

Company Registration No. : 03847662
Charity Registration No. : 1097448

ST THOMAS a BECKETT NURSERY SCHOOL LIMITED
(A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2020

ST THOMAS a BECKETT NURSERY SCHOOL LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

| | |
|-------------------|--|
| Trustees | U Tompsett J Simmonds M A Burbage J M Swift |
| Charity number | 1097448 |
| Company number | 03847662 |
| Principal Address | 3 Tutts Barn Lane Eastbourne East Sussex BN22 8XT |
| Registered Office | 2 Upperton Gardens Eastbourne East Sussex BN21 2AH |
| Accountants | Xynamo 5 Limited Chartered Accountants 2 Upperton Gardens Eastbourne East Sussex BN21 2AH |
| Bankers | Barclays Bank Plc Terminus Road Eastbourne East Sussex |

ST THOMAS a BECKETT NURSERY SCHOOL LIMITED

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ST THOMAS a BECKETT NURSERY SCHOOL LIMITED

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2020

The trustees present their report and accounts for the year ended 31 August 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, applicable law and the requirements of the Statement of Recommended Practice.

Structure, Governance and Management

Governing Document

St Thomas a Beckett Nursery School Limited is a registered charity and a company limited by guarantee and is governed by its Memorandum and Articles of Association.

St Thomas a Beckett School Nursery Limited was incorporated as a company limited by guarantee on 23 September 1999 and was registered as a charity by the Charity Commission on 9 May 2003.

Recruitment, Appointment of Trustees

Trustees, who are also Directors of the Company, are elected by the Board. The Chair, working with one other Trustee, oversees the elections process for Board appointments, which are then approved by the board. A separate process agreed by the Trustee Board is followed for the election of the Chair. No other persons or bodies external to the charity were entitled to appoint persons to the Trustee Board.

Induction of Trustees

Newly appointed Trustees are appointed with a comprehensive induction to St Thomas a Beckett Nursery School Limited through the provision of training courses and induction materials.

The trustees, who are also the directors for the purpose of company law, who served during the year were:

J Simmonds
U Tompsett
M A Burbage
J M Swift

ST THOMAS a BECKETT NURSERY SCHOOL

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2020

Organisational Structure

St Thomas a Beckett Nursery School Limited is governed by its Trustee Board, which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of St Thomas a Beckett Nursery School Limited and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day-to-day operation of the organisation to senior management. The Trustee Board is independent from management.

Major risks

As part of its ongoing risk assessment and risk management, the major risks to which the charity is exposed are continually assessed and the findings notified to the Trustees. The Trustees are satisfied that appropriate measures are being implemented to mitigate the effects of those risks. Internal risks are minimised by the implementation of effective financial and administrative controls and procedures, and by ensuring consistent quality of delivery for all operational aspects of the charity.

Objectives and activities

Aims, Objectives, Strategies and principal activity

The charity's objects are that of promoting and providing for the advancement of education of children up to the age of twelve.

Achievements and performance

During the year the nursery school pursued its aims and objectives while operating at a net surplus.

Investment Activities

The charity does not currently hold any material investments.

Financial Review

Financial position

The year ended with a surplus of £14,305 (2019: -£5,869). At the end of the year the Nursery had an unrestricted general reserve of £343,086 (2019: £328,781).

ST THOMAS a BECKETT NURSERY SCHOOL LIMITED

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2020

Reserves Policy

The trustees believe that the charity should hold sufficient financial reserves in order to ensure that the charity can continue to operate and meet the needs of pupils in the event of unforeseen and potentially financially damaging circumstances arising.

They have calculated that reserves of up to £35,000 are required to meet running costs for three months, including the additional costs of fund raising.

The reserves policy is reviewed by the trustees annually.

Principal Funding Sources

The charity continues to be funded through grants from the County Council.

Funds in deficit

There were no funds in deficit at the balance sheet date.

Investment Policy

As required by its Memorandum, in furtherance of its objects, and for no other purposes, the charitable company has the power to invest the monies of the charitable company not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions and such consents as may for the time being be imposed or required by law.

Plans for the Future

St Thomas a Beckett Nursery School Limited aims to continually improve its service.

Asset cover for funds

Note 14 sets out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

ST THOMAS a BECKETT NURSERY SCHOOL LIMITED

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2020

Trustees Responsibilities

Company Law and Charity Law require the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of St Thomas a Beckett Nursery School Limited and of the surplus or deficit for that period. In preparing those financial statements, the trustees are required to:

- (a) select suitable accounting policies and then apply them consistently
- (b) make judgements and estimates that are reasonable and prudent,
- (c) state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- (d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The trustees are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of St Thomas a Beckett Nursery School Limited and to enable them to ensure that the financial statements comply with the Companies Act 2006.

The trustees are responsible for ensuring that the charitable company maintains an adequate system of internal control designed to provide reasonable assurance that assets are safeguarded against material loss or unauthorised use and to prevent and detect fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and reporting by Charities and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and was approved by The Board onand signed on its behalf.

On behalf of the board of trustees

Trustee: Mrs U Tompsett
Dated:

ST THOMAS a BECKETT NURSERY SCHOOL LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF ST THOMAS a BECKETT NURSERY SCHOOL

We report on the accounts for the year ended 31 August 2020 set out on pages 6 to 13.

Respective responsibilities of trustees and reporting accountants

As described on pages 1-4 the charity's trustees, who are also the directors of St Thomas a Beckett Nursery School for the purpose of company law, are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required this year under the Companies Act 2006 and section 145 of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- (a) examine the accounts under section 145 of the Charities Act,
- (b) to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- (c) to state whether particular matters have come to my attention.

Basis of independent examiners' report

My examination was carried out in accordance with the 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 the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

Independent examiners' statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements
 - a) to keep accounting records in accordance with s386 of the Companies Act 2006 and with section 130 of the Charities Act,
 - b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Companies Act 2006 and the Charities Act have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

X5 Chartered Accountants
Xynamo 5 Limited
2 Upperton Gardens
Eastbourne
East Sussex
BN21 2AH
Dated:

ST THOMAS a BECKETT NURSERY SCHOOL LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2020

| | Notes | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | Total 2020 £ | Total 2019 £ |
|---|-----------|-------------------------|-----------------------|-----------------------|--------------------|--------------------|
| <u>Incoming resources from generated funds</u> | | | | | | |
| <i>Voluntary income:</i> | | | | | | |
| Grants and donations | 2 | 9,376 | - | - | 9,376 | 10,946 |
| <i>Activities for generating funds:</i> | | | | | | |
| Investment Income | 3 | 129 | - | - | 129 | 156 |
| | | 9,508 | - | - | 9,508 | 11,102 |
| Incoming resources from Charitable activities | | | | | | |
| Grants and contracts | 4 | 140,049 | - | - | 140,049 | 102,887 |
| Total Incoming Resources | | 149,653 | - | - | 149,653 | 113,989 |
| <u>Resources Expended</u> | | | | | | |
| Charitable activities | 5 | 127,385 | - | - | 127,388 | 112,684 |
| Support costs | 5 | 6,627 | - | - | 6,657 | 5,852 |
| Governance costs | 5 | 1,337 | - | - | 1,337 | 1,322 |
| Total resources expended | | 135,348 | - | - | 135,348 | 119,858 |
| Net (outgoing)/Incoming resources before transfer | | 14,305 | - | - | 14,305 | (5,869) |
| Transfer between funds | | | | | | |
| | | - | - | - | - | - |
| Net income/(Expenditure) for the year/ Net movement in funds | | 14,305 | - | - | 14,305 | (5,869) |
| Fund balance at 1 September 2019 | | 328,781 | - | - | 328,781 | 334,650 |
| Fund balances at 31 August 2020 | 14 | 343,086 | - | - | 328,781 | 328,781 |

The Statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

ST THOMAS a BECKETT NURSERY SCHOOL LIMITED

BALANCE SHEET AS AT 31 AUGUST 2020

| | Notes | 2020 £ | 2019 £ |
|---|-------|----------------|----------------|
| Fixed Assets | | | |
| Tangible Assets | 12 | 265,710 | 265,927 |
| Current Assets | | | |
| Debtors | | - | - |
| Cash at bank and in hand | | 77,970 | 63,448 |
| | | <u>77,970</u> | <u>63,448</u> |
| Creditors: amounts falling due within one year | 13 | <u>(594)</u> | <u>(594)</u> |
| Net Current Assets | | <u>77,376</u> | <u>62,854</u> |
| Total Assets less current liabilities | | <u>343,086</u> | <u>328,781</u> |
| Income Funds | | | |
| Unrestricted Funds: | | | |
| | | | |
| Other Charitable funds: | | <u>343,086</u> | <u>328,781</u> |
| | | <u>343,086</u> | <u>328,781</u> |

The company is entitled to exemption from under Section 477 of the Companies Act 2006 for the year ended 31 August 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 August 2020 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective of April 2008)

The financial statements were approved by the directors on and were signed by:

Jennifer Swift

Trustee Mrs J Swift

Trustee Mrs U Tompsett

ST THOMAS a BECKETT NURSERY SCHOOL LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2020

1 Accounting policies

1.1 Basis of preparation

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice.

1.2 Incoming resources

Voluntary income and donations are accounted for when received by the charitable company. Income from fundraising events is shown gross. No permanent endowments have been received in the period, but these are dealt with through the Statement of Financial Activities when received.

Grants receivable are recognised once the charity has entitlement to the resources, it is certain that the resources will be received, and they are legally entitled to the income.

1.3 Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accrual's basis.

Value added tax not recoverable by the charitable company due to its exempt status is included within the relevant costs in the Statement of Financial Activities.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those associated with meeting the constitutional and statutory requirements of the charity and include the accountancy fee and costs linked to strategic management of the charity.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

| | |
|-------------------------|----------------------|
| Furniture and Equipment | 25% reducing balance |
| Playground equipment | 25% reducing balance |
| Property additions | Not provided |

1.5 Fund accounting

Unrestricted general funds - these are funds, which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds - these are funds allocated by the trustees out of unrestricted general funds for specific future purposes.

ST THOMAS a BECKETT NURSERY SCHOOL LIMITED

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2020

1) Accounting Policies (continued)

Fund accounting (continued)

Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or if funds are raised for a specific purpose.

2 Grants and Donations

| | Unrestricted Funds | Restricted Funds | Total 2020 | Total 2019 |
|-------------------------|-----------------------|---------------------|---------------|---------------|
| | £ | £ | £ | £ |
| Grants and other income | 6,283 | - | 6,283 | - |
| Fees receivable | 3,093 | - | 3,093 | 10,946 |
| | <u>9,376</u> | <u>-</u> | <u>9,376</u> | <u>10,946</u> |

3 Investment Income

| | 2020 | 2019 |
|---------------------|------------|------------|
| | £ | £ |
| Interest Receivable | <u>129</u> | <u>156</u> |

4 Incoming resources from charitable activities

| | Unrestricted Funds | Restricted Funds | Total 2020 | Total 2019 |
|-------------------|-----------------------|---------------------|----------------|----------------|
| | £ | £ | £ | £ |
| Grants receivable | <u>140,049</u> | <u>-</u> | <u>140,049</u> | <u>102,887</u> |

Included within this income are the following grants

Unrestricted funds:

| | | |
|--------------------------|----------------|----------------|
| Nursery education grants | 140,049 | 102,887 |
| | <u>140,049</u> | <u>102,887</u> |

ST THOMAS a BECKETT NURSERY SCHOOL LIMITED

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2020

5 Total resources expended

| | | Staff Costs £ | Depreciation £ | Other Costs £ | Total 2020 £ | Total 2019 £ |
|--------------------------------|--|---------------------|-------------------|---------------------|--------------------|--------------------|
| Charitable activities | | | | | | |
| Activities undertaken directly | | 106,312 | 206 | 20,866 | 127,385 | 112,684 |
| Support costs | | 5,595 | 11 | 1,021 | 6,627 | 5,851 |
| Governance costs | | - | | 1,337 | 1,337 | 1,322 |
| Total | | 111,908 | 217 | 23,224 | 135,348 | 119,864 |

6 Activities undertaken directly

| | 2020 £ | 2019 £ |
|---|---------------|---------------|
| Other costs relating to direct charitable expenditure comprise: | | |
| Unrestricted | | |
| Training costs | 320 | 204 |
| Resource materials | 2,375 | 3,752 |
| Advertising | 175 | 1,016 |
| Cleaning costs | 165 | 278 |
| Rent | 11,400 | 11,400 |
| Uniform | 813 | - |
| Equipment | 956 | 1,656 |
| Sundry items | 2,555 | 1,118 |
| Professional costs | - | - |
| Premises Expenses | 352 | 84 |
| Elec/Gas | 267 | 233 |
| Computer/ICT costs | 725 | 2,353 |
| Building and Contents Ins | 764 | - |
| Write off of old balance | - | - |
| | 20,866 | 22,094 |

ST THOMAS a BECKETT NURSERY SCHOOL LIMITED

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2020

7 Support Costs

| | 2020 | 2019 |
|---------------------------|------|------|
| | £ | £ |
| Resource materials | 125 | 198 |
| Rent | 600 | 600 |
| Equipment | 50 | 87 |
| Sundry items | 134 | 59 |
| Elec/Gas | 14 | 13 |
| Computer/ICT costs | 38 | 123 |
| Premises expenses | 19 | 4 |
| Building and Contents Ins | 40 | |

| | |
|--------------|--------------|
| 1,021 | 1,084 |
|--------------|--------------|

Support costs have been allocated on the basis of floor area and staff utilization.

8 Governance Costs

| | 2020 | 2019 |
|--------------|------|------|
| | £ | £ |
| Subscription | 730 | 715 |
| Accountancy | 607 | 607 |

| | |
|--------------|--------------|
| 1,337 | 1,322 |
|--------------|--------------|

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year.

ST THOMAS a BECKETT NURSERY SCHOOL LIMITED

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2020

10 Employees

Number of employees

The average monthly number of employees during the year was:

| | 2020 Number | 2019 Number |
|-------------------------------|----------------|----------------|
| Direct charitable work | 8 | 6 |
| Management and administration | 2 | 2 |

Employment costs

| | 2020 £ | 2019 £ |
|-----------------------|----------------|---------------|
| Wages and salaries | 105,832 | 86,765 |
| Social Security costs | 6,076 | 9,000 |
| | 111,908 | 95,765 |

11 Taxation

The Company is a registered charity and under section 505 (1) of the Income and Corporation Taxes Act 1988 is exempt from taxation.

12 Tangible Fixed Assets

| | Property Additions £ | Furniture And Equipment £ | Playground Equipment £ | Total £ |
|-----------------------|----------------------------|------------------------------------|------------------------------|------------|
| Cost | | | | |
| At 1 September 2019 | 265,059 | 4,867 | 12,082 | 282,009 |
| Additions | - | - | - | - |
| At 31 August 2020 | 265,059 | 4,867 | 12,082 | 282,009 |
| Depreciation | | | | |
| At 1 September 2019 | - | 4,405 | 11,677 | 16,082 |
| Charge for the year | - | 116 | 101 | 217 |
| At 31 August 2020 | - | 4,521 | 11,778 | 16,299 |
| Net book value | | | | |
| At 31 August 2020 | 265,059 | 346 | 304 | 265,710 |
| At 31 August 2019 | 265,059 | 462 | 405 | 265,926 |

ST THOMAS a BECKETT NURSERY SCHOOL LIMITED

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2020

13 Creditors: Amount falling due within one year

| | 2020 £ | 2019 £ |
|-------------------|------------|------------|
| Income in Advance | - | - |
| Accruals | 594 | 594 |
| | <u>594</u> | <u>594</u> |

14 Analysis of net assets between funds

| | Unrestricted Funds £ | Designate d Funds £ | Restricted Funds £ | Total £ |
|--|----------------------------|------------------------------|--------------------------|----------------|
| Fund balance at 31 August 2019 are represented by: | | | | |
| Tangible fixed assets | 265,710 | - | - | 265,710 |
| Current assets | 77,970 | - | - | 77,970 |
| Creditors: amounts falling due within one year | (594) | - | - | (594) |
| | <u>343,086</u> | <u>-</u> | <u>-</u> | <u>343,086</u> |

15 Commitments

There were no commitments at the balance sheet date.

16 Related parties

There were no related parties during the year.

17 Designated Funds

There were no balances held in these funds at 31 August 2020.