



Trustees' Annual Report for the period

	Period start date				Period end date		
From	19	Jul	2023	To	20	Nov	2024

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)
Helene Murphy	Chair	Appointed Nov 2022	
Alice Perfect	Treasurer	Appointed 12 Jan 2021	
Sarah Field		Appointed Jul 2019	
Louise Creasy	Secretary	Appointed 10 July 2023	
Melissa Kapoor		Appointed 22 April 2024	
Rebecca Finch		Appointed 21 Nov 2023	

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)

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.

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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 for 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, who allow us to hold our fundraising events there.

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:

- Celebrating Boys Achievement.
- Awe, Wonder and Cultural Capital.
- Planning the curriculum

Sarah is the lead of our collaboration group, Connex. This 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. This gives us access to Briefing and Networking sessions and Leaders Day events. These sessions are highly informative and enable us to deliver the highest quality childcare.

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. 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. We have recently developed and researched the "Curiosity Approach". The curiosity approach is based on child-led learning. Therefore the children make their own choices, and figure things out for themselves which leads to enhanced confidence, critical thinking, and problem solving skills. The children are more engaged in their environment, and have a lot of fun. We have and are in the process of creating a peaceful, tranquil environment which does not distract from their learning but instead places focus on the various loose items which they can play with. We are using lots of natural resources which they can make up their own play with. They are challenged to use all their senses to discover how something feels, sounds, and how they can interact with it. This increases their confidence and encourages them to think independently. We want to create practice that inspires a child's natural awe and wonder. We have seen how the children are interacting more with each other and how it has helped expand their social and communication skills and developed their well being.

Our curriculum planning involves individualised planning along with adult directed activities to support children's learning and progression. 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. 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 teacher 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 Gemma to our staff team. Gemma has fitted into our team so well and we are thrilled and lucky to have her. Gemma loves to sing and dance and enjoys the role play scenarios. We also welcomed Kerry to our bank staff. Kerry has helped us out over the year and has played an integral part to the day to day running of Kindergarten.

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
- Develop our parent partnership links using Facebook, a parent board, resources box
- 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 dedicate staff, without their commitment and dedication, Kindergarten wouldn't be the amazing setting it is today. We would also like to thank our parents for their support, from providing cakes for our cake sales, to participating in our sponsored activities like our Bunny hop and Halloween boxes. We really appreciate their support and input.

We now look forward to the year ahead and what that will bring. Thank you.

Tina, Sarah and Becky

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 setting close, Horsmonden Kindergarten has not only managed to continue to provide excellent care but also improve the setting. We have successfully recruited two members of staff to our staff team. We have also fundraised enough funds to put a new fixed roof over our stand and mud area, this will be a huge asset as we will be able to use this area in all weathers. Kindergarten, for two summers now, has run a very successful holiday club, this has provided valuable income for Kindergarten, as well as supporting parents and carers with widening our offering by providing 6 days of childcare during the holidays.

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 meet future needs.
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>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.

2023-2024 has been an excellent year, ending with a surplus of £23,582. Compared to the challenging year we experienced in 2022-2023, this positive turnaround is down to the hard work and dedication of the staff who have managed their time and budget efficiently.

The number of child hours, and therefore fee income, was much higher than previous years. This has been a huge factor in the positive result for this year. The number of child hours is the key indicator of financial outcome in any year, as a certain level of fee income will cover our fixed costs and anything above this will help to build a surplus.

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 improved this year with us raising £2,937, which is more than the previous two years. Due to low child numbers, we have sadly decided to stop running Cheeky Monkeys as it became no longer financially viable, we are very grateful to all the parents and children who use to attend, and wish them well. This enables the committee to focus their energies on other fundraising activities.

Amongst the committees fundraising activities, in March the committee were proud to put on a afternoon tea at the social club, which was open to all. It was a good turn out and it was lovely to see many members of the local community attend, including many not connected to Kindergarten. This helped to both strengthen our community links and was a valuable fundraising event.

The child numbers have increased slightly for the new financial year, and we can therefore be hopeful of a positive outcome once again. We must remain 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 have been able to access 15 hours of childcare. And then from September 2024, 15 hours of childcare has been 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>2023-24</u>	<u>2022-23</u>	<u>2021-22</u>
Fees	155,907	104,587	113,147
EYPP Funding	186	671	499
SEN Funding	398	1,302	300
Collaboration Funding	3,205	0	0
COMF Funding	0	0	2,226
Deprivation Funding	67	0	0
Fundraising Income	2,937	1,860	2,344
Donations	809	227	1,621
Interest Received	430	231	18
Merchandise Sales	466	380	249
Miscellaneous Income	85	659	168
Toddler Group	1069	893	893
Total	165,559	110,810	121,465

What costs did we incur?

	<u>2023-24</u>	<u>2022-23</u>	<u>2021-22</u>
Wages	112,977	86,799	81,135
EYPP Expenses	55	485	460
SEN Expenses	53	1,270	0
Collaboration Expenses	918	0	0
COMF Expenses	0	0	2,225
Accounts & Payroll	2,965	2,366	2,236
Advertising	0	70	0
Bank Charges	60	60	93
Cleaning	5,520	4,909	4,141
Equipment	322	182	229
Fundraising Expenses	149	98	51
Gifts	497	502	644
Insurance	2,356	1,738	1,601
Miscellaneous Expenses	299	255	167
Phone & Broadband	770	677	605
Play Resources	1,387	1,181	770
Printing, Postage & Stationery	576	616	390

Refreshments	578	350	210
Repairs & Maintenance	2,793	12,069	4,822
Subscriptions	1,101	767	823
Training	1,462	1,279	749
Uniform	811	1,069	0
Utilities	5,920	5,848	5,796
Village Hall Hire	408	360	276
Total	141,977	122,950	107,423
Surplus/(Deficit) for year	23,582	(12,140)	14,042

The reconciled closing balances in the accounts were as follows:

	<u>2023-24</u>	<u>2022-23</u>	<u>2021-22</u>
Cash Account	40.50	141.30	89.20
Santander Current Account	50,980.32	28,808.75	38,509.50
CAF Current Account	1,096.67	14.32	2,733.78
Santander Deposit Account (reserves)	41,261.91	40,832.76	40,604.46
Total funds	93,379.40	69,797.13	81,936.94


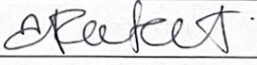
Section F Other optional information

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)	Helene Murphy	ALICE PERFECT
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 20/11/2024

Horsmonden Kindergarten
Year ended: 31st August 2024

	Year to Date			Prior year	
	Actual Results	Budgeted Results	Variance	Actual	Variance
INCOME					
Fees	155,907	148,413	7,494	104,587	51,320
EYPP Funding	186	238	-52	671	-485
SEN Funding	398	300	98	1,302	-904
Deprivation Funding	67	0	67	0	67
Collaboration Funding	3,205	0	3,205	0	3,205
Donations	809	156	653	228	581
Fundraising income	2,937	1,500	1,437	1,860	1,077
Interest	430	300	130	231	199
Merchandise	466	300	166	380	86
Miscellaneous	85	60	25	659	-574
Toddler Group	1,069	880	189	893	177
Training	0	0	0	0	0
TOTAL INCOME	165,559	152,147	13,412	110,810	54,749
EXPENSES					
Wages	112,977	99,613	-13,363	86,799	26,178
Accounts and Payroll	2,965	2,500	-465	2,366	599
Advertising	0	0	0	70	-70
Bank Charges	60	60	0	60	0
Cleaning	5,520	5,050	-470	4,910	611
Collaboration Expenses	918	0	-918	0	918
Equipment	322	240	-82	182	140
EYPP Expenses	55	238	183	485	-430
Fundraising Expenses	149	100	-49	98	51
Gifts	497	500	3	502	-4
Insurances	2,356	1,750	-606	1,738	618
Miscellaneous Expenses	299	260	-39	255	44
Phone and Broadband Costs	770	630	-140	677	93
Play Resources	1,387	1,200	-187	1,181	206
Printing, Postage & Stationery	576	615	39	616	-40
Refreshments	578	385	-193	351	228
Repairs and Maintenance	2,793	2,500	-293	12,069	-9,276
SEN Expenses	53	0	-53	1,270	-1,217
Subscriptions	1,101	780	-321	767	334
Training	1,462	1,300	-162	1,279	183
Uniform	811	1,020	209	1,069	-258
Utilities	5,920	6,000	80	5,848	72
Village Hall Hire	408	360	-48	360	48
TOTAL EXPENSES	141,977	125,101	-16,876	122,950	19,027
OVERALL TOTAL	23,582	27,045	-3,464	-12,140	35,722



Section A

Independent Examiner's Report

Report to the trustees

Horsmonden Kindergarten

On accounts for the year
ended

31st August 2024

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 / 2024.

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

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:

Paula Veysey-Smith

Date:

13 May 2025

Name:

Paula Veysey-Smith

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

Institute of Certified Bookkeepers

Address:

2 Oast View, Horsmonden

Tonbridge, Kent

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.