



# Trustees' Annual Report for the period

Period start date			Period end date		
22	Jul	2022	21	Nov	2023

## 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)
Helene Murphy	Chair	Appointed Nov 2022	
Alice Perfect	Treasurer	Appointed 12 Jan 2021	
Sarah Field		Appointed Jul 2019	
Louise Creasy		Appointed 10 July 2023	
Yve Chapman		Appointed 1 Jan 2018	

### 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 Parsons, 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.

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 Commission on public benefit)

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. Sadly the community garden has



closed but we were lucky enough, over the Summer to have revamped our outdoor area, thanks to our fundraising. The children now have designated areas for each area of their learning. These include sand, water, and soil areas. This has brought so much enjoyment and learning opportunities for the children. It has been a huge success. 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
- Behaviour as a Communication
- We have upcoming training entitled "Celebrating Boys Achievement"

Sarah has recently taken over the lead of our collaboration group, Connex. Connex is a group made up of several different settings within our area. The purpose of the collaboration is for all providers within the collaboration to work together in partnership with each other, to share best practice, attend training sessions, and have access to resources which can be purchased through our System Leadership Fund. Being part of the collaboration gives us endless opportunities to deliver the best possible outcomes for our children and families. We now have access to Briefing and Networking sessions and Leaders Day events. These sessions are highly informative and will benefit us moving forward.

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 have welcomed Cicely to our staff team and Hayley has returned from Maternity leave.

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.

To conclude, we have had a busy but productive year. We would like to take this opportunity to thank our hard working, committed and dedicated 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.

Tina and Sarah

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

During a challenging financial year which has seen so many early years settings close, Horsmonden Kindergarten has not only managed to continue to provide excellent care but also improve the setting.

## Section E

## Financial review



<p>statement of the Charity's policy on reserves</p>	<p><b>Reserves policy</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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:               <ol style="list-style-type: none"> <li>i) Meet statutory redundancy liabilities should the Kindergarten have to close;</li> <li>ii) Ensure there are sufficient cash reserves in the current account to cover day to day running costs;</li> <li>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</li> <li>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</li> <li>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).</li> </ol> </li> <li>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.</li> <li>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.</li> <li>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.</li> <li>7. The Committee will monitor the level of reserves regularly, and review the reserve policy and position at least annually.</li> </ol>
<p><b>Details of any funds materially in deficit</b></p>	<p>None</p>

**Further financial review details (Optional information)**

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.

2022-2023 has been a financially challenging year, ending with a deficit of £12,140. This is due in part to an extra £9,000 spent on some long-awaited renovations. The money used for this was raised in previous years, so it should not really be considered as part of this year's expenses.

We also spent £2,500 on garden improvements for the benefit of the children; this was allocated from the excess reserves, which are above requirements, and therefore enhancing the quality of Kindergarten, in line with our reserving policy.

In addition, the number of child hours, and therefore fee income, was down on previous years. This was perhaps due to the lower birth rate following the Covid pandemic. The number of child hours is the key indicator of financial outcome in any year, meaning it is very difficult for us to cover fixed costs if we don't have a certain level of fee income.

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 us raising £1,860, which is less than the previous two years.

Despite our less successful financial result this year, the child numbers have increased significantly for the new financial year, and we can therefore be hopeful of a more positive outcome. We must be extremely vigilant however in respect of our costs, given the financial challenges that the UK is facing, to ensure that Horsmonden Kindergarten remains a viable operation for the future children of Horsmonden.

From April 2024, working parents of two-year-olds will be able to access 15 hours of childcare. And then from September 2024, 15 hours of childcare will be extended to all children from the age of nine months.

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

Wherever 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>2022-23</u>	<u>2021-22</u>	<u>2020-21</u>
Fees	104,587	113,147	129,533
EYPP Funding	671	499	378
SEN Funding	1,302	300	1,202
COMF Funding	0	2,226	0
Fundraising Income	1,860	2,344	3,415
Donations	227	1,621	1,121
Interest Received	231	18	2
Merchandise Sales	380	249	451
Miscellaneous Income	659	168	205
Toddler Group	893	893	0
<b>Total</b>	<b>110,810</b>	<b>121,465</b>	<b>136,306</b>

### What costs did we incur?

	<u>2022-23</u>	<u>2021-22</u>	<u>2020-21</u>
Wages	86,799	81,135	83,066
EYPP Expenses	485	460	316
SEN Expenses	1,270	0	777
COMF Expenses	0	2,225	0
Accounts & Payroll	2,366	2,236	1,650
Advertising	70	0	0
Bank Charges	60	93	84
Cleaning	4,909	4,141	4,048
Equipment	182	229	1,025
Fundraising Expenses	98	51	148
Gifts	502	644	399
Insurance	1,738	1,601	1,558
Miscellaneous Expenses	255	167	224
Phone & Broadband	677	605	714
Play Resources	1,181	770	1,537
Printing, Postage & Stationery	616	390	247
Refreshments	350	210	146
Repairs & Maintenance	12,069	4,822	1,981
Subscriptions	767	823	1,002
Training	1,279	749	293
Uniform	1,069	0	862
Utilities	5,848	5,796	3,068
Village Hall Hire	360	276	0

<b>Total</b>	<b>122,950</b>	<b>107,423</b>	<b>103,145</b>
<b>Surplus/(Deficit) for year</b>	<b>(12,140)</b>	<b>14,042</b>	<b>33,161</b>

The reconciled closing balances in the accounts were as follows:

	<u><b>2022-23</b></u>	<u><b>2021-22</b></u>	<u><b>2020-21</b></u>
Cash Account	141.30	89.20	282.13
Santander Current Account	28,808.75	38,509.50	46,686.82
CAF Current Account	14.32	2,733.78	339.67
Santander Deposit Account (reserves)	40,832.76	40,604.46	20,586.67
<b>Total funds</b>	<u><b>69,797.13</b></u>	<u><b>81,936.94</b></u>	<u><b>67,895.29</b></u>

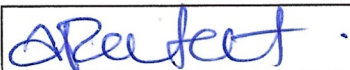

## Section F Other optional information

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)	MISS ALICE PERFECT	HELENE MURPHY
Position (eg Secretary, Chair, etc)	TREASURER	CHAIR
Date	08/01/2024	



**Horsmonden Kindergarten**  
**Year to date: 31st August 2023**

	Actual Results	Year to Date Budgeted Results	Variance	Prior Actual
<b>INCOME</b>				
Fees	104,587	101,672	2,915	113,147
EYPP Funding	671	451	220	499
SEN Funding	1,302	300	1,002	300
COMF Funding	0	0	0	2,226
Donations	228	216	12	1,621
Fundraising income	1,860	1,000	860	2,344
Interest	231	36	195	18
Merchandise	322	240	82	249
Miscellaneous	659	60	599	168
Toddler Group	893	880	13	893
Training	0	0	0	0
<b>TOTAL INCOME</b>	<b>110,752</b>	<b>104,856</b>	<b>5,897</b>	<b>121,465</b>
<b>EXPENSES</b>				
Wages	86,799	76,340	-10,458	81,135
Accounts and Payroll	2,366	2,300	-66	2,236
Advertising	70	0	-70	0
Bank Charges	60	60	0	93
Cleaning	4,910	4,450	-460	4,141
COMF Expenses	0	0	0	2,225
Equipment	182	240	58	228
EYPP Expenses	485	450	-35	460
Fundraising Expenses	98	25	-73	51
Gifts	502	600	98	644
Insurances	1,738	1,650	-88	1,601
Miscellaneous Expenses	255	160	-95	167
Phone and Broadband Costs	677	608	-69	605
Play Resources	1,181	770	-411	770
Printing, Postage & Stationery	616	395	-221	390
Refreshments	351	220	-131	210
Repairs and Maintenance	12,069	10,420	-1,649	4,822
SEN Expenses	1,270	0	-1,270	0
Subscriptions	767	723	-44	822
Training	1,279	750	-529	749
Uniform	1,011	800	-211	0
Utilities	5,848	7,550	1,702	5,796
Village Hall Hire	360	456	96	276
<b>TOTAL EXPENSES</b>	<b>122,892</b>	<b>108,967</b>	<b>-13,925</b>	<b>107,423</b>
<b>OVERALL TOTAL</b>	<b>-12,140</b>	<b>-4,112</b>	<b>-8,028</b>	<b>14,042</b>

year
Variance
-8,560
172
1,002
-2,226
-1,393
-484
213
73
492
-0
0
-10,713
5,663
130
70
-33
769
-2,225
-46
25
47
-142
136
87
72
411
226
140
7,247
1,270
-56
530
1,011
52
84
15,469
-26,181





Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
Horsmonden Kindergarten

On accounts for the year  
ended

31<sup>st</sup> August 2023

Charity no  
(if any)

1168296

Set out on pages

(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** / **2023**.

Responsibilities and  
basis of report

As the charity's 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 the Trust's accounts carried out under section 145 of the 2011 Act 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

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

Signed:

Date:

12/06/2024

Name:

Paula Veysey-Smith

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

Institute of Certified Bookkeepers

**Address:**

2 Oast View, Horsmonden

Tonbridge, Kent

TN12 8LE

## Section B

## Disclosure

Only complete if the examiner needs to highlight material 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.**