

Acorns Nursery School

Charity No. 1028177

Trustees' Report and Unaudited Accounts

31 August 2020

Acorns Nursery School
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ACORNS NURSERY SCHOOL, SHACKLEFORD

ANNUAL GENERAL MEETING

CHAIRPERSONS REPORT

This is a review of the year to from September 2019 to August 2020

Acorns is a non-profit making registered charity, and needs a committee made up of current parents to fulfill it's constitution. Cary and the team have been responsible for the running of the nursery during the period 2019 to 2020. The committee is responsible for overseeing the business management and good governance of the nursery. The committee's main role is to fundraise, to supplement the income of Acorns.

The volunteer committee this year have been: - Co Chairs : Kate Jones and Holly Cook
Treasurer: Kate Peters
Secretary: Kate Jones

Open Committee Members: Hattie Ward, Louise Charlton, Charlotte Watson, Gemma Johnson and Sarah Dolata

Acorns continues to be an extremely popular choice in the area, mainly driven by word of mouth and siblings of previous attendees, Acorns is unique in that our children benefit from the extensive childcare experience and longevity of the teaching staff as well as a vibrant, diverse and primarily fun education; as well as the 'Outstanding' Rating given from Ofsted in July 2015. It was expected that an Ofsted inspection would take place in 2020, but due to the COVID pandemic, this did not materialise.

Acorns has charitable status and therefore a parent committee is a requirement for this. The fixed basic, everyday costs and expenses e.g. the rent on the hall, business rates, insurance, staff salaries, materials and perishables are covered as income from FEE and FEET funding and parents as fees. The investment into the nursery such as new toys and books, garden development or building maintenance and refurbishment are funded by the events organised by the committee, parents and staff.

During this financial year, the nursery was hit by the COVID pandemic and has to shut from March 2020, due to UK lockdown and was not in a position to reopen until September 2020. Therefore, any plans for improvements or maintenance during this period were put on hold.

During the past year, we have made many improvements to the nursery including;

- Replacing outdoor furniture
- Addition of new shelving units indoors
- Additional resources to help children develop pen grip, magnetic construction and social communication games
- Fogging machine

The COVID pandemic also prevented a number of Acorns established fundraising activities to take place, such as coffee mornings, hampers, quiz nights, summer photographs. Therefore, no fundraising activities took place in the summer term due to the COVID pandemic and lockdown/restrictions in England.

This year the fundraising was made up of the Autumn term Christmas crafts and photographs, organised by the staff team. Also a generous donation from a parent for a sponsored run. The fundraising team were unable to hold any planned events, apart from providing Coffee & Cake twice, because of the closure.

Autumn Term	Christmas bundles, sales table and raffle
	An Acorns parent who completed a half marathon in aid of Acorns
	Photographs of children and their families for Christmas
Spring Term	Coffee & Cakes after drop off x 2
Summer Term	No fundraising activities

In addition, £21.67 was raised via Easyfundraising during the year.

The total for the year's fundraising was £1,156.81

The Shackleford Fete did not take place in June 2020, so the usual generous donation was not received by Acorns. Fundraising would have expected to raise approx £4K had the year gone to plan.

Summary

This year has been unprecedented in light of the COVID pandemic and has resulted in a significantly reduced amount of fundraising taking place for Acorns, as well as Acorns been shut to all children from March until September 2020.

The committee would like to thank all the staff for their dedication and hard work this year in a very challenging time. The online weekly Tapestry activities and suggestions during the closure period were appreciated by many parents.

The Chairs would also like to thank the other committee members who have supported and assisted in fundraising for Acorns during the year and finally would like to thank all parents, grandparents and carers who continue to support Acorns.

The Committee for 2020 -2021 needs to be appointed and existing members were asked to propose and seconding the following nominations. The outcome of these nominations are outlined below:

New committee nominees and roles.

Chairpersons: Sophie Childs and Stella Doble
Propose : Kate Jones
2nd: Charlotte Watson

Treasurer: Hattie Ward
Propose : Sophie Childs and Holly Cook
2nd: Stella Doble and Kate Jones

Secretary: Emma Sergeant
Propose: Sophie Childs and Holly Cook
2nd: Stella Doble and Kate Jones

Open Committee Members: Charlotte Watson, Sarah Dolata and Selina Warlow
Propose: Kate Jones
2nd: Holly Cook

AGM Acorns Committee, over Zoom (due to COVID lockdown in England)
Tuesday 24th November 2020.

In Attendance:

Kate Jones (co-Chair)
Holly Cook (co-Chair)
Cary Dale (Acorns Representative/Leader)
Wendy Hammond (Acorns Representative/Bookkeeper)
Beatty Currier (Acorns Representative)
Charlotte Watson (parent)
Sophie Childs (parent)
Stella Doble (parent)
Hattie Ward (parent)
Adam Venus (parent)
Daniella Venus (parent)
Samira Abdullah Stevenson (parent)
Emma Sergeant (parent)
Gail McLaughlan (parent)
Allie Leighton (parent)
Ross Leighton (parent)

Independent Examiner's Report to the trustees of Acorns Nursery School

I report to the trustees on my examination of the accounts of Acorns Nursery School for the year ended 31 August 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011('the Act'). The trustees consider that an audit is not required for this year under the Charities Act 2011, s.144(2) (the 2011 Act) and that an independent examination is needed.

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in, any material respect:

- the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

M H Matthews FCCA
ACCA
MHM Accounting Solutions
13 Mapledrakes Close
Ewhurst

GU6 7QR
31 August 2020

Acorns Nursery School
Statement of Financial Activities
for the year ended 31 August 2020

	Notes	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income and endowments from:				
Donations and legacies	3	368	368	2,124
Charitable activities	4	1,157	1,157	3,582
Other trading activities	5	114,522	114,522	129,611
Total		116,047	116,047	135,317
Expenditure on:				
Other	6	125,786	125,786	147,073
Total		125,786	125,786	147,073
Net gains on investments		-	-	-
Net expenditure	7	(9,739)	(9,739)	(11,756)
Transfers between funds		-	-	-
Net expenditure before other gains/(losses)		(9,739)	(9,739)	(11,756)
Other gains and losses				
Net movement in funds		(9,739)	(9,739)	(11,756)
Reconciliation of funds:				
Total funds brought forward		45,088	45,088	56,844
Total funds carried forward		35,349	35,349	45,088

Acorns Nursery School

Balance Sheet

at 31 August 2020

Charity No. 1028177

		2020	2019
		£	£
Fixed assets			
Tangible assets	9	6,304	21,551
		<u>6,304</u>	<u>21,551</u>
Current assets			
Debtors	10	-	(287)
Cash at bank and in hand		32,161	26,391
		<u>32,161</u>	<u>26,104</u>
Creditors: Amount falling due within one year	11	(3,116)	(2,567)
Net current assets		29,045	23,537
Total assets less current liabilities		<u>35,349</u>	<u>45,088</u>
Net assets excluding pension asset or liability		35,349	45,088
Total net assets		<u><u>35,349</u></u>	<u><u>45,088</u></u>
The funds of the charity			
Restricted funds	12		
Unrestricted funds	12		
General funds		35,349	45,088
		<u>35,349</u>	<u>45,088</u>
Reserves	12		
Total funds		<u><u>35,349</u></u>	<u><u>45,088</u></u>

Approved by the trustees on 31 August 2020

And signed on their behalf by:

K. Jones

Trustee

31 August 2020

for the year ended 31 August 2020

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.

Designated funds These are unrestricted funds earmarked by the trustees for particular purposes.

Revaluation funds These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.

Restricted funds These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.

Income with related expenditure Where income has related expenditure the income and related expenditure is reported gross in the SoFA.

Donations and legacies Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.

Tax reclaims on donations and gifts Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.

Donated services and facilities These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.

Volunteer help The value of any volunteer help received is not included in the accounts.

Investment income This is included in the accounts when receivable.

Gains/(losses) on revaluation of fixed assets This includes any gain or loss resulting from revaluing investments to market value at the end of the year.

Gains/(losses) on investment assets This includes any gain or loss on the sale of investments.

Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from tax on its charitable activities.

Freehold investment property

Investment properties are measured initially at cost and subsequently at fair value at each balance sheet date and are not depreciated. All gains or losses are taken to the Statement of Financial Activities as they arise.

Intangible fixed assets and amortisation

Intangible fixed assets (including purchased goodwill, patents and trademarks) are carried at cost less accumulated amortisation and impairment losses.

Stocks

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Research and development

Expenditure on research and development is written off in the year in which it is incurred.

Foreign currencies

Monetary assets and liabilities denominated in currencies other than the functional currency of the charity are translated at the rates of exchange prevailing at the end of the reporting period.

Transactions in currencies other than the functional currency of the charity are recorded at the rate of exchange on the date that the transaction occurred.

All exchange differences are taken into account in arriving at net income/expenditure.

Leased assets

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation.

Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the charity pays fixed contributions into a separate entity. Once the contributions have been paid the charity has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the charity in independently administered funds.

2 Statement of Financial Activities - prior year

	Unrestricted funds 2019 £	Total funds 2019 £
Income and endowments from:		
Donations and legacies	2,124	2,124
Charitable activities	3,582	3,582
Other trading activities	129,611	129,611
Total	<u>135,317</u>	<u>135,317</u>
Expenditure on:		
Other	147,073	147,073
Total	<u>147,073</u>	<u>147,073</u>
Net income	<u>(11,756)</u>	<u>(11,756)</u>
Net income before other gains/(losses)	(11,756)	(11,756)
Other gains and losses:		
Net movement in funds	<u>(11,756)</u>	<u>(11,756)</u>
Reconciliation of funds:		
Total funds brought forward	56,844	56,844
Total funds carried forward	<u><u>45,088</u></u>	<u><u>45,088</u></u>

3 Income from donations and legacies

	Unrestricted £	Total 2020 £	Total 2019 £
Donations	368	368	2,124
	<u>368</u>	<u>368</u>	<u>2,124</u>

4 Income from charitable activities

	Unrestricted £	Total 2020 £	Total 2019 £
Fund raising	1,157	1,157	3,323
	-	-	259
	<u>1,157</u>	<u>1,157</u>	<u>3,582</u>

5 Income from other trading activities

	Unrestricted	Total	Total
		2020	2019
	£	£	£
Fees	114,357	114,357	131,284
Registrations	180	180	520
Discounts	(200)	(200)	(1,715)
Sweatshirts	185	185	(478)
	<u>114,522</u>	<u>114,522</u>	<u>129,611</u>

6 Other expenditure

	Unrestricted	Total	Total
		2020	2019
	£	£	£
Educational Products	1,671	1,671	2,752
	-	-	28
Other interest payable	(1)	(1)	(1)
Employee costs	99,380	99,380	113,486
Premises costs	13,977	13,977	15,633
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	3,879	3,879	8,389
General administrative costs	5,920	5,920	5,766
Legal and professional costs	960	960	1,020
	<u>125,786</u>	<u>125,786</u>	<u>147,073</u>

7 Net expenditure before transfers

2020 2019

This is stated after charging: £ £

Depreciation of owned fixed assets 3,879 8,389

8 Staff costs

Salaries and wages 88,525 105,387

Social security costs 5,003 3,743

Pension costs 1,346 971

94,874 110,101

No employee received emoluments in excess of £60,000.

9 Tangible fixed assets

	£	£
Cost or revaluation		
At 1 September 2019	33,566	33,566
Disposals	(11,369)	(11,369)
At 31 August 2020	<u>22,197</u>	<u>22,197</u>
Depreciation and impairment		
At 1 September 2019	12,014	12,014
Depreciation charge for the year	3,879	3,879
At 31 August 2020	<u>15,893</u>	<u>15,893</u>
Net book values		
At 31 August 2020	<u>6,304</u>	<u>6,304</u>
At 31 August 2019	<u>21,552</u>	<u>21,552</u>

10 Debtors

	2020 £	2019 £
Trade debtors	-	(287)
	<u>-</u>	<u>(287)</u>

11 Creditors:

amounts falling due within one year

	2020 £	2019 £
Other taxes and social security	1,082	831
Accruals and deferred income	2,034	1,736
	<u>3,116</u>	<u>2,567</u>

12 Movement in funds

	At 1 September 2019	Incoming resources (including other gains/losses) £	Resources expended £	At 31 August 2020 £
Restricted funds:				
Unrestricted funds:				
General funds	45,088	116,047	(125,786)	35,349
Revaluation Reserves:				
Total funds	<u>45,088</u>	<u>116,047</u>	<u>(125,786)</u>	<u>35,349</u>

13 Analysis of net assets between funds

	Unrestricted funds £	Total £
Fixed assets	6,304	6,304
Net current assets	29,045	29,045
	<u>35,349</u>	<u>35,349</u>

14 Reconciliation of net debt

	At 1 September 2019 £	Cash flows £	New HP/Finance leases £	At 31 August 2020 £
Cash and cash equivalents	26,391	5,770		32,161
	<u>26,391</u>	<u>5,770</u>	-	<u>32,161</u>
Net debt	<u>26,391</u>	<u>5,770</u>	-	<u>32,161</u>

15 Commitments

Operating lease commitments

Annual commitments under non-cancellable operating leases are as follows:

	2020 Land and buildings £	2020 Other £	2019 Land and buildings £	2019 Other £
Operating leases with expiry date:				

Pension commitments

	2020 £	2019 £
The pension cost charge to the charity amounted to:	<u>1,346</u>	<u>971</u>

Acorns Nursery School
Statement of Cash flows
for the year ended 31 August 2020

	2020 £	2019 £
Cash flows from operating activities		
Net expenditure per Statement of Financial Activities	(9,739)	(11,756)
Adjustments for:		
Depreciation of property, plant and equipment	3,879	8,389
(Increase)/Decrease in trade and other receivables	(287)	287
Increase in trade and other payables	549	4,470
Net cash (used in)/provided by operating activities	<u>(5,598)</u>	<u>1,390</u>
Cash flows from investing activities		
Proceeds from sales of property, plant and equipment	11,369	-
Net cash from/(used in) investing activities	<u>11,369</u>	<u>(7,700)</u>
Net cash from financing activities	<u>-</u>	<u>-</u>
Net increase/(decrease) in cash and cash equivalents	5,771	(6,310)
Cash and cash equivalents at the beginning of the year	26,391	32,701
Cash and cash equivalents at the end of the year	<u>32,162</u>	<u>26,391</u>
Components of cash and cash equivalents		
Cash and bank balances	32,161	26,391
	<u>32,161</u>	<u>26,391</u>

Acorns Nursery School
Detailed Statement of Financial Activities
for the year ended 31 August 2020

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income and endowments from:			
Donations and legacies			
Donations	368	368	2,124
	<u>368</u>	<u>368</u>	<u>2,124</u>
Charitable activities			
Fund raising	1,157	1,157	3,323
	-	-	259
	<u>1,157</u>	<u>1,157</u>	<u>3,582</u>
Other trading activities			
Fees	114,357	114,357	131,284
Registrations	180	180	520
Discounts	(200)	(200)	(1,715)
Sweatshirts	185	185	(478)
	<u>114,522</u>	<u>114,522</u>	<u>129,611</u>
Total income and endowments	116,047	116,047	135,317
Expenditure on:			
Other expenditure			
Educational Products	1,671	1,671	2,752
	-	-	28
Other interest payable	(1)	(1)	(1)
	<u>1,670</u>	<u>1,670</u>	<u>2,779</u>
Employee costs			
Salaries/wages	88,525	88,525	105,387
Employer's NIC	5,003	5,003	3,743
Pension costs	1,346	1,346	971
Staff training	4,057	4,057	3,385
Staff welfare	449	449	-
	<u>99,380</u>	<u>99,380</u>	<u>113,486</u>
Premises costs			
Rent	9,944	9,944	10,185
Rates	-	-	3,267
Premises cleaning	1,745	1,745	1,473
Premises repairs and maintenance	2,288	2,288	708
	<u>13,977</u>	<u>13,977</u>	<u>15,633</u>
General administrative costs, including depreciation and amortisation			
Depreciation of	3,879	3,879	8,389
Bad debts	591	591	-

Acorns Nursery School
Detailed Statement of Financial Activities

General insurances			1,379	1,379	1,247
Information and publications			-	-	72
Postage and couriers			62	62	143
Software, IT support and related costs			1,165	1,165	1,091
Stationery and printing			380	380	1,294
Sundry expenses			1,379	1,379	768
Telephone, fax and broadband			964	964	1,151
			<u>9,799</u>	<u>9,799</u>	<u>14,155</u>
Legal and professional costs					
Accountancy and bookkeeping			960	960	1,020
			<u>960</u>	<u>960</u>	<u>1,020</u>
Total of expenditure of other costs			<u>125,786</u>	<u>125,786</u>	<u>147,073</u>
Total expenditure			125,786	125,786	147,073
Net losses on investments			-	-	-
			<u>(9,739)</u>	<u>(9,739)</u>	<u>(11,756)</u>
Net expenditure					
Net expenditure before other gains/(losses)			<u>(9,739)</u>	<u>(9,739)</u>	<u>(11,756)</u>
Other Gains			-	-	-
			<u>(9,739)</u>	<u>(9,739)</u>	<u>(11,756)</u>
Net movement in funds					
Reconciliation of funds:					
Total funds brought forward	45,088	-	-	45,088	56,844
Total funds carried forward	<u>35,349</u>	<u>-</u>	<u>-</u>	<u>35,349</u>	<u>45,088</u>