

SCOTTISH CHARITY NUMBER SC016797

**OVERTOWN COMMUNITY NURSERY AND PARENT
AND TODDLERS
TRUSTEES' ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31st MARCH 2021**

TRUSTEES' ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2021
OVERTOWN COMMUNITY NURSERY AND PARENT & TODDLERS
SCOTTISH CHARITY NUMBER SC016797

Governing document

We are governed by the Overtown Nursery and Parent and Toddlers Constitution which is modelled on "Early Years Constitution" devised by SSPPA – Scottish Pre-school Play Association.

Appointment of Trustee

All trustees were appointed on the basis of trust and represent the minimum number required. Appointment and removal are in accordance with the agreement that requires that appointment and removal is approved with agreement of all existing trustee members.

Membership and management

The charity is managed by volunteer parent / carer management committee who are nominated and elected to the committee meetings and new members can be co-opted at these meetings if required.

Current trustees

Those currently serving as members of the management committee are: -

Name	Position	Date

Contact address

Overtown Community Centre
Main Street
Overtown
Wishaw
ML2 0QF

Charitable purposes

Our objectives are:

To provide early years child care in a nursery and parent and toddlers setting.

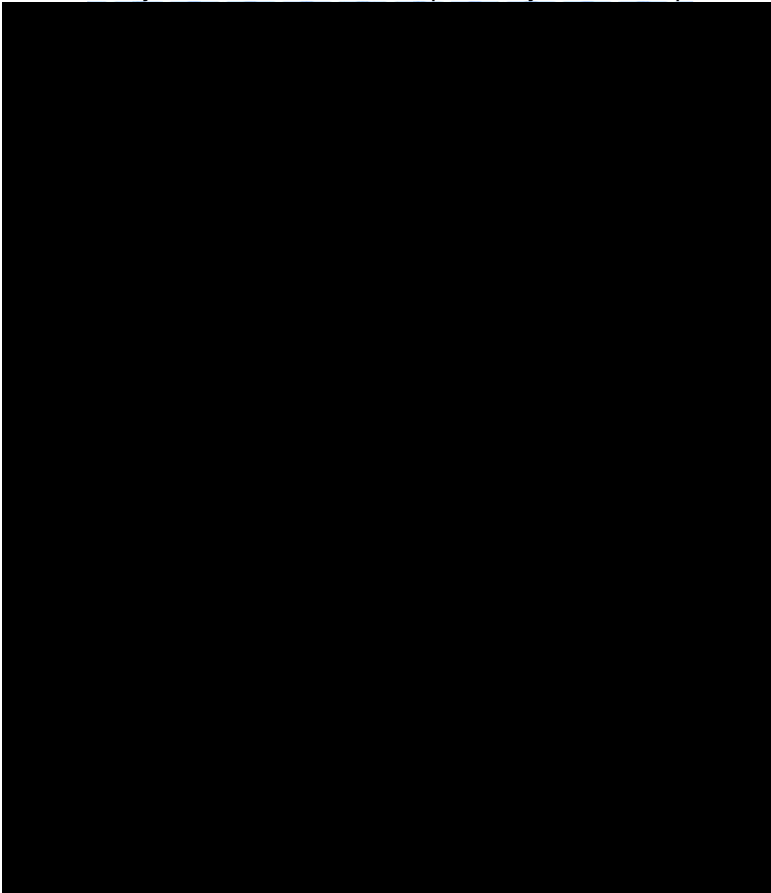
To advance the education and social development of pre-school children with emphasis on play experiences so they can fill a constructive place in the community.

Objectives and Aims

The free play flowing room allows children time and space to play and learn. We use bright colours, textures and sounds to provide a sensory environment,



Everyone is a winner at our sports day, we develop our health and fitness while having fun.



Caring and nurturing together ensuring we challenge gender roles.

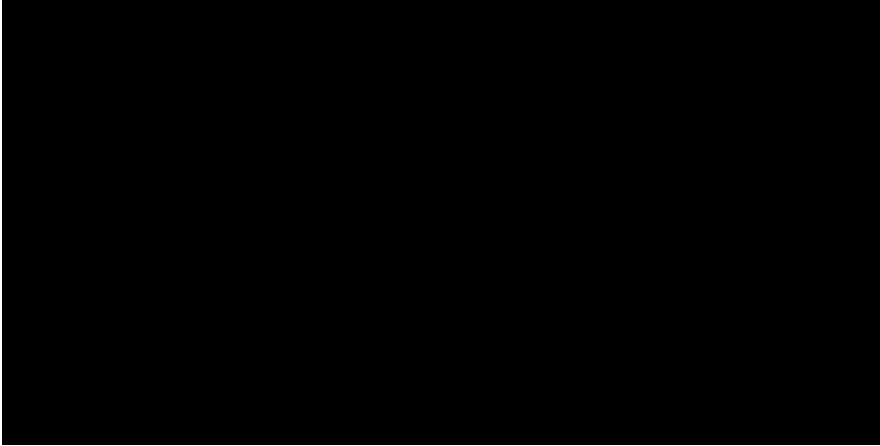
TRUSTEES' ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2021
OVERTOWN COMMUNITY NURSERY AND PARENT & TODDLERS
SCOTTISH CHARITY NUMBER SC016797



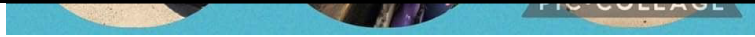
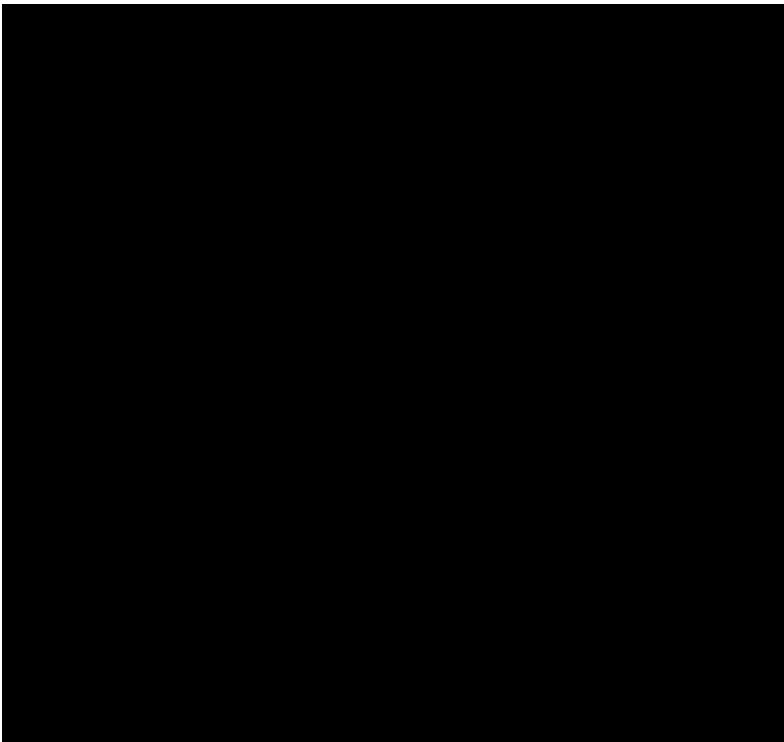
Having our snack together, we use good hygiene practises, good table manners and develop our social interactions that may be difficult at home with such busy family lives.



After a theft from our garden a social media post attracted donations. Our amazing community came together to replace the stolen items.



Developing and improving our motor skills, balance and enjoying the garden area. We keep ourselves safe by using helmets and learning some important safety rules, taking turns and watching around us.



We ensure the protection and health of our staff and children by ensuring government guidance and legislation is followed. After completing covid risk assessments, covid policy and working with local government we have safety measurements in place. This means essential people only in the halls.

This has been very challenging for us all. During full lockdown we worked from home and provided online support for our children and families. We used social media to continue

TRUSTEES' ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2021
OVERTOWN COMMUNITY NURSERY AND PARENT & TODDLERS
SCOTTISH CHARITY NUMBER SC016797

engaging and following the curriculum, families were encouraged to do as much or as little as they were able to. We had daily challenges that staff would complete and post, they performed storytelling, signing, learning and encouraged imaginative play. Films and pictures were posted on Facebook and we passed on messages from our children to our friends. We finally implemented a recommendation from the Care Inspectorate and invested in online journals for the parents to access. This took time and money to develop, additional fundraising was required for the initial payment. As in person fundraising was not allowed we adapted to using social media and advertising bonus ball, last man standing etc, we were mindful of encouraging gambling so limited the use of this time of fundraising.

We were pushed into online banking, pre covid banking was done by cheque and snack fees being paid on the premise. This practice was unsafe and impractical. The bank policy changed meaning we were able to do all of this online rather than in person. It was so much easier than we expected and as the 2-key people held accounts with the bank we banked with they passed all the checks and security clearances quickly.

By moving forward and making these changes, wages are paid with no delay, payments are made and received promptly. Fundraising has also become quicker and easier when collecting and keeping track of the payments.

Other things we adapted to ensure the wellbeing of everyone was the welcome desk. It had to become minimal and we switched to using email and social media to engage with parents, this means there is a reduction of passing Covid throughout the nursery and bringing it in.



TRUSTEES' ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2021
OVERTOWN COMMUNITY NURSERY AND PARENT & TODDLERS
SCOTTISH CHARITY NUMBER SC016797



To help with rising snack costs we ask for donations and when allowed in accordance with covid procedure, a tin is available for change to be added. We are sponsored by our local

TRUSTEES' ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2021
OVERTOWN COMMUNITY NURSERY AND PARENT & TODDLERS
SCOTTISH CHARITY NUMBER SC016797

shop and on a Friday, we have treat Friday, the children are given a sweet at no cost to the nursery.

We also signed up for Amazon Smile and Easy fundraising.

Activities and Achievements Speak about the last 12 months, again you can demonstrate with pictures, graphs etc

Continuing to improve the standards in line with Care Inspectorate Recommendations.

We are able to provide quality child care with less financial constraints due to being awarded various funding throughout the year.

Nursery provision – 5 mornings per week

Parent and Toddlers – 3 mornings per week (Monday, Wednesday & Friday)

Both run throughout the school term.

We aim to provide safe and satisfying group play and learning. We also aim to encourage other charitable activities through which the parents may support the development of their children.

Finance

The Receipts and Payments Account attached shows the income and expenditure for the year generated by the group's activities. The unrestricted income for the year of £38,099 -£36,186 which came from North Lanarkshire council the remainder coming from Fees, donations and Fundraising. Last year's income was £35,891.

Expenditure for the year was £45,886 (2020-£46,254), the council currently covers staff costs all other payments have been made from last year's reserves. This has resulted in a deficit for the year of (7,787) last year's deficit (10,363). The nursery is no longer a going concern and urgent action is required if it is to remain open.

Future Plans

When circumstances allow, we intend to bring back our regular fundraising activities involving our community -e.g. race night, hypnotist. Until then we will promote the use of AmazonSmile and Easy Fundraising, approach local supermarkets for their charity token schemes and continue the use of virtual games such as a bonus ball competition and last man standing which our supporters really enjoy. We will also search for any other grants that we may qualify for, unfortunately many of them are geared towards covid recovery at present.

Reserves Policy

Overtown community Nursery and parent and toddler's endowment funds which have been raised by charitable events over the year. Currently, monies held in Reserves is reinvested by charity and is freely available to spend on any of the charity's purposes, it should set aside £12,000 to cover 3 months wages and running costs

The Trustees will discuss considering a reserves policy to give confidence to stakeholders that the charity's finances are being managed and can also be used to provide an indicator of future funding requirements needed for investment in the association to add value for its members.

TRUSTEES' ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2021
OVERTOWN COMMUNITY NURSERY AND PARENT & TODDLERS
SCOTTISH CHARITY NUMBER SC016797

Reserves

The balances held by the Group on 31st March 2021 comprise: -

Total Bank and Cash in Hand


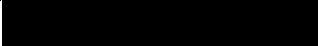
Held as:

Cash at bank	12,949
Cash in hand	<u>200</u>
	<u>13,149</u>

The balance of funding held will allow the group to continue to provide its services.

The accounts for the year are attached and form part of this report.

The report was approved by the trustees on and signed on their behalf

Signature	Print Name	Position	Approval Date
		Trustee	16/12/21
		Treasurer	16/12/21

TRUSTEES' ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021
OVERTOWN COMMUNITY NURSERY AND PARENT & TODDLERS
SCOTTISH CHARITY NUMBER SC016797

RECEIPTS AND PAYMENT ACCOUNT AS AT 31ST MARCH 2021

Income from	31/03/2021	31/03/2020
<u>Charitable Activities</u>	£	£
North Lanarkshire Council	36,186	27,124
Fees	764	1,334
Donations	543	826
Fundraising	605	6,607
Other Income	-	-
Total Income	38,099	35,891

Expenditure from Charitable Activities

Staff Costs	38,562	35,778
Rent/Hall Hire	3,175	3,590
Outings & Activities	58	2,054
Snacks	279	1,099
Toys/Equipment/Art Supplies	174	280
Fundraising Costs	-	1,409
Insurance & Memberships	1,585	516
Administration Fees	529	-
Admin, Stationery & Telephone	346	266
Independent Examination	-	50
The Care Inspector	17	263
Other/Gifts	1,162	950
Total expenditure	45,886	46,254
Total Surplus/(Deficit)	(7,787)	(10,363)

TRUSTEES' ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2021
OVERTOWN COMMUNITY NURSERY AND PARENT & TODDLERS
SCOTTISH CHARITY NUMBER SC016797

STATEMENT OF BALANCES AS AT 31ST MARCH 2021

	<u>31/03/2021</u>	<u>31/03/2020</u>
	Total Funds	Total Funds
	£	£
Opening cash at bank and in hand	20,936	31,299
(Deficit) / surplus for the year	(7,787)	(10,363)
Closing cash at bank and in hand	13,149	20,936

Held as:

Cash at bank	12,949	20,861
Cash in hand	200	75
	13,149	20,936

Current Liabilities

Tax Due	101	148
---------	------------	------------

Notes to accounts

1. Funds for the year were made up of £38,099 these funds are all unrestricted.
2. No remuneration was paid during the period to any charity trustees.
3. No expenses were paid to any charity trustee during the period.
4. There were no transactions with trustees and connected persons.
5. Fixed Asset Policy -Overtown Community Nursery establishes a £500 as the threshold amount for minimum capitalization. Any items costing below this amount should be expensed in the Receipts and Payments accounts.

TRUSTEES' ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2021
OVERTOWN COMMUNITY NURSERY AND PARENT & TODDLERS
SCOTTISH CHARITY NUMBER SC016797

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OVERTOWN COMMUNITY NURSERY AND PARENTS & TODDLERS

I report on the accounts of the charity for the year ended which are set out on pages 4 and 5 previous pages.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Charities Accounts (Scotland) Regulations 2006 does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

Independent examiners' statement

In the course of 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 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

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. Understanding of the accounts to be reached.

Signature	Print Name	Position	Address	Date
		Finance Officer	Voluntary Action North Lanarkshire 1 Wellwynd, 35 Wellwynd. Airdrie ML6 0BN	