

# **Sowing Seeds Family Hub**

## **Annual Report and Unaudited Financial Statements**

**For the year ended 16 July 2023**

# Sowing Seeds Family Hub

## Contents

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	<b>Page</b>
Trustees' report	1 - 2
Independent examiner's report	3
Statement of financial activities	4
Balance sheet	5
Notes to the financial statements	6 - 10

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# Sowing Seeds Family Hub

## Legal and Administrative Information

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### Trustees

A Hockney  
A Beeton  
L Harvey

### Charity number

1173396

### Independent examiner

Gilberts Chartered Accountants  
Pendragon House  
65 London Road  
St Albans  
Hertfordshire  
AL1 1LJ

# Sowing Seeds Family Hub

## Trustees' Report

### For the year ended 16 July 2023

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The trustees present their annual report and financial statements for the year ended 16 July 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

#### **Objectives and activities**

The charity's objects are for the public benefit, the advancement of the Christian Faith as part of the mission of Life Church Cuffley and by the advancement of education in Cuffley and the surrounding area.

The activities undertaken in furtherance of these objects is the provision of preschool education for children aged 2-4. We follow the EYFS in line with Ofsted requirements and follow the Statutory Framework for Early Years.

We provide a safe, warm, enabling environment which offers activities based on children's interests to promote their learning and independence, ensuring that the children reach their full potential before they leave us to go to Nursery or Reception.

#### *Public benefit*

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **Achievements and performance**

##### *Significant activities and achievements against objectives*

During this current financial year, Sowing Seeds Preschool continued to provide an excellent educational setting for our community's families. We continued to support our children and their families with the continued impact that the pandemic has had on them. This included supporting them through grief, isolation, and language and communication delays which have become more apparent since the pandemic. We have remained full to capacity and employ extensively qualified staff to ensure the best quality of support for all those who access the preschool.

#### **Financial review**

Full details of the Trust's financial position are shown in the accounts attached to this report.

The trustees consider that the financial position and reserves of the charity are satisfactory.

#### *Reserves policy*

It is the policy of the charity that reserves should be maintained at a level to ensure the charity has an adequate contingency fund to meet staff salaries and essential running costs.

#### *Major risks*

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

#### **Structure, governance and management**

The charity is a charitable incorporated organisation.

The trustees who served during the year and up to the date of signature of the financial statements were:

A Hockney

A Beeton

L Harvey

## **Sowing Seeds Family Hub**

### **Trustees' Report (Continued)**

**For the year ended 16 July 2023**

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#### *Recruitment and appointment of trustees*

New Trustees are appointed by existing Trustees. The charity ensures that all new trustees are given sufficient training upon appointment by attending meetings and reading relevant literature.

The trustees' report was approved by the Board of Trustees.

A Hockney

**Trustee**

9 May 2024



## **Sowing Seeds Family Hub**

### **Independent Examiner's Report**

#### **To the Trustees of Sowing Seeds Family Hub**

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I report to the trustees on my examination of the financial statements of Sowing Seeds Family Hub (the charity) for the year ended 16 July 2023.

#### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

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

#### **Independent examiner's statement**

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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

#### **Gilberts Chartered Accountants**

Pendragon House  
65 London Road  
St Albans  
Hertfordshire  
AL1 1LJ

Dated: 9 May 2024

## Sowing Seeds Family Hub

### Statement of Financial Activities Including Income and Expenditure Account

For the year ended 16 July 2023

	Notes	Unrestricted funds 2023 £	Unrestricted funds 2022 £
<b>Income from:</b>			
Donations and legacies	2	60	3,626
Charitable activities	3	62,122	87,529
<b>Total income</b>		<b>62,182</b>	91,155
Charitable activities	4	65,052	91,168
<b>Net expenditure and movement in funds</b>		<b>(2,870)</b>	(13)
<b>Reconciliation of funds:</b>			
Fund balances at 17 July 2022		7,116	7,129
<b>Fund balances at 16 July 2023</b>		<b>4,246</b>	7,116

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# Sowing Seeds Family Hub

## Balance Sheet

For the year ended 16 July 2023

		2023		2022	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	8		1		52
<b>Current assets</b>					
Debtors	9	-		2,922	
Cash at bank and in hand		4,485		4,589	
		<u>4,485</u>		<u>7,511</u>	
<b>Creditors: amounts falling due within one year</b>	10	<u>240</u>		<u>447</u>	
Net current assets			<u>4,245</u>		<u>7,064</u>
<b>Total assets less current liabilities</b>			<u>4,246</u>		<u>7,116</u>
<b>The funds of the charity</b>					
Unrestricted funds			<u>4,246</u>		<u>7,116</u>
			<u>4,246</u>		<u>7,116</u>

The financial statements were approved by the trustees on 9 May 2024

A Hockney  
Trustee

A Beeton  
Trustee



# SOWING SEEDS FAMILY HUB

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 16 JULY 2023

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#### 1 Accounting policies

##### Charity information

Sowing Seeds Family Hub is a Charitable Incorporated Organisation registered in England with the Charity Commission. The address of the principal location is Life Church Cuffley, Cuffley, Potters Bar, Hertfordshire EN6 4LN.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

##### 1.2 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

##### 1.3 Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured

##### 1.4 Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered.

##### 1.5 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Equipment	20% Straight Line
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##### 1.6 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

# SOWING SEEDS FAMILY HUB

## NOTES TO THE FINANCIAL STATEMENTS (Continued)

### FOR THE YEAR ENDED 16 JULY 2023

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#### 1 Accounting policies

(Continued)

##### 1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### 1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

##### 1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

##### 1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

# SOWING SEEDS FAMILY HUB

## NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 16 JULY 2023

### 2 Income from donations and legacies

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Donations and gifts	60	3,626

### 3 Income from charitable activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Parent Fees	24,594	20,326
Funding	34,063	61,870
Lunch Club	3,465	5,333
	<b>62,122</b>	<b>87,529</b>

### 4 Charitable activities

	Expenditure 2023 £	Expenditure 2022 £
Staff costs	53,073	63,703
Depreciation and impairment	51	52
Pre School Supplies	3,989	18,442
Uniform Costs	-	215
Rent	5,844	6,884
Insurance	-	429
Staff Training	151	(262)
Subscriptions	1,318	1,465
General Expenses	386	-
Accountancy	240	240
	<b>65,052</b>	<b>91,168</b>
	<b>65,052</b>	<b>91,168</b>

# SOWING SEEDS FAMILY HUB

## NOTES TO THE FINANCIAL STATEMENTS (Continued)

### FOR THE YEAR ENDED 16 JULY 2023

#### 5 Trustees

Alison Hockney, a trustee of the charity, received remuneration of £12,465 as manager of the pre school.

#### 6 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Nursery Staff	7	7
	=====	=====
<b>Employment costs</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Wages and salaries	52,616	63,160
Other pension costs	457	543
	=====	=====
	53,073	63,703
	=====	=====

There were no employees whose annual remuneration was more than £60,000.

#### 7 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

#### 8 Tangible fixed assets

	Equipment £
<b>Cost</b>	
At 17 July 2022	260
	=====
At 16 July 2023	260
	=====
<b>Depreciation and impairment</b>	
At 17 July 2022	207
Depreciation charged in the year	52
	=====
At 16 July 2023	259
	=====
<b>Carrying amount</b>	
At 16 July 2023	1
	=====
At 16 July 2022	52
	=====

# SOWING SEEDS FAMILY HUB

## NOTES TO THE FINANCIAL STATEMENTS (Continued)

### FOR THE YEAR ENDED 16 JULY 2023

#### 9 Debtors

	2023	2022
	£	£
Amounts falling due within one year:		
Other debtors	-	2,922
	=====	=====

#### 10 Creditors: amounts falling due within one year

	2023	2022
	£	£
Other taxation and social security	-	207
Accruals and deferred income	240	240
	=====	=====
	240	447
	=====	=====

#### 11 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 17 July 2022	Incoming resources	Resources expended	At 16 July 2023
	£	£	£	£
General funds	7,116	62,182	65,052	4,246
	=====	=====	=====	=====
Previous year:	At 17 July 2021	Incoming resources	Resources expended	At 16 July 2022
	£	£	£	£
General funds	7,129	91,155	(91,168)	7,116
	=====	=====	=====	=====

#### 12 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).