100			300	203	97
Miscellaneous	100				100					100			300	1,216	-916
Toddler Group								80	80		80	80	320	689	-369
Training													0	252	-252
TOTAL INCOME	9,724	7,907	10,268	5,973	12,539	9,201	12,826	7,828	14,113	11,611	10,717	79	112,786	90,399	22,387
EXPENSES															
Wages	7234	6501	7131	5801	6895	6195	6895	6437	8393	7632	7306	4046	80,467	84,082	-3615
Payroll and Accounts	135	135	135	135	135	135	135	135	135	135	135	120	1,605	1,604	1
Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bank Charges	5	5	5	5	8	8	8	8	8	8	8	8	84	60	24
Building Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cleaning	300	300	300	300	300	300	300	300	300	300	300		3,300	2,427	873
Equipment	400					300				300			1,000	748	252
EYPP expenses	25	25	25	25	25	25	25	25	25	25	25	0	275	150	125
Fundraising Expense			200	100			200				200		700	85	615
Insurance	0	0	0	0	0	450	0	0	1,092	0	0	0	1,542	2,377	-835
Maintenance	600		600				600			600			2,400	2,636	-236
Misc	50	200	50	50	50	50	50	50	50	50	50	50	750	1,414	-664
Play Resources	160	160	160	160	160	160	160	160	160	160	160	160	1,920	1,027	893
PPS	40	40	40	40	40	40	40	40	40	40	40		440	327	113
Refreshments	70	70	70	70	70	70	70	70	70	70	70		770	396	374
SEN expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subscriptions	0	0	30	100		30	10	0	0	40	190	0	400	383	17
Telephone		152			152			152			152		608	608	0
Training	150				150				150				450	594	-144
Utilities	200	250	200	200	200	200	400	650	400	400	400	400	3,900	4,626	-726
Village Hall Hire	0	0	0	0	0	0	0	40	40	40	40	0	160	279	-119
TOTAL EXPENSES	9,369	7,838	8,346	7,586	8,185	7,963	8,893	8,067	11,163	9,500	9,076	4,784	100,771	103,823	-3052
OVERALL TOTAL	355	69	1,922	(1,613)	4,354	1,238	3,933	(239)	2,950	2,110	1,641	(4,705)	12,015	(13,424)	
Becky	11,100	24 hours			11,100	24 hours									
Sarah	17,598	32 hours			17,336	31.75 hours									
Tina	21,984	35 hours			19,032	30.5 hours									
Hayley	50	Senco pyt	per month		50	Senco	finished 04/21								

Horsmonden Kindergarten
Year ended: 31st August 2021

	Actual Results	Year to Date Budgeted Results	Variance	Prior Actual
INCOME				
Fees	129,533	107,867	21,666	78,718
EYPP Funding	378	301	77	660
SEN Funding	1,202	300	902	300
Fundraising income	3,415	2,100	1,315	2,272
Donations	1,121	948	173	2,095
Gift Aid	0	250	-250	0
Interest	2	100	-98	106
JRS Grant	0	0	0	3,888
Merchandise	451	300	151	203
Miscellaneous	205	300	-95	1,216
Toddler Group	0	320	-320	689
Training	0	0	0	252
TOTAL INCOME	136,306	112,786	23,520	90,400
EXPENSES				
Wages	83,066	80,467	-2,599	84,082
Payroll & Accounts	1,650	1,605	-45	1,604
Advertising	0	0	0	0
Bank Charges	84	84	0	60
Building Repairs	0	0	0	0
Cleaning	4,048	3,300	-748	2,453
Equipment	1,025	1,000	-25	748
EYPP Expenses	316	275	-41	150
Fundraising Expense	148	700	552	85
Insurance	1,558	1,542	-16	2,406
Maintenance	1,981	2,400	419	2,636
Misc	1,488	750	-738	1,413
Play Resources	1,537	1,920	383	1,027
PPS	244	440	196	335
Refreshments	146	770	624	396
SEN Expenses	777	0	-777	0
Subscriptions	1,002	400	-602	602
Telephone	714	608	-106	608
Training	293	450	157	594
Utilities	3,068	3,900	832	4,626
Village Hall Hire	0	160	160	279
TOTAL EXPENSES	103,145	100,771	-2,374	104,103
OVERALL TOTAL	33,161	12,015	21,146	-13,703

year
Variance
50,815
-282
902
1,143
-974
0
-104
-3,888
248
-1,012
-689
-252
45,906
-1,016
46
0
24
0
1,595
277
166
63
-848
-655
75
510
-91
-251
777
401
106
-301
-1,558
-279
-957
46,864



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

HOLSMONDEN KINDERGARTEN

On accounts for the year
ended

31.8.21

Charity no
(if any)

1168296

Set out on pages

1, 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended 31 08 2021

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation
of the accounts in accordance with the requirements of the Charities Act
2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out
under section 145 of the 2011 Act and in carrying out my examination, I
have followed 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 (other than that disclosed below *) in connection with
the examination which gives me cause to believe that in, any material
respect:

- accounting records were not kept in accordance with section 130 of
the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection
with the examination to which attention should be drawn in order to enable a
proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Gemma Freeman

Date:

12.5.22

Name:

Gemma Freeman

Relevant professional
qualification(s) or body
(if any):

Address:

Azalea Cottage, Loves Lane, Goudhurst, Kent, TN17 1SE

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.