



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 09	Year 2020		Day 31	Month 08	Year 2021

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	
Postcode	GU28 0NJ

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	Florence Sherwood	Chair	21/10/20 – 31/08/21	
2	Esther Williams	Secretary		
3	Sam O'Rourke	Treasurer	21/10/20 – 31/08/21	
4	Lucy Whiffin			
5	Saffron Nugent		21/10/20 – 31/08/21	
6	Kirsty Soffietto		21/10/20 – 31/08/21	
7				
8				
9	Dawn Collins		01/09/20 – 21/10/20	
10	Ellen Moore		01/09/20 – 21/10/20	
11	Sonja Smithers		01/09/20 – 28/09/20	
12	Holly O'Rourke		01/09/20 – 11/02/21	
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)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. articles of association, memorandum)

Pre School Learning Alliance Model Pre-school Constitution 2005

How the charity is constituted
(eg. members, trustees, directors)

Unincorporated Association

Trustee selection methods
(eg. elected, appointed by, elected by)

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.

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.

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.

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:


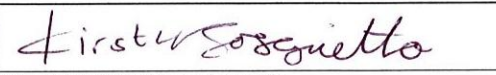
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

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)	FLORENCE SHERWOOD	KIRSTY SOFFIETTO
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	20/07/2022	



Charity Name
Grafton Nursery School

No (if any)
1024518

CC16a

Receipts and payments accounts

For the period from 01/09/2020 To 31/08/2021

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Fee Payments & Voluntary Donations	31,577	-	-	31,577	-
Registration Fee	150	-	-	150	-
WSSC EY Funding	44,500	-	-	44,500	-
Donations and Fundraising	773	-	-	773	-
Bank Transfers In	4,447	-	-	4,447	-
Miscellaneous	1,135	-	-	1,135	-
WSSC Other Funding	675	-	-	675	-
Interest	0	-	-	0	-
Sub total (Gross income for AR)	83,257	-	-	83,257	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	83,257	-	-	83,257	-
A3 Payments					
Salaries	56,132	-	-	56,132	-
Supply Labour	-	-	-	-	-
HMRC	3,904	-	-	3,904	-
Pension	1,823	-	-	1,823	-
Marketing	156	-	-	156	-
Training	559	-	-	559	-
Registration & Insurance	865	-	-	865	-
Rates & Refuse Collection	346	-	-	346	-
Teaching Resources	1,123	-	-	1,123	-
Snacks	329	-	-	329	-
Audit Costs	-	-	-	-	-
Office	2,085	-	-	2,085	-
Website	362	-	-	362	-
Heat/Light/Water/Ground Maintenance	632	-	-	632	-
Book-keeping	740	-	-	740	-
Milage / Parking	-	-	-	-	-
Outgoing Donation	-	-	-	-	-
Cleaning	1,246	-	-	1,246	-
DBS & EY2 Costs	166	-	-	166	-
Miscellaneous	1,503	-	-	1,503	-
Outgoing Fees	445	-	-	445	-
Fundraising Costs	-	-	-	-	-
Bank Transfers Out	633	-	-	633	-
Equipment	301	-	-	301	-
Sub total	73,350	-	-	73,350	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	73,350	-	-	73,350	-
Net of receipts/(payments)	6,095	-	-	6,095	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	38,954	-	-	38,954	-
Cash funds this year end	45,049	-	-	45,049	-

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 £
B1 Cash funds	HSBC - Community Account	43,690		-
	HSBC - Business Money Manager	1,359		-
				-
	Total cash funds	45,049	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

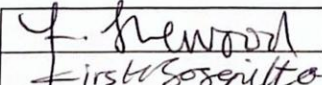
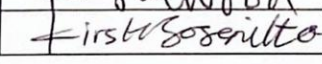
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

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

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

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

Signature	Print Name	Date of approval
	FLORENCE SHERWOOD	20/07/2022
	KIRSTY SOFFIETTO	20/07/2022

GRAFFHAM NURSERY SCHOOL

**INCOME AND EXPENDITURE STATEMENT
YEAR ENDING 31st AUGUST 2021**

EXPENDITURE

Audit costs	£0 00
Bank Transfers	£633 51
Book Keeping	£740 00
Cleaning	£1,245 82
DBS & EY2 costs	£166 00
Equipment	£300 72
Fee Payments	£0 00
Fundraising costs	£0 00
Heat, light, water	£632 05
HMRC	£3,904 16
Interest	£0 00
Marketing	£156 00
Mileage & Parking	£0 00
Miscellaneous	£1,502 75
Office	£2,085 49
Outgoing Fees	£444 75
Pension	£1,822 60
Rates & Refuse Collection	£346 25
Registration & Insurance	£864 92
Salaries	£56,131 54
Snacks	£328 61
Supply Labour	£0 00
Teaching Resources	£1,122 93
Training	£559 35
Website	£362 15

£73,349.60

INCOME

Bank Transfers	£4,446 70
Donations & Fundraising	£773 26
Fee Payments	£31,577 21
Interest	£0 19
Registration & Insurance	£150 00
Other income	£1,134 89
WSCC EY Funding	£44,500 32
WSCC Other	£675 00

£83,257.57

MOVEMENT IN ACCOUNTS

REPRESENTED BY:

HSBC COMMUNITY ACCOUNT 11041118 - 01/09/2020	£33,781 98
HSBC BUSINESS MONEY MANAGER ACCOUNT 21238779 - 01/09/2020	£5,171 82
Income for the year	£83,257 57
Expenditure for the year	-£73,349 60
Less Transfers between accounts	-£3,813 19

TOTAL FUNDS £45,048.58

Funds in Community Account 11041118 - 31/08/2021	£43,689 76
Funds in Business Money Manager 21238779 - 31/08/2021	£1,358 82

TOTAL IN ACCOUNTS £45,048.58

BANK RECONCILIATION

HSBC COMMUNITY ACCOUNT 11041118 - 31/08/2021	£43,689 76
Unpresented cheques and credits	£0 00

Reconciled Balance in Community Account £43,689.76

HSBC BUSINESS MONEY MANAGER ACCOUNT 21238779 - 31/08/2021	£1,358 82
Unpresented cheques and credits	£0 00

Reconciled Balance in Business Money Manager Account £1,358.82

TOTAL RECONCILED BALANCES AT BANK - 31/08/2021 £45,048.58

Richard Gyles
Independent E
28/06/2022

Bank analysis 2020/ 21

Community Bank at 1st Sept 2020	£33,781.98
Business Money account 1st Sept 2020	£5,171.82
Total funds at bank at start of year	£38,953.80
Income (Excluding Bank Transfers)	£78,810.87
Costs (Excluding Bank Transfers)	£72,716.09
Surplus of Income over costs during the year	£6,094.78

Reconciled to:

Community Bank at 1st Sept 2021	£43,689.76
Business Money account 1st Sept 2021	£1,358.82
Total funds at bank at end of year	£45,048.58
Increase / (decrease) in funds	£6,094.78

Richard Gyles
Independent Examiner
28/06/2022

Richard Gyles
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7th July 2022

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**GRAFFHAM NURSERY SCHOOL
PLAYGROUP ASSOCIATION ACCOUNT
PERIOD FROM 01/09/2020— 31/08/2021**

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 31/08/2021.

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 31/08/2021.



Richard Gyles
Independent Examiner
7th July 2022