

Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended 31 March 2021  
for  
Snitterfield Nursery School

Grenfell James Associates Limited  
13 The Courtyard  
Timothys Bridge Road  
Stratford Upon Avon  
Warwickshire  
CV37 9NP

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for the year ended 31 March 2021

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## Snitterfield Nursery School

### Report of the Trustees for the year ended 31 March 2021

The trustees present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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

##### Objectives and aims

The objects of the CIO are to enhance the development and education of children primarily under statutory school age by:-

- a) Engaging in appropriate activities or providing facilities or equipment;
- b) Encouraging parents and carers to become involved in the development of their children;
- c) promoting public interest in the recognition of the needs of children and their families.

## OBJECTIVES AND ACTIVITIES

### Significant activities

The CIO operates a nursery school in the Warwickshire village of Snitterfield in a building within the grounds of Snitterfield Primary School leased from Warwickshire County Council. This was the CIO's first year of operating the nursery school following the transfer of the operations and assets of Snitterfield Nursery School Ltd (a 'not-for-profit' company with registered company number 07672389) to the CIO on 2 April 2020.

The nursery school has been operating as its current site since 1994 and has an excellent reputation, attracting children from within the village and the surrounding areas. It takes children from their second birthday until they start school and is open during school hours in term-time only. Due to close links with the Snitterfield Primary School, the nursery school has been the favoured option for children who plan to attend there. The setting is currently registered to take a maximum of 28 children.

The safety and wellbeing of the children is at the forefront of everything at Snitterfield Nursery School and staff and trustees are continually assessing the provision to consider how the setting can be improved to meet the needs of the children. The aim is to provide the highest standards of care with the opportunity for children to expand their experiences and gain confidence before their transition to school. This is done within a happy and safe environment, where children learn through fun and play. The nursery follows the Early Years Foundation Stages framework, which sets out a curriculum that ensures that children can achieve their potential whilst recognising their individual needs.

The majority of children attending use only their government entitlement to free childcare, although some pay privately or fund additional sessions. Approximately 20 to 25% of nursery income is generated by privately paid fees. The trustees aim to keep fees for privately paying children and any top-up charges for publicly funded children as modest as possible in an effort to make the nursery affordable to all. Top-up charges are deliberately limited to morning sessions, when activity costs tend to be higher and a snack is offered, so that those who cannot afford to pay a top-up charge can use their free entitlement to childcare in the afternoons without any additional charge.

The nursery school is incredibly fortunate to have a team of highly qualified and experienced staff, some of whom have been part of the nursery for over 10 years. It currently has seven permanent part-time members of staff: the manager who holds a BA Hons in early childhood studies, a further five members of staff holding children's care, learning and development qualifications and an administrative assistant. Ongoing training is provided for all staff.

### OFSTED

The transition to a CIO structure required a new OFSTED registration. The nursery school was last inspected by OFSTED in January 2017, when it operated under its previous registration number as a limited company, and obtained a rating of 'Good'. No changes were made to the day-to-day running or management of the nursery upon its transfer to the CIO.

### COVID-19

The nursery school closed on 20 March 2020 as the UK began a national lockdown due to the COVID-19 pandemic. Although no privately paid fees were charged to parents during the closure, Warwickshire County Council continued to fund children on the register already in receipt of funding for free early years childcare. The CIO was also able to obtain some limited support in meeting staff wages through the Government's Coronavirus Job Retention Scheme.

## OBJECTIVES AND ACTIVITIES

During the nursery school's closure, the team maintained contact with all families and were able to provide activities and resources for families where needed. Before reopening in June, the nursery school completed a full risk assessment and formulated a reopening plan, which was shared with staff and parents. This plan necessitated significant reorganisation of staffing, resources and toys and a fundamental reorganisation of the layout of nursery. Having a large nursery building with two separate entrances and two separate gardens enabled the splitting of children into two separate 'pods' of children and staff. Outside activities were encouraged wherever possible. These changes also involved investing significant funds on new equipment to enable the spaces for the two separate 'pods' to operate independently and to ensure new cleaning routines could be carried out effectively.

The nursery school was well placed to handle these changes due to the experience, flexibility and professionalism of the nursery team. The trustees are grateful to all staff, who have continued working during such worrying and uncertain times.

As was the case for most childcare settings, some families chose not to return their children to nursery school in the summer term due to continued concerns over the COVID-19 risk. By September 2020, child numbers had returned to normal levels. In January 2021, the UK entered a second lockdown although childcare settings were allowed to remain open. Again, some families chose to keep their children at home. The number of children attending nursery returned to normal levels by the end of March 2021.

### Public benefit

In determining objectives for the year and planning activities, the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

## ACHIEVEMENT AND PERFORMANCE

### Charitable activities

The setting has helped children to meet their targeted outcomes within the Early Years Foundation Stage framework and prepared them for starting school. Where required, the nursery school team has worked with outside agencies to provide support to children with additional needs and their families.

The Trustees are pleased with the performance of the nursery school this year through the unprecedented challenges of the coronavirus pandemic. The nursery school staff have continued to provide excellent childcare to the families we support throughout, as set out above.

At the time of writing, the Trustees have made significant progress towards securing a new premises for the nursery school. A new premises is essential as the current building is nearing 50 years old and was only intended as a temporary structure. The CIO is responsible for its maintenance, costs of which are high, and its future lifespan is uncertain. The Trustees have been engaged in detailed discussions with Snitterfield Parish Council and Snitterfield Cricket Club to agree arrangements and funding for a new shared-use building to be erected on the site of the existing cricket pavilion on Snitterfield Playing Fields. Architect's drawings have been drawn up and the planning application is in the process of being drafted.

### Fundraising activities

As a result of the COVID-19 pandemic, opportunities for the types of fundraising events usually held were limited. A Christmas raffle was held and an egg-decorating activity was sold at Easter. The CIO continues to receive support from parents through 'easyfundraising' and an 'Amazon Smile' account has now been set up in addition.

Report of the Trustees  
for the year ended 31 March 2021

## FINANCIAL REVIEW

### Financial position

The CIO made a surplus of £ 86,511 in the year ending 31 March 2021. This compares to a before tax [surplus/profit] of £22,092 for the year ending 31 March 2020 when operating as a not-for-profit company. Total funds carried forward at 31 March 2021 are £ 86,511, compared to £ 68,517 for the not-for-profit company as at 31 March 2020. The surplus of £ 86,511 includes a contribution received from the previous not-for-profit company (Snitterfeld Nursery School Limited) upon its cessation.

The Trustees are satisfied with the financial status of the CIO and consider that adequate resources continue to be available to fund the activities of the organisation for the foreseeable future. The trustees are therefore of the view that the charity is a going concern.

### Reserves policy

The CIO aims to hold reserves to cover the following: reserves in the current account to cover day-to-day running costs; ii) reserves equal to one term's total expenditure excluding depreciation; iii) reserves to cover the costs of unexpected urgent maintenance to the nursery building; iv) reserves to meet redundancy payments of all eligible staff in the event of the nursery's closure; and v) reserves to enable the nursery school to contribute towards the costs of a new premises (with the remaining funds required anticipated to be raised through grants).

The CIO held unrestricted reserves of £ 86,511 as at 31 March 2021. The Trustees are satisfied that this level of reserves is sufficient to safeguard the CIO's ability to carry out its activities and to meet its liabilities in the event that the nursery school should have to close. Any funds held over and above items i) to iv) are intended to be applied towards the costs of a new premises for the nursery school.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document

The charity is a CIO and is controlled by its governing document, its CIO constitution (foundation model).

### Charity constitution

CIO - Constitution (foundation model)

### Recruitment and appointment of new trustees

The CIO's constitution provides the following:

- (1) Apart from the first charity trustees, every trustee must be appointed for a term of 3 years by a resolution passed at a properly convened meeting of the charity trustees.
- (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

### Organisational structure

The CIO is run by a voluntary board of trustees, currently all of whom are parents of children who are attending or who have attended the nursery school. The board of trustees is responsible for ensuring that the CIO is run in accordance with the provisions of its constitution and that all applicable legal, accounting and reporting requirements are adhered to, as well as rules specific to the childcare sector such as safeguarding and confidentiality requirements. [The Board of Trustees keeps the skill requirements for the Trustee Board under review. Ongoing training is provided to all trustees.

The nursery school manager is responsible for the day-to-day running of the setting and is supported by the trustees where required. The CIO has a comprehensive set of internal policies and procedures, which are followed by all staff and trustees.

## Snitterfield Nursery School

Report of the Trustees  
for the year ended 31 March 2021

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Induction and training of new trustees

Prior to a resolution for the appointment of a new trustee, the prospective trustee is required to complete an application form, confirm that they are eligible to be a trustee and provide ID, proof of address, two references and a clear Enhanced DBS check.

The CIO has an induction program for new trustees which includes: providing them with full information in relation to their role and responsibilities (currently in the form of Warwickshire County Council's introduction booklet, Voluntary Managed Childcare Provision); providing them with copies of the most recent accounts, trustee report and financial forecasts; requiring them to familiarise themselves with the CIO constitution and the nursery's policies and procedures; and introducing them to the nursery staff.

#### Risk management

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

### REFERENCE AND ADMINISTRATIVE DETAILS

#### Registered Charity number

1180187

#### Principal address

Snitterfield Nursery School  
School Road  
Snitterfield  
Warwickshire  
CV37 0JL

#### Trustees

Mrs C Astor (resigned 17.2.2021)  
Mrs E P Mackay  
Mrs L E Doherty  
Mrs M Conroy (appointed 17.2.2021)

#### Independent Examiner

Grenfell James Associates Limited  
13 The Courtyard  
Timothys Bridge Road  
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Warwickshire  
CV37 9NP

Approved by order of the board of trustees on 18 February 2022 and signed on its behalf by:

Mrs E P Mackay - Trustee

Independent Examiner's Report to the Trustees of  
Snitterfield Nursery School

Independent examiner's report to the trustees of Snitterfield Nursery School

I report to the charity trustees on my examination of the accounts of Snitterfield Nursery School (the CIO) for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or  
the accounts 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
3. 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.

David Murphy  
FCCA  
Grenfell James Associates Limited  
13 The Courtyard  
Timothys Bridge Road  
Stratford Upon Avon  
Warwickshire  
CV37 9NP

18 February 2022



Snitterfield Nursery School

Statement of Financial Activities  
for the year ended 31 March 2021

		year ended 31.3.21 Unrestricted fund £	period 5.10.18 to 31.3.20 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies		71,524	-
Charitable activities			
Nursery Income		87,852	-
		<hr/>	<hr/>
Total		159,376	-
EXPENDITURE ON			
Charitable activities			
Nursery Expenditure		72,865	-
		<hr/>	<hr/>
NET INCOME		86,511	-
RECONCILIATION OF FUNDS			
Total funds brought forward		-	-
		<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD		86,511	-
		<hr/>	<hr/>
CONTINUING OPERATIONS			
All income and expenditure has arisen from continuing activities.			

Snitterfield Nursery School

Statement of Financial Position  
31 March 2021

		2021 Unrestricted fund £	2020 Total funds £
	Notes		
FIXED ASSETS			
Tangible assets	3	1,635	-
CURRENT ASSETS			
Debtors	4	583	-
Cash at bank		88,298	-
		<u>88,881</u>	<u>-</u>
CREDITORS			
Amounts falling due within one year	5	(4,005)	-
		<u>84,876</u>	<u>-</u>
NET CURRENT ASSETS			
		<u>86,511</u>	<u>-</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>86,511</u>	<u>-</u>
NET ASSETS		<u>86,511</u>	<u>-</u>
FUNDS	6		
Unrestricted funds		86,511	-
TOTAL FUNDS		<u>86,511</u>	<u>-</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 18 February 2022 and were signed on its behalf by:

Mrs E P Mackay - Trustee

Notes to the Financial Statements  
for the year ended 31 March 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 33% on reducing balance
Computer equipment	- 33% on reducing balance

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Notes to the Financial Statements - continued  
for the year ended 31 March 2021

## 2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the period ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the period ended 31 March 2020.

## 3. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
Additions	1,200	892	2,092
DEPRECIATION			
Charge for year	291	166	457
NET BOOK VALUE			
At 31 March 2021	909	726	1,635
At 31 March 2020	-	-	-

## 4. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Prepayments	583	-

## 5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Other creditors	4,005	-

## 6. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	-	86,511	86,511
TOTAL FUNDS	-	86,511	86,511

Notes to the Financial Statements - continued  
for the year ended 31 March 2021

6. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	159,376	(72,865)	86,511
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>159,376</u>	<u>(72,865)</u>	<u>86,511</u>

7. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

Snitterfield Nursery School

Detailed Statement of Financial Activities  
for the year ended 31 March 2021

	year ended 31.3.21 £	period 5.10.18 to 31.3.20 £
<b>INCOME AND ENDOWMENTS</b>		
Donations and legacies		
Gifts	1	-
Donations	71,523	-
	<hr/> 71,524	<hr/> -
Charitable activities		
Fees	84,884	-
JRS Grants	2,968	-
	<hr/> 87,852	<hr/> -
Total incoming resources	159,376	-
<b>EXPENDITURE</b>		
Charitable activities		
Wages	52,589	-
Pensions	529	-
Rent	7,002	-
Insurance	1,793	-
Light and heat	628	-
Sundries	131	-
Staff training	641	-
Computer costs	355	-
Cleaning	386	-
Post and stationary	267	-
Telephone	732	-
Legal	1,023	-
Accountancy	1,880	-
Purchases	4,452	-
Plant and machinery	166	-
Fixtures and fittings	291	-
	<hr/> 72,865	<hr/> -
Total resources expended	72,865	-
Net income	<hr/> <hr/> 86,511	<hr/> <hr/> -