

**ST GILES NUSERY & PLAYGROUP**

# Annual Report & Financial Statements

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Year ended 31 August 2020

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## **ST GILES NURSERY & PLAYGROUP**

### **ANNUAL REPORT OF THE COUNCIL FOR THE YEAR ENDED 31 August 2020**

The Committee of St Giles Nursery & Playgroup presents its annual report and financial statements for the year ended 31 August 2020.

<b>Name of charity:</b>	St Giles Nursery & Playgroup
<b>Registered Charity Number:</b>	1021414
<b>Legal Form:</b>	Limited company with charitable status
<b>Governing Document</b>	Constitution adopted 03 March 2012
<b>Affiliated to:</b>	Pre -school Learning Alliance -Membership no. 20134G -Branch no. 27201
<b>Address:</b>	Leatherhead Community Centre Kingston Road Leatherhead
<b>Committee Members:</b>	Mrs Lucy Townsend Elizabeth Chaney Harriet Trendell Amanda Tanner
<b>Officers:</b>	Chairman      Mrs Lucy Townsend Treasurer     Mrs Harriet Trendell Secretary      Mrs Elizabeth Chaney
<b>Bankers:</b>	National Westminster Bank PLC 1 Bridge Road Leatherhead Surrey KT22 8BT
<b>Objects:</b>	The objects of the organisation are to enhance the development and education of children under statutory school age by encouraging parents to understand & provide for the needs of their children through community groups

**Report of the Committee on the activities of the Nursery & Playgroup (the Group)**

## **ST GILES NURSERY & PLAYGROUP**

The Committee continues to provide playgroup & nursery facilities for under statutory school age. Sessions are provided all day Monday and Tuesday to Friday mornings. In addition a Thursday afternoon session is provided to the rising fives group to prepare them for school entry.

### **Daily administration & running of the group**

Mrs Amanda Ross, who is ably supported by a team of assistants, leads sessions.

### **Role of the Committee**

All committee members are parents of children attending the Playgroup or whose children have been at the Playgroup in the last two academic years. All committee members are unpaid and volunteer. The role of the committee is to provide management support and direction to the group leader. They are also responsible raising funds to fulfil the budgetary needs of the group including ensuring fees and grants are received in good time and fundraising opportunities are realised.

The Committee meets regularly throughout the year, and the Chairman, Secretary and Treasurer are available to the group leader at all times. An Annual General Meeting takes place each year in September or October.

### **Fundraising**

The Committee engages in fundraising throughout the year, to augment the funds of the Group. Activities are organised and run by parents and committee members and all profits fed back to the Group. Regular fundraising activities each year include photographs of the children, a Christmas raffle. Other activities are introduced as opportunities arise.

### **Reserves and Investment Policies**

The Committee's current reserves policy is simply to maintain sufficient cash flow for known commitments. The current reserves in the general fund amount to the equivalent 2 months expenditure for the Group as a whole. There is a reserve fund with sufficient reserves to cover any redundancy payments required. Most of the Group's income is made up of fees from parents' payable at the start of each term, together with grants from Surrey County Council for children within the funding bracket. These funds are received in advance each term. With a mind to early access to funds the Committee has chosen a suitable account from which transfers can be made as necessary throughout the year.

### **Risk Assessment**

The Committee does not believe that the Group is subject to any substantial risk beyond the liabilities disclosed in the financial statements. The group operates a waiting list for children wishing to attend the Group in the future. The Committee is aware that by employing staff there is a risk should the Group fail that redundancy payments would be required, but believe current redundancy reserves would cover this eventuality should a major problem occur. Public liability insurance is in place through the Pre School Alliance, of which the Group is a member.

### **Accounting and Reporting Responsibilities**

## **ST GILES NURSERY & PLAYGROUP**

The committee is responsible for preparing financial statements for each financial year, which give a true and fair view of the Group's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the Committee is required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent. State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the accounts;
- Prepare financial statements on a going concern basis unless it is appropriate to presume that the Group will continue on that basis.

### **The Committee is responsible for:**

- Keeping accounting records which disclose with reasonable accuracy at any time the financial position of the association and enable the Committee to ensure the annual financial statements comply with the Charities Act 1993 and
- Safeguarding the Group's assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. This report was approved by the Committee on 29<sup>th</sup> November 2018 and signed on their behalf by:

Mrs Lucy Townsend

Mrs Harriet Trendell

**ST GILES NURSERY & PLAYGROUP**

		2020	
		£	
<b>Incoming Resources</b>			
Grants		120087.48	
Non Funded Fees		7509	
Consumable		600	
Uniform		39.83	
Trip payments		0	
Deposits		275	
Misc		325.48	
<b>TOTAL INCOMING RESOURCES</b>		<b>128836.79</b>	
Resources Expended			
Staff		97594.73	
Office Expense		2326.07	
Resources		4732.74	
Food		953.38	
Trips		0	
Expenses		0	
Childrens uniform		297.6	
Miscellaneous		5008.91	
Rent		15039	
<b>TOTAL RESOURCES EXPENDED</b>		<b>123952.43</b>	
<b>NET (OUTGOING)/INCOMING RESOURCES</b>		<b>2884.36</b>	
Funds balances brought forward at 1 September 2019		13566.04	
Funds balances carried forward at 31 August 2020		16450.4	
Reserve funds balance		12922.86	

## ST GILES NURSERY & PLAYGROUP

### Notes to the Financial Statements

#### 1. ACCOUNTING POLICIES

##### 1.1 Basis of Preparation

These financial statements have been prepared in accordance with:

- (a) Part IV of the charities Act 1993
- (b) the Charities (Accounts and Reports) Regulation 1995 and 2000
- (c) the Statement of Recommended Practice Accounting and Reporting by charities issued in October 2000 ("SORP2000") by the Charity Commission for England and Wales
- (d) applicable accounting standards issued or adopted by the accounting Standards Board and
- (e) the historic cost basis accounting.

##### 1.2 Grants Receivable

A grant is recognised as an incoming resource when all of the following conditions have been met:

- (a) the Group is legally entitled to receipt;
- (b) there is a reasonable assurance of receipt; and
- (c) the monetary value can be measured with sufficient reliability.

##### 1.3 Fees

Fees are invoiced at the start of each term and payable within a stated period.

##### 1.4 Child place deposits

These are payable on application for a future place with the Group.

##### 1.5 Fund Accounting

Note 5 to the accounts sets out the treatment of incoming resources in the year and in the previous financial year in relation to restricted and unrestricted funds. Restricted funds carried forward at 31 August 2011 represent funds sufficient to cover two months of average expenditures, which we would use to honour any commitments in the event of closure of the playgroup.

##### 1.6 Fixed Assets

All items of capital expenditure below £500 are written off as incurred.

#### 2 STOCK

Stock comprises t-shirts, sweatshirts and bags held for sale and are valued at the lower of cost or realisable value

#### 3. DEBTORS & PREPAYMENTS

Rent paid in advance for the autumn term and interest receivable on the deposit account.

## ST GILES NURSERY & PLAYGROUP

### 4. ACCRUALS Accounting Fees

