



# Trustees' Annual Report for the period

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

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

### 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	Alistair Watts	Chair		Committee and Ofsted
2	Rebecca Fenner	Treasurer		Committee and Ofsted
3	Harry Barden	Secretary		Committee and Ofsted
4	Amanda Day	Manager		Committee and Ofsted
5	Kathleen Conboy	Deputy Manager		Committee and Ofsted
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### 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
Accountant	Claire Holly	22 Bramley Gardens, Paddock Wood, Kent, TN12 6BD
Pre-School Learning Alliance Constitution 2011		

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

Amanda Day (Manager), Kathleen Conboy (Deputy Manager), Jennifer Ashbrook (Deputy Manager)

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Pre-School Learning Alliance Constitution 2011

How the charity is constituted  
(eg. trust, association, company)

3 Senior Staff Members  
3 Committee Members

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

Committee Members are appointed annually at the Annual General Meeting

**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.

The nursery is governed by the Pre-School Learning Alliance, KCC, Ofsted and the Charity Commission. We follow the policies and guidelines set out by these governing bodies.

The nursery has Child Protection and Safeguarding policies in place, including following all EYFS guidelines. Our Safeguarding policies cover amongst other things, disciplinary issues, parental complaints, e-safety and use of photography and mobile phones. All staff have training in Safeguarding, first aid and health and safety, which are kept up-to-date. Risk assessment is carried out daily and in case of unforeseen circumstances, such as adverse weather conditions.

DBS checks are carried out on all staff and Committee Members. New staff have a 3 month probationary period, which can be extended if staff need further training.

The nursery is managed by the Committee Chair, Secretary, Treasurer, Manager and two Deputy Managers. The current staff number is 6, plus 1 volunteer.

**Section C Objectives and activities**

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

St Augustine's Nursery is a pre-school nursery, providing daily term time sessional care for children aged 2-5. We meet all standards set out by the Pre-School Learning Alliance, KCC and Ofsted.

**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)**

Provide childcare according to current EYFS standards for children between the ages of 2-5. Our early years education provides well-rounded care in a bright, spacious, happy and safe environment.

We offer 15 hours free childcare and additional up to 28.5 hours early years education for all 3 year olds through KCC funding.

We offer the Free for 2 scheme, funded by KCC, providing 15 hours free childcare for 2 year olds from low income families.

**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.

Our volunteers contribute enormously to our nursery in many different ways: (1) volunteering with the children within the nursery, (2) volunteering on the committee and (3) volunteering at fundraising events.

- (1) We currently have one volunteer who works with the children.
- (2) Committee Members ensure the smooth running of the nursery, ensuring all policies are up-to-date and statutory requirements are met. They also manage staffing issues and arrange fundraising activities.
- (3) Many parents help out at bazaars, sports day and fundraising events.

Committee Members provide their services on a voluntary basis and do not receive any remuneration.

All additional funding which is not needed for expenditure is placed on deposit to earn interest.

Parents and carers are encouraged to be involved in all matters involving the nursery and their child's care and education.

## Section D

## Achievements and performance

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

## Terms 1 and 2:

- Due to covid restrictions, we were unable to offer a visit from Father Christmas.
- Staff Christmas Méal.
- Christmas gift market held in the car park

## Terms 3 and 4:

- Fundraising from a raffle and virtual Easter Bonnet Parade.
- Focus on cooking and healthy eating.

## Terms 5 and 6:

- Fundraising from a sponsored walk in the local park and Graduation packs for the leaving children.

## Section E

## Financial review

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

The committee regularly checks the nursery's finances, maintains expenditure and ensures there is a surplus available for unforeseen circumstances.

**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.

The nursery's funds come from KCC, fees, fundraising, donations and sale of nursery uniform.

Expenditure is salaries, rental, insurance, governing body fees, bookkeeping costs, stationery, equipment, events and training. Any unanticipated spending is approved by the committee.

## 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

<b>Signature(s)</b>	Alistair Watts	
<b>Full name(s)</b>	Alistair Watts	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	

**Date** 13<sup>th</sup> May 2022

**ST AUGUSTINE'S NURSERY**

**FINANCIAL ACCOUNTS**

**FOR THE FINANCIAL PERIOD FROM**

**1<sup>st</sup> SEPTEMBER 2020**

**UNTIL**

**31<sup>st</sup> AUGUST 2021**

## **St Augustine's Nursery**

Company Information  
For the Period Ended 31<sup>st</sup> August 2021

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Business: Committee run children's nursery

Registered office address: Subud House  
14 Culverden Down  
Tunbridge Wells  
Kent  
TN4 9SA

Accounts prepared by: Claire Holly FMAAT  
CH Bookkeeping & Accounts  
22 Bramley Gardens  
Paddock Wood  
Kent  
TN12 6BD

## **St Augustine's Nursery**

Unaudited Financial Statements  
For the year ended 31<sup>st</sup> August 2021

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### Report of the accountant to St Augustine's Nursery

These financial statements have been prepared in accordance with our terms of engagement and in order to assist you to fulfil your duties under the Companies Acts that relate to preparing the financial statements of the company for the period ended 31<sup>st</sup> August 2021.

I have prepared these financial statements based on the accounting records, information and explanations provided by you. I do not express any opinion on the financial statements.

You have determined that the company is exempt from the statutory requirement for an audit for this accounting year. Therefore, the financial statements are unaudited.

The financial statements are provided exclusively to the committee for the limited purpose mentioned above, and may not be used or relied upon for any other purpose or by any other person, and I shall not be liable for any other usage or reliance.



Claire Holly FMAAT  
CH Bookkeeping & Accounts  
22 Bramley Gardens  
Paddock Wood  
Kent TN12 6BD

Date: 03/11/2021

## **St Augustine's Nursery**

### **Income & Expenditure Account for the period from 1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021**

	<b>2020 / 2021</b>	<b>2019/2020</b>
	<b>£</b>	
<b>Income</b>		
KCC	£62,338.01	£62,557.70
Fees	£10,968.25	£17,117.95
Fundraising	£1,007.70	£594.79
Donations	£0.00	£0.00
T Shirts	£30.00	£0.00
Other	£219.50	£111.86
Grant Income (Furlough)	£4,000.00	£2,073.09
	<b>£78,563.46</b>	<b>£82,455.39</b>
<b>Expenses</b>		
Staff Costs	£71,307.59	£71,117.33
Rent & Rates	£6,808.16	£8,975.00
Insurance & PLA Membership	£783.70	£782.45
Telephone	£22.00	£0.00
Ofsted Charges	£85.00	£50.00
ICO Charges	£35.00	£35.00
Staff Training	£555.18	£54.00
Bank Charges	£84.00	£60.00
Bookkeeping	£1,194.45	£1,248.74
Stationery / Office Costs	£1,063.42	£397.54
License Fees	£84.25	£103.20
	120.0	£0.00
Advertising / Marketing	0	
Fundraising	£78.01	£54.12
Equipment / Activities	£1,851.38	£1,855.59
Snacks	£397.65	£604.21
Uniforms	£136.50	£1.30
Legal Fees	£8.10	£8.10
Other	£1,009.29	£417.64
	<b>£85,623.68</b>	<b>£85,764.22</b>
<b>Net Income - Profit (Loss) for the year</b>	<b>(£7,060.22)</b>	<b>(£3,308.83)</b>

## **St Augustine's Nursery**

### **Balance Sheet as at 31<sup>st</sup> August 2021**

#### **Current Assets**

Bank	£50,130.05
Petty Cash	£27.27
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	<b>£50,157.32</b>

#### **Less Current Liabilities**

	£4,957.26
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	<b>£4,957.26</b>

#### **Net Current Assets**

**£45,200.06**

Consisting of:

Retained Surplus from prior year	£52,260.28
Current year profit (loss)	<b>(£7,060.22)</b>
	<hr/>
	<b>£45,200.06</b>

20<sup>th</sup> May 2022

**For the attention of Mandy Day**

St Augustine's Nursery

14 Culverdon Down

Tunbridge Wells

Kent

TN4 9SA

Dear Mandy,

After my meeting with Claire Holly to review your accounts, I am happy to verify that these are a true reflection of the accounts dated 1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021.

If you have any further questions, please do not hesitate to contact me.

Best wishes



Elizabeth Weekes BA (Hons) AAT

14 D'arcy Place

Bromley

Kent

BR2 0RY