



## Trustees' Annual Report for the period

From 01/09/2019

To 31/08/2020

Charity name: St Michael's Community Nursery

Charity registration number: 1022982

### Report on your charity's public benefit

Whether you complete a simple or full trustees' annual report, by law you must report how you have carried out your charity's purposes for the public benefit.

This helps people, including funders and beneficiaries, to understand why your charity does what it does. If your charity's income is less than £500,000, you can choose how you report on this. But as a minimum you need to say:

- what your charity's charitable purposes are
- what it has done during the year to carry out those purposes
- that you have taken the commission's public benefit guidance into account when making any decision it is relevant to

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	St Michael's Community Nursery is referred to in its governing document (Constitution) as "the Pre-school". The Pre-school is a body in membership of the Pre-school Learning Alliance. Aims: The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by: (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability; (b) encouraging the study of the needs of such children and their families and promoting

		public interest in and recognition of such needs in the local areas; (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	St Michael's Community Nursery (the Nursery) is a nursery and pre-school. We take pride in providing a happy, safe and stimulating environment for 2 to 5 year-olds. Children have access to a wide range of resources which motivate them to explore, investigate and learn through first-hand experience.  We employ a team of dedicate, qualified and experienced staff; and are funded through various routes including public funding, parents fees, donations and fundraising. [See Financial Review.]
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Yes, the trustees have had regard to Charities Commission guidance on public benefit.

#### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The Nursery does not give grants
Policy on social investment including program related investment	Para 1.38	See the summary of the purposes of the charity
Contribution made by volunteers	Para 1.38	Volunteers run the committee, fundraising, and a number of back-office functions of the Nursery, including: HR (assisting with recruitment and performance), payroll, financial management & oversight, book-keeping, development of policies.
Other		

#### Achievements and Performance

	SORP reference	

<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>See Annex 1: Chair and Manager's annual reports</p>
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**Additional information (optional)**

**You may choose to include further statements where relevant about:**

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	
<p>Investment performance against objectives</p>	<p>Para 1.41</p>	
<p>Other</p>		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the period 01/09/2019 to 31/08/2020 the Nursery had: <ul style="list-style-type: none"> <li>• Received income of £116,416.32</li> <li>• Made expenditure of £104,120.17</li> <li>• Net (gain) for the year of £12,296.15</li> <li>• Carried forward a bank balance of £66,237.27 into the next financial year (Sept-Aug).</li> </ul>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A reserved amount of £20,000 is held in the event of the Nursery needing to close. This would cover closure costs, including redundancy payments for staff, Ofsted fees and maintenance to return the premises to a state required by the landlord.  Given the Covid19 pandemic we have not reinvested extra reserves in the past year, in case of further unforeseen temporary closure, to ensure the continued longevity of the Nursery.  Because the Nursery's reserves are currently higher than the required reserved amount, we are reviewing our reserves and investment policy (for beyond the pandemic).
Amount of reserves held	Para 1.22	£20,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The Nursery receives funding from: <ul style="list-style-type: none"> <li>• The local authority (Surrey County Council) per child per hour for children eligible for public funding;</li> <li>• Parents pay fees for children not eligible for public funding (or where children are exceeding their funded hours);</li> <li>• Voluntary contributions from parents for our forest school lessons;</li> <li>• Donations;</li> <li>• Fundraising by the parent-led committee of volunteers (Christmas Fayre, village fete, ad-hoc events, etc).</li> </ul>
Investment policy and objectives including any social investment policy adopted		Under review.  The nursery maintains a policy of reinvesting additional reserves to ensure the continued

	Para 1.46	<p>functioning and future of the nursery, whether this be in the form of staffing, infrastructure or educational resources.</p> <p>As we are currently facing a future which is hard to forecast: it is impossible to say whether we will face further pandemic-based restrictions and whether parents will again withdraw their children; whether registration numbers for nursery in September 2021 will be as high as usual; whether we will be able to hold our big fundraisers during 2021; and - if we do face these future funding uncertainties - whether the local community will be able to keep on supporting the nursery in the way that they did in 2020. As such, the nursery committee agreed to postpone these decisions in the near term and develop a set of scenarios to help review and revise our re-investment policy. We hope to be in a position to make re-investment decisions by the end of the 20/21 academic year.</p>
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated associated
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Election to post at Annual General Meeting

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	N/A
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
Relationship with any related parties	Para 1.51	N/A
Other		N/A

### Reference and Administrative details

Charity name	St Michael's Community Nursery
Other name the charity uses	St Michael's Nursery
Registered charity number	1022982
Charity's principal address	St Michael's Community Nursery Mickleham Village Hall Dell Close Mickleham Surrey RH5 6EE

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Hilary Budd	Manager		Committee Chair
2	Amy Ward	Committee Chair	23/01/2020-31/08/2020	Committee by vote at AGM
3	Rhian Stanbrook	Committee Secretary	23/01/2020-31/08/2020	Committee by vote at AGM
4	Sally Burgess	Treasurer	23/01/2020-31/08/2020	Committee by vote at AGM
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**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>		
N/A		

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
N/A		

**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

**Additional information (optional)****Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
N/A		

**Name of chief executive or names of senior staff members (Optional information)**

Hilary Budd (Manager)
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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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**Other optional information****Annex 1: Manager, Chair and Treasurer annual reports 01/09/2019-31/08/2020**

## 1) Manager's Report (Hilary Budd)

Usually this report would contain information about the previous year that the children have experienced; going through week by week the themes of play and the learning that has been developed through those themes.

This last year has been and continues to be, an unusual year. Our last AGM was actually at the end of January 2020. Little did our new committee officers know what was about to happen and what they would ultimately be responsible for. We had little more than a month before being catapulted into reams of documents, sources of ever-changing information, some reliable, some less so. I seem to remember

spending most of March in the office reading, creating and editing as information from both central government and Surrey County Council advice changed on a daily basis.

These unprecedented times forced us to make some unprecedented decisions. Without the commitment of the staff, the trust and support of the Committee, the nursery would not have been able to remain open for vulnerable children - albeit on reduced hours - during the initial lockdown, but doing so put us in a much stronger position once most settings re-opened with their children in bubbles. In June, we wrestled with more paperwork, new guidelines appearing a week after we have opened our doors. However, in this area, it was only ourselves and one other setting which remained open during the initial lockdown. I think that truly shows the strength of the nursery's commitment to our community and I'm really proud that in such challenging times we find a way to make things work.

The reopening in June was actually the most difficult time for me personally. Suddenly I was not allowed into nursery on my non-bubble days, and whilst I had total faith in the other bubble leads, the loss of overarching control was tough for me as Manager. I also still needed access to documents to be able to work from home.

Also challenging was not being able to enjoy our usual summer term activities, a Sports day or end of term show. However, what we did notice was how well the smaller numbers in the bubbles gelled together. The focus and involvement in play, the inclusivity of the play was something all bubbles noted, in particular the older children, what they had missed out on during lockdown was truly made up for in those final 6 weeks of reduced sessions. They, and we, made the most of every minute.

We also massively reduced the resources children had access to, the cleaning regime, the time it took to clean between bubbles meant we needed to audit and evaluate the "play value" in everything we had available. This is something we have carried forward into our new single bubble. We have now increased resources, but not to the pre-covid level. Reducing the options does mean children are more likely to revisit and build upon their previous knowledge.

The end of term show (July 2020) with Gordon the Magician was really appreciated – once we had determined how to hold this with the children in their bubbles. To at least get an opportunity to see the joy and laughter in the faces of those we had not seen for several months, allowed us to bid those children farewell, and whilst we may be disappointed that they hadn't had the full nursery experience, we sent them on with the skills they would need to start in their reception year.

We have been very pleasantly surprised with how well our younger - now our older - children returned to nursery, having only had the one day a week in nursery post the initial lockdown, we were anticipating more separation issues, but they have done amazingly well. Our new children too, noticeably far more children have arrived potty-trained than usual - a lockdown bonus for us!

Past parents will be delighted that not being allowed in the nursery means they don't have the "cloakroom bundle" to manage in the mornings, but we are all missing out on the chit chat, which is actually really useful in getting the picture of that child's morning so far. The children themselves are needing to be more independent, managing their own belongings, weighed down with their own bags coats and now hats and scarves too! It's good training though - I wonder if this cohort will have fewer lost property issues once they too start school?

We know there are challenges ahead. We have so far been really lucky that we have not had a positive case in the nursery or with staff members and their households. There are plans we have in place should

this happen. We need to make sure that potential new starters for September 2021 know we are here. Thinking even further ahead, we know that in two years' time we will be experiencing the birth rate fluctuations of the Covid babies.

Finally, this is my 13th AGM for St. Michael's Nursery and probably the most well attended so thank-you. Who'd have thought a night at home on the computer would go down better than a night at the pub! If you can find it please take a moment to hit the applause button ..and show your appreciation for the committee, in particular for, Amy, Sal and Rhian.

Please also remember that as a community nursery we do rely on your support, both for the nursery and for the community as a whole. This year fundraising is going to be a challenge, so please if you can, offer your time it is honestly just as valuable.

## 2) Chair's Report (Amy Ward)

Covid has obviously had a massive impact this year. We have furloughed staff during the initial lockdown, but it was with excitement and planning that we were able to reopen in the summer, one of only two nurseries in the area to remain open throughout. We have made significant changes in the routine, but we also have not been able to have a new parents evening, or our normal fundraising activities. I am so proud to be part of such a strong and caring community.

Since our last AGM we have had a few staff changes. We still have a well-qualified staff team and a higher staff:child ratio than we need. We would like to thank those staff members for their energy, time and hard work over the years. They have cared for many children over the years and touched the lives of many families.

Fundraising has been hugely impacted by Covid this year. This includes some big fundraisers including the village party, Christmas fair, sports day – and all these things add up to a significant impact on the nursery.

We have also missed out on some of the nursery social events including the mothers pamper evening, easter events, Christmas wreath making etc. During lockdown we did a few lockdown initiatives. A huge thank you to Kate and Mark in helping to organise and coordinate the quiz which covered the leavers party expenses with some money to spare. Kate also fundraised for the nursery with her "paint your own biscuits" which was a great hit. We also raised money from the gingerbread men, and also from Anne Weaver who raised money with marmalade for the nursery.

Moving forward with fundraising, we are hoping the village fete may be able to run in 2021. If anyone would like to be on this committee with me (wine and food tasting included!) please let me know.

The nursery and school are very valued in the local community. There are plans for a balloon challenge, Christmas hamper and possibly a cookbook in the new year.

Repairs to the nursery: We arranged funding for the astroturf replacement, unfortunately due to our sponsor leaving the company this was paid for by the nursery. They did however fund the new shed. Thank you to Sal in applying for grants, we secured £5000 from Mole Valley for Covid-related amendments to the nursery setting, including new permanent outdoor hand-washing facilities.

There is a voluntary contribution of £5 per forest school session which remains in place.

Parent survey: this is normally done at the end of the academic year, in view of covid this was not appropriate to do this summer. We will undertake this at the end of this academic year.

### 3) Treasurers Report (Sal Burgess)

Despite the CoVid19 pandemic, the outcome for the nursery's finances at the end of the 19/20 academic year was positive, breaking even on expenditure vs. income.

This was largely down to higher public funding than initially anticipated; being able to cover lost parent fees with the Coronavirus Job Retention Scheme to selectively furlough staff; making savings in our running costs; and the immense generosity of both our nursery and local communities in rallying around to fund-raise, make donations and offer us support in-kind.

#### **Income**

The nursery's total income for the academic year ending 31<sup>st</sup> of August 2020 was £116,416.32. This exceeded the previous year by £7,482.88.

We had a very successful Christmas Fayre: raising over £2,500. We also received Surrey County Council funding was higher than expectations this year due to: a) more children turning 3 earlier in the year and qualifying for early years funding and b) grants provided for a few children who needed 1:1 support. Once the costs for those 1:1 staff are netted off (through the expenditure account), the increase in SCC funding is not as apparent. Per pupil funding also increased mid-year to a £4.72 per hour (from £4.65); this still does not cover per child per hour costs alone.

Because more children turned 3 earlier in the year in 19/20, parents' fees were projected to be c.£10k lower than the previous year. These fees are higher per hour to cover the gap between local authority funding rates and our overheads plus educational resources.

From March onwards:

In March, with the first lockdown due to the pandemic, things looked bleak. We faced loss of parent's fees and fundraising activities for the rest of the academic year, and were looking for any means to cover our overheads. It wasn't clear for a while whether we would receive local authority funding or be eligible for HMRC-based support schemes. As a community-based nursery we did not want to cut staff base pay if it could be avoided, wished to top-up pay for those who were furloughed, and yet without charging parents for childcare that they were not receiving.

The Nursery still received public early years funding for over 3 year olds.

Qualification for the Coronavirus Job Retention Scheme, so we could furlough some of our staff, was very convoluted, because we already receive public funding. Our intention was to use the scheme to solely cover the loss of the fees which would have been paid by parents (c.£5k) to adhere to a principle of not making money from the pandemic – and in this is we were successful.

The lack of fundraisers in 2019/20 was significant – the loss of the village fete alone can mean potentially upwards of £3k in fundraising losses – half of our desired annual fundraising. To put this figure into context, our basic overheads (staff time, rent, bills) comprise 90-95% of our annual budget, before we buy or replace educational resources or pay for out-of-the-ordinary maintenance. Fundraising therefore supports more than half of the nursery's disposable income.

We were unable to run any further in-person fundraisers in 2020 (including for the 2020/21 financial year). We had fantastic support from the local community: good turnout for an online quiz (£341), painted cookie fundraising from a parent who is a professional baker (£150), Bag2School collection, and

donations from the Aya Boutique (£550), Mickleham Parish Council (£500), and parents of nursery leavers (£900). In total the nursery was grateful to receive over £3.2k in fundraising and £2.4k of donations in 2019/20.

### **Expenditure**

Overall expenditure was up £7,758.19 on the previous year; but at £104,120.17, well within our income.

Staff wages are always the largest part of our budget c.80%, because the staff team are our most important resource.

The increase in our expenditure was largely due to increased staff costs due to 1:1 support for some vulnerable children, off-setting some of that increase in Surrey Funding.

Training costs were slightly higher than expected because of a number of new staff at the start of the year.

From March onwards:

We ensured that our staff team were supported and that their base pay did not decrease because of the pandemic, but we did save a little on the monthly pay bill because the team were not claiming additional hours, often worked to complete Termly reports, Tapestry etc.

We also saved on the rent, as Mickleham Village Hall waived the rent for the period during which the nursery was closed and while the nursery was providing care for a few eligible children (vulnerable children and those of key workers). They have also offered us a rent reduction of 25% from June 2020 to May 2021.

The generosity of those who donated, who fundraised and who helped reduced our costs allowed us to not just balance the books and ensure that we had resources for the children, but to also ensure that we could fund essential maintenance work this summer on the sandpit and outdoor play area, while children were absent and before the weather turned. Without which the area may well have become unusable and unsafe over the winter period, devastating for an outdoorsy nursery. Invoiced after the work was completed in early September, most of those costs were not reflected in the 2019/20 books although the money was raised in that year – hence the higher than anticipated net gain.

**Net gain for 2019/20: £12,296.15**

### **Reserves & Financial Health**

Cash in the bank reserves are good, following a couple of good years in 2018 and 2019 for fundraising and one-off large donations, at £66,237.27 to be carried forwards, this puts us in a good position to weather whatever comes next with the pandemic. This is up from £ 53,941.12 last year.

The Committee maintains a strategy of holding at least £20k in cash, and deploying remaining net income to invest in the educational purposes and infrastructure of the nursery.

The advice of the outgoing Treasurer at the previous AGM in Jan 2020 had been to find opportunities for investing some reserves to ensure the future of the nursery. We are currently facing a future which is hard to forecast: it is impossible to say whether we will face further pandemic-based restrictions and whether parents will again withdraw their children; whether registration numbers for nursery in September 2021 will be as high as usual; whether we will be able to hold our big fundraisers during 2021; and - if we do face these future funding uncertainties - whether the local community will be able to keep on supporting the nursery in the way that they did in 2020. As such, the nursery committee agreed to postpone these decisions in the near term and develop a set of scenarios to help review and

revise our re-investment policy. We hope to be in a position to make re-investment decisions by the end of the 20/21 academic year.

**Focus for the coming 12 months**

- Review of staff salaries with comparable settings against “grades” (i.e. training level and/or experience).
- Review of parental fees for the year after 20/21 (these were last increased from £7 to £7.50 in September 2018 for the 2018/19 academic year).
- To continue to explore grant applications to support funding for the nursery
- To consider how best to invest the nursery’s excess reserves back into the infrastructure and services provided by the nursery, ahead of greater stability following the pandemic.

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		

**St Michael's Community Nursery: Annual Accounts 2019/20**

Type	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Total 2019/2020	Budget FY20	Act. V. Bud
<b>Income</b>															
Fees															
* Surrey County Council funding	£ 12,785.40	£ 7,735.50	£ 1,985.55		£ 10,801.43	11,246.37	£ 4,251.10	£ 15,524.90	13068.15	923	£ 169.92	£ 3,216.52	£ 81,707.84	£ 75,000.00	109%
* Parent fees	£ 1,132.50	£ 4,312.50	£ 4,522.50	£ 1,237.50	£ 120.00	3,862.50	£ 3,076.25	£ 210.00	£ 1,230.00	£ -	£ 540.00	£ 70.00	£ 20,313.75	£ 26,000.00	78%
* Forest School	£ 110.00	£ 830.00	£ 700.00		£ -	£ 660.00	£ 295.00	£ 60.00	£ -	£ -	£ -	£ -	£ 2,655.00	£ 4,000.00	66%
Grants and Vouchers					£ -	£ -	£ -	£ -	£ 1,262.68	£ 1,817.04	£ -	£ 1,831.11	£ 4,910.83	£ 1,200.00	409%
Restricted Grants					£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
Fundraising		£ 170.00	£ 2,322.75	£ 368.00	£ -	£ 43.63	£ -	£ -	£ -	£ 341.00	£ -	£ 16.47	£ 3,261.85	£ 4,500.00	72%
Sale of Uniforms			£ 15.00	£ 170.00	£ -	£ -	£ -						£ 185.00	£ 200.00	93%
Donations		£ 650.00		£ 250.00	£ -	£ -	£ -	£ 150.00	£ 5.00	£ 10.00	£ 1,650.00	£ 352.05	£ 3,067.05	£ 1,000.00	307%
Other Income	£ 270.00		£ 45.00		£ -	£ -	£ -						£ 315.00	£ -	
<b>Sub total income</b>	<b>£ 14,297.90</b>	<b>£ 13,698.00</b>	<b>£ 9,590.80</b>	<b>£ 2,025.50</b>	<b>£ 10,921.43</b>	<b>£ 15,812.50</b>	<b>£ 7,622.35</b>	<b>£ 15,944.90</b>	<b>£ 15,565.83</b>	<b>£ 3,091.04</b>	<b>£ 2,359.92</b>	<b>£ 5,486.15</b>	<b>£ 116,416.32</b>	<b>£ 101,900.00</b>	114%
<b>Expenditure</b>															
Staff Salaries	£ 7,449.94	£ 7,349.26	£ 7,601.45	£ 7,686.39	£ 7,209.67	£ 6,957.75	£ 7,023.87	6,447.58	5851.92	6720.34	£ 6,540.18	£ 6,867.32	£ 83,705.67	£ 80,000.00	105%
Employers NI	£ 212.27	£ 139.84	£ 201.15	£ 277.64	£ 14.00	£ 82.38	£ 16.26	190.28	636.28	636.08	£ 165.06	£ 256.95	£ 2,828.19	£ 6,000.00	47%
Pension		£ 217.35		£ 126.94	£ 125.10	£ 250.20	£ 112.68	£ -	£ 189.82	£ -	£ 178.48	£ -	£ 1,200.57	£ 1,450.00	83%
Training Costs	£ 330.00				£ -	£ 1,932.00	£ 174.88	£ 626.05	£ -	£ -	£ 50.00	£ -	£ 3,112.93	£ 1,500.00	208%
Staff Uniforms					£ 85.78	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 85.78	£ 750.00	11%
Recruitment/Advertising			£ 51.50		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 51.50	£ 200.00	26%
ECERS equipment spend/Educational Resources	£ 5.00		£ 1,513.89	£ 64.86	£ 148.74	£ 89.62	£ 148.80	829.57	208.99	£ -	£ 103.14	£ -	£ 3,112.61	£ 3,000.00	104%
Expenditure for Restricted Grants					£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
Rent	£ 809.00		£ 693.00	£ 118.00	£ 749.56	£ -	£ 630.00	£ -	£ -	£ -	£ 420.00	£ -	£ 3,419.56	£ 4,500.00	76%
Maintenance/Premises	£ 532.85		£ 321.07		£ -	£ -	£ -	£ 19.45	£ -	£ -	£ 1,366.55	0	£ 2,239.92	£ 1,000.00	224%
Insurance					£ -	£ -	£ 799.58	£ -	£ -	£ -	£ -	£ -	£ 799.58	£ 800.00	100%
Stationery			£ 31.93	£ 145.14	£ -	£ -	£ 12.81	£ 18.86	£ -	£ -	£ -	£ -	£ 208.74	£ 300.00	70%
Telephone	£ 59.36		£ 63.76	£ 60.79	£ 57.59	£ 59.86	£ 60.62	£ -	£ 79.64	£ 59.51	£ 63.90	£ 59.54	£ 624.57	£ 720.00	87%
Other Bills/Fees			£ 154.58		£ -	£ -	£ 211.13	£ 438.04	£ -	£ -			£ 803.75	£ 800.00	100%
Chickens			£ 114.95		£ -	£ -	£ -	£ 168.98	£ -	£ -			£ 283.93	£ 200.00	142%
Provisions					£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 150.00	0%
Fundraising Expenses			£ 512.01		£ -	£ -	£ -	£ 134.78	£ -	£ -	£ -	£ -	£ 646.79	£ 500.00	129%
Miscellaneous Expenses			£ 20.48		£ -	£ -	£ 27.99	£ -	£ 627.75	£ 35.00	£ 284.86	£ -	£ 996.08	£ 100.00	996%
<b>Sub total Expenditure</b>	<b>£ 9,398.42</b>	<b>£ 7,706.45</b>	<b>£ 11,279.77</b>	<b>£ 8,479.76</b>	<b>£ 8,390.44</b>	<b>£ 9,371.81</b>	<b>£ 9,218.62</b>	<b>£ 8,873.59</b>	<b>£ 7,594.40</b>	<b>£ 7,450.93</b>	<b>£ 9,172.17</b>	<b>£ 7,183.81</b>	<b>£ 104,120.17</b>	<b>£ 101,970.00</b>	102%
<b>Net gain/loss</b>	<b>£ 4,899.48</b>	<b>£ 5,991.55</b>	<b>£ 1,688.97</b>	<b>£ 6,454.26</b>	<b>£ 2,530.99</b>	<b>£ 6,440.69</b>	<b>£ 1,596.27</b>	<b>£ 7,071.31</b>	<b>£ 7,971.43</b>	<b>£ 4,359.89</b>	<b>£ 6,812.25</b>	<b>£ 1,697.66</b>	<b>£ 12,296.15</b>		
<b>Ledger</b>	<b>£53,941.12</b>	<b>£58,840.60</b>	<b>£64,832.15</b>	<b>£63,143.18</b>	<b>£56,688.92</b>	<b>£59,219.91</b>	<b>£65,660.60</b>	<b>£64,064.33</b>	<b>£71,135.64</b>	<b>£79,107.07</b>	<b>£74,747.18</b>	<b>£67,934.93</b>	<b>£66,237.27</b>		
<b>HSBC account</b>	<b>£58,840.60</b>	<b>£64,832.15</b>	<b>£63,143.18</b>	<b>£56,688.92</b>	<b>£59,219.91</b>	<b>£ 65,660.60</b>	<b>64064.33</b>	<b>71135.64</b>	<b>79107.07</b>	<b>74747.18</b>	<b>67934.93</b>	<b>66237.27</b>			
<b>Difference</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>			

## St Michael's Community Nursery: Year End Summary 2019/20


Income	Actual 2018/2019	Actual 2019/2020	Budget FY20	Act. V. Bud	Explain variance between budget and actuals
Fees					
* Surrey County Council funding	£ 63,353.21	£ 81,707.84	£ 75,000.00	109%	Maximised funded hours, so that funding eventually received was higher than originally anticipated.
* Parent fees	£ 33,302.88	£ 20,313.75	£ 26,000.00	78%	Lost c.£4k in parent nursery fees
* Forest School (voluntary contribution)	0	£ 2,655.00	£ 4,000.00	66%	Lost up to £2k in forest school contributions
Grants and Vouchers	£ 1,207.80	£ 4,910.83	£ 1,200.00	409%	CJRS grants made up the shortfall in parents fees
Restricted Grants	0	£ -			
Fundraising	£ 4,294.09	£ 3,261.85	£ 4,500.00	72%	Unable to hold summer fundraisers, but had a successful Christmas Fayre in Nov 2019, online quiz and individual fundraisers
Sale of Uniforms	£ -	£ 185.00	£ 200.00	93%	
Donations	£ 6,775.46	£ 3,067.05	£ 1,000.00	307%	Donations in the summer term as a result of local publicity - in particular from Ava Boutique, Mickleham parish and parents
Other Income		£ 315.00	£ -		
Unidentified Income		£ -			
<b>Sub total income</b>	<b>£ 108,933.44</b>	<b>£ 116,416.32</b>	<b>£ 101,900.00</b>	<b>114%</b>	<b>So better outcome on income streams than expected</b>
Expenditure	Actual 2018/2019	Actual 2019/2020	Budget FY20	Act. V. Bud	
Staff Salaries	£ 74,547.68	£ 83,705.67	£ 80,000.00	105%	Staff not claiming extra hours during April-July period due to furlough while we only had vulnerable children in, and then reduced days due to bubbles. The result was a saving against the usual monthly payroll.
Employers NI	£ 4,956.82	£ 2,828.19	£ 6,000.00	47%	SMP was offset against HMRC PAYE/NIC bill
Pension	£ 1,497.34	£ 1,200.57	£ 1,450.00	83%	
Training Costs	£ 1,263.00	£ 3,112.93	£ 1,500.00	208%	Half of the team are new, so this year has incurred higher than usual training costs.
Staff Uniforms	£ 755.78	£ 85.78	£ 750.00	11%	
Recruitment/Advertising	£ 60.00	£ 51.50	£ 200.00	26%	
ECERS equipment spend/Educational Resources	£ 2,231.33	£ 3,112.61	£ 3,000.00	104%	
Expenditure for Restricted Grants	£ -	£ -	£ -		
	£ 4,047.98	£ 3,419.56	£ 4,500.00	76%	Rent saving
Maintenance/Premises	£ 998.64	£ 2,239.92	£ 1,000.00	224%	Sandpit and astroturf need replacing - H&S issues and must be done over the summer holiday period with no children present
Insurance	£ 724.35	£ 799.58	£ 800.00	100%	
Stationery	£ 346.90	£ 208.74	£ 300.00	70%	
Telephone	£ 617.30	£ 624.57	£ 720.00	87%	
Other Bills/Fees	£ 751.00	£ 803.75	£ 800.00	100%	
Chickens	£ 40.20	£ 283.93	£ 200.00	142%	
Provisions	£ 54.22	£ -	£ 150.00	0%	
Fundraising Expenses	£ 687.55	£ 646.79	£ 500.00	129%	
Miscellaneous Expenses	£ 2,781.89	£ 996.08	£ 100.00	996%	
<b>Sub total Expenditure</b>	<b>£ 96,361.98</b>	<b>£ 104,120.17</b>	<b>£ 101,970.00</b>	<b>102%</b>	<b>More savings on expenditure than anticipated</b>

### Surplus/Deficit

	£ 12,571.46	£ 12,296.15	-£ 70.00
HSBC account balance brought forward	£ 41,369.66	£ 53,941.12	
HSBC account balance carried forward	£ 53,941.12	£ 66,237.27	

### Audit Statement

I have reviewed the accounts for St Michael's Community Nursery for the year ending 31<sup>st</sup> of August 2020. In my opinion the accounts give a true and fair view of the income and expenditure of the Nursery for the year end and the assets held at the balance sheet date.



Chris Budleigh, Hon Auditor.

Approved by the committee and signed on behalf by:



Amy Ward, Chair.



Sally Burgess, Treasurer.