

St Mary's Church Nursery, Great Dunmow

Registered charity no: 1120280

The Twelfth Annual Report of the Trustees

1st September 2018 – 31st August 2019

1 Reference & Administrative Details

Address: St Mary's Rooms, Church Street, Church End, Great Dunmow, Essex CM6 2AD

Trustees: Revd Ruth Patten (from June 2014 – to May 2018)
Mr Lea Williams Curate (from May 2018 to date)
Mrs Belinda Booth PCC Trustee and Chair
Mrs Tracy Hamilton Elected Parent Trustee (from Sept 2018 to date)
Mrs Annabelle Stigwood Elected Parent Trustee (from Sept 2017 to 31.8.19)
Mrs Michelle Edwards Secretary from 1.1.2018 to date

Treasurer: Mrs Wendy Townsend

Independent Examiner of Accounts: Mr Philip Milne Town View, Rosemary Lane
Great Dunmow, CM6 1DW

Nursery Supervisors: Mrs Claire Bishop- 31 Weaverhead Close, Thaxted CM6 2PW with
Mrs Helen Worthington- 42 Godfrey Way Great Dunmow CM6 2AY

Bank: Barclays Bank PLC, High Street, Great Dunmow, Essex CM6 1 AA

Solicitor: Wade & Davies 28 High Street, Great Dunmow, Essex, CM6 1AH

2 Structure Governance & Management

St Mary's Church Nursery: Charitable Unincorporated Association, est^d 1st September 1997
Charitable Status achieved: 16th October 2006 GD3 model constitution as governing document.

Objectives and Activities

Aim: to provide education for children aged 2-5 years whose parents/guardians live or work within the Uttlesford District Council area & to advance their education in accordance with Christian principles, and to do so with respect for other religious beliefs.

Management: Governing body of 5 Trustees who meet annually.

The management committee meet once per term to discuss Nursery business. The management committee are directly responsible to the Trustees who meet as necessary but at least once per year. The PCC Trustees report to the Annual Parochial church meeting about Nursery activities. The Parent Trustees report to parents at the Nursery Annual General Meeting in November. Ofsted & Pre School Learning Alliance offer safeguarding advice. Please see Annual reports 1-8 for fuller details.

3 Financial Review to 31st August 2018

The Nursery is funded from parents who pay for their child's sessions & government funding of Nursery places. Mrs Wendy Townsend is appointed Treasurer. Accounts are prepared on a receipts and payments basis & reported to management termly. They were independently examined by Philip Milne and there were no material problems to report. The deficit in nursery income has been identified and fully reversed and a full role maintained. Nursery has also had to outlay significant costs for new resources and materials for both staff and children. On line banking has been implemented. The Nursery has a cash balance of £83,779 of which £50,000 is held in deposit accounts.

Reserves Policy (from the Financial Policy Document)

The Nursery has increased its reserve to £20,000 (twenty thousand pounds) as a contingency reserve provision in case of sudden closure and or winding up of the setting. The historic figure

of £15,000 had remained static for several years and has recently been increased to cover the additional costs needed.

Why Does Nursery need a reserve?

St Mary's Church Nursery holds at least £20,00 in reserve as it is a requirement for winding up, continuation, interim building replacement in case of emergency, representing 2 terms running costs and redundancy payments for all nursery staff should the nursery have to close.

What is level of reserve held? Actual Reserve £20,000

Why hold this level of reserve?

This level of reserve is held to provide the Nursery with, in the long term, a capital deposit for the purchase of the Nursery's own building.

Explain stages to explain maintaining a reserve

The outgoing Nursery Supervisor invested the surplus in the CAF bank account & Barclays Business Tracker Account.

Arrangements for monitoring & reviewing of this policy: Annually by Trustees

4 Funds held as Custodian Trustees

A CAF Bank account was opened in October 2009 as an investment.

5 Activities, Achievements and Performance

Nursery numbers have been increased over the last year & we successfully recruited 2 new members of staff Michelle Edwards & Lisa Mills to our longstanding, excellent team. Our nursery supervisors Mrs Claire Bishop & Mrs Helen Worthington have had a very successful 15 months in role and have increased the number of nursery places to balance the financial deficit experienced last year.

The next Ofsted inspection is scheduled for 2019-20 academic year. Staff training for this and for successful management outcomes pre, during and post probation continued with the Early Years Diocesan Advisor Ann Sharp and Jima Fotopoulou, Early Years Advisor. Staff have continued to do on line training and attend courses in Self-evaluation, Behavioural Issues, Early Years Development, First Aid, Safeguarding, Special Needs, Prevent, Equality & Inclusion, Infection Prevention & Control, Speech & language & Healthy Eating,

The introduction of EAL paperwork (Polish & Romanian) appraisals and SEN issues, nursery staff have continued to work closely with the area SENCO to cater for staff and children's development. In addition to the end of year celebration and Nativity, where at Christmas the Woodland Learning Zone was transformed into Santa's Grotto, activities included Shapes, Colours & Textures, Making Robots, Dinosaurs & Volcanoes, Jack & the Beanstalk, Easter, Pirates, Going on Holiday & the annual visit from the Thaxted Morris Men. Parents continued fundraising with a nursery children's photographer, a Christmas Raffle and Naming The Easter Bunny Competition. These contributions were used to purchase new resources for our children. Grants and donations from Tesco's, Stansted Airport & Dunmow Town Council were also spent on new resources, storage and updating equipment.

Safeguarding remains an important issue and our committee is working hard to review and ensure nursery is fully compliant in all areas of staffing, governance, trusteeship and GDPR.

6 Public Benefit

The nursery's benefits to public include evidence that primary children gained from us settle quickly and easily into reception classes. Consequently their work and development there is enhanced. By providing the appropriate early years foundation education, excellent preparation for school is achieved along with the satisfaction of receiving good external assessment from

parents, primary schools, St Mary's Church, Ofsted, the Pre School Learning Alliance which are all measurable.

7 Future Plans

- To continue to monitor nursery role & income levels and maintain a positive budget
- To assist with the updating of St Mary's Rooms with St Mary's Church PCC
- To continue to develop capital to purchase land for a nursery building

BJBooth October 2019

St Marys Nursery, Dunmow
Accounts for the year ending 31st August 2019

2017/18	2018/19
Total	Total
Income	
£17,357 Fees from parents	£23,196
£32,248 Fees from Essex County Council	£42,456
ECC income 2019/20	£6,455
£444 Milk subsidy	£167
£50 Interest	£90
£184 Grants/donations	£3,934
£153 Fundraising	£844
£2 Miscellaneous	£0
£50,438 Total Income	£77,142
Expenditure	
£4,256 Premises - rent	£4,144
£50,162 Staffing	£49,213
£763 Insurance and PSLA	£774
£50 Ofsted	£50
£193 Equipment	£3,036
£1,424 Admin and Book-keeping	£764
£1,296 Advertising	£495
£659 Course fees	£0
£868 Childrens supplies	£1,270
£383 Misc incl. xmas & photos	£517
£1,022 Willow Project	£0
£0 Fundraising	£88
£61,076 Total expenditure	£60,350
 £77,625 Surplus b/f	 £66,987
-£10,638 Surplus/deficit	£16,792
£66,987 Surplus c/f	£83,779

Records checked and found correct
Philip Milne 15-2-2020

St Marys Nursery, Dunmow
Accounts for the year ending 31st August 2019

Assets

Bank and cash:

£17,293	Current account balance	£33,951
-£376	Less unpresented cheques	-£331
£16,917	Revised current account	£33,620
£30,074	Barclays Reserve account	£30,119
-£4	Cash	£40
Investments:		
£20,000	CAF bank bond	£20,000
£66,987	Total cash assets	£83,779

Funds and reserves

66,987	General Reserve	£62,941
	Employment liability reserve	£20,000
	Grant money still to be expended	£838
66,987	Total Funds and Reserves	£83,779

Records checked and found correct

Philip Milne 15th February 2020



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

St Mary's Church Nursery

**On accounts for the year
ended**

30th August 2019

**Charity no
(if any)**

1120280

Set out on pages

1 and 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **30th August 2019**.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

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

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

** Please delete the words in the brackets if they do not apply.*

Signed:

Phillip Milne

Date: 21/02/2020

Name:

Mr Phillip Milne

**Relevant professional
qualification(s) or body
(if any):**

Address:

Town View Gt Dunmow Essex CM6 1DW

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



CHARITY COMMISSION
FOR ENGLAND AND WALES

St Mary's Church Nursery Great Dunmow

1120280

Receipts and payments accounts

CC16a

For the period from	01/09/2018	To	31/08/2019
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Essex County Council funding	42,456	-	-	42,456	32,248
Essex County Council re 2019/20	6,455	-	-	6,455	-
Fees from parents	23,196	-	-	23,196	17,357
Milk refund	167	-	-	167	444
Bank Interest	90	-	-	90	50
Grants / Donations	3,096	838	-	3,934	184
Fundraising	844	-	-	844	153
Miscellaneous	-	-	-	-	2
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	76,304	838	-	77,142	50,438
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	76,304	838	-	77,142	50,438
A3 Payments					
Rent	4,144	-	-	4,144	4,256
Staff wages	49,213	-	-	49,213	50,162
Overheads	3,352	-	-	3,352	5,059
Equipment	3,036	-	-	3,036	193
Miscellaneous	517	-	-	517	383
Fundraising	88	-	-	88	-
Willow Project	-	-	-	-	1,023
	-	-	-	-	-
Sub total	60,350	-	-	60,350	61,076
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	60,350	-	-	60,350	61,076
Net of receipts/(payments)	15,954	838	-	16,792	- 10,638
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	66,987	-	-	66,987	77,625
Cash funds this year end	82,941	838	-	83,779	66,987

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	Cash	40	-	-
	Bank	62,901	838	-
	Charities Aid foundation bond	20,000	-	-
	Total cash funds	82,941	838	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	B. J. Booth	B. J. Booth	21/2/20