

ST GILES NUSERY & PLAYGROUP

Annual Report & Financial Statements

Year ended 31 August 2021

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ST GILES NURSERY & PLAYGROUP

ANNUAL REPORT OF THE COUNCIL FOR THE YEAR ENDED 31 August 2021

The Committee of St Giles Nursery & Playgroup presents its annual report and financial statements for the year ended 31 August 2018.

Name of charity:	St Giles Nursery & Playgroup
Registered Charity Number:	1021414
Legal Form:	Limited company with charitable status
Governing Document	Constitution adopted 03 March 2012
Affiliated to:	Pre -school Learning Alliance -Membership no. 20134G -Branch no. 27201
Address:	Leatherhead Community Centre Kingston Road Leatherhead
Committee Members:	Mrs Lucy Townsend Elizabeth Chaney Harriet Trendell Tracy Marshall
Officers:	Chairman Mrs Lucy Townsend Treasurer Mrs Harriet Trendell Secretary Mrs Elizabeth Chaney
Bankers:	National Westminster Bank PLC 1 Bridge Road Leatherhead Surrey KT22 8BT
Objects:	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 29th November 2021 and signed on their behalf by:

LTownsend

HTrendell

Mrs Lucy Townsend

Mrs Harriet Trendell

ST GILES NURSERY & PLAYGROUP

		2021	
		£	
Incoming Resources			
2 year funding		27290.24	
3 and 4 year funding		88142.70	
Consumable charges		1850.00	
DEPN funding		2453.82	
Fees payable		18835	
Funding Grant		30000	
Interest Received		1.32	
Other revenue		1750	
Registration deposits		275	
Sales		37.27	
SEND funding		13828.08	
Teacher training		7000	
Other Income		4290.40	
TOTAL INCOMING RESOURCES		191463.43	
Resources Expended			
Advertising & Marketing		41.00	
Audit & Accountancy fees		720.00	
Cleaning		613.53	
Employers National Insurance		8,192.45	
Entertainment-100% business		220.00	
General Expenses		2,347.65	
Insurance		683.61	
IT Software and Consumables		595.60	
Legal Expenses		13.00	
Pensions Costs		2,323.63	
Rent		15,085.90	
Repairs & Maintenance		1,722.42	
Resources Purchased		8,342.28	
Salaries		102,938.36	
Staff Training		4,057.00	
Staff Uniform		479.10	
Subscriptions		128.28	
Telephone & Internet		463.00	
Travel - National		60.00	
Wonde Payments Out		3105.00	
TOTAL RESOURCES EXPENDED		152131.81	
NET (OUTGOING)/INCOMING RESOURCES		43622.02	
Funds balances brought forward at 1 September 2020		29373.26	

ST GILES NURSERY & PLAYGROUP

Funds balances carried forward at 31 August 2021		72995.28	
Reserve funds balance		29373.26	

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 2021 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

ST GILES NURSERY & PLAYGROUP

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.

4. ACCRUALS

Accounting Fees
