



Trustees' Annual Report for the period

From 01/09/2021

To

31/08/2022

Charity name: St Michael's Community Nursery

Charity registration number: 1022982

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>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.</p> <p>Aims:</p> <p>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:</p> <p>(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;</p> <p>(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 area;</p> <p>(c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.</p>
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	<p>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.</p>

		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	
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<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	<p>At the end of the period 01/09/2021 to 31/08/2022 the Nursery had:</p> <ul style="list-style-type: none"> • Received income of £114,135.04 • Made expenditure of £110,479.21 • Net (gain) for the year of £3,655.83 • Carried forward a bank balance of £90,606.00 into the next financial year (Sept22-Aug23).
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The Committee reviewed the nursery's financial controls and reserves policies (in 20/21) in the light of the pandemic: we had placed re-investment of reserves into the educational purposes and infrastructure nursery on hold the previous year due to pandemic-related funding uncertainties (such as further unforeseen temporary closures).</p> <p>The policy has been developed in line with guidance issued by the Charities Commission and the Pre-School Learning Alliance; and aligned with reserves policies held by other nurseries.</p> <p>The policy was developed with scenarios in mind which could require large unforeseen expenditure: for example, large maintenance or operational costs in excess of budget; an unexcepted fall in income while nursery adapts its funding model; and large fluctuations in cash flow. The reserves policy covers, in the worst-case: costs of closure and redundancy, plus between 3-6 months of running costs to cover other scenarios.</p>
Amount of reserves held	Para 1.22	<p>The Nursery's reserves to be held covers, in the worst-case: costs of closure and redundancy, plus between 3-6 months of running costs to cover other scenarios. At this time, this equates to a range of £45,000 to £70,000 (to be held). Cash carried forwards at the end of FY21/22 exceeds the range to be held in reserve. Investment back into the Nursery of funds in excess of this range, is being planned and implemented by the Nursery Committee. See Treasurers report annexed to this TAR for further details.</p>
Reasons for holding zero	Para 1.22	N/A

reserves		
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	<p>The Nursery receives funding from:</p> <ul style="list-style-type: none"> • The local authority (Surrey County Council) per child per hour for children eligible for public funding; • Parents pay fees for children not eligible for public funding (those under 3) (or where funded children are exceeding their funded hours); • Voluntary contributions from parents for our forest school lessons; • Donations; • Fundraising by the parent-led committee of volunteers (Christmas Fayre, village fete, ad-hoc events, etc).
Investment policy and objectives including any social investment policy adopted	Para 1.46	The nursery maintains a policy of reinvesting additional reserves to ensure the continued functioning and future of the nursery, whether this be in the form of staffing and training, infrastructure or educational resources.
A description of the principal risks facing the charity	Para 1.46	Should there be a fall in children registering for the nursery, our funding will decrease.
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 the 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

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

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

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (Optional information)

Hilary Budd (Manager)

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 01/09/2021-31/08/2022

Managers' Report

Last year's AGM report continued to have a Covid 19 focus as had the 2020 report. Now in 2022, we are living with this new virus, the staffing challenges have reduced, but some procedures will continue. Regular handwashing and monitoring ventilation are two elements that we hope will support a healthy environment. Interestingly, I would suggest that we have already had an increase in children off for

sickness this year on last.. but we will continue to monitor this.

Our year started with creating entries for the Horticultural show, for the committee it started with creating cakes to be served at the Horticultural show. As the term progressed, we celebrated Halloween, bonfire night and remembrance. Being a community nursery, being involved in community events is really important. We benefit from making connections, new networks, from financial support. Having a strong community connection develops our cultural capital.. as we participate in family traditions our children's experiences are broadened and enriched through a wide range of opportunities.

Opportunities such as being involved in a new creativity project. 'Making and believing' We had visual artist Charlie Betts and musician Kate Combetti deliver 10 creative sessions up to Christmas. The highlight was probably having access to children's violins, but there were many other experiential opportunities for our children too. As part of the project, we have also had two travelling interactive theatre shows this last academic year, and have also booked one for the forthcoming year at a discounted rate.

As Christmas approached, we started to write our reflection reports, staff had noted that children's knowledge of shapes needed some input, in response we had particular shapes focus for several weeks, noting shapes both within the nursery and when out on local walks. We junk modelled and used construction resources to reinforce our learning.

The nativity was the ever popular Humph the camel..which was challenging to say even for our most advanced speakers!

In the new year we had a focus on healthy eating; and whilst creating multiples of Pizza may not have appeared 'healthy', the general idea was to try new vegetables, be interested in food and talk about and experience creating their own lunches. Oral health is specifically highlighted in the EYFS, and was a natural follow on from healthy eating, as was learning about Dr's and hospitals, which also followed a particular child's specific interests.

We had a week of bird spotting and using tally sheets to count birds, then created an amazing new dragon head for our Chinese New Year celebrations, before we celebrated the Winter Olympics. Our curling creation was particularly inventive, and we made up lots of work outs for specific winter sports.

We then had a somewhat random week of Wizard of Oz activities, making tin men from tins.. creating junk DNA pictures, following a yellow brick Rd, and exploring wind toys.. luckily none of us were swept up in a tornado.

The interest in acting out stories led to a week of bear hunt activities with tuff spots filled with squelching mud, and dark dens with bears, then Owl Babies which seamlessly flowed into mothers day. I do hope our bead key rings are still going strong.

It was now Comic relief time of year and children participated in red nose obstacle courses!

It's Spring, which means chicks very cute, then a bit pongy and sadly now been eaten by the fox. But lots of learning about how to care for animals, lifecycles, new life and Easter.

After the Easter holidays the children helped to create a St. Georges day display, lots of role play with knights' castles and people to be rescued. Traditional nursery rhymes and there was a princess circle

songs.

We welcomed Olga and Misha into our community, and I would like to thank all those that were able to help Olga settle in, offering lifts and playdates for Misha. Writing this report has reminded me to send Olga a message of our very best wishes.

We created a glue table, which was a very popular idea and allowed the children to revisit and explore how glue, moves, dribbles, runs and falls. How items connect and interlock together, It was a very therapeutic place to play, for adults too! and we eventually painted the whole creation turning it into another world, as we also explored space. We will have another glue station out soon.

Numbers and number rhymes became a new focus as we approach the summer and then we celebrated the Jubilee, children-built carriages with our large loose parts, decorated paper crowns, had dollies tea parties and learnt a new jubilee song.

Fathers came along to enjoy a bacon bap for Father's Day celebrations and we started to practice for our end of term show: *The Enormous Turnip*.

We had a few 'too hot' weeks noticing the difference the removal of a few ash trees made to the shade in our garden. Lots of water play and swimming costumes.

The summer horticultural show was fast approaching, more cakes and refreshment service from our committee, and we created a stunning display of symmetry butterflies. We also ordered some caterpillars and enjoyed watching them grow and turn into butterflies.

Our year ended with two sports days, our end of term show, and leavers party. Such events could not happen or run so smoothly without the support of parent helpers and our committee members. Thank you for your support this year.

Staff have attended more training, a mixture of face to face and some still via Zoom/Teams. Autism specific training, speech and language support, we have two staff members completing level 3 Forest School training and one is currently almost completed ELSA (Emotional Literacy Support) training.

As the nursery moves into a potentially new phase. possibly changing our hours and welcoming more two-year olds in order to support some parents returning to work, it is really important that you as parents let us know what changes will help you. We are limited in what we can offer as there are some logistic restrictions, but your feedback and updates will be helpful move onto a new phase.

Exciting and I'm sure challenging times ahead!

Chair's Report (Miranda Masters)

Since the last AGM in November 2021 was held, the nursery and our community has been re-adjusting to life without Covid restrictions. Verity Herring and I were both elected this time last year and hit the ground running with our first challenge of organizing the Christmas Fayre, with some Covid rules hanging in the balance and whilst never having attended a previous St Michael's Christmas Fayre before!

It was a great success and was lovely to see our Nursery Community re-connect, as well as bringing the

wider local community together for a social event. One that many of us had not been to for some time! We had lots of lovely comments from local residents that they had a great time too. It was clear that people had really enjoyed coming back together as a community.

The Committee were on hand at the end of the Christmas term to provide well needed hot drinks and mince pies at the Nursery Nativity which was held on the grass outside nursery due to the on-going restrictions.

The Spring term allowed the Nursery and Committee to start to re-adjust to life as we had perhaps once known it whilst still dealing with the challenges of Covid. Staff and families continued to report positive cases, which brought with it the challenges of trying to limit the spread and manage the staffing levels. The Committee put together some contingency plans to support the management of staffing levels and so Nursery families were clear on our policies. These included how families would be charged if their child was absent or held off due to family Covid cases, throughout a very confusing period, post official lockdown and whilst rules were fairly woolly!

It was a challenging time, which was then complicated further still in March, with the start of the war in the Ukraine. The Nursery community once again came together to show their overwhelming support for those who needed it – by donating what they could for a shipment of essential items, that was sent over to the Ukraine. Nursery staff were fantastic and reassured children by talking about the news in a compassionate and appropriate way.

The Committee decided at this point to hold an exceptional mid-year pay review to support our hardworking staff and the rapidly increasing living costs that were emerging from the crisis. Our wonderful nursery staff are by far its **best** asset. Hilary and the team did an outstanding job of navigating these very challenging times and all credit goes to them for doing so, with limited disruption to the children's usual routines!

By the start of the Summer Term, the country and our Nursery community was beginning to look forward again and prepare for Queen Elizabeth's diamond jubilee! The nursery marked the occasion with fun activities for the children and we created a "Jubilee Tea Towel" incorporating a picture or thumb print from each child with their names! These went down a storm and sold brilliantly, which when we look back now, provided not only additional funds for the Nursery but also a permanent marker in our households to commemorate a well-loved Monarch who dedicated her life to helping others!

At the start of July, the Nursery Committee was once again asked to provide a tea and cake stand at the Mickleham and Westhumble Horticultural Society Summer show. Refreshments went down well in the sweltering weather we were experiencing at the time! All money made was retained by the nursery.

Throughout the remainder of the summer term, lots more hot weather provided the opportunity to hold an ice cream sale and summer raffle, which were well supported by parents.

At the beginning of this academic year, we welcomed Zoe Hampton as a part time member of staff at the nursery, following Elaine and Gemma having moved on at the end of the summer term. Zoe has settled in really well and has done a super job supporting the children who are very fond of her. The Committee will continue to work closely with Hilary to ensure staffing numbers are appropriate for the

current cohort of children.

The Committee meetings held this Autumn term, have primarily focused on three main themes. The first has been to discuss and plan how to best spend the financial reserves which need to be re-invested into the Nursery. We took the decision to do this using the Moscow Analysis – Must do – Should do – Could do – Won't do. Some exciting suggestions came to light including acquiring a Nursery Tortoise, more links with local projects and more visitors to the Nursery, alongside some essential long term maintenance works that will need to be carried out during the course of the year.

The second was to review and implement a new pay structure for all Nursery staff to reflect the skills and experience that each member of staff holds. This has now been confirmed and going forward will ensure that staff members are appropriately remunerated for the skills and expertise that they bring to their roles, whilst also offering room for growth and career development. Huge thanks to Sal for leading on this project!

The other piece of work that is currently being undertaken by the Committee, for the forthcoming year, is the consultation around extending the Nursery's hours. You will have seen that a Survey Monkey questionnaire has been circulated to gain parents views. These will be invaluable to the Committee in deciding the most financially viable and practical options going forward. Thank you to everyone who has responded. We will keep you up to date with any decisions once the results have been collated and evaluated.

All the money which has been raised at community events has been of huge benefit to the nursery and by far the biggest fundraising contribution was the Christmas Fair this year. The village really values the presence of the Nursery and School in the community. As more community events continue coming back into the Annual Calendar, St Michael's Nursery will continue to support them and hope that in turn the community will support our future events too.

Treasurers Report (Sally Burgess)

Special thanks to Izzy and Becky (volunteer committee members) performing essential functions of book-keeping and payroll respectively, without which the nursery literally could not receive or pay out funds and wages.

The outcome for the nursery's finances at the end of the 20/21 academic year was positive, with savings on expenditure resulting in a small **net surplus of £3,655.83**.

Nursery has cyclical finances, traditionally seeing a net surplus every other year and a net deficit in the intervening years. The past few years have been an exception to this rule (with year-on-year increases, partly due to some large donations in 2019, then a sensible approach to determining funding at the end of 2020 from the local authority, following covid lockdowns and making savings on our running costs – intensely aware of potential issues related to the Covid19 pandemic). The small net increase this year may be a return to that one-off two-year cycle.

Our strong book-keeping support meant that the accounts passed audit still using our new system to keep, securely file and audit the accounts online. We now have a more resilient system and a set of records which will allow new (volunteer) officers to step in and more easily pick up the reins.

Income (£114,135.04)

The nursery's total income for the academic year ending 31st of August 2021 was £114,135.04, almost on forecast, yet lower than the previous year's income by £9,856.32.

Public authority funding (£74,430.56) and parent fees (£30,275.59).

Surrey County Council funding was slightly lower than last year, when it had been unusually high due to their post-Covid approach to funding Early Years provision (for the first term) at the same rate as the Autumn Term for the previous year. Surrey CC funding per child per hour increased from April to £4.87 per hour (from £4.72); this still does not cover per child per hour costs alone.

We also saw a small amount in grants provided for a few children who needed 1:1 support. Although once the costs for those 1:1 staff are netted off (through the expenditure account), the increase in SCC funding is not as apparent.

These fees need to be higher per hour to cover the gap between local authority funding rates and our overheads.

We again received a greater proportion of the voluntary contribution for forest school costs than budgeted (for which the usual estimate is to receive 50% of that billed): £4,402.14

Fundraising (£3,910.81)

The first Christmas Fayre in two years raised £1,889.80: largest net gains from the raffle and the toy stall. The "café" also saw high takings and although it comes with higher expenses, it is a really valuable part of the Fayre for people to pause and take a break between activities and avoids a "lunchtime slump" in footfall. Other fund-raising included:

- Horticulture Society Teas £290.85
- Village Christmas card £150
- Christmas Play Teas: £65.70
- Tea Towels: £240
- Horticultural Show Cake Sale: £253.40
- Ice Cream & Raffle: £116.45
- Gingerbread People: £130

To put these figures into context, once our basic overheads (staff time, rent, bills) are netted off, 5% of the nursery's annual budget remains for educational resources or unforeseen expenses like out-of-the-ordinary maintenance. Annual fundraising often doubles this, providing around half of the nursery's disposable income.

Expenditure (£110,479.21)

Overall expenditure was **up by £7,200.75 on the previous year; at £110,479.21**

Staff budget (£79,930.69)

Staff wages are always the largest part of our budget, often c.80%, because the staff team are our most important resource. This year saw a slight reduction in staff costs, with a slightly smaller staff team; this was offset by an increase in our Employers PAYE/NI bill as more staff qualified for PAYE.

Training costs were lower than forecast but higher than last year at £2, 895 with new members of the team and a requirement for forest school training as the most significant reasons. This budget will be

increased this year as one use of the reserves: autism, speech therapy, and ELSA training offers all being taken up.

National Insurance

Our NI/PAYE bill has increased, and our auditor has suggested that we explore whether we are eligible for an annual rebate of £3-4,000 in *Employment Allowance* and – if eligible - we may be able to backdate this for up to 4 years.

Rent

Rent is back to its usual levels (£3,574.23) following a rebate from Mickleham Village Hall in 20/21.

Reserves & Financial Health

Cash in the bank reserves are good, following a few good years for fundraising and one-off large donations, at **£90,606.00** to be carried forwards. This is slightly higher than (**£86,950.17**) last year.

Re-investment of reserves into the educational purposes and infrastructure nursery had been placed on hold for the previous two years due to pandemic-related funding uncertainties.

The financial reserves policy agreed in 20/21, allows the Nursery to retain reserves to cover closure and redundancies, and to cover between 3-6 months of running costs (for use in the event of emergencies). This aligns with guidance from the Charities Commission, and from the Pre-School Learning Alliance for early years providers.

The Nursery now has at least £20,000 of excess reserves which need to be deployed back into the infrastructure and resources of the nursery. The Committee have been considering how best to use the excess reserves for the maximum benefit. A range of ideas were tested and put through a MoSCoW analysis (Must, Should, Could, Won't) and are now being costed up and taken forward. This includes putting funds aside specifically ear-marked for larger scale work to the premises which will be needed in a few years (large play and climbing equipment in the garden) and increasing the staff training budget.

Must	Should	Could	Won't
Remedial works to garden: - gingerbread house and fence painting, -Outdoor maintenance. Immediate need to replace fence and weather seal sleepers.	Programme of external teaching activities: Outside teachers, external clubs Sports, mediation, yoga Training with dogs Drama and trips to field centre/Patchwork and bus and a train.	SEN/safeguarding online system (to record and monitor) - suggestion "CPOM"	'text to parents' system Need a way to contact parents effectively which would then hopefully get parents more involved.
Commission 10-year plan for maintenance, improvements to the garden. Ring-fence this funding.	Staff facilities: bike rack, stress balls	New animals - needs research	Forest School Equipment (at this time)

Chicken coop maintenance	Sensory aids: snuggle chair? Dark den equipment like bubble tubes...		
Office supplies: shelving unit, shredder, laminator			
Incorporation costs			

Policy updates and progress

Our **financial policy** was reviewed in line with Charities Commission guidance.

Our **reserves policy** was reviewed (as an annex to the Finance policy).

A review of Parents fees was implemented from September 2021 (as above).

Pensions: Staff were re-enrolled into the Nursery's pension scheme as per the 3-yearly regulatory requirement.

Staff pay was reviewed twice in 21/22:

1. An exceptional pay review at mid-year in the light of the emerging Cost Of Living Crisis. In effect to begin to pay part of the next annual rise 6 months early. At this point we made a pay increase across the board at least in line with inflation and to reflect the latest Real Living Wage.
2. Annual pay review in September as usual, sought to reflect cost of living increases to the extent the Nursery could afford this. We also re-aligned the pay-scale to fairly reflect Qualifications and Experience, vs the Responsibilities of specific Nursery roles. As a component of that we also made the Manager's post a salaried role.

We did not adopt a formal pay policy this year. Informal principles for nursery pay were considered. We aspire to support our staff to the extent that the pay scale starts at the Real Living Wage; ensure that wages and benefits are a fair reflection of pay across the sector and yet is also locally competitive; and we would like to be able to award pay increases in real terms. A formal pay policy was not adopted because of the number of factors outside our control. Despite this, the core committee will continue to bear these principles in mind and apply them as far as possible with each pay review.

Focus for the coming 12 months/Forward look

- To continue to consider investment options for the nursery's excess reserves back into the infrastructure and services provided by the nursery, and to implement these.
- Considering change in nursery hours and introducing the options for parents to claim up to 30 hours, and what conditions we place upon that. Including analysis of impact on wages, pensions and rent.

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)	Sally Jill Burgess	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	22/06/2022	

Financial year commencing September:	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Total YTD (previous month end)	FY 21/22 Budget	% YTD
Type															
Expenditure															
Staff Salaries	6,449	6,218	6,154	7,190	6,111	6,214	6,571	6,508	7,007	6,534	8,194	6,781	£ 79,931	£ 85,000	94%
Employers NI	1,009	960	880	1,211	869	879	962	1,002	868	924	1,286	879	£ 11,729	£ 9,000	130%
Pension	259	264	135	-	135	270	135	-	282	-	141	141	£ 1,760	£ 1,500	117%
Training Costs	-	509	36	35	-	400	1,500	-	-	245	570	-	£ 3,295	£ 3,000	110%
Rent	604	-	551	150	321	-	-	630	688	630	-	-	£ 3,574	£ 3,500	102%
Stationery	5	26	-	198	-	-	96	-	-	184	-	-	£ 509	£ 600	85%
Staff Uniforms	-	-	419	-	240	-	-	-	-	-	-	-	£ 659	£ 400	165%
Insurance	-	-	-	-	-	-	-	990	38	-	-	-	£ 1,029	£ 900	114%
Recruitment/Advertising	-	-	-	-	-	-	-	-	-	-	-	-	£ -	£ 200	0%
ECERS equipment spend/Educational Resources	154	250	182	115	329	141	77	-	308	1,550	595	-	£ 3,701	£ 5,000	74%
Provisions	-	-	-	-	-	-	-	-	-	132	59	192	£ 382	£ 650	59%
Other Bills/Fees	-	-	-	-	-	280	-	-	101	-	-	-	£ 381	£ 800	48%
Telephone	76	50	75	75	75	76	75	84	82	82	83	82	£ 917	£ 850	108%
Bank charges	-	-	-	5	5	7	14	5	5	5	5	5	£ 56	£ 45	123%
Maintenance/Premises	-	-	-	-	-	-	-	-	186	94	-	1,488	£ 1,767	£ 10,000	18%
Chickens	-	-	-	-	-	-	-	-	-	159	-	-	£ 159	£ 200	79%
Fundraising Expenses	-	-	-	377	42	-	-	-	-	-	-	26	£ 445	£ 250	178%
Miscellaneous Expenses	-	-	40	45	5	60	-	-	-	35	-	-	£ 185	£ 200	93%
Expenditure for Restricted Grants	-	-	-	-	-	-	-	-	-	-	-	-	£ -	£ -	
Sub total Expenditure	8,556	8,279	8,472	9,401	8,131	8,326	9,430	9,219	9,564	10,574	10,932	9,594	£ 110,479	£ 122,095	
<i>of which Covid19 check</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>68</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>£ 68</i>		<i>0</i>
Income															
Fees	893	26,751	7,348	639	14,439	14,874	5,285	19,240	13,439	4,016	1,928	256	£ 109,108	£ 103,550	105%
* Surrey County Council funding	703	18,156	1,451	639	13,659	10,989	57	18,306	10,134	-	80	256	£ 74,431	£ 70,000	106%
* Parent fees	190	8,595	5,897	-	780	3,885	5,228	934	3,305	4,016	1,847	-	£ 30,276	£ 31,000	98%
* Forest School	-	-	-	-	-	-	-	-	-	-	-	-	£ 4,402	£ 2,550	173%
Grants and Vouchers	-	-	-	-	-	60	-	-	-	-	-	-	£ 60	£ 5,000	1%
Restricted Grants	-	-	-	-	-	-	-	-	-	-	-	-	£ -	£ 1,500	0%
Fundraising	336	-	220	329	75	1,954	-	-	55	141	252	660	£ 3,911	£ 5,000	78%
Sale of Uniforms	14	-	-	-	-	70	-	-	7	-	-	-	£ 91	£ 200	45%
Donations	-	-	-	25	250	-	656	-	12	22	-	-	£ 965	£ 1,000	97%
Other Income	-	-	-	-	-	-	-	-	-	-	-	-	£ -	£ -	
Sub total income	1,242	26,751	7,568	993	14,764	16,958	5,942	19,240	13,402	4,179	2,180	915	£ 114,135	£ 116,250	98%
<i>check</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>£ -</i>	
TOTAL net income	-£ 7,313	£ 18,472	-£ 904	-£ 8,408	£ 6,633	£ 8,632	-£ 3,488	£ 10,021	£ 3,838	-£ 6,395	-£ 8,752	-£ 8,679	£ 3,656		
<i>check</i>														<i>0.00 check</i>	
Ledger Balance at month end	79,636.69	98,109.08	97,204.93	88,796.47	95,429.20	104,061.28	100,572.79	110,593.73	114,431.55	108,036.94	99,284.74	90,606.00			
HSBC	£ 86,950.17	79,637	98,109	97,205	88,796	95,429	104,061	100,573	110,594	114,432	108,037	99,285	90,606	90,606	to be carried forward
Difference	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>			

St Michael's Community Nursery: Year End Summary 2021/22

Income	Actual 2020/21	Actual 2021/22	Budget FY21/22	Act. V. Bud	Explain significant variance between budget and actuals
Fees total	£ 112,431.41	£ 109,108.29	£ 103,550.00	105%	
* Surrey County Council	£ 77,196.21	£ 74,430.56	£ 70,000.00	106%	
* Parent fees	£ 30,875.20	£ 30,275.59	£ 31,000.00	98%	
* Forest School (voluntary contribution)	£ 4,360.00	£ 4,402.14	£ 2,550.00	173%	We are receiving a greater proportion of the voluntary Forest School fees than originally budgeted for since these were included as a sub-total within parents invoices and since Covid in particular.
Grants and Vouchers	£ 5,306.46	£ 60.00	£ 5,000.00	1%	Fewer grants applied for - we should look for further opportunities or assume a £0 budget in future.
Restricted Grants	£ -	£ -	£ 1,500.00	0%	Absorbed within SCC fees
Fundraising	£ 4,198.21	£ 3,910.81	£ 5,000.00	78%	Lower than expected, suggest a review of fundraising plans
Sale of Uniforms	£ 140.00	£ 90.50	£ 200.00	45%	Lower than expected
Donations	£ 1,723.00	£ 965.44	£ 1,000.00	97%	
Other Income	£ 192.28	£ -	£ -		
Unidentified Income					
Sub total income	£123,991.36	£114,135.04	£116,250.00	98%	
Expenditure	Actual 2020/21	Actual 2020/21	Budget FY21	Act. V. Bud	
Staff Salaries	£ 76,537.87	£ 79,930.69	£ 85,000.00	94%	On target, despite a mid-year exceptional pay review. Will increase in 22/23 after the usual annual pay review.
Employers NI	£ 8,776.75	£ 11,729.14	£ 9,000.00	130%	This has increased in the last two years. As suggested by last years audit, we have explored the possibility of us being eligible for a £4,000 annual rebate and are implementing that via the payroll now.
Pension	£ 1,414.17	£ 1,760.19	£ 1,500.00	117%	Budget will need to be reviewed as the Manager base pay (on which pensions contributions are calculated) is due to increase to align with her actual hours, and as her contract Ts&Cs move onto an annual salary rather than an hourly wage.
Training Costs	£ 179.58	£ 3,295.25	£ 3,000.00	110%	On target, significant training this year with some newer team members and more forest school qualifications. This budget should be increased to use some of the excess reserves in 22/23.
Rent	£ 1,659.00	£ 3,574.23	£ 3,500.00	102%	Check and review for 22/23: the rebate on rent came to an end mid-year.
Stationery	£ 549.19	£ 509.33	£ 600.00	85%	
Staff Uniforms	£ -	£ 659.00	£ 400.00	165%	Following a few years of not replacing them, uniforms were tired!
Insurance	£ 868.21	£ 1,028.56	£ 900.00	114%	Some additional clauses. Will need review w.r.t. change in nursery hours this year.
Recruitment/Advertising	£ -	£ -	£ 200.00	0%	
Educational Resources	£ 4,865.13	£ 3,700.72	£ 5,000.00	74%	
Provisions	£ 644.07	£ 382.48	£ 650.00	59%	
Other Bills/Fees	£ 662.00	£ 381.12	£ 800.00	48%	DBS check, Ofstead fees, payroll software charges, Zoom account
Telephone	£ 811.44	£ 916.54	£ 850.00	108%	
Bank charges	£ -	£ 55.57	£ 45.00	123%	Previously unseen!
Maintenance/Premises	£ 5,430.07	£ 1,767.23	£ 10,000.00	18%	Maintenance had a deliberately high budget in 21/22 as we looked to deploy the excess reserves that the nursery holds, but the plans are still being put in place. And for some large maintenance costs we will ringfence the funds for when the maintenance comes due (e.g. large play equipment in a few years)
Chickens	£ -	£ 158.77	£ 200.00	79%	
Fundraising Expenses	£ 106.00	£ 445.39	£ 250.00	178%	Mainly expenses for the Christmas Fayre - review
Miscellaneous Expenses	£ 774.98	£ 185.00	£ 200.00	93%	
Expenditure for Restricted Grants	£ -	£ -	£ -		
Sub total Expenditure	103278.46	£ 110,479.21	£122,095.00	90%	Discrepancy is largely down to not having yet spent the maintenance budget.
of which Covid-related	£1,861.69	£68			
Surplus/Deficit		£3,655.83			
HSBC account balance brought forward	£86,950.17				

HSBC account balance
carried forward

£90,606.00

Audit Statement

I have reviewed the accounts for St Michael's Community Nursery for the year ending 31st of August 2022. 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

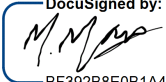


6 January 2022

Approved by the committee and signed on behalf by:

Miranda Masters, Chair

DocuSigned by:



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Sally Burgess, Treasurer



13/01/2022