

**ST SYLVESTER'S NURSERY
ACCOUNTS
FOR YEAR ENDED
31 MARCH 2025**

CHARITY NUMBER SC022157

RITSONS
Chartered Accountants
103 High Street
Elgin
IV30 1EB

St Sylvester's Nursery
Trustees' Annual Report
Year ended 31 March 2025

Scottish Charity Number: SC022157

Trustees	
Chairperson	- [REDACTED]
	[REDACTED]
	[REDACTED]
Treasurer	- [REDACTED]
Secretary	- [REDACTED]
	[REDACTED]
	[REDACTED]
Trustee	- [REDACTED]
Trustee	- [REDACTED]
	[REDACTED]

Charity's principal address
[REDACTED]

STRUCTURE, GOVERNANCE and MANAGEMENT

Governing document

Our association is a charitable unincorporated association and the purposes and administration arrangements are set out in our constitution.

Recruitment and appointment of Trustees

All of the trustees are appointed or reappointed during our Annual General Meeting or during an EGM. The AGM is held around June each year. Should a member resign then a vote for that position will be held during the next committee meeting.

OBJECTIVES AND ACTIVITIES

Charitable purposes

Our purposes, as recorded in our constitution, are to provide Nursery Care & Education for children aged 2-5 years in the Elgin area.

Activities

The Nursery operates out of St Sylvester's Church Hall, which is rented from St Sylvester's Church social and fabric committee.

ACHIEVEMENTS AND PERFORMANCE

This year the nursery has continued to have regular visits from the Moray Council Early Years team to support with our continuous improvement in relation to the education and learning opportunities being offered to the children. We received an Inspection from Care Inspectorate in September 2024 and received grades of 4 - Goods for all areas inspected.

The sustainable rate is now £7.12 per hour, per child for 3-5-year-olds and £8.55 per hour, per child for funded 2-year-olds. This will rise for academic year 2025/26 by 4.6%.

St Sylvester's Nursery
Trustees' Annual Report (*continued*)
Year ended 31 March 2025

Fundraising this year has been through individual and class photos, a stall at St Sylvester's Primary School summer fayre, Euro sweepstake, sponsored walk, Ragbags, a one off donation, Advent calendar raffles & Christmas fayre stall. This has raised a total of £1,252.77. This total will be kept towards the monies raised during 2025/26 as there will be an update to the garden area in summer 2026.

The number of registered children for August 2025 has increased from August 2024's numbers. August 2024, we welcomed 17 3-5 children and 14 2-3's, a total of 31 children. This year we are welcoming 27 3-5's and 11 2-3's, a total of 38 children, with more enrolling in January 2026.

Due to the rise in the Real Living Wage rising by 4.6% along with a rise in the sustainable rate for 2025/26 by 4.6%, it is being presented to the Committee during an August meeting that the staff will all received a wage increase of 4%.

The rent for the lease of the hall increased in August 2024 from £712.50 to £1,187.50. This is due to there being no rent increase since 2010.

Reserves policy

At the year end the unrestricted reserves held were £101,494. The trustees consider that this balance will enable the Nursery to continue in operation and pay wages and rent which are the main expenses. The trustees also work to meet Care Commission standards by constantly improving our service.

Approved by the Trustees and signed on their behalf by:

Trustee
22/09/2025

Date

St Sylvester's Nursery

Independent Examiner's Report to the Trustees

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I report on the accounts of the charity for the year ended 31 March 2025 which are set out on pages 4 to 6.

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 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations 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 report

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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all 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 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 proper 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.

■ Chartered Accountants
Independent Examiner

103 High Street
Elgin
IV30 IEB

Date:

22/09/2025

St Sylvester's Nursery
Receipts and Payments Account
Year ended 31 March 2025

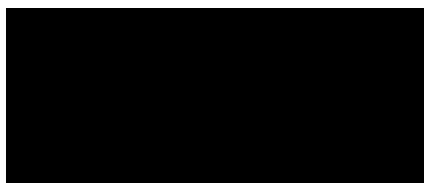
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	<u>Unrestricted</u>	<u>Restricted</u>	<u>2025</u>	<u>2024</u>
	<u>£</u>	<u>£</u>	<u>Total</u>	<u>Total</u>
			<u>£</u>	<u>£</u>
Receipts				
Donations	250	-	250	-
Fundraising	863	-	863	1,842
Receipts from charitable activities:				
Fees	10,336	-	10,336	4,810
Fees - Moray Council	209,647	-	209,647	183,682
Other receipts				
Loan repayments	1,350	-	1,350	600
Total Receipts	222,446	-	222,446	190,934
Payments				
Expenses for fundraising activities		-	-	-
Costs of charitable activities (note 4)	194,576	-	194,576	153,065
Governance costs:				
Independent examination	1,235	-	1,235	1,140
Payments Sub total	195,811	-	195,811	154,205
Other payments				
Loans issued	1,550	-	1,550	850
Purchases of fixed assets	2,124	-	2,124	1,390
Total Payments	199,485	-	199,485	156,445
Surplus for the year	22,961	-	22,961	34,489

Statement of Balances as at 31 March 2025

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2025</u> <u>Total</u>	<u>2024</u> <u>Total</u>
	£	£	£	£
Bank and cash in hand				
Opening balance	78,533	-	78,533	44,044
Surplus for the year	22,961	-	22,961	34,489
Closing balance	101,494	-	101,494	78,533
Other monetary assets				
Loan balance receivable	350	-	350	250
Accounts receivable	2,538	-	2,538	2,203
Other assets				
Equipment	4,402	-	4,402	2,278
	7,290	-	7,290	4,731
Liabilities				
Tax and NIC due	2,299	-	2,299	1,187

Approved by the Trustees and signed on their behalf by:



Date 22/09/2025

Notes to the Accounts for the year ended 31 March 2025

1 Basis of accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Act 2006 (as amended).

2 Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund for the day to day operation of the charity.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes. The restricted funds are detailed in a separate note to the accounts.

3 Trustee remuneration and expenses

No remuneration or expenses were paid to any of the trustees.

4 Costs of charitable activities

	Unrestricted funds £	Restricted funds £	2025 Total £	2024 Total £
Wages, national insurance and pensions	159,768	-	159,768	129,523
Management and membership fees	446	-	446	578
Hall rent	12,350	-	12,350	8,550
Insurance	1,277	-	1,277	912
Office	4,121	-	4,121	3,180
Telephone and internet	884	-	884	560
Care Commission fees	594	-	594	248
Resources	13,127	-	13,127	7,202
Miscellaneous expenses	1,999	-	1,999	2,272
Donations made	10	-	10	40
	194,576	-	194,576	153,065

