



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 09	Year 2019		Day 31	Month 08	Year 2020

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

C/o Graffham Infant School	
Graffham, Petworth	
West Sussex	
<b>Postcode</b>	<b>GU28 0NJ</b>

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Dawn Collins	Chair		
2	Esther Williams	Secretary		
3	Ellen Moore	Treasurer		
4	Sonja Smithers			
5	Lucy Whiffin			
6	Holly O'Rourke		21/10/19 – 31/08/20	
7				
8				
9	Jennifer Hotston		01/09/19 – 21/10/19	
10	Georgina Davidson		01/09/19 – 24/02/20	
11	Steve Beer		01/09/19 – 15/08/20	
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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

Type of adviser	Name	Address

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

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document <small>(eg trust deed, constitution)</small>	Pre School Learning Alliance Model Pre-school Constitution 2005
How the charity is constituted <small>(eg trust, association, company)</small>	Unincorporated Association
Trustee selection methods <small>(eg, appointed by, elected by)</small>	Election by members

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

The aim of the Nursery is to enhance the development and education of children primarily under statutory school age by offering appropriate play, education and care facilities.
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Facilities – standalone nursery classroom with its own facilities linked to Graffham Infant School. Outdoor learning space shared with Graffham Infant School.

Finances – offer government funded places and privately funded places.

Policies – we reviewed, revised and up-dated our policies and procedures.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

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

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

11 children from nursery made the successful transition to Graffham Infant School in September 2020.

Parents and extended families continued to support our fundraising events.

Forest School – Children at Graffham Nursery have enjoyed our extra Forest School sessions. They attended three sessions each week with our very own, qualified Forest School Leader. The children enjoyed lots of activities such as exploring, learning about woodland plants, birds and animals and fire making.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

To ensure continuity for all of the children who attend we hold a reserve large enough to cover at least one term's staff and running costs should the nursery be faced with a less demand for places in the future.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

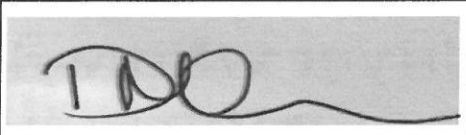
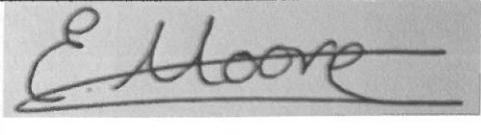
## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	DAWN COLLINS	ELLEN MOORE
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	20/10/2020	





Charity Name  
Grafham Nursery School

No of ang  
colleges

## Receipts and payments accounts

CC16a

For the period from  To

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Bank Transfers	180	-	-	180	-
Donations and Fundraising	2,729	-	-	2,729	-
Fee Payments	26,071	-	-	26,071	-
Interest	2	-	-	2	-
Registration & Insurance	125	-	-	125	-
Other Income	4,865	-	-	4,865	-
WSSC EY Funding	36,730	-	-	36,730	-
WSSC Other	1,022	-	-	1,022	-
<b>Sub total (Gross income for AR)</b>	<b>71,724</b>	<b>-</b>	<b>-</b>	<b>71,724</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>71,724</b>	<b>-</b>	<b>-</b>	<b>71,724</b>	<b>-</b>
<b>A3 Payments</b>					
Audit Costs	-	-	-	-	-
Bank Transfers	3,743	-	-	3,743	-
Book Keeping	720	-	-	720	-
Cleaning	757	-	-	757	-
DBS & EY2 Costs	97	-	-	97	-
Fee Payments	-	-	-	-	-
Equipment	76	-	-	76	-
Fundraising Costs	182	-	-	182	-
Heat, Light, Water	558	-	-	558	-
HMRC	4,937	-	-	4,937	-
Interest	-	-	-	-	-
Marketing	235	-	-	235	-
Milage & Parking	-	-	-	-	-
Miscellaneous	21	-	-	21	-
Office	677	-	-	677	-
Outgoing Fees	-	-	-	-	-
Pension	1,452	-	-	1,452	-
Rates & Refuse Collection	159	-	-	159	-
Registration & Insurance	810	-	-	810	-
Salaries	51,777	-	-	51,777	-
Snakes	250	-	-	250	-
Supply Labour	1,193	-	-	1,193	-
Teaching Resources	649	-	-	649	-
Training	499	-	-	499	-
Website	158	-	-	158	-
<b>Sub total</b>	<b>68,950</b>	<b>-</b>	<b>-</b>	<b>68,950</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>68,950</b>	<b>-</b>	<b>-</b>	<b>68,950</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>6,337</b>	<b>-</b>	<b>-</b>	<b>6,337</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>32,617</b>	<b>-</b>	<b>-</b>	<b>32,617</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>38,954</b>	<b>1</b>	<b>-</b>	<b>38,954</b>	<b>09/03/2022</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	HSBC - Community Account	33,782		-
	HSBC - Business Money Manager	5,172		-
	<b>Total cash funds</b>	<b>38,954</b>	-	-
(agree balances with receipts and payments account(s))				


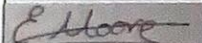
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	DAWN COLLINS	20/10/2020
	ELLEN MOORE	20/10/2020

Richard Gyles  
Pennygate, Nonnington Lane  
Graffham  
West Sussex  
Gu28 0PX

Tel: 01798867484  
Mob: 07976243297

26<sup>th</sup> March 2021

richardgyles52@gmail.com

**GRAFFHAM NURSERY SCHOOL  
PLAYGROUP ASSOCIATION ACCOUNT  
PERIOD FROM 01/09/2019— 31/08/2020**

**STATEMENT**

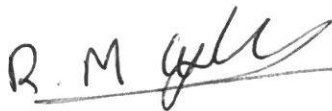
In my opinion, the financial statement represents a true and fair view of the state of the Graffham Nursery School, Playgroup Association Account activities, as at 31/08/2020.

**NOTES**

Checked supplier invoices, cash receipts and income evidence to financial reports and banking records.

Tested audit trails to the HSBC Community and Business Money Manager final bank account reconciliations.

From the checks completed, it can be concluded that the accounts are accurate and have been signed off for the year to 31/08/2020.



Richard Gyles  
Independent Examiner  
26<sup>th</sup> March 2021

**GRAFFHAM NURSERY SCHOOL**

**INCOME AND EXPENDITURE STATEMENT  
YEAR ENDING 31st AUGUST 2020**

**EXPENDITURE**

Audit costs	£0.00
Bank Transfers	£3,742.88
Book Keeping	£720.00
Cleaning	£756.94
DBS & EY2 costs	£97.00
Equipment	£75.67
Fee Payments	£0.00
Fundraising costs	£182.00
Heat, light, water	£558.25
HMRC	£4,937.02
Interest	£0.00
Marketing	£235.07
Mileage & Parking	£0.00
Miscellaneous	£20.99
Office	£677.60
Outgoing Fees	£0.00
Pension	£1,452.23
Rates & Refuse Collection	£158.95
Registration & Insurance	£810.52
Salaries	£51,776.70
Snacks	£249.49
Supply Labour	£1,192.53
Teaching Resources	£648.71
Training	£499.49
Website	£157.98
	<hr/>
	<b>£68,950.02</b>

**INCOME**

Bank Transfers	£180.00
Donations & Fundraising	£2,728.74
Fee Payments	£26,070.75
Interest	£2.58
Registration & Insurance	£125.00
Other income	£4,864.84
WSCC EY Funding	£36,730.08
WSCC Other	£1,021.90

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**£71,723.89**

**MOVEMENT IN ACCOUNTS**

**REPRESENTED BY:**

HSBC COMMUNITY ACCOUNT 11041118 - 01/09/2020

HSBC BUSINESS MONEY MANAGER ACCOUNT 21238779 - 01/09/2020

Income for the year	£71,723.89
Expenditure for the year	£68,950.02

**TOTAL FUNDS** 

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**£140,673.91**

Funds in Community Account 11041118 - 31/08/2020	£33,781.98
Funds in Business Money Manager 21238779 - 31/08/2020	£5,171.82

**TOTAL IN ACCOUNTS** 

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**£38,953.80**

**BANK RECONCILIATION**

HSBC COMMUNITY ACCOUNT 11041118 - 31/08/2020	£33,781.98
Unpresented cheques and credits	£0.00

**Reconciled Balance in Community Account** 

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**£33,781.98**

HSBC BUSINESS MONEY MANAGER ACCOUNT 21238779 - 31/08/2020	£5,171.82
Unrepresented cheques and credits	

**Reconciled Balance in Business Money Manager Account** 

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**£5,171.82**

**TOTAL RECONCILED BALANCES AT BANK - 31/08/2020** 

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**£38,953.80**

Richard Gyles  
Independent E.  
26/03/2021

## Bank analysis 2020

Community Bank at 1st Sept 2019	£31,010.70
Business Money account 1st Sept 2019	£1,606.35
<b>Total funds at bank at start of year</b>	<b>£32,617.05</b>
Income (Excluding Bank Transfers)	£71,543.89
Costs (Excluding Bank Transfers)	£65,207.14
<b>Surplus of Income over costs during the year</b>	<b>£6,336.75</b>

### Reconciled to:

Community Bank at 1st Sept 2020	£33,781.98
Business Money account 1st Sept 2020	£5,171.82
<b>Total funds at bank at end of year</b>	<b>£38,953.80</b>
<b>Increase / (decrease) in funds</b>	<b>£6,336.75</b>

Richard Gyles  
Independent Examiner  
26/03/2021

**GRAFFHAM NURSERY - 2019 / 20 BANK RECONCILIATION**

**COMMUNITY / PLAYGROUP ACCOUNT - 11041118**

DATE	Statement Sheet Number		Paid Out	Paid In	Monthly Movement	Statement Balance
<b>Reconciled Balance at the start of year 01/09/2018</b>					<b>£31,010.70</b>	
15/09/2019	524-525	(From 01/09/2019)	£40.66	£1,403.00	£1,362.34	£32,373.04
15/10/2019	526-527		£5,816.11	£988.26	-£4,827.85	£27,545.19
15/11/2019	528-530		£5,840.84	£10,526.95	£4,686.11	£32,231.30
15/12/2019	531-534		£5,904.82	£11,118.00	£5,213.18	£37,444.48
15/01/2020	535-537		£7,014.94	£3,996.20	-£3,018.74	£34,425.74
15/02/2020	538-541		£5,199.88	£7,332.50	£2,132.62	£36,558.36
15/03/2020	542-544		£5,372.61	£7,562.54	£2,189.93	£38,748.29
15/04/2020	545-546		£6,269.88	£10,763.92	£4,494.04	£43,242.33
15/05/2020	547-548		£4,943.90	£1,396.70	-£3,547.20	£39,695.13
15/06/2020	549-550		£4,079.02	£3,937.66	-£141.36	£39,553.77
15/07/2020	551-553		£8,484.94	£11,131.44	£2,646.50	£42,200.27
15/08/2020	554-555		£4,857.13	£1,564.13	-£3,293.00	£38,907.27
15/09/2020		(As at 31/08/2020)	£5,125.29	£0.00	-£5,125.29	£33,781.98
<b>Total as per bank statement</b>			<b>£68,950.02</b>	<b>£71,721.30</b>	<b>£33,781.98</b>	
<b>Movement in Year</b>			<b>£2,771.28</b>			
<b>Reconciled Balance at bank as at 31/08/2020</b>					<b>£33,781.98</b>	
<b>Balance at bank as at 15/09/2019</b>					<b>£35,738.82</b>	
Unpresented Debits			£151.62		£151.62	
Unpresented Credits				£2,108.46	£2,108.46	
<b>Reconciled Balance at bank as at 31/08/2020</b>					<b>£33,781.98</b>	

Richard Gyles  
Independent Examiner  
26/03/2021

# GRAFFHAM NURSERY - 2019 / 20 BANK RECONCILIATION

## BUSINESS MONEY MANAGER ACCOUNT - 21238779

Date	Statement Sheet Number	Paid Out	Paid In	Monthly Movement	Statement Balance
<b>Reconciled Balance at the start of the year 01/09/2019</b>					<b>£1,606.35</b>
15/09/2019	71 (From 01/09/2019)		£0.25	£0.25	<b>£1,606.60</b>
15/10/2019	72		£0.26	£0.26	<b>£1,606.86</b>
15/11/2019	73		£0.27	£0.27	<b>£1,607.13</b>
15/12/2019	74		£0.26	£0.26	<b>£1,607.39</b>
15/01/2020	75		£44.89	£44.89	<b>£1,652.28</b>
15/02/2020	76		£0.28	£0.28	<b>£1,652.56</b>
15/03/2020	77		£0.26	£0.26	<b>£1,652.82</b>
15/04/2020	78		£0.28	£0.28	<b>£1,653.10</b>
15/05/2020	79		£0.27	£0.27	<b>£1,653.37</b>
15/06/2020	80		£0.14	£0.14	<b>£1,653.51</b>
15/07/2020	81		£3,407.47	£3,407.47	<b>£5,060.98</b>
15/08/2020	82	£180.00	£290.84	£110.84	<b>£5,171.82</b>
15/09/2020	83 (As at 31/08/2019)		£0.00	£0.00	<b>£5,171.82</b>
<b>Total at Bank as at 31/08/2020</b>		<b>£180.00</b>	<b>£3,745.47</b>	<b>£5,171.82</b>	
<b>Reconciled Balance at Bank as at 31/08/2020</b>					<b>£5,171.82</b>
<b>Movement in year</b>				<b>£3,565.47</b>	
<b>Totals to Final Accounts</b>		<b>£180.00</b>	<b>£3,745.47</b>	<b>£3,565.47</b>	
Community - Reconciled at 01/09/2019		£31,010.70			
BMM - Reconciled at 01/09/2019		£1,606.35			
Movement in Year - Community		£2,771.28			
Movement in Year - BMM		£3,565.47			
<b>Total in Funds</b>	<b>31/08/2020</b>	<b>£38,953.80</b>			

Richard Gyles  
Independent Examiner  
26/03/2021