



Trustees' Annual Report for the period

Period start date	Period end date
From 01/09/2022	To 31/08-2023

Section A Reference and administration details

Charity name: St Augustine's Nursery

Other names charity is known by:

Registered charity number (if any): 1027370

Charity's principal address:

Subud House
 14 Culverden Down
 Tunbridge Wells, Kent
 Postcode: TN4 9SA

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	Alejandro Suarez	Treasurer		Committee and Ofsted
3	Harry Barden	Secretary		Committee and Ofsted
4	Toni Pierce	Co_Manager		Committee and Ofsted
5	Jennifer Ashbrook	Co_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

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

Toni Pierce (CoManager), Jennifer Ashbrook CoManager

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)

2 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 and two Co Managers. The current staff number is 5, plus 1 apprentice.

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 funded childcare and additional up to 31.5 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) 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.

Some parents help out at 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:**

- Fundraising from Christmas Nativity, Raffle Hamper, Christmas Photos, Take and Make and Cake Stall

Focus on settling in and routines and boundaries

Terms 3 and 4:

Fundraising from a sponsored bounce.

Focus on healthy eating and oral hygiene

Terms 5 and 6:

- Fundraising from a sponsored grand prix and sale of graduation photos.

Focus on school readiness and seasons

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.

Nursery funds come from KCC fees, fundraising, donations and sale of nursery book bags.

Expenditure is salaries, rent and rates, 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

Signature(s)	Alistair Watts	
Full name(s)	Alistair Watts	
Position (eg Secretary, Chair, etc)	Chair	
Date	10/04/2024	

ST AUGUSTINE'S NURSERY
FINANCIAL ACCOUNTS

FOR THE FINANCIAL PERIOD FROM

1st SEPTEMBER 2022

UNTIL

31st AUGUST 2023

St Augustine's Nursery

Company Information
For the Period Ended 31st August 2023

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 Services Limited
22 Bramley Gardens
Paddock Wood
Kent
TN12 6BD

St Augustine's Nursery

Unaudited Financial Statements
For the year ended 31st August 2023

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 31st August 2023.

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 Services Limited
22 Bramley Gardens
Paddock Wood
Kent TN12 6BD

Date: 05/10/23

St Augustine's Nursery

Income & Expenditure Account for the period from 1st September 2022 to 31st August 2023

	2022 / 2023	2021 / 2022
	£	£
Income		
KCC	£66,619.16	£48,865.06
Fees	£18,811.14	£20,374.50
Fundraising	£1,044.34	£692.14
Donations	£173.00	£140.00
T Shirts	£76.50	£31.00
Other	£253.00	£1,148.27
Interest	£55.64	£0.00
Grant Income	£1,303.00	£0.00
	£88,335.78	£71,250.97
Expenses		
Staff Costs	£68,895.45	£73,617.10
Rent & Rates	£10,335.73	£8,141.40
Insurance & PLA Membership	£821.53	£797.97
Telephone	£118.80	£108.90
Ofsted Charges	£50.00	£50.00
ICO Charges	£35.00	£0.00
Staff Training	£253.00	£18.00
Bank Charges	£60.00	£93.00
Bookkeeping	£1,260.00	£1,239.50
Stationery / Office Costs	£1,300.60	£1,257.44
License Fees	£251.50	£301.60
Fundraising	£20.00	£47.96
Equipment / Activities	£1,390.19	£1,938.08
Snacks	£247.06	£549.80
Uniforms	£184.50	£0.00
Legal Fees	£270.00	£184.56
Grant Spending	£658.81	£0.00
Other	£602.74	£217.08
	£86,754.91	£88,562.39
Net Income – Profit (Loss) for the year	£1,580.87	(£17,311.42)

St Augustine's Nursery

Balance Sheet as at 31st August 2023

	2022 / 2023	2021 / 2022
	£	£
Current Assets		
Bank	£29,444.07	£27,843.84
Petty Cash	£25.44	£44.80
	£29,469.51	£27,888.64
Less Current Liabilities	£0.00	£0.00
	£0.00	£0.00
Net Current Assets	£29,469.51	£27,888.64
Consisting of:		
Retained Surplus from prior year	£27,888.64	£45,200.06
Current year profit (loss)	£1,580.87	(£17,311.42)
	£29,469.51	£27,888.64
Grant Funding Balance		
Received during 2022/23	£1,303.00	
Spent during 2022/23	<u>£ 658.81</u>	
Balance as at 31st August 2023	£ 644.19	

Vikki Vellacott AATQB

5 Blackberry Way

Paddock Wood

Kent TN12 6BP

16 October 2023

Mandy Day

St Augustine's Nursery

Subud House, 14 Culverden Down

Tunbridge Wells

Kent TN4 9SA

Accounts: 1 September 2022 – 31 August 2023

To Mandy,

Further to my meeting with Claire Holly to review your accounts, I can verify that these are a true reflection of the accounts dated 1 September 2022 – 31 August 2023.

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

With thanks



Vikki Vellacott AATQB