



brook Early Years

Finance Report for Trustees - April 2025

Balances at 31 March 2025

- Barclays Current Account: £19,158.30
- Barclays Savings Account: £152,894.91
- CAF Account: £96,157.32
- Cash in Hand: £305.15

Total £268,515.68

Profit and Loss 2024 - 2025:

- Total income: £372,788.12
- Total Expenditure: £328,782.37
- NET Income 24/25: £44,005.75
- NET Income 23/24: £40,982.074

Profit: £3,023.68

Significant changes in income between 2023/24 and 2024/25.

- Funding income (NEF) has increased by £23,951.64
- Funding income (SEN) has increased by £3,816.67

Significant changes in Expenditure between 2023/24 and 2024/25.

- Employees NI has increased by £3,339.55
- Rent has increased by £1,400.00
- Insurance has increased by £2,244.82
- Training costs has increased by £1,121.84
- School Equipment £11,062.13

Interest rates on Savings are quite low:

Barclays are paying 1.812% AER

CAF are paying 0.20%

Ideally the school should be looking for better rates of interest on their savings to maximise income.

We are currently working with the accountants to finish the End of Year Accounts



Interest Rate Comparison:

Barclays Savings Rate: 1.35% AER instant access

CAF Savings Rate: 0.20% AER Instant Access(?)

Propose Trustees investigate a Barclays Treasury Savings Account. Minimum Deposit is £100,000

This pays a higher rate of interest depending on how long you fix the deposit for.

Rates are:

| | |
|----------------|-----------|
| 1 month fixed | 1.61% AER |
| 3 month fixed | 2.36% AER |
| 6 month fixed | 2.51% AER |
| 9 month fixed | 2.71% AER |
| 12 month fixed | 3.03% AER |

The money is NOT accessible during the fixed term.

The CAF savings have not been touched for over a year.

Propose

1. CAF account is closed and the funds transferred into a separate Barclays Savings Account as the interest rate is 6 times higher than we currently receiving.
2. Trustees consider putting CAF balance, plus additional funds from savings, to make up to £100,000, and put in a fixed term Treasury savings account, on a rolling monthly term, to get more interest.



ADJUSTMENT TO PAYING HOLIDAY PAY

After discussion the Head and Finance Admin agreed that the way holiday pay is calculated and paid is very complicated and difficult to explain!

- Holiday pay is a statutory minimum of 28 days and can include Bank Holidays or not.
- Brook EY currently pay a minimum of 30 days leave including Bank Holidays.
- Holiday should pro-rata'd for staff who are contracted for less than 52 weeks per year.

The proposal is to calculate as follows:

- Work out holiday entitlement on a pro rata basis.
- Convert this to an annual total, divide by 12 and pay in equal monthly instalments.
 - Holiday pay can then be shown on staff payslips.

We also propose that basic pay is worked out and paid as follows:

- Work out total annual pay based on weekly hours x hourly pay x number weeks contracted
- Divide annual pay by 12 and pay in equal monthly instalments.

We feel that this method of payment is easier to explain to staff.

- Any Over / Under / Holiday hours will be shown separately on their payslip.
- It should avoid staff, who leave part way through the start of the year, owing Brook Early Years pay.
- It should avoid Brook Early Years owing large an amount of holiday pay if staff leave part way through the end of the year
- There will be no adjustment to their pay for August when the school is closed

This change will be communicated to staff and be implemented in September 2025.

Staff Contracts will be reviewed and reissued for Signature by August 2025.

REGISTERED CHARITY NUMBER: 1187234

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025
FOR
BROOK EARLY YEARS**

BROOK EARLY YEARS

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BROOK EARLY YEARS
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025

The trustees present their report with the financial statements of the charity for the year ended 31 March 2025. 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 purpose of Brook Early Years is to enhance the development and education of children primarily under statutory school age and encourage parents to understand and provide for the needs of their children through community groups.

Significant activities

To offer appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability.

To encourage the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas

Governance

Brook Early Years recognises the importance of having a framework of rules, relationships, systems, and processes within and by which authority is exercised and controlled in the organisation. Our Trustees view good governance and management as essential to our provision of quality education and care.

The Trustees of the Board will ensure there is a sound framework of policies and procedures that complies with all legislative and regulatory requirements, and that enables the daily operation of the service to be geared towards the achievement of the service's vision and mission.

Public benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities. The trustees refer to public benefit throughout this report.

BROOK EARLY YEARS
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025

ACHIEVEMENTS AND PERFORMANCE

Charitable activities

Throughout this financial year, April 2024 and March 2025 we have continued to work hard to stay sustainable. Over the last few years Brook Early Years has faced less children attending and not enough Government funding, this has become a financial burden on the settings.

Despite financial challenges we have aimed to keep our consumable fee, snack fee and non-funded fees at a reasonable cost.

All the staff that resigned this year, left education altogether. As we had lower numbers of children which meant we did not recruit when staff left.

Our number of Child protection children has reduced, though these children have more complex needs. We have worked closely with social workers and outside agencies (still mostly through phone calls, emails and zoom) and parents to help the individual children's needs.

We have continued to use our Early Years Pupil Premium funding to support parents with paying their fees and also supporting early language, Social and Emotional Development.

For our September intake, we continued to work on a more flexible transition, having stay and play sessions for parents and a gradual transition with shorter settling-in sessions, starting with a couple a week until the child settles. This has helped build stronger relationships with most parents and contributes to their overall well-being and facilitating with separation anxiety. A gradual transition has enabled Brook Early Years to successfully modify for new children starting and has helped us with identifying potential additional needs at a much early rate, putting support in place from an early stage.

During this last year we had 74 children, aged two to rising fives, with up to 40 attending each session. These children come from varied backgrounds; English as a second language, dietary requirements, medical requirements, disabilities and looked after children.

One of our biggest challenges over the last few years has been the higher number of SEN children needing one to one support and the lack of qualified staff to recruit.

Over this year the SENDCo has worked hard to complete 4 successful EHCPs. Including these 4 children, we had 13 children needing one to one support for Autism, down syndrome, DiGeorge syndrome, visual and hearing impairment, speech, social communication, global delays, and physical disabilities. This was a struggle as the government still only give £8 per hour for one-to-one support (this has not changed since 2018).

We have had 23 IEPs, ranging from support with functional communication skills to social communication and physical development. These are reviewed and updated every 6 weeks by SENDCo. We have worked with Portsmouth Down Syndrome Association, paediatrician, Portage, SALT, occupational therapy, family hub, Educational psychologist, physio, Area SENDCo, audiology, health visitors and schools.

Waiting times for referrals made to SALT are still currently 6-7 months, this is the case for most outside agencies. This has especially been difficult and time consuming for our SEND Coordinator to manage. There is still a bigger demand on support at home for parents with SEN children, but this has become much more difficult to obtain as Portage wait time is now at 9 months, so our SENDCo has also been preparing and advising home support to those parents as well.

BROOK EARLY YEARS
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025

Brook has been involved with the Implementation of ECaT (Every Child a Talker) since 2009. Our Early Language coordinator has continued to work closely with our area Support speech therapist (mainly through phone calls this year) with Speech and Language therapy programmes for key children along with supporting children's language acquisition through speaking, listening and social skills, through a Narrative programme. She has continued embedding an initiative called BLAST, boosting Language Auditory Skills, and Talking. BLAST supports all 4-year-olds starting school and works on the underpinning skills for language, communication, and literacy - turn taking, discrimination, listening, attention and social communication as well as developing basic language skills both receptively and expressively. She has also embedded the Preling initiative supporting all 2-year-olds with developing their language and communication. This programme introduces basic activities to develop pre-linguistic skills, focusing on the child's eye contact, turn taking, attention and listening.

We introduced a new programme called WELLCOMM a couple of years ago. A language assessment tool which has been used to assess all children and provide support to those who are working at delay. This is assessed every 8-12 weeks to monitor progress and adjust support accordingly.

We have continued with our physical development and linked it to our PSE development by using Yoga to help with emotional wellbeing.

Our Social Emotional Aspects coordinator has worked on activities building on relationships, allowing children to grow socially, emotionally, and intellectually. Every activity helps to develop the child's self-esteem, sense of belonging, ability to trust and to care for themselves and others. All staff embed this into their daily routine, supporting and encouraging personal and social skills especially as some of our children are starting school.

This year continued our focus for training was for all staff to have a SEND qualification. Our SENDco has level 3, all other staff have level 2 (except our apprentices and new staff.)

This year we continued to have an inset training day; we felt that working together on training was beneficial to staff. Inset days enable all staff to come together, share thoughts, best practice, and receive any important updates. This year's training we focused on Safeguarding. We also trained on recognising and supporting children with SEND, EAL and restraint.

We also hold monthly inhouse staff meetings to share updates, knowledge and support for all staff.?

We continue to outsource HR to support staff with their mental health and wellbeing. HR comes in once a month to support anyone that needs it and weekly sessions if staff need more intense support. Once a year HR will work on a group team building session.

We have worked on our Healthy Early Years Award. This program is supporting healthy choices around nutrition and physical activities. We are waiting on our Gold award at the moment where we introduced an allotment that the children have grown vegetables and then ate these vegetables at snack.

The Head is chair of an Action learning group (made up of 20% of Southampton early years Leads/managers/heads and owners) we keep in touch and support each other on day-to-day issues, plus we have regular meetings to discuss individual issues and help understand the government and local guidance. Over the year this group has not only supported each other's management administration but also Safeguarding, sustainability and wellbeing.

Due to lower numbers of children, we looked at what we need to do as a business and adapt to all the changes ensuring our childcare business continues to be successful. One of our focuses this year was an advertising push. we put a large poster up near our local Sainsburys. We brought new larger signage for around the site, showing parents where we are. We also invested in a new more proactive website. This website shares our story and values, creating a 'brand' awareness and hopefully increase our intake of children.

FINANCIAL REVIEW

Financial position

At the end of March 2025 the setting had made a surplus of £48,434 (2024 surplus of £38,805).

BROOK EARLY YEARS
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025

FINANCIAL REVIEW

Principal funding sources

Southampton City Council offer funding for eligible two-year-olds (570 hours per year) three- and four-year-olds (570 hours per year) and some three- and four-year-olds are eligible to Children entitled to 1140 hours per year (30-hour funding).

More information can be found in the Southampton city website.

For any attendance that is outside the funding income, the fees are paid direct to the setting by the parents.

Investment policy and objectives

The Settings policy is risk averse, and we don't invest the reserves in anything other than a normal bank account.

Reserves policy

The setting hold £95,000 as a reserve minimum to cover should all staff be made redundant. At the end of the financial year the setting has in excess of this amount.

As at the end of March 2025 the cash reserves held are £269K.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document and is constituted as a Charitable Incorporated Organisation (CIO).

The management of Brook Early Years is overseen by the Trustees of the Board and they are accountable for the performance of the preschool.

The Trustees of the Board have overall responsibility for the sustainability and relevance of the service. The Trustees of the Board will direct its activities towards achieving the preschool's goals and implementing the Business/Strategic Plan and Quality Improvement plan by guiding and monitoring the preschool's business and affairs in line with the objects as set out in the preschool's rules and in line with its philosophy.

Brook Early Years independent model constitution adopted on January 2020.

Recruitment and appointment of new trustees

Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

Through our induction processes we seek to ensure the effective integration of new Trustees into the Organisation for the benefit of both new Trustees and the Early Years setting. The induction programme will consist of physical and organisational orientation, health and safety information, an explanation of the terms and conditions of your engagement and a clear outline of the role and its requirements.

Before we can welcome you to the Board, we are required to carry out suitability checks with The Disclosure and Barring Service (DBS) and OFSTED (EY2 form) to make sure you are fit for the position.

In addition, you will be asked to:

- read and sign to say you understand our governance policy and constitution
- read and sign to say you understand our Safeguarding policies including "Keeping Children Safe in Education, September 2018"
- read and sign to say you understand all other policies
- sign a confidentiality agreement (which applies during your time on the board and after)
- complete a course on Educare "The Role of Trustee's Delivering EYFS"

BROOK EARLY YEARS
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Trustees of the Board have overall responsibility for the sustainability and relevance of the service. The Trustees of the Board will direct its activities towards achieving the preschool's goals and implementing the Business/Strategic Plan and Quality Improvement plan by guiding and monitoring the preschool's business and affairs in line with the objects as set out in the preschool's rules and in line with its philosophy.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1187234

Principal address

Beechwood Junior School
Juniper Road
Southampton
Hampshire
SO18 4EG

Trustees

| | |
|-------------------|--------------|
| Lucy Field | Chairperson |
| Patricia McGregor | Head Teacher |
| David Furby | Trustee |
| Jennifer Druce | Trustee |

Independent Examiner

S Mackie, FCA
Morris Crocker
Chartered Accountants
Station House
North Street
Havant
Hampshire
PO9 1QU

Approved by order of the board of trustees on 11.9.2025 and signed on its behalf by:



.....
Ms L Field - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BROOK EARLY YEARS

Independent examiner's report to the trustees of Brook Early Years

I report to the charity trustees on my examination of the accounts of Brook Early Years (the Trust) for the year ended 31 March 2025.

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 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

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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
3. 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 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.

Stuart Mackie

S Mackie, FCA

Morris Crocker
Chartered Accountants
Station House
North Street
Havant
Hampshire
PO9 1QU

Date: 16/09/2025.....

BROOK EARLY YEARS

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025

| | Notes | Unrestricted fund £ | Restricted fund £ | 2025 Total funds £ | 2024 Total funds £ |
|------------------------------------|-------|---------------------------|-------------------------|-----------------------------|-----------------------------|
| INCOME AND ENDOWMENTS FROM | | | | | |
| Charitable activities | 3 | | | | |
| Development and education | | 373,500 | 632 | 374,132 | 345,347 |
| Investment income | 2 | 1,770 | - | 1,770 | 753 |
| Total | | <u>375,270</u> | <u>632</u> | <u>375,902</u> | <u>346,100</u> |
| EXPENDITURE ON | | | | | |
| Charitable activities | 4 | | | | |
| Development and education | | <u>326,836</u> | <u>632</u> | <u>327,468</u> | <u>307,295</u> |
| NET INCOME | | 48,434 | - | 48,434 | 38,805 |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | 214,603 | - | 214,603 | 175,798 |
| TOTAL FUNDS CARRIED FORWARD | | <u><u>263,037</u></u> | <u><u>-</u></u> | <u><u>263,037</u></u> | <u><u>214,603</u></u> |

The notes form part of these financial statements

BROOK EARLY YEARS

BALANCE SHEET 31 MARCH 2025

| | Notes | 2025 £ | 2024 £ |
|--|-------|----------------|----------------|
| FIXED ASSETS | | | |
| Tangible assets | 9 | 377 | 256 |
| CURRENT ASSETS | | | |
| Cash at bank and in hand | | 268,925 | 227,542 |
| CREDITORS | | | |
| Amounts falling due within one year | 10 | (6,265) | (13,195) |
| NET CURRENT ASSETS | | <u>262,660</u> | <u>214,347</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | <u>263,037</u> | <u>214,603</u> |
| NET ASSETS | | <u>263,037</u> | <u>214,603</u> |
| FUNDS | 12 | | |
| Unrestricted funds | | <u>263,037</u> | <u>214,603</u> |
| TOTAL FUNDS | | <u>263,037</u> | <u>214,603</u> |

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

11.09.2025

.....
L Field - Trustee

BROOK EARLY YEARS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

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.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

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 | - 33.33% on cost |
| Computer equipment | - 33.33% on cost |

Individual fixed assets costing £200 or more are capitalised at cost.

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.

Financial instruments

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable and investments in stocks and shares. The measurement basis used for these instruments is detailed below.

Debtors and cash at bank

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Cash at bank and in hand included cash held on deposit or in a current account.

Creditors and provisions

BROOK EARLY YEARS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2025

1. ACCOUNTING POLICIES - continued

Financial instruments

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2. INVESTMENT INCOME

| | 2025 £ | 2024 £ |
|--------------------------|--------------|------------|
| Deposit account interest | <u>1,770</u> | <u>753</u> |

All investment income is derived from assets held in the United Kingdom.

3. INCOME FROM CHARITABLE ACTIVITIES

| | | 2025 £ | 2024 £ |
|-------------|------------------------------------|----------------|----------------|
| Fees | Activity Development and education | 48,820 | 46,967 |
| Funding | Development and education | 324,680 | 297,734 |
| Milk grants | Development and education | 632 | 646 |
| | | <u>374,132</u> | <u>345,347</u> |

Grants received, included in the above, are as follows:

| | 2025 £ | 2024 £ |
|------------|------------|------------|
| Milk grant | <u>632</u> | <u>646</u> |

4. CHARITABLE ACTIVITIES COSTS

| | Direct Costs £ | Support costs (see note 5) £ | Totals £ |
|---------------------------|----------------------|---------------------------------------|----------------|
| Development and education | <u>322,073</u> | <u>5,395</u> | <u>327,468</u> |

5. SUPPORT COSTS

| | Management £ | Finance £ | Governance costs £ | Totals £ |
|---------------------------|-----------------|--------------|--------------------------|--------------|
| Development and education | <u>441</u> | <u>165</u> | <u>4,789</u> | <u>5,395</u> |

BROOK EARLY YEARS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2025

5. SUPPORT COSTS - continued

Support costs, included in the above, are as follows:

Management

| | 2025 Development and education £ | 2024 Total activities £ |
|--|--|----------------------------------|
| Depreciation of tangible and heritage assets | 441 | 1,087 |
| | <u>441</u> | <u>1,087</u> |

Finance

| | 2025 Development and education £ | 2024 Total activities £ |
|--------------|--|----------------------------------|
| Bank charges | 165 | 195 |
| | <u>165</u> | <u>195</u> |

Governance costs

| | 2025 Development and education £ | 2024 Total activities £ |
|---------------------------|--|----------------------------------|
| Professional fees | 3,157 | 12,537 |
| Independent Examiners Fee | 1,632 | 1,565 |
| | <u>4,789</u> | <u>14,102</u> |

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

Trustees' expenses

During the year no trustees (2024: none) were reimbursed out of pocket expenses (2024: £0) for expenses and travel.

7. STAFF COSTS

The average monthly number of employees during the year was as follows:

| | 2025 | 2024 |
|------------|-----------|-----------|
| Charitable | 12 | 12 |
| | <u>12</u> | <u>12</u> |

One employee (2024: one) received emoluments in excess of £60,000.

Key management personnel consist of the management team of which total remuneration for the year was £119,840 (2024: £138,823).

BROOK EARLY YEARS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2025

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted fund £ | Restricted fund £ | Total funds £ |
|------------------------------------|---------------------------|-------------------------|---------------------|
| INCOME AND ENDOWMENTS FROM | | | |
| Charitable activities | | | |
| Development and education | 344,701 | 646 | 345,347 |
| Investment income | 753 | - | 753 |
| Total | <u>345,454</u> | <u>646</u> | <u>346,100</u> |
| EXPENDITURE ON | | | |
| Charitable activities | | | |
| Development and education | <u>306,649</u> | <u>646</u> | <u>307,295</u> |
| NET INCOME | 38,805 | - | 38,805 |
| RECONCILIATION OF FUNDS | | | |
| Total funds brought forward | 175,798 | - | 175,798 |
| TOTAL FUNDS CARRIED FORWARD | <u>214,603</u> | <u>-</u> | <u>214,603</u> |

9. TANGIBLE FIXED ASSETS

| | Fixtures and fittings £ | Computer equipment £ | Totals £ |
|-----------------------|----------------------------------|----------------------------|---------------|
| COST | | | |
| At 1 April 2024 | 34,768 | 26,033 | 60,801 |
| Additions | - | 562 | 562 |
| At 31 March 2025 | <u>34,768</u> | <u>26,595</u> | <u>61,363</u> |
| DEPRECIATION | | | |
| At 1 April 2024 | 34,768 | 25,777 | 60,545 |
| Charge for year | - | 441 | 441 |
| At 31 March 2025 | <u>34,768</u> | <u>26,218</u> | <u>60,986</u> |
| NET BOOK VALUE | | | |
| At 31 March 2025 | <u>-</u> | <u>377</u> | <u>377</u> |
| At 31 March 2024 | <u>-</u> | <u>256</u> | <u>256</u> |

BROOK EARLY YEARS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2025

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2025 | 2024 |
|------------------------------|--------------|---------------|
| | £ | £ |
| Taxation and social security | 3,317 | 4,113 |
| Other creditors | 2,948 | 9,082 |
| | <u>6,265</u> | <u>13,195</u> |

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

| | Unrestricted fund | Restricted fund | 2025 Total funds | 2024 Total funds |
|---------------------|-------------------|-----------------|------------------|------------------|
| | £ | £ | £ | £ |
| Fixed assets | 377 | - | 377 | 256 |
| Current assets | 268,925 | - | 268,925 | 227,542 |
| Current liabilities | (6,265) | - | (6,265) | (13,195) |
| | <u>263,037</u> | <u>-</u> | <u>263,037</u> | <u>214,603</u> |

12. MOVEMENT IN FUNDS

| | At 1.4.24 | Net movement in funds | At 31.3.25 |
|---------------------------|----------------|-----------------------|----------------|
| | £ | £ | £ |
| Unrestricted funds | | | |
| General fund | 214,603 | 48,434 | 263,037 |
| TOTAL FUNDS | <u>214,603</u> | <u>48,434</u> | <u>263,037</u> |

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

| | Incoming resources | Resources expended | Movement in funds |
|---------------------------|--------------------|--------------------|-------------------|
| | £ | £ | £ |
| Unrestricted funds | | | |
| General fund | 375,270 | (326,836) | 48,434 |
| Restricted funds | | | |
| Milk grant | 632 | (632) | - |
| TOTAL FUNDS | <u>375,902</u> | <u>(327,468)</u> | <u>48,434</u> |

BROOK EARLY YEARS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2025

12. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

| | At 1.4.23 £ | Net movement in funds £ | At 31.3.24 £ |
|---------------------------|----------------|----------------------------------|--------------------|
| Unrestricted funds | | | |
| General fund | 175,798 | 38,805 | 214,603 |
| TOTAL FUNDS | <u>175,798</u> | <u>38,805</u> | <u>214,603</u> |

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 345,454 | (306,649) | 38,805 |
| Restricted funds | | | |
| Milk grant | 646 | (646) | - |
| TOTAL FUNDS | <u>346,100</u> | <u>(307,295)</u> | <u>38,805</u> |

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025.

Our Ref:

Your Ref: SFM/SM/CH06/1BRO13

21 October 2022.

Morris Crocker
Station House
North Street
Havant
Hampshire
PO9 1QU

Dear Sirs

Brook Early Years

During the course of your independent examination of the financial statements of the charity for the year ended 31 March 2022 the following representations were made to you by management and trustees.

- 1 We have fulfilled our responsibilities as trustees under the Charities Act 2011 for preparing financial statements, in accordance with the applicable financial reporting framework, that give a true and fair view and for making accurate representations to you as our independent examiners.
- 2 We confirm that all accounting records have been made available to you for the purpose of your independent examination, in accordance with your terms of engagement, and that all the transactions undertaken by the charity have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all management, trustees' and members' meetings, have been made available to you. We have given you unrestricted access to persons within the charity in order to obtain evidence and have provided any additional information that you have requested for the purposes of your independent examination.
- 3 We confirm that significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- 4 We confirm that all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to the independent examiner and accounted for and disclosed in accordance with the applicable financial reporting framework.
- 5 We confirm that there had been no events since the balance sheet date which require disclosure or which would materially affect the amounts in the financial statements, other than those already disclosed or included in the financial statements.
- 6 We confirm that we are aware that a related party of the charity is a person or organisation which either (directly or indirectly) controls, has joint control of, or significantly influences the charity or vice versa and as a result will include: trustees, other key management, close family and other business interests of the previous.
- 7 We confirm that all related party relationships and transactions have been accounted for and disclosed in accordance with the applicable financial reporting framework.
- 8 We confirm that the charity has had, at no time during the year, any arrangement, transaction or agreement to provide credit facilities (including advances and credits granted by the charity) for trustees, nor to provide guarantees of any kind on behalf of the trustees.
- 9 We confirm that the charity has not contracted for any capital expenditure other than as disclosed in the financial statements.
- 10 We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations which provide a legal framework within which the charity conducts its activities and which are central to the charity's ability to conduct its activities, except as explained to you and as disclosed in the financial statements.
- 11 We acknowledge our responsibility for the design and implementation of internal controls to prevent and detect fraud. We confirm that we have disclosed to you the results of our own risk assessment that the financial statements may be misstated as a result of fraud.

- 12 We confirm that there have been no actual or suspected instances of fraud involving trustees, management or employees who have a significant role in internal control or that could have a material effect on the financial statements. We also confirm that we are not aware of any allegations of fraud by former trustees, employees, regulators or others.
- 13 We confirm that, having considered our expectations and intentions for the next twelve months and the availability of unrestricted reserves, the charity is a going concern.
- 14 We confirm that in our opinion the effects of unadjusted misstatements are immaterial, both individually and in aggregate, to the financial statements as a whole. There were no unadjusted misstatements.
- 15 We confirm that all grants, donations and other income, including those subject to special terms or conditions or received for restricted purposes, have been notified to you. There have been no breaches of terms or conditions during the period regarding the application of such income.
- 16 We confirm that we are not aware of any matters of material significance that should be reported to the Charity Commission.
- 17 We acknowledge our legal responsibilities regarding disclosure of information to you as independent examiners and confirm that:
 - so far as each trustee is aware, there is no relevant information of which you as independent examiners are unaware; and
 - each trustee has taken all the steps that they ought to have taken as a trustee to make themselves aware of any relevant information and to establish that you are aware of that information.

We confirm that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience (and, where appropriate of supporting documentation) sufficient to satisfy us that we can properly make each of the above representations to you and that to the best of our knowledge and belief they accurately reflect the representations made to you by the trustees during the course of your independent examination.

Yours faithfully

Brook Early Years



Signed on behalf of the board of trustees

Trustee SAM MEECH

Date 4/11/2022

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022
FOR
BROOK EARLY YEARS**

BROOK EARLY YEARS

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BROOK EARLY YEARS
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their report with the financial statements of the charity for the year ended 31 March 2022. 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 purpose of Brook Early Years is to enhance the development and education of children primarily under statutory school age and encourage parents to understand and provide for the needs of their children through community groups.

Significant activities

To offer appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability.

To encourage the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas

Public benefit

Brook Early Years recognises the importance of having a framework of rules, relationships, systems, and processes within and by which authority is exercised and controlled in the organisation. Our Trustees view good governance and management as essential to our provision of quality education and care.

The Trustees of the Board will ensure there is a sound framework of policies and procedures that complies with all legislative and regulatory requirements, and that enables the daily operation of the service to be geared towards the achievement of the service's vision and mission.

Public benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities. The trustees refer to public benefit throughout this report.

BROOK EARLY YEARS
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Between April 2021 and March 2022 we have still been in lockdown due to Corona Virus.

Throughout the Pandemic Brook Early Years has stayed open, offering extra sessions to keyworker and vulnerable children. It has been very difficult to provide clear updates regarding the pandemic and since September the government has not supported us financially as they did the year before.

Throughout the Pandemic Brook Early Years did not have to close, this was mainly because of our rigorous risk assessments, cleaning procedures and following Public Health guidelines that staff, parents and children accepted and abided by. We adopted within our Health and safety policy a Pandemic policy that included our procedures. In March 2022 we have started to ease our restrictions (abiding by government guidelines).

We have reviewed how we communicate to parents and the wider community. We email, WhatsApp, text, call and zoom dependant on the circumstances. As chair of an Action learning group (made up of 20% of Southampton early years Leads/ managers/heads and owners) I initiated a WhatsApp group so we could keep in touch and support each other's well-being, we also had regular Zoom meetings to discuss individual issues and help understand the government and local guidance. Over the year this group has not only supported each other's management administration but also mental health and wellbeing.

I have worked with our outsourced HR to support staff with their mental health and wellbeing. This was a godsend as staff to support them in this worrying time around work and home life. The HR comes in once a month to support anyone that needs it and also has a one to one with all staff once a year.

Staff also were able to gain personal development training, this involved computer based, Zoom or just recently face to face training. We continue to concentrate on safeguarding, wellbeing and mental health for both children and the staff.

We kept communication open with parents, we continue to put activities on Facebook and tapestry and we have reintroduced our parent play and stay and so far, this has gone well. We also have just introduced parent face to face meetings to talk about the children (in the pandemic these were through phone or zoom). We have reintroduced new parent visits to physically show parents around our setting. (In the pandemic these were through video or zoom) to encourage and welcome new families into our setting.

Our September intake looked a little different we did videocalls to parents and we also reintroduced the home visit as government regulations allowed. Parents have been so supportive in our endeavours to keep everyone safe, wearing masks at all times in the setting (until recently), staying outside and working with us outside to settle any children, keeping us updated when children are unwell and keeping them at home if they have a temperature (a public health request).

Our AGM was different back to face to face in the hall, this was a great success and we seemed to have very loyal parents with views to support the setting.

During this last year we had 86 children, aged two to rising fives, with up to 50 attending each session. These children come from varied backgrounds; English as a second language, dietary requirements, medical requirements, disabilities and looked after children. We have developed Individual Educational Plans and maintained one to one support mostly funded by the government. We also supported the welfare of Children and parents with child protection plan. This year we have worked with 2 children that have one to one funding to support a physical and global learning difficulties. We have strongly worked with the NHS to support one of the children with physical needs, and worked with the area teacher and SALT to support both. We have worked hard to gain EHCPs for both, to support them throughout their schooling.

We have continued to use our Early Years Pupil Premium funding to support with Narrative, BLAST and SEAD initiatives, supporting early language, Social and Emotional Development.

Our Early Language coordinator has achieved her level 3 SEND. She is mostly supernumerary within our setting to enable her to support all children with communication and language. Our other Deputy has also achieved his level 3 SEND this year.

BROOK EARLY YEARS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

This year our Child protection children seem to be of a higher number than normal. We have worked closely with social workers (mostly still through phone calls and zoom) and parents to help the individual children's needs.

Brook has been involved with the Implementation of ECaT (Every Child a Talker) since 2009. Our Early Language coordinator has continued to work closely with our area Support speech therapist (mainly through phone calls this year) with Speech and Language therapy programmes for key children along with supporting children's language acquisition through speaking, listening and social skills, through a Narrative programme. She has continued embedding an initiative called BLAST, boosting Language Auditory Skills and Talking. BLAST supports all 4-year-olds starting school and works on the underpinning skills for language, communication and literacy - turn taking, discrimination, listening, attention and social communication as well as developing basic language skills both receptively and expressively. She has also embedded a new initiative called Preling. Preling supports all 2-year-olds with developing their language and communication. This programme introduces basic activities to develop pre-linguistic skills, focusing on the child's eye contact, turn taking, attention and listening.

Our Social Emotional Aspects coordinator (also Enhancement coordinator) has achieved a Child Psychology course this year, to develop her knowledge. She has developed our PSE support for children with a Programme called sunshine circles. The Programme is designed to build relationships, allowing children to grow socially, emotionally, and often intellectually. Every activity helps to develop the child's self-esteem, sense of belonging, ability to trust and to care for themselves and others. All staff embed this into their daily routine. Alongside this we also have Yoga sessions to help with emotional wellbeing. This year we have seen the children need more support in their personal and wellbeing. The coordinator has worked hard on activities to support this and encourage personal and social skills especially as some of our children are starting school.

Our Healthy Early Years Award coordinator (HEYA) has achieved a Level 2 Understanding Nutrition and Health course this year. We have achieved a silver award in healthy eating and Physical activity. This program is supporting healthy choices around nutrition and physical activities. We are working on our bronze oral health award now. We are working on our healthy mouth award at the moment.

Over the last year we continue to develop the outside space, we already have 3 zoned areas, 1 area for gross motor/cars. 1 area for sensory/painting/math/roleplay and our wooded area where we have a few new resources and developed a fairy area.

We also have developed our inside roleplay into a larger area.

Looking forward we want to focus on children's wellbeing, examining and embedding the EYFS and developing plans to reflect this. We still need to be a little cautious due to the pandemic, but with positively we can embed a new normal at Brook Early Years.

Fundraising activities

Compared to previous years before COVID the setting was not at full capacity from September and the government stopped financially supporting early years therefore the income was down on previous years. The setting did make a profit.

The setting doesn't have a fundraising requirement.

Investment performance

The setting has opened up a separate bank account with CAF (Charities Aid Foundation) in order to spread its reserves outside Barclays Bank.

FINANCIAL REVIEW

Financial position

At the end of March 2022 the setting had made deficit of £26,284 compared to a surplus of £27,226 in 2021.

BROOK EARLY YEARS
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

FINANCIAL REVIEW

Principal funding sources

Southampton City Council offer funding for eligible two-year-olds (570 hours per year)
Three- and four-year-olds (570 hours per year)

And some three- and four-year-olds are eligible to Children entitled to 1140 hours per year (30-hour funding)
More information can be found in the Southampton city website.

For any attendance that is outside the funding income, the fees are paid direct to the setting by the parents.

Investment policy and objectives

The Settings policy is risk averse and we don't invest the reserves in anything other than a normal bank account.

Reserves policy

The setting hold £95,000 as a reserve minimum to cover should all staff be made redundant. At the end of the financial year the setting has in excess of double this amount.

As at the end of March 2022 the cash reserves held are £201,616.

The setting has not had many risks over its existence and has weathered the COVID risk over the past year.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

The management of Brook Early Years is overseen by the Trustees of the Board and they are accountable for the performance of the preschool.

The Trustees of the Board have overall responsibility for the sustainability and relevance of the service. The Trustees of the Board will direct its activities towards achieving the preschool's goals and implementing the Business/Strategic Plan and Quality Improvement plan by guiding and monitoring the preschool's business and affairs in line with the objects as set out in the preschool's rules and in line with its philosophy.

Type of governing document: Brook Early Years independent model constitution adopted on January 2020.

Charity constitution

Charity Incorporated Company (CIO)

Recruitment and appointment of new trustees

Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

Through our induction processes we seek to ensure the effective integration of new Trustees into the Organisation for the benefit of both new Trustees and the Early Years setting. The induction programme will consist of physical and organisational orientation, health and safety information, an explanation of the terms and conditions of your engagement and a clear outline of the role and its requirements.

Before we can welcome you to the Board, we are required to carry out suitability checks with The Disclosure and Barring Service (DBS) and OFSTED (EY2 form) to make sure you are fit for the position.

In addition, you will be asked to:

- read and sign to say you understand our governance policy and constitution
- read and sign to say you understand our Safeguarding policies including "Keeping Children Safe in Education, September 2018"
- read and sign to say you understand all other policies
- sign a confidentiality agreement (which applies during your time on the board and after)
- complete a course on Educare "The Role of Trustee's Delivering EYFS"

BROOK EARLY YEARS
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Trustees of the Board have overall responsibility for the sustainability and relevance of the service. The Trustees of the Board will direct its activities towards achieving the preschool's goals and implementing the Business/Strategic Plan and Quality Improvement plan by guiding and monitoring the preschool's business and affairs in line with the objects as set out in the preschool's rules and in line with its philosophy.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1187234

Principal address

Beechwood Junior School
Juniper Road
Southampton
Hampshire
SO18 4EG

Trustees

Samantha Meech
Patricia McGregor
Lucy Field
Kayleigh Sandall
Charlie O'Connor

Chairperson
Head Teacher

Appointed on 11th March 2022

Independent Examiner

S Mackie, FCA
ICAEW
Morris Crocker
Chartered Accountants
Station House
North Street
Havant
Hampshire
PO9 1QU

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



.....
S Meech - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
BROOK EARLY YEARS**

Independent examiner's report to the trustees of Brook Early Years

I report to the charity trustees on my examination of the accounts of Brook Early Years (the Trust) for the year ended 31 March 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 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

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ICAEW which is one of the listed bodies.

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
3. 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 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.

S Mackie, FCA
ICAEW
Morris Crocker
Chartered Accountants
Station House
North Street
Havant
Hampshire
PO9 1QU

Date:

BROOK EARLY YEARS

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022**

| | Notes | Unrestricted fund £ | Restricted fund £ | 2022 Total funds £ | 2021 Total funds £ |
|------------------------------------|-------|---------------------------|-------------------------|-----------------------------|-----------------------------|
| INCOME AND ENDOWMENTS FROM | | | | | |
| Charitable activities | 3 | | | | |
| Development and education | | 259,581 | (1,002) | 258,579 | 273,292 |
| Investment income | 2 | 7 | - | 7 | 36 |
| Total | | 259,588 | (1,002) | 258,586 | 273,328 |
| EXPENDITURE ON | | | | | |
| Charitable activities | 4 | | | | |
| Development and education | | 284,383 | - | 284,383 | 246,102 |
| NET INCOME/(EXPENDITURE) | | (24,795) | (1,002) | (25,797) | 27,226 |
| Transfers between funds | 13 | (1,002) | 1,002 | - | - |
| Net movement in funds | | (25,797) | - | (25,797) | 27,226 |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | 227,413 | - | 227,413 | 200,187 |
| TOTAL FUNDS CARRIED FORWARD | | 201,616 | - | 201,616 | 227,413 |

The notes form part of these financial statements

BROOK EARLY YEARS

BALANCE SHEET 31 MARCH 2022

| | Notes | 2022 £ | 2021 £ |
|--|-------|----------------|----------------|
| FIXED ASSETS | | | |
| Tangible assets | 9 | 1,931 | 2,967 |
| CURRENT ASSETS | | | |
| Debtors | 10 | 74 | 202 |
| Cash at bank and in hand | | 201,013 | 231,330 |
| | | <u>201,087</u> | <u>231,532</u> |
| CREDITORS | | | |
| Amounts falling due within one year | 11 | (1,402) | (7,086) |
| NET CURRENT ASSETS | | <u>199,685</u> | <u>224,446</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | 201,616 | 227,413 |
| NET ASSETS | | <u>201,616</u> | <u>227,413</u> |
| FUNDS | 13 | | |
| Unrestricted funds | | 201,616 | 227,413 |
| TOTAL FUNDS | | <u>201,616</u> | <u>227,413</u> |

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


.....
S Meech - Trustee

BROOK EARLY YEARS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

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.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

The charity converted from an unincorporated charity (charity number: 1031876) to a Charitable Incorporated Organisation (charity number: 1187234) from 1 April 2020. Although Brook Early Years has changed its legal form, its purposes and beneficiaries remains unchanged. All operations, assets and liabilities were transferred over to the CIO from that date. Merger accounting has been applied in accordance with the FRS 102 SORP.

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 | - 33.33% on cost |
| Computer equipment | - 33.33% on cost |

Individual fixed assets costing £200 or more are capitalised at cost.

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.

Financial instruments

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable and investments in stocks and shares. The measurement basis used for these instruments is detailed below.

BROOK EARLY YEARS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES - continued

Financial instruments

Debtors and cash at bank

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Cash at bank and in hand included cash held on deposit or in a current account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2. INVESTMENT INCOME

| | 2022 | 2021 |
|--------------------------|----------|-----------|
| | £ | £ |
| Deposit account interest | 7 | 36 |
| | <u>7</u> | <u>36</u> |

All investment income is derived from assets held in the United Kingdom.

3. INCOME FROM CHARITABLE ACTIVITIES

| | | 2022 | 2021 |
|-------------|---------------------------|----------------|----------------|
| | Activity | £ | £ |
| Fees | Development and education | 36,108 | 20,159 |
| Funding | Development and education | 223,473 | 252,858 |
| Milk grants | Development and education | (1,002) | 275 |
| | | <u>258,579</u> | <u>273,292</u> |

Grants received, included in the above, are as follows:

| | 2022 | 2021 |
|------------|----------------|------------|
| | £ | £ |
| Milk grant | (1,002) | 275 |
| | <u>(1,002)</u> | <u>275</u> |

4. CHARITABLE ACTIVITIES COSTS

| | Direct Costs £ | Support costs (see note 5) £ | Totals £ |
|---------------------------|----------------------|---------------------------------------|----------------|
| Development and education | 275,105 | 9,278 | 284,383 |
| | <u>275,105</u> | <u>9,278</u> | <u>284,383</u> |

BROOK EARLY YEARS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2022

5. SUPPORT COSTS

| | Management £ | Finance £ | Governance costs £ | Totals £ |
|---------------------------|-----------------|--------------|--------------------------|--------------|
| Development and education | <u>3,536</u> | <u>186</u> | <u>5,556</u> | <u>9,278</u> |

Support costs, included in the above, are as follows:

Management

| | 2022 Development and education £ | 2021 Total activities £ |
|---|--|----------------------------------|
| Depreciation of tangible and heritage assets | <u>3,536</u> | <u>3,592</u> |

Finance

| | 2022 Development and education £ | 2021 Total activities £ |
|--------------|--|----------------------------------|
| Bank charges | <u>186</u> | <u>43</u> |

Governance costs

| | 2022 Development and education £ | 2021 Total activities £ |
|-------------------|--|----------------------------------|
| Professional fees | <u>5,556</u> | <u>5,038</u> |

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

During the year no trustees (2021: one) were reimbursed out of pocket expenses (2021: £210) for expenses and travel.

7. STAFF COSTS

The average monthly number of employees during the year was as follows:

| 2022 | 2021 |
|-----------|-----------|
| <u>17</u> | <u>14</u> |

No employees received emoluments in excess of £60,000.

BROOK EARLY YEARS

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted fund £ | Restricted fund £ | Total funds £ |
|------------------------------------|---------------------------|-------------------------|---------------------|
| INCOME AND ENDOWMENTS FROM | | | |
| Charitable activities | | | |
| Development and education | 273,017 | 275 | 273,292 |
| Investment income | 36 | - | 36 |
| Total | 273,053 | 275 | 273,328 |
| EXPENDITURE ON | | | |
| Charitable activities | | | |
| Development and education | 246,093 | 9 | 246,102 |
| NET INCOME | 26,960 | 266 | 27,226 |
| Transfers between funds | 266 | (266) | - |
| Net movement in funds | 27,226 | - | 27,226 |
| RECONCILIATION OF FUNDS | | | |
| Total funds brought forward | 200,187 | - | 200,187 |
| TOTAL FUNDS CARRIED FORWARD | 227,413 | - | 227,413 |

9. TANGIBLE FIXED ASSETS

| | Fixtures and fittings £ | Computer equipment £ | Totals £ |
|-----------------------|----------------------------------|----------------------------|-------------|
| COST | | | |
| At 1 April 2021 | 34,768 | 22,773 | 57,541 |
| Additions | - | 2,500 | 2,500 |
| At 31 March 2022 | 34,768 | 25,273 | 60,041 |
| DEPRECIATION | | | |
| At 1 April 2021 | 34,542 | 20,032 | 54,574 |
| Charge for year | 150 | 3,386 | 3,536 |
| At 31 March 2022 | 34,692 | 23,418 | 58,110 |
| NET BOOK VALUE | | | |
| At 31 March 2022 | 76 | 1,855 | 1,931 |
| At 31 March 2021 | 226 | 2,741 | 2,967 |

BROOK EARLY YEARS

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2022 | 2021 |
|--------------------------------|-----------|------------|
| | £ | £ |
| Prepayments and accrued income | 74 | 202 |
| | <u>74</u> | <u>202</u> |

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2022 | 2021 |
|------------------------------|--------------|--------------|
| | £ | £ |
| Taxation and social security | - | 5,593 |
| Other creditors | 1,402 | 1,493 |
| | <u>1,402</u> | <u>7,086</u> |

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

| | Unrestricted fund £ | Restricted fund £ | 2022 Total funds £ | 2021 Total funds £ |
|---------------------|---------------------------|-------------------------|-----------------------------|-----------------------------|
| Fixed assets | 1,931 | - | 1,931 | 2,967 |
| Current assets | 201,087 | - | 201,087 | 231,532 |
| Current liabilities | (1,402) | - | (1,402) | (7,086) |
| | <u>201,616</u> | <u>-</u> | <u>201,616</u> | <u>227,413</u> |

13. MOVEMENT IN FUNDS

| | At 1.4.21 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.22 £ |
|---------------------------|----------------|----------------------------------|------------------------------------|--------------------|
| Unrestricted funds | | | | |
| General fund | 227,413 | (24,795) | (1,002) | 201,616 |
| Restricted funds | | | | |
| Milk grant | - | (1,002) | 1,002 | - |
| TOTAL FUNDS | <u>227,413</u> | <u>(25,797)</u> | <u>-</u> | <u>201,616</u> |

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

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 259,588 | (284,383) | (24,795) |
| Restricted funds | | | |
| Milk grant | (1,002) | - | (1,002) |
| TOTAL FUNDS | <u>258,586</u> | <u>(284,383)</u> | <u>(25,797)</u> |

BROOK EARLY YEARS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2022

13. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

| | At 1.4.20 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.21 £ |
|---------------------------|----------------|----------------------------------|------------------------------------|--------------------|
| Unrestricted funds | | | | |
| General fund | 200,187 | 26,960 | 266 | 227,413 |
| Restricted funds | | | | |
| Milk grant | - | 266 | (266) | - |
| TOTAL FUNDS | <u>200,187</u> | <u>27,226</u> | <u>-</u> | <u>227,413</u> |

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 273,053 | (246,093) | 26,960 |
| Restricted funds | | | |
| Milk grant | 275 | (9) | 266 |
| TOTAL FUNDS | <u>273,328</u> | <u>(246,102)</u> | <u>27,226</u> |

Transfers between funds

Transfers from unrestricted to restricted funds are to cover any shortfalls in restricted funds. Transfers from restricted funds to unrestricted funds arise where restrictions have been satisfied.

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.