



Trustees' Annual Report for the period

Period start date		Period end date	
From	02 Sept 2021	To	22 Jul 2022

Section A Reference and administration details

Charity name **Horsmonden Kindergarten**

Other names charity is known by

Registered charity number (if any) **1168296**

Charity's principal address **Frances Austen Memorial Hall**

Back Lane

Horsmonden

Postcode

TN12 8NJ

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 Jan 18	
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.
-

Commission on public benefit)

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 community garden and the children have loved to watch their seeds grow into vegetables and flowers. We planted carrots and wild flowers last year. Being involved in our local community is important to us as well as providing enjoyable fundraising activities for our families.

It is vital that we keep up to date with the ever changing rules and regulations within Early Years. We are fortunate that we are able to do this by our staff attending training. Having the opportunity to do this enhances their own personal development as well as the benefits it brings to our setting. After training we can assess our practice and make any changes we deem necessary to ensure we continue to provide the highest standards for the children in our care. Staff training over the last year has included:

- Makaton
- Emotional Regulation
- I CAN training
- MAT - Milestone Assessment Tool
- Health and Safety
- PREVENT
- Children's Behaviour as a Communication
- Selective Mutism
- First Aid

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. We have explored and experimented with lots of different resources, and lots of sensory and messy play. This has been a particular favourite of the children. 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. As of September 2021 the curriculum which we followed changed. We follow Development Matters. This document is the curriculum guidance for the Early Years Foundation stage. This change also meant subsequent changes to our tracking processes too. We use a system called, MAT, this is The Milestone Assessment Tool. This ensures our practitioners can keep track of how their key children are progressing, to evaluate our practice and environment ensuring that we are meeting all the needs of the children in our care. We monitor their well being and involvement using the Leuven scale also. We use these assessment tools at the end of each term. 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 worked closely with our specialist teachers who gave us vital support and strategies for children with speech and language delay. Our transition to school was made easier for the children as we put in place regular visits from their new primary school reception teachers.

Our Committee supported our events such as Sports Day and Christmas. Fun was had by all at Sports Day and Christmas. The competitiveness displayed by the children was amazing at Sports Day and the song singing at the Nativity was truly outstanding.

We welcomed two students, Katie and Lydia who joined us once a week for the period of the Summer term for Lydia and from the Autumn until the end of the Summer term for Katie. They settled in really well and the children enjoyed having them join us. We also welcomed Kate to our team. Kate is our bank staff who is on call if we have any staff shortages such as, staff sickness for example. Kate has been a valuable asset to our team and settled really well. We said our sad farewells to Hayley, who left us to start her maternity leave. We will miss her but wish her well. We are all super excited to meet baby Skinner very soon.

Our aims for the forthcoming year are to:

- 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.
- 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, we have had a busy but productive year. We would like to take this opportunity to thank our hard working, committed and dedicate staff, without their commitment and dedication, Kindergarten wouldn't be the amazing setting it is today. We now look forward to the year ahead and what that will bring. Thank you.

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

	<p>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</p> <p>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).</p> <p>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 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

2021-2022 has been a reasonable year ending with a surplus of £14,147. This follows an exceptional result for 2020-2021 of £33,161.

In these difficult times this positive result is down to the hard work and dedication of the staff who have managed their time efficiently.

We must remember, however, that included in the financial results 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 and if we add that to the surplus for 2021-2022, making it £23,884 - you can see that both years are fairly similar in outcome

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

including any ethical investment policy adopted.

Fundraising, which is a major requirement for Kindergarten, has been difficult again this year with us raising £2,344 pounds of the £5000 we were hoping to raise.

Despite our positive financial result this year we must be extremely vigilant in respect of our costs, give the financial challenges that the UK is facing to ensure that Horsmonden Kindergarten remains a viable operation for the future children of Horsmonden.

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

Where ever possible we add Ad-hoc sessions that come available on our Facebook page and also use this medium to promote any vacancies we have.

How did we achieve our income?

	<u>2021-22</u>	<u>2020-21</u>	<u>2019-20</u>
Fees	113,147	129,533	78,718
EYPP funding	499	378	660
SEN funding	300	1,202	300
COMF	2,226		
Fundraising income	2,344	3,415	2,272
Donations	1,621	1,121	2,095
Gift aid	0	0	0
Interest	18	2	106
Merchandise	249	451	203
Party hire	0	0	0
Misc.	168	205	1216
Toddler group	893	0	689
Training	0	0	252
JRS Grant	0	0	3,888
Total	121,465	136,306	90,400

What costs did we incur?

	<u>2021-22</u>	<u>2020-21</u>	<u>2019-20</u>
Wages	81,123	83,066	84,082
EYPP expenses	460	316	150
SEN expenses	0	777	0
COMF	2,225	0	0
Administration	2,236	1,734	1,663
Bank charges	93	0	0
Advertising	0	0	0
Cleaning	4,153	4,048	2,453
Equipment	228	1,025	748
Fundraising expense	51	148	85
Gifts	644	0	0
Insurance	1,601	1,558	2,406
Maintenance	4,822	1,981	2,636
Miscellaneous	167	1,488	1,413
Play resources	770	1,537	1,027
Printing & postage	392	244	335
Refreshments	210	146	396
Subscriptions/V.Hall hire	990	1002	881
Telephone	605	714	608
Training	749		594
Utilities	5,796	3,068	4,626
Total	107,315	103,145	104,103

The reconciled closing balances in the accounts were as follows:

	<u>2021-22</u>	<u>2020-21</u>	<u>2019-20</u>
Cash Account	89.20	282.13	1072.33
Santander Current Account 1	38,509.50	46,686.82	13,623.64
CAF current Account	2,841.78	383.15	344.07
Santander Deposit Account (reserves)	40,604.46	20,586.67	20,584.63
Total funds	<u>82,044.94</u>	<u>67,938.77</u>	<u>35,624.67</u>

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

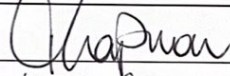
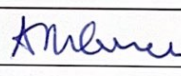
Section F Other optional information

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 CHAPMAN	ANNA MARY CAMERON
Position (eg Secretary, Chair, etc)	TREASURER	CHAIR.
Date	10 - 11. 2022	

PROFIT & LOSS REPORT FOR THE YEAR ENDING 31/08/22

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
INCOME									
Fees	5401	17921	2473	12981	9123	14878	3545	24072	3239
EYPP Funding			167			149			
SEN Funding	100				100			100	
COMF Funding			2226						
Donations	69	1022	66	66	97	63	60	43	80
Fundraising income	410		490	15		10	140	570	5
Gift Aid									
Interest	0	0	0	0	0	0	0	2	3
Merchandise	109		54	17	34			14	21
Miscellaneous					99		68		
Toddler Group		72	149		123		238	36	
Training									
TOTAL INCOME	6089	19016	5625	13079	9577	15099	4052	24837	3348
EXPENSES									
Wages	6444	6053	6315	6161	7960	5752	6859	8151	6683
Accounts and Payroll		311	384	195	97	209	286	50	183
Advertising									
Bank Charges	8	8	8	8	8	8	8	8	8
Cleaning	326	443	256	342	514	290	295	418	353
COMF Expenses				130	200	956	280		
Equipment				21			45		21
EYPP Expenses				32		24			
Fundraising Expenses	25								
Gifts	30			584					
Insurances							485		
Miscellaneous Expenses	6				36	63	32	30	-3
Phone and Broadband Costs		151			151			151	
Play Resources	57	29	44	53	71	111	81	32	118
Printing, Postage & Stationery	173		6	2	57		-102	26	

Refreshments	12	15	9	35	16	18	25	12	31
Repairs and Maintenance	195	876					1117	929	40
SEN Expenses									
Subscriptions	39	52	34	26		13	202		
Training	120		36						
Uniform									
Utilities	250	577	235	88	458	296	473	474	670
Village Hall Hire				144				132	
TOTAL EXPENSES	7684	8515	7327	7821	9568	7740	10086	10414	8104
OVERALL TOTAL	-1595	10501	-1702	5258	10	7359	-6034	14423	-4755

June	July	August	Total
18492	948	75	113147
183			499
			300
			2226
18	18	18	1621
704			2344
			0
4	3	3	18
			249
			168
181	94		893
			0
19582	1063	96	121465

7811	8027	4908	81123
109	215	195	2236
			0
8	8	5	93
581	287	48	4153
659			2225
21	121		228
342	62		460
26			51
30			644
	1116		1601
3			167
	152		605
89	34	50	770
188	40		390

28	9		210
63	179	1424	4822
			0
301	13	143	822
593			749
			0
904	456	916	5796
			276
11758	10719	7689	107423
7825	-9655	-7593	14042

HORSMONDEN KINDERGARTEN

Open weeks per month	4.1	3.1	4.2	2.1	4.0	3.0	4.0	2.0	4.0	3.4	3.1	5.10 paid hours increase 1 Jan to 5.30 4.08 KCC funded increase to 4.14 from April 21 £5.10FF2 increase to 5.18 from April 21		
BUDGET 2021/22														
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	August	Total	020-2021 variance
INCOME														
Fees	10539	7968	10796	5398	12191	9143	12191	6096	12191	10362	9448		106,323	129,533 -23210
EYPP Funding	0	0	167	0	0	0	149	0	0	176	0		492	378 114
SEN Funding	100	0	0	0	100	0	0	100	0	0	0		300	1202 -902
COMF Funding														
Donations	90	90	90	90	90	90	90	90	90	90	90	90	1,080	1,121 -41
Fundraising income	410	100	500	750	0	0	500	0	0	0	250		2,510	3,415 -905
Gift Aid		250											250	0 250
Interest												2	2	2 0
Merchandise	150				150				150				450	451 -1
Miscellaneous			70	70			70						210	205 5
Toddler Group	80	80	80	80	80	80	80	80	80	80	80		880	0 880
Training													0	0 0
TOTAL INCOME	11,369	8,488	11,703	6,388	12,611	9,313	13,080	6,366	12,511	10,708	9,868	92	112,497	136,307 (23,810)
EXPENSES														
Wages	7570	6711	7656	5851	7876	6918	7876	5961	7876	7301	7014	5000	83,609	83,066 543
Accounts and Payroll	135	135	135	135	135	135	135	135	135	135	135	120	1,605	1,650 -45
Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	0 0
Bank Charges	8	8	8	8	8	8	8	8	8	8	8	8	96	84 12
Cleaning	300	300	300	300	300	300	300	300	300	300	300		3,300	4,048 -748
COMF Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0 0
Equipment	400					300			300				1,000	1,025 -25
EYPP Expenses	25	25	25	25	25	25	25	25	25	25	25	0	275	316 -41
Fundraising Expenses			200	100			200			0	200		700	148 552
Gifts	30		30		300		10		10		20		400	400 0
Insurances	0	0	0	0	0	500	0	0	1,150	0	0	0	1,650	1,558 92
Miscellaneous Expenses	20	20	20	20	20	20	20	20	20	20	20	20	240	224 16
Phone and Broadband Costs		200			200			200			200		800	714 86
Play Resources	160	160	160	160	160	160	160	160	160	160	160	160	1,920	1,532 388
Printing, Postage & Stationery	40	40	40	40	40	40	40	40	40	40	40		440	244 196
Refreshments	15	15	15	15	15	15	15	15	15	15	15		165	146 19
Repairs and Maintenance	600			600			600			600			2,400	1,981 419
SEN Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	777 -777
Subscriptions	40	40	40	100	40	40	40	100	40	200	100	20	800	800 0
Training	150				150				150				450	293 157
Uniform			400				450						850	866 -16
Utilities	250	250	250	250	250	250	450	700	450	450	450	450	4,450	3,068 1382
Village Hall Hire	40	40	40	40	40	40	40	40	40	40	40	0	440	0 440
TOTAL EXPENSES	9,783	7,944	9,319	7,644	9,559	8,751	10,369	7,704	10,719	9,294	8,727	5,778	105,590	102,940 2650
OVERALL TOTAL	1,585	544	2,383	(1,256)	3,053	562	2,712	(1,338)	1,793	1,414	1,141	(5,686)	6,907	33,367

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

updated 23 Oct to reflect
Becky's amends

Estimated
Holiday Pay

5.10 paid hours increase 1 Jan to 5.30
4.08 KCC funded increase to 4.14 from April 21
£5.10FF2 increase to 5.18 from April 21

restarted Sep 2021

NEW CODE

NEW CODE

Horsmonden Kindergarten
Year to date: 31st August 2022

	Actual Results	Year to Date Budgeted Results	Variance
INCOME			
Fees	113,147	106,323	6,825
EYPP Funding	499	492	7
SEN Funding	300	300	0
COMF Funding	2,226	0	2,226
Donations	1,621	1,080	541
Fundraising income	2,344	2,510	-166
Gift Aid	0	250	-250
Interest	18	2	16
Merchandise	249	450	-201
Miscellaneous	168	210	-42
Toddler Group	893	880	13
Training	0	0	0
TOTAL INCOME	121,465	112,497	8,968
EXPENSES			
Wages	81,123	83,609	2,486
Accounts and Payroll	2,236	1,605	-631
Advertising	0	0	0
Bank Charges	93	96	3
Cleaning	4,153	3,300	-853
COMF Expenses	2,225	0	-2,225
Equipment	228	1,000	772
EYPP Expenses	460	275	-185
Fundraising Expenses	51	700	649
Gifts	644	400	-244
Insurances	1,601	1,650	49
Miscellaneous Expenses	167	240	73
Phone and Broadband Costs	605	800	195
Play Resources	770	1,920	1,150
Printing, Postage & Stationery	390	440	50
Refreshments	210	165	-45
Repairs and Maintenance	4,822	2,400	-2,422
SEN Expenses	0	0	0
Subscriptions	822	800	-22
Training	749	450	-299
Uniform	0	850	850
Utilities	5,796	4,450	-1,346
Village Hall Hire	276	440	164
TOTAL EXPENSES	107,423	105,590	-1,833
OVERALL TOTAL	14,042	6,907	7,135

Prior year	
Actual	Variance
129,533	-16,386
378	121
1,202	-902
0	2,226
1,121	500
3,415	-1,071
0	0
2	16
451	-202
205	-37
0	893
0	0
136,306	-14,841
83,066	-1,943
1,650	586
0	0
84	9
4,048	105
0	2,225
1,025	-797
316	144
148	-97
400	244
1,558	44
224	-57
714	-109
1,537	-767
247	143
146	64
1,981	2,841
777	-777
1,002	-180
293	456
862	-862
3,068	2,728
0	276
103,145	4,278
33,161	-19,119



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

HORSMONDEN KINDERGARTEN

On accounts for the year
ended

31.8.22.

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 31.08.2022

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:

Date:

8.2.23

Name:

GEMMA FREEMAN

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

Address:

AZALEA COTTAGE, LOVERS LANE, GONDHURST, KENT, TN11 9SE

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.