

**Report of the Trustees and  
Unaudited Financial Statements For The Year Ended 31st March 2020  
for  
St Michael's Family Centre**

Aston Shaw Limited  
11 King Street  
King's Lynn  
Norfolk  
PE30 1ET

**Contents of the Financial Statements  
For The Year Ended 31st March 2020**

	<b>Page</b>
<b>Report of the Trustees</b>	<b>1 to 5</b>
<b>Independent Examiner's Report</b>	<b>6</b>
<b>Statement of Financial Activities</b>	<b>7</b>
<b>Balance Sheet</b>	<b>8</b>
<b>Notes to the Financial Statements</b>	<b>9 to 13</b>
<b>Detailed Statement of Financial Activities</b>	<b>14</b>

## **St Michael's Family Centre**

### **Report of the Trustees For The Year Ended 31st March 2020**

The trustees present their report with the financial statements of the charity for the year ended 31st March 2020. The trustees have adopted the provisions of 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 (FRS 102) (effective 1 January 2019).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

##### **Core aim and ethos of St Michaels's Family Centre**

We aim to offer a safe and secure environment for all children, in which they will be offered a wide range of opportunities to learn through play. Enthusiastic staff will give the children opportunities to be creative, imaginative and to develop physical skills. We have a wide range of activities and equipment to suit all ages and interests.

The children will be empowered to extend and develop their skills and confidence in a caring supportive framework.

**"Playing and learning together"**

## **St Michael's Family Centre**

### **Report of the Trustees For The Year Ended 31st March 2020**

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

##### **Major achievements and developments**

It has been a tricky year with the COVID outbreak early in the Spring 2020 and staff under the guidance of the committee, local county council and government guidelines have had to make changes to practice to ensure that children and adults have been kept safe and well. Staff have worked diligently to achieve these aims and objectives, under what have been uncertain and difficult times. Initially each day presented a different challenge or dilemma which the staff took in their stride usually with a smile and sunny disposition.

The COVID outbreak has necessitated a major review of working practices, resulting in a reduction in children attending, which has also had implications for revenue and spending. The committee have been pro-active with many decisions needing to be made to ensure the sustainability of the charity. Well-being of both staff and children has been at the fore-front of thinking and positive actions have been taken to ensure that everyone felt safe and valued. New ways of working have been developed to ensure that some of our most vulnerable children were overlooked and kept safe.

A grant was received from the local borough council to support the sustainability of the charity and lessen the impact of reduced funds - this has been used to develop and renew some of the outdoor area at Saddlebow Road. The children returning in June were very excited with the new climbing wall and extended outdoor provision.

The outdoor provision at Church Lane has been reviewed and extended to provide a more exciting and stimulating environment to meet the needs of the children. Whereby an area specific to the needs of the younger age group has been established. Despite changing situations and government requirement staff have continued to develop a reflective practice approach to continue to ensure the highest quality provision is available for service users as they have returned from lockdown periods.

Saddlebow Road has continued to reflect and develop the quality of services offered, enjoying the benefits of being on the school site and making use of school facilities for activities like active kids and story café's and sharing the 'school bus' to go to the library; unfortunately these came to unforeseen closure in March 2020.

Both Saddlebow Road and Church Lane have been inspected by OfSTED and maintained the Outstanding judgement which is testimony to the commitment of the staff and committee members to 'always be the best they can'.

##### **Major achievements in childcare:**

The use of Tapestry to document and record the children's learning has been implemented in all areas of the early years provision and is well received by parents as it allows ease of access to children learning and development. This means of keeping in touch with parents has been essential during the current COVID pandemic and provided a valuable communication system.

All staff have had the opportunity to participate in INSET training - in keeping with job roles and areas of responsibility.

Staff have updated relevant mandatory qualifications - including risk assessment, first aid, moving and handling, and safeguarding with sessions on the latest requirements and legislation including the requirements related to COVID and providing a COVID secure environment for both children and adults.

We continued to successfully implement the Early Years Foundation Stage in keeping with best practice as identified in the recent OfSTED reports as both of our centre have been inspected and maintained our Outstanding grading.

Children have had the opportunity to visit various locations both locally and in the wider environment up to the point that the COVID Nation Lockdown was enforced.

Embed a unified approach and ethos across the two sites to promote the core ethos of the Charity as St Michael's Family Centre.

##### **Staff report and update:**

##### **Childcare Staff team St Michael's family centre confirmed as from September 2019:**

Registered Person	Jeanette Nowrung and setting SENCO/SLP
Administrator	Lynn Glencross (part time - term time only)
<b>Saddlebow Road</b>	
Early Years Professionals: (Saddlebow Road)	Paula Reed (full time) setting ENCO/DSL Jackie Smith (full time) DSLP++



## St Michael's Family Centre

### Report of the Trustees For The Year Ended 31st March 2020

Jane Kirchen (part time) - retired Sept 2020  
Amy Elton (full time)  
Sam Tann (full time)  
Jessica Simpson (full time term time)  
Nicole Adler (full time term time)  
Kimberly James (part time term time)  
Hannah Palmer (full time)  
Imogen Luker (part time term time)  
Appointed Sept 2019

Senior Play-worker

Jill Watson (part time)

Thrive coordinator

Tracey Rudd - appointed Sept 2019

#### Church Lane

Early Years Professional: (Church Lane)

Louise Harris (term time only) SENCO/SLP

Holly Melton  
Amy Ellwood (currently on Mat Leave)  
Hanna Yate  
Phoebe Hammond (currently part time returning from furlough)  
Leanne Brassett (part time) - currently on Mat leave due to return Sept 2020  
Catherine Ward (part time) left Sept 2020

Support Staff

Jon Wells (ICT support)

#### **Fundraising activities**

The staff and children have been busy yet again raising funds for those less fortunate in the local and wider community and have supported the following national and local events:

Macmillan cancer - by having a coffee morning event  
'Big - Bash' event organised by 2 of the local Churches to raise funds for the Food bank  
BBC Children in Need  
NSPCC Christmas Jumper day

We also held an event for Mother's day event, whereby parents were provided with hand crafted child made items but we had to cancel the Father's day event owing to COVID.

#### **Partnership working:**

##### **Local nurseries and community organisations:**

As an outstanding provider the family centre has had visits from other local providers to share and promote good practice. Further some staff and committee members have been asked to advise other providers in the local area for advice and guidance to enable and allow them to prepare for Ofsted inspections.

The family Centre has also continued to work in partnership with other local nurseries in the community to ensure that services are available for those most in need. This includes but not limited to signposting children and families to other providers to meet the needs and demands of the child and family.

##### **Local health team:**

The childcare staff also have regular dialog with the local health team to plan and implement learning activities for those most in need as well as plan integrated reviews for the children (2 year checks).

## **St Michael's Family Centre**

### **Report of the Trustees**

**For The Year Ended 31st March 2020**

#### **FINANCIAL REVIEW**

##### **Financial report**

The accounts have been finalised for the year and independently audited, copy attached to this report.

We have continued to claim funds for 2, 3 and 4 year olds. This means that the term after child is 3 years old they are entitled to 15 hours for funded sessions which we claim from Norfolk County Council Education department. A number of children are funded via the Norfolk County Council 2 year funded scheme. Furthermore, we have children that are in receipt of the government 30 hour funding. It has been noticeable that during the year that more children are accessing the 30 hour funding, this is attributed to more parents being in working situations that allow access to this government funding.

Finances have been an area of attention during the year; as the COVID outbreak has necessitated secure and robust evaluation of cash flow resulting in reductions in spending. It was evident very early on in the outbreak that revenue would be significantly reduced as many children stopped attending. We have been able to make use of government support to enable us to continue to offer a service throughout the outbreak in keeping with the guideline. Effective use has been made of the Furlough Scheme to allow and support staffing costs to prevent staff from being permanently laid off.

Staff wages reviewed and increased in line with recommendations for minimum wage and the national living wage.

The surplus in the year amounted to £59,680 and the amount held in general reserves at the Balance Sheet date was £782,586.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

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

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity number**

1102811

##### **Principal address**

Saddlebow Road  
King's Lynn  
Norfolk  
PE30 5BW

##### **Trustees**

J Nowrung  
K LeServe  
L Hartley  
S Courtney-Jenner  
J Watts

##### **Committee**

Jeanette Nowrung  
Lesley Hartley  
Sasha Courtney-Jenner  
Kathryn LeServe (Safeguarding lead)  
Jasmine Watts  
Louise Harris (staff member)  
Paula Reed (staff member)

##### **Independent Examiner**

Aston Shaw Limited  
11 King Street  
King's Lynn  
Norfolk  
PE30 1ET

St Michael's Family Centre

Report of the Trustees  
For The Year Ended 31st March 2020

Approved by order of the board of trustees on 14/01/20 and signed on its behalf by:

Jeannette Nowrung  
J Nowrung - Trustee

**Independent Examiner's Report to the Trustees of  
St Michael's Family Centre**

**Independent examiner's report to the trustees of St Michael's Family Centre**

I report to the charity trustees on my examination of the accounts of St Michael's Family Centre (the Trust) for the year ended 31st March 2020.

**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 Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of FCCA which is one of the listed bodies.

I have completed my examination. I 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:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

*Aston Shaw*

Dominic Shaw  
FCCA  
Aston Shaw Limited  
11 King Street  
King's Lynn  
Norfolk  
PE30 1ET

Date: .....

*26<sup>th</sup> January 2021*



**St Michael's Family Centre**

**Balance Sheet**  
**31st March 2020**

	Notes	31/3/20 Unrestricted fund £	31/3/19 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	8	166,755	149,853
<b>CURRENT ASSETS</b>			
Debtors	9	14,187	26,262
Cash at bank		603,338	548,675
		<u>617,525</u>	<u>574,937</u>
<b>CREDITORS</b>			
Amounts falling due within one year	10	(1,952)	(1,884)
<b>NET CURRENT ASSETS</b>		<u>615,573</u>	<u>573,053</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>782,328</u>	<u>722,906</u>
<b>NET ASSETS</b>		<u>782,328</u>	<u>722,906</u>
<b>FUNDS</b>	11		
Unrestricted funds		<u>782,328</u>	<u>722,906</u>
<b>TOTAL FUNDS</b>		<u>782,328</u>	<u>722,906</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 16/04/20 and were signed on its behalf by:

*Deanne M. Nowrung*  
J Nowrung - Trustee

**St Michael's Family Centre**

**Statement of Financial Activities  
For The Year Ended 31st March 2020**

		31/3/20 Unrestricted fund £	31/3/19 Total funds £
	Notes		
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies		429,820	438,564
Investment income	2	252	209
<b>Total</b>		<u>430,072</u>	<u>438,773</u>
 <b>EXPENDITURE ON</b>			
Raising funds	3	1,512	1,803
<b>Charitable activities</b>	4		
Playgroup running costs		369,138	366,092
<b>Total</b>		<u>370,650</u>	<u>367,895</u>
 <b>NET INCOME</b>		<u>59,422</u>	<u>70,878</u>
 <b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		722,906	652,028
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>782,328</u></u>	<u><u>722,906</u></u>

The notes form part of these financial statements

**Notes to the Financial Statements  
For The Year Ended 31st March 2020**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102). '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 (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

**Income**

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

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- Straight line over 8 years
Nursery equipment	- 25% on reducing balance
Office equipment	- 25% on reducing balance

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**2. INVESTMENT INCOME**

	31/3/20	31/3/19
	£	£
Deposit account interest	252	209
	<u>252</u>	<u>209</u>

**St Michael's Family Centre**

**Notes to the Financial Statements - continued  
For The Year Ended 31st March 2020**

**3. RAISING FUNDS**

**Other trading activities**

	31/3/20	31/3/19
	£	£
Bad debts	1,512	1,803

**4. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £	Support costs £	Totals £
Playgroup running costs	367,938	1,200	369,138

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st March 2020 nor for the year ended 31st March 2019.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st March 2020 nor for the year ended 31st March 2019.

**6. STAFF COSTS**

	31/3/20	31/3/19
	£	£
Wages and salaries	298,433	307,134
Other pension costs	15,725	5,889
	314,158	313,023

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

	31/3/20	31/3/19
	20	24
Support staff		

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

**7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
Donations and legacies	438,564
Investment income	209
<b>Total</b>	438,773
<b>EXPENDITURE ON</b>	
Raising funds	1,803
<b>Charitable activities</b>	
Playgroup running costs	366,092
<b>Total</b>	367,895
<b>NET INCOME</b>	70,878



7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

Unrestricted  
fund  
£

RECONCILIATION OF FUNDS

Total funds brought forward 652,028

TOTAL FUNDS CARRIED FORWARD 722,906

8. TANGIBLE FIXED ASSETS

	Freehold property £	Nursery equipment £	Office equipment £	Totals £
<b>COST</b>				
At 1st April 2019	147,128	13,916	12,283	173,327
Additions	20,321	-	1,034	21,355
At 31st March 2020	<u>167,449</u>	<u>13,916</u>	<u>13,317</u>	<u>194,682</u>
<b>DEPRECIATION</b>				
At 1st April 2019	7,355	9,273	6,846	23,474
Charge for year	1,674	1,161	1,618	4,453
At 31st March 2020	<u>9,029</u>	<u>10,434</u>	<u>8,464</u>	<u>27,927</u>
<b>NET BOOK VALUE</b>				
At 31st March 2020	<u>158,420</u>	<u>3,482</u>	<u>4,853</u>	<u>166,755</u>
At 31st March 2019	<u>139,773</u>	<u>4,643</u>	<u>5,437</u>	<u>149,853</u>

9. DEBTORS

	31/3/20 £	31/3/19 £
Amounts falling due within one year:		
Fee debtors	<u>14,162</u>	<u>26,237</u>
Amounts falling due after more than one year:		
Other debtors	<u>25</u>	<u>25</u>
Aggregate amounts	<u>14,187</u>	<u>26,262</u>

Notes to the Financial Statements - continued  
For The Year Ended 31st March 2020

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/20 £	31/3/19 £
Other creditors	<u>1,952</u>	<u>1,884</u>

11. MOVEMENT IN FUNDS

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
<b>Unrestricted funds</b>			
General fund	722,906	59,422	782,328
<b>TOTAL FUNDS</b>	<u>722,906</u>	<u>59,422</u>	<u>782,328</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	430,072	(370,650)	59,422
<b>TOTAL FUNDS</b>	<u>430,072</u>	<u>(370,650)</u>	<u>59,422</u>

Comparatives for movement in funds

	At 1.4.18 £	Net movement in funds £	At 31.3.19 £
<b>Unrestricted funds</b>			
General fund	652,028	70,878	722,906
<b>TOTAL FUNDS</b>	<u>652,028</u>	<u>70,878</u>	<u>722,906</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	438,773	(367,895)	70,878
<b>TOTAL FUNDS</b>	<u>438,773</u>	<u>(367,895)</u>	<u>70,878</u>

Notes to the Financial Statements - continued  
For The Year Ended 31st March 2020

11. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.18 £	Net movement in funds £	At 31.3.20 £
<b>Unrestricted funds</b>			
General fund	652,028	130,300	782,328
<b>TOTAL FUNDS</b>	<u>652,028</u>	<u>130,300</u>	<u>782,328</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	868,845	(738,545)	130,300
<b>TOTAL FUNDS</b>	<u>868,845</u>	<u>(738,545)</u>	<u>130,300</u>

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2020.

**St Michael's Family Centre**

**Detailed Statement of Financial Activities  
For The Year Ended 31st March 2020**

	31/3/20 £	31/3/19 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Norfolk County council funding	253,740	251,623
Fees	168,955	179,187
Hardship fund	1,447	5,175
Photos	1,056	1,114
Sundries	4,622	1,465
	<hr/>	<hr/>
	429,820	438,564
<b>Investment income</b>		
Deposit account interest	252	209
	<hr/>	<hr/>
<b>Total incoming resources</b>	430,072	438,773
	<hr/>	<hr/>
<b>EXPENDITURE</b>		
<b>Other trading activities</b>		
Bad debts	1,512	1,803
<b>Charitable activities</b>		
Wages	298,433	307,134
Pensions	15,725	5,889
Rates and water	571	1,545
Insurance	2,591	2,493
Light and heat	5,055	9,611
Telephone	1,712	2,104
Office running costs	5,662	4,898
Sundries	955	693
Repairs and renewals	12,529	9,120
Training	2,885	700
Cleaning	2,728	3,010
Photos	867	850
Nappy collection	1,443	1,193
Lunch club	10,753	9,566
Operation Fees	1,576	1,368
Depreciation of tangible fixed assets	4,453	4,838
	<hr/>	<hr/>
	367,938	365,012
<b>Support costs</b>		
<b>Governance costs</b>		
Independent examiners remuneration	1,200	1,080
	<hr/>	<hr/>
<b>Total resources expended</b>	370,650	367,895
	<hr/>	<hr/>
<b>Net income</b>	59,422	70,878
	<hr/>	<hr/>