

Boxmoor Private Nursery

Report and Financial Statements

Year ended: 31st July 2020

Charity no: 325123

Boxmoor Private Nursery

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Boxmoor Private Nursery

Trustees' Annual Report

Year ended 31 July 2020

Report of the trustees for the year ended 31 July 2020

The trustees present their annual report and financial statements of the charity for the year ended 31st July 2020. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16th July 2014.

Objectives and activities for the public benefit 31st July 2020

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives in planning our future activities. The Pre-school is a non-profit organisation focusing on the needs and development of children. Profits are re-invested in to new equipment and resources for the children play.

Reference and administrative information

Trustees

Louise Cornock, Chairperson

Donna Pryor, Vice Chairperson

Jess Bosucarle, Treasurer, (resigned Feb 2020)

Andrew Tucker, Treasurer, appointed Nov 2019 - (resigned Jul 2020)

Kelly Cockcroft, Treasurer, appointed Nov 2019

Michelle McGowan, Member

Clare Holly, Member, appointed Oct 2020

Katherine Scutt, Member,

Victoria Pickering, Member, appointed Oct 2020

Alison Scott, Minutes Secretary (resigned July 2020)

The Committee hold an annual meeting and all Trustees are nominated and appointed during this meeting. All members vote on the proposal and unanimous votes are actioned immediately.

Principal Office: Cowper Road, Boxmoor, Hemel Hempstead, Herts, HP1 1PF

Charity Number: 325123

Bankers: Lloyds TSB PLC, 198-200 The Marlowes, Hemel Hempstead

Accountants: Bracey's Accountants Hemel Hempstead Limited, Kings House, Home Park Estate, Station Road, Kings Langley, WD4 8LZ

Boxmoor Private Nursery
Trustees Annual Report (continued)

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The risks are considered to be adequately managed by the trustees.

The trustees are appointed by committee.

Achievements and performance

The nursery has performed consistently and achieved the levels of fee paying children and grant income necessary to fund the ongoing nursery activities.

Financial review

The charity has sufficient reserves at 31st July 2020 to continue with its activities and has made the necessary provisions for potential costs such as back-dated rent as an example. A deficit has been reported in the year of £10,780 (2019: £10,965 surplus). The reserves stood at £41,250 (2019: £52,030) at the year-end which is more than sufficient to meet the reserves policy of the charity.

During this period, the coronavirus pandemic occurred and like many organisations for safety and continuity reasons the charity made use of the job retention scheme and this (furlough) grant income has been included within funding income.

The pandemic has had an affect on the level of fees and funding in the latter months of this period and is being managed and addressed by the trustees as the pandemic develops.

Reserves policy

The charity looks to retain sufficient reserves that cover at least 6 months of operating expenses. Given the nature of the charity work, the charity has a relatively small cost base.

Plans for the future

The charity looks to continually invest in the equipment and resources that the children use and benefit from. The charity also looks to ensuring their staff remain fully trained and create a good atmosphere in the charity for all children, their families and staff.

Boxmoor Private Nursery

Trustees Annual Report (continued)

Year ended 31 July 2020

Trustees' responsibilities in relation to the financial statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the to the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Approved by the trustees on and signed on their behalf by:

L Cornock

TRUSTEE AND CHAIRPERSON

Boxmoor Private Nursery
Independent Examiner's Report
Year Ended 31 July 2020

Independent examiner's report to the charity trustees of Boxmoor Private Nursery

I report on the accounts of the charity for the year ended 31 July 2020, which are set out on pages 6 to 12.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting 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

Boxmoor Private Nursery
Independent Examiner's Report (continued)
Year Ended 31 July 2020

Graham Booth FCCA

For and on behalf of Bracey's Accountants Hemel Hempstead

Dated:

Boxmoor Private Nursery
Statement of Financial Activities (SOFA)
for the year ending 31st July 2020

	Note	Unrestricted funds £	Total funds 2020 £	Total funds 2019 £
Income				
Funding income	3	72,173	72,173	87,887
Parent income	4	35,716	35,716	38,974
Investment income	5	5	5	6
Total income		107,894	107,894	126,867
Expenditure				
Expenditure on charitable activities:	7	118,674	118,674	115,902
Total expenditure		118,674	118,674	115,902
Net movement in funds		- 10,780	- 10,780	10,965
<i>Reconciliation of Funds</i>				
Total funds brought forward		52,030	52,030	41,065
Total funds carried forward		41,250	41,250	52,030

Boxmoor Private Nursery
Balance Sheet
As at 31 July 2020

	Note	Unrestricted funds £	Total funds 2020 £	Prior year 2019 £
Fixed assets:				
Tangible assets	10	2,801	2,801	2,945
		<hr/> 2,801	<hr/> 2,801	<hr/> 2,945
Total fixed assets				
Current assets:				
Cash at bank and in hand		50,789	50,789	60,709
		<hr/> 50,789	<hr/> 50,789	<hr/> 60,709
Total current assets				
Liabilities:				
Creditors falling due within one year		12,340	12,340	11,624
		<hr/> 38,449	<hr/> 38,449	<hr/> 49,085
Net current assets				
		<hr/> 41,250	<hr/> 41,250	<hr/> 52,030
Total assets less current liabilities				
		<hr/> 41,250	<hr/> 41,250	<hr/> 52,030
Net assets				
The funds of the charity:				
Unrestricted income funds	9	41,250	41,250	52,030
		<hr/> 41,250	<hr/> 41,250	<hr/> 52,030
Total charity funds				

The notes at pages 8-12 form part of these accounts.

Approved by the trustees on 9th February 2021 and signed on their behalf:

L Cornock
CHAIRPERSON

Boxmoor Private Nursery

Notes to the Accounts

Year Ended 31 July 2020

1. Accounting Policies

(a) Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value. The financial statements have been prepared in accordance with the 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 16th July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity defined by FRS 102

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern. There are no key assumptions made in the preparation of these accounts.

(b) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Income from the local authority is received each term for the number of qualifying pupils. Amounts are accrued and deferred where necessary. The funding for each term is received prior to the term starting and is recognised in the relevant period.

Income from parents is recognised when due. Amounts are accrued and deferred where necessary.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification by the bank.

(c) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is legal or constructive obligation committing the charity to the expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are all allocated or appointed to the applicable expenditure headings. For more information on this attribution refer to note (d) below.

(d) Allocation of support and governance costs

Support costs have been allocated between governance and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include an apportionment of overhead and support costs, the overhead allocation has been allocated to governance costs on the basis of staff time as detailed in note 7.

Boxmoor Private Nursery

Notes to the Accounts

Year Ended 31 July 2020

(h) Costs of raising fund

The costs of generating funds consist of advertising and direct expenses associated with attracting new children to our charity.

(I) Charitable activities

Costs of charitable activities primarily include the costs associated with running the charity, namely staff costs, there is also an allocation of governance and support costs included.

(j) Tangible fixed assets and depreciation

All fixed assets are recorded at cost. Depreciation is provided to write assets off over their useful economic life, as follows

Plant and Machinery: 25% reducing balance

Fixtures and Fittings: 25% reducing balance

Any profit or loss arising on the disposal of fixed assets is recognised within the SOFA. Fixed assets are regularly reviewed for impairment, any impairment adjustment is written off to the SOFA in the period it was identified.

2. Related party transactions and trustees' expenses and remuneration

The key management of the charity is considered to be the board of trustees only. They received no remuneration, benefits nor reimbursed expenses in the current period or the comparative period.

Boxmoor Private Nursery
Notes to the Accounts
Year Ended 31 July 2020

7. CHARITABLE ACTIVITIES

	2020		Total
	Nursery costs	Support and governance costs	
Resources	3,009		3,009
Staff costs	82,236		82,236
Staff training	592		592
Subscription and fees			-
Support costs (note 6)		21,651	21,651
Governance costs (note 6)		11,186	11,186
	85,837	32,837	118,674

	2019		Total
	Nursery costs	Support and governance costs	
Resources	6,994		6,994
Staff costs	75,655		75,655
Staff training	603		603
Subscription and fees			-
Support costs (note 6)		22,046	22,046
Governance costs (note 6)		10,604	10,604
	83,252	32,650	115,902

The charities activity is solely running and maintaining the nursery. Support and governance costs are therefore wholly attributable to running one charitable activity and have therefore not been allocated further.

8. STAFF COSTS AND EMOLUMENTS

	2020	2019
	£	£
Total staff costs were as follows:		
Wages and salaries inc NI	99,359	90,761
Pension costs	1,304	1,981
	100,663	92,742

Particulars of employees:

The average number of employees during the year, was as follows:

	2020	2019
Administrative	1	1
Nursery workers	8	9
	9	10

No employee received remuneration of more than £60,000 during the year (2020-Nil).

9. FUNDS HELD

All of the charity's income is classified as unrestricted income. All income received is provided to meet the objectives of the charity and the income is not specifically restricted.

All expenditure incurred is carefully considered by the trustees to ensure that all expenditure incurred is appropriate in meeting the charity's objectives. Expenditure largely consists of staff costs, learning resources and general running costs. There are no designated or restricted expenditure to record in the current or previous periods.

Boxmoor Private Nursery
Notes to the Accounts
Year Ended 31 July 2020

10. FIXED ASSETS

	Plant and machinery	Furniture, fittings and equipment	Total
Cost			
At 1 August 2019	498	16,674	17,172
Additions	791	-	791
Disposals	-	-	-
At 31 July 2020	<u>1,289</u>	<u>16,674</u>	<u>17,963</u>
Depreciation			
At 1 August 2019	498	13,730	14,228
Charge for the year	198	736	934
Eliminated on disposals	-	-	-
At 31 July 2020	<u>696</u>	<u>14,466</u>	<u>15,162</u>
Net book value			
At 31 July 2020	<u><u>593</u></u>	<u><u>2,208</u></u>	<u><u>2,801</u></u>
At 31 July 2019	<u><u>-</u></u>	<u><u>2,944</u></u>	<u><u>2,944</u></u>