

Charity registration number: 285210

KENSAL GREEN UNDER FIVES GROUP
Annual Report and Financial Statements
for the Year Ended 31 March 2021

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Trustees' Report for the year ended 31st March 2021

The Board of Trustees are pleased to submit their report and independently examined financial statements for the year ended 31st March 2021.

Reference and Administrative Information

Kensal Green Under Fives Group is a local nursery providing full and part time day-care and education primarily to those from black and ethnic minority backgrounds, those on low incomes and single parents. The charity also provides early years education training and mentoring.

These financial statements comply with current Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Registered office

130 Mortimer Road
London
NW10 5SN

Trustees

The Trustees serving during the year and since the year end were as follows:

Cheryl Noel

Pamela Clarke

Bridget Thornton

Bankers

TSB Bank
58 High Street
Harlesden
London
NW10 4LP

Independent Examiners

Additude Ltd
9 Rhapsody Court
Wakeman Road
London
NW10 5DF

Objects, Aims and Principal Activities

The Charity's principal activities are the education of children below compulsory school age, the advancement of public education of childcare and the promotion of better care and upbringing of children under compulsory school age.

Principal charitable activities

The principal charitable activity of Kensal Green Under Fives Group is in seeking to meet the above aims.

Trustees' Report for the year ended 31st March 2021 (continued)

Public Benefit

Kensal Green Under Fives Group carries out a wide range of activities as detailed in pursuance of its charitable aims. In setting the work programme each year the Trustees have regard to the Charity Commission's guidance on public benefit and ensure activities we undertake are in line with our charitable objectives and aims.

The Trustees are satisfied that the Charity's activities throughout the year provided public benefit because:

- the nursery enabled access to education to people from culturally diverse and disadvantaged backgrounds;
- feedback from participants praised the work of the Charity.

Review of Achievements and Performance

In the past year we have sustained high levels of occupancy (85%) and have had very few vacancies. Attendance at parents' meeting throughout the pandemic, and on the virtual platform Zoom, has been consistent and parents have continued to support the nursery by fundraising for resources and equipment. Staff have all completed, and gone beyond, their four day's obligatory (Ofsted) training days.

Financial Review

The statement of financial activities shows a surplus of £13,589 [2020: Deficit of £26,335] at 31 March 2021. Total funds balance at the year end, taking into account funds brought forward at the beginning of the year, included unrestricted funds of £63,115 [2020: £49,526], none of which were designated [2020: £0].

Structure, Governance and Management

Kensal Green Under Fives Group is a registered charity.

Governance

Responsible governance of the charity is exercised through the Board of Trustees who are all board members ('the Board'). The Board is made up of independent lay members who are responsible for the conduct of charity and for ensuring that it satisfies all legal and contractual obligations. The Trustees are volunteers and are not remunerated for their time. The Board is responsible for setting the strategic direction of the charity and is ultimately accountable for how effectively the charity meets the defined aims through direct charitable activity. The Board employs staff members who support the board with strategic planning and operational activities. The Board comprises 3 Trustees who meet at least three times a year. Financial and management reports are provided quarterly to the Board of Trustees.

The Management Committee

The charity has a management committee, which meets once a month. All parents and staff are encouraged to come to the meeting and to join in the discussions. The committee sets the goals, strategies and policies of the nursery, makes sure that they are put into practice, and looks at overall financial management. It also provides support for the staff and makes sure that the nursery building is being maintained. The committee members are six elected

Trustees' Report for the year ended 31st March 2021 (continued)

parents and up to three co-opted members. The six parents' representatives on the committee are elected at the Annual General Meeting. From among those people elected at the Annual General Meeting three officers are elected by the members of the committee to be the Chairperson, Secretary and Treasurer.

Attendance at the monthly meetings of parents remains high and parents have contributed to the nursery through their fundraising for resources. Throughout the pandemic parents have used the nursery's virtual platform, Zoom to communicate with the nursery as well as use of EYLog (software to track the development of each child) and each other. Covid restrictions have impacted on face to face meetings in the nursery.

Trustee Investment powers

Investment powers are governed by the Trust Deed. There are no restrictions on charity's absolute powers of investment to the extent that any retained funds that arise are dealt with by depositing surpluses into the COIF Charities Deposit Fund or with authorised banks.

Trustee recruitment, induction and training

The Board of Trustees has power to appoint additional Trustees as it considers fit to do so to ensure that all relevant skills and experience are represented. The appointed Trustees fulfil their duties without any term limitations. Each new Trustee is given an induction in the work of the charity and financial procedures. A Trustee shall cease to hold office if he or she (1) is disqualified for acting as a Trustee by virtue of sections 178 and 179 of the Charities Act 2011 or any statutory re-enactment or modification of that provision, (2) is no longer able to fulfil duties due to medical reasons, (3) is absent without the permission of the Trustees from all their meetings held within a period of six months, (4) notifies to the Trustees a wish to resign.

Management and Staffing Structure

There were no significant changes to charity's staffing and its structure during 2020-21. Staff turnover is not an issue for the nursery. The management structure is as follows:

Manager: Margaret Bailey

Two Deputies: Ms Paula Edmund and Paulette Davies

Nursery Practitioners: Four staff

The nursery Apprentice has completed her Level 3 qualification and will leave the nursery in July to take up a position in a nursery closer to her home. Covid restrictions have impacted on the nursery's ability to have students and work placements as the numbers working in the setting are restricted to comply with guidelines of social distancing and restricting contacts within the nursery. This may change as lockdown eases.

Principal Risks and Uncertainties

The Charity undertakes periodic reviews for different areas of risk including, safeguarding, OFSTED, pediatric first aid, insurance cover; health and safety policies in the workplace; financial affairs; personnel practices; ICT technology. In relation to these matters, and apart from matters completely outside the Charity's control, the Trustees consider that the risks to which the Charity is subject have been mitigated to a satisfactory level.

The charity closely manages its finances. A budget is approved before the beginning of the year. All expenditure is monitored against budget and authorised by the Nursery Manager who is responsible for ensuring that the expenditure remains within agreed limits.

Trustees' Report for the year ended 31st March 2021 (continued)

Reserves policy

The charity holds free reserves for a variety of purposes. In a relatively steady operating environment such purposes would include:

- a financial buffer to cushion an unexpected fall in income – in addition to the contingency contained within the charity's operating budgets
- meeting cashflow requirements caused by delays in receipt of fee or grant income

The charity's free reserves stood at £63,115 at 31 March 2020 (2019 - £49,526). The Trustees remain of the view that a minimum level of free reserves of £100,000, roughly equivalent to six months of core operating costs, should be maintained. In the meantime, the charity is committed to ensuring that no reduction in reserves occurs.

Plan for future periods

The nursery will continue to have similar high levels of occupancy and parent involvement as these are core elements of its service provision. Together with parents the nursery is planning to approach funders for contributions for the refurbishment of the nursery garden. Parents have already raised over £4k towards this project. This project has been on hold due to repairs to the building (subsidence) and impact of the pandemic and will resume when these are no longer constraining issues.

Statement as to Disclosure of Information to Independent Examiner

Each of the persons who are Trustees at the time when this report is approved confirms that:

- (a) So far as each Trustee is aware, there is no relevant audit information of which the company's independent examiner is unaware; and
- (b) to the best of their knowledge and belief, each Trustee has taken all the steps that ought to have been taken as a Trustee, including making appropriate enquiries of fellow Trustees and of the company's independent examiner for that purpose, in order to make themselves aware of any information needed by the company's independent examiner

in connection with preparing its report and to establish that the company's independent examiner is aware of that information.

Independent Examiners

The officers of the charity have agreed to re-appoint Additude Ltd as the charity's Independent Examiner and the proposal of this appointment will be put forward to the board at the forthcoming Annual General Meeting.

Approved by the Board *01 Dec 2021* and signed on its behalf by:

.....
Cheryl Noel

.....
Margaret Bailey

Trustees' Report for the year ended 31st March 2021 (continued)

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income or expenditure, of the charitable company for that period.

In preparing these accounts, the Trustees are required to:

- select suitable accounting policies and apply them consistently
- observe the methods and principles in the Charities SORP
- make judgements and accounting estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The Trustees are responsible for keeping proper and adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner's Report to the Trustees of Kensal Green Under Fives Group for the year ended 31st March 2021

We report on the accounts of the company for the year ended 31 March 2021, which are set out on pages 7 to 14.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of CIPFA.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Andi Dollia, CPFA

ADDITUDE LTD
9 Rhapsody Court, Wakeman Road
London NW10 5DF

Date: 01 Dec 2021

Statement of financial activities for the year ended 31st March 2021
(incorporating an income and expenditure account)

		2021			2020		
		Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
Income from:	Note	£	£	£	£	£	£
Donations and legacies	3	-	120,650	120,650	-	67,209	67,209
Charitable activities	4	-	101,897	101,897	-	123,927	123,927
Total income		-	222,547	222,547	-	191,136	191,136
Expenditure on:	5						
Raising funds		-	2,705	2,705	-	3,339	3,339
Charitable activities		-	206,253	206,253	-	214,132	214,132
Total expenditure		-	208,958	208,958	-	217,471	217,471
Net income (expenditure)		-	13,589	13,589	-	(26,335)	(26,335)
Transfers between funds		-	-	-	-	-	-
Other recognised gains/(losses)		-	-	-	-	-	-
Net movement in funds		-	13,589	13,589	-	(26,335)	(26,335)
Reconciliation of funds:							
Total funds brought forward		-	49,526	49,526	-	75,861	75,861
Total funds carried forward		-	63,115	63,115	-	49,526	49,526

The notes on pages 9 to 14 form part of these financial statements.

Balance Sheet as at 31st March 2021

	Note	2021	2020
		£	£
Fixed Assets			
Tangible fixed assets		-	-
Current assets			
Debtors	9	4,595	1,587
Cash at bank		78,368	94,738
Total current assets		82,963	96,325
Current liabilities			
amounts falling due within one year	10	5,348	32,299
Net current assets		77,615	64,026
Non-current liabilities			
amounts falling due after more than one year	11	14,500	14,500
Net assets		63,115	49,526
Funds	13		
Restricted		-	-
Unrestricted: General		63,115	49,526
Total funds		63,115	49,526

For the year ended 31 March 2021 the charity was entitled to exemption under section 477 of the Companies Act 2006; and no notice has been deposited under section 476. No members have required the company to obtain an audit of its accounts for the year in question. The Trustees acknowledge responsibility for: i) Ensuring the company keeps accounting records which comply with section 386; and ii) Preparing financial statements which give a true and fair view of the state of affairs of the company as at the year-end in accordance with requirements of section 394 and 395, and which otherwise comply with requirements of the Companies Act 2006 relating to financial statements, so far applicable to the company. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Trustees on *01 Dec 2021* and signed on their behalf by:

Cheryl Noel

Margaret Bailey

Notes to the Financial Statements for the year ending 31st March 2021

1. Accounting policies**a. General information**

Kensal Green Under Fives Group is a charity, registered with the Charity Commission (charity registration number 285210).

b. Going concern

The trustees confirm that at the time of approving the financial statements, there are no material uncertainties regarding the Charity's ability to continue in operational existence for the foreseeable future. In arriving at this conclusion, the Trustees have taken account of current and anticipated financial performance in the current economic conditions, its business plan and its reserves position. For this reason, the going concern basis continues to be adopted in the preparation of the Charity's financial statements.

c. Basis for preparation

The financial statements have been prepared under the historic cost convention unless otherwise stated in the relevant accounting policy notes and in accordance with 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 (FRS102) (effective 1st January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The principal accounting policies that have been applied to all years presented in these financial statements are set out below.

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires Trustees to exercise their judgement in the process of applying the accounting policies. Use of available information and application of judgement are inherent in the formation of estimates. Actual outcomes in the future could differ from such estimates. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are disclosed in Note 2.

d. Recognition of outstanding employee benefits

No provision for outstanding holiday pay was made under previous UK GAAP. Under FRS 102 the costs of short-term employee benefits are recognised as a liability and an expense. The cost of any unused holiday entitlement is recognised in the period in which the employees' services are received.

e. Fixed assets

Individual fixed assets costing £2,000 or more are initially recorded at cost.

f. Fund accounting

The nature and purpose of each fund is explained in Note 13 to the financial statements.

**Notes to the Financial Statements for the year ending 31st March 2021
(continued)**

g. Financial instruments

The only financial instruments held by the charity are debtors and creditors. These are categorised as 'basic' in accordance with Section 11 of FRS 102 and are initially recognised at transaction price. These are subsequently measured at their transaction price less any impairment.

h. Income

Income is recognised when the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. The following specific policies are applied to particular categories of income:

Donations and grants are split between restricted and unrestricted funds in accordance with the terms of the grant or donation.

Donations and gifts are recognised in the statement of financial activities when receivable.

Income from government and other grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Donated services and facilities are included at the value to the charity where this can be quantified.

Bank interest is recognised on an accrual basis.

i. Expenditure

Expenditure is included in the statement of financial activities on an accruals basis, inclusive of any VAT that cannot be recovered. It is recognised when there is a legal or constructive obligation to pay for it. Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff or resources used on those activities.

j. Defined contribution pension scheme

The charity operates a defined contribution scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

k. Leases

Rentals applicable to operating leases are charged to the statement of financial activities over the period they are incurred.

l. Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Fixtures, fittings and equipment	33.33% reducing balance
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Notes to the Financial Statements for the year ending 31st March 2021 (continued)

m. Stock

Stock is valued at the lower of cost and net realisable value, after due regard for obsolete and slow moving stocks. Net realisable value is based on selling price less anticipated costs to completion and selling costs. Items donated for resale or distribution are not included in the financial statements until they are sold or distributed.

2. Critical judgements and estimates

No critical judgements have been made by management in applying the charity's accounting policies.

3. Donations and Legacies

	Restricted	Unrestricted	2021 Total	2020 Total
	£	£	£	£
London Borough of Brent Grant NEG 2 & 3	-	91,276	91,276	66,728
Other Income and donations	-	29,374	29,374	481
Total	-	120,650	120,650	67,209

There were no unfulfilled conditions or other contingencies attaching to these grants.

4. Income from Charitable Activities

	Restricted	Unrestricted	2021 Total	2020 Total
	£	£	£	£
Fees from parents	-	41,552	41,552	122,515
D.S.S. milk claims	-	192	192	347
Other Income	-	60,153	60,153	1,065
Total	-	101,897	101,897	123,927

Notes to the Financial Statements for the year ending 31st March 2021 (continued)

5. Expenditure	Raising funds	Charitable activities £	Support Costs £	2021 Total £	2020 Total £
Staff costs (note 7)	1,825	162,431	18,251	182,507	177,760
Staff Training	-	-	-	-	530
Rent, Rates & Utilities	-	-	12,400	12,400	17,782
Insurance	-	-	1,129	1,129	1,087
Cleaning and Maintenance	-	-	2,724	2,724	847
Office Overheads	-	-	4,138	4,138	5,302
Food and Milk	-	713	-	713	8,308
Books/Consumables	-	-	-	-	1,904
Ind. Examination fee	-	-	2,075	2,075	2,025
Professional fees	-	-	3,015	3,015	780
Travel and Events	-	-	-	-	590
Bank charges	-	-	257	257	286
Miscellaneous Costs	-	-	-	-	270
	1,825	163,144	43,989	208,958	217,471
Allocation of support costs	880	43,109	(43,989)	-	-
Total expenditure	2,705	206,253	-	208,958	217,471

6. Net income/(expenditure) for the year

	2021 £	2020 £
This is stated after charging / crediting:		
Depreciation	-	-
Independent Examination	2,075	2,025

No expenses were reimbursed to trustees during the year.

Notes to the Financial Statements for the year ending 31st March 2021 (continued)

7. Staff Costs

Staff costs were as follows:	2021	2020
	£	£
Salaries and wages	172,160	167,016
Social security costs	8,140	8,560
Pension contributions	<u>2,207</u>	<u>2,184</u>
	<u>182,507</u>	<u>177,760</u>

8. Taxation

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

9. Debtors

	2021	2020
	£	£
Prepayments	4,595	-
Other debtors	<u>-</u>	<u>1,587</u>
	<u>4,595</u>	<u>1,587</u>

10. Creditors: amounts due within one year

	2021	2020
	£	£
Taxation and social security	3,093	-
Accruals and provisions	2,255	32,299
Other creditors	<u>-</u>	<u>-</u>
	<u>5,348</u>	<u>32,299</u>

11. Creditors: amounts due after more than one year

	2021	2020
	£	£
London Borough of Brent	<u>14,500</u>	<u>14,500</u>
	<u>14,500</u>	<u>14,500</u>

Notes to the Financial Statements for the year ending 31st March 2021 (continued)

12. Analysis of net assets between funds

	Restricted Funds £	Unrestricted funds £	Total funds £
Tangible fixed assets	-	-	-
Net current assets	-	63,115	63,115
Net assets at the end of the year	-	63,115	63,115

13. Movements in Funds

	At the start of the year	Incoming resources £	Outgoing resources £	Transfers £	At the end of the year £
Unrestricted funds:					
General funds	49,526	222,547	208,958	-	63,115
Total funds	49,526	222,547	208,958	-	63,115

Purposes of funds

General funds: these are available for use at the Trustees ' discretion in furtherance of the objectives of the charity.

Restricted funds: these are donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.