

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE PERIOD 1 NOVEMBER 2015 TO
31 AUGUST 2016
FOR
ST JOHN'S NURSERY GROUP CIO

Hartley Fowler LLP
Chartered Accountants
44 Springfield Road
Horsham
West Sussex
RH12 2PD

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REPORT OF THE TRUSTEES
FOR THE PERIOD 1 NOVEMBER 2015 TO 31 AUGUST 2016

The trustees present their report with the financial statements of the charity for the period 1 November 2015 to 31 August 2016. 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 for Smaller Entities (the FRSSE) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity exists to advance the education of children below compulsory school age by providing satisfactory group play in a safe and secure environment. It aims to ensure to the best of its ability that excellent facilities and pre-school education are provided to each child who attends the nursery.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

This last year has been the culmination of the last 18 months to two years hard work in locating and moving the nursery into a new site and settling into the new business model of an all-day nursery providing breakfast, lunch and dinner.

The nursery has transitioned into the new setting well and has worked through the challenges a bigger site and new day structure has thrown up. We have also been presented with a few financial challenges as a result of the changes and we have adapted our business model in relation to fees to ensure the nursery continues to thrive and offer the level of care we have become known for in the local community.

We are still awaiting our follow-up Ofsted inspection after setting up the new registration. This is now overdue as it was advised that it would occur within first 6 months of operating. The Nursery team are continuing to develop and attend a broad spectrum of courses to ensure we are meeting the requirements of the Early Years curriculum and developing our team. Linda our Nursery Manager has returned to study to gain her management qualification; we will fully support her to ensure this is attained. The Nursery is committed to improve further so we are well placed to deal with any future changes to Early Years requirements and to continue to provide quality childcare that is accessible to all in the local community.

FINANCIAL REVIEW

Financial position

Reserves policy

Historically the Trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ('the free reserves') held by the charity should be 3 months of the resources expended plus redundancy costs. Given the large costs involved relocating to the new site at Redstone the trustees agree that future free reserves shall be equal to the redundancy costs only, with the intention of rebuilding the free reserves once established at the new site. Current redundancy costs are £8,000. At present the free reserves which amount to £14,181, of which £1,240 are restricted funds, exceed this target level.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Charity is controlled by its governing constitution, using the Charity commission CIO 'Association' model template.

Organisational structure

The members of the Management Committee are as follows:

Marc Cullender	Chairman	Resigned January 2016
Kate Pawlowicz	Chairman	Appointed January 2016
	Secretary	
Jonathan Cottrell	Treasurer	
Peter Martin	Property Maintenance	
Vicky Wood	Fundraising	
Katherine Lloyd	Fundraising	
Amber Jones	Health & Safety	Resigned January 2016

Trustees and Management Committee members self-nominate for roles and are voted in at the charity's Annual General Meeting.

REPORT OF THE TRUSTEES
FOR THE PERIOD 1 NOVEMBER 2015 TO 31 AUGUST 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

Advice and information

The nursery is a member of the Pre-School Learning Alliance (PLA) and as such is able to benefit from PLA training sessions in addition to free advice, both legal and otherwise. The nursery is registered with social services and is inspected by OFSTED.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number
1163181

Principal address
Redstone Lodge
Philanthropic Road
Redhill
Surrey
RH1 4DG

Trustees
J Cottrell
K Pawlowicz
P Martin
Mrs V Wood
M Cullender - resigned 6/1/16

Independent examiner
Hartley Fowler LLP
Chartered Accountants
44 Springfield Road
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STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the Report of the Trustees and the 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, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- 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 which 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 Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on and signed on its behalf by:

.....
K Pawlowicz - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
ST JOHN'S NURSERY GROUP CIO

I report on the accounts for the period 1 November 2015 to 31 August 2016 set out on pages four to eight.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this period (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's 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 seeking 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 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 statements below.

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Hartley Fowler LLP
Chartered Accountants
44 Springfield Road
Horsham
West Sussex
RH12 2PD

Date:

ST JOHN'S NURSERY GROUP CIO

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD 1 NOVEMBER 2015 TO 31 AUGUST 2016

		Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM	Notes			
Charitable activities				
Grants Receivable		90,021	7,840	97,861
Charitable Activities		46,426	-	46,426
Other trading activities	2	2,074	-	2,074
Total		138,521	7,840	146,361
EXPENDITURE ON				
Charitable activities				
Charitable Activities		133,272	6,273	139,545
Support Costs		12,029	327	12,356
Total		145,301	6,600	151,901
NET INCOME/(EXPENDITURE)		(6,780)	1,240	(5,540)
RECONCILIATION OF FUNDS				
Total funds brought forward		19,721	-	19,721
TOTAL FUNDS CARRIED FORWARD		12,941	1,240	14,181

The notes form part of these financial statements

ST JOHN'S NURSERY GROUP CIO

BALANCE SHEET
AT 31 AUGUST 2016

		Unrestricted fund £	Restricted fund £	Total funds £
	Notes			
FIXED ASSETS				
Tangible assets	5	2,337	1,240	3,577
CURRENT ASSETS				
Debtors	6	3,955	-	3,955
Cash in hand		12,919	518	13,437
		<u>16,874</u>	<u>518</u>	<u>17,392</u>
CREDITORS				
Amounts falling due within one year	7	(6,270)	(518)	(6,788)
NET CURRENT ASSETS		<u>10,604</u>	<u>-</u>	<u>10,604</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>12,941</u>	<u>1,240</u>	<u>14,181</u>
NET ASSETS		<u>12,941</u>	<u>1,240</u>	<u>14,181</u>
FUNDS	8			
Unrestricted funds				12,941
Restricted funds				<u>1,240</u>
TOTAL FUNDS				<u>14,181</u>

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:

.....
K Pawlowicz -Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) 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.

Fixtures and fittings	- 25% on cost
Computer equipment	- 25% on cost

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.

2. OTHER TRADING ACTIVITIES

	£
Fundraising	1,291
Other Income	783
	<hr/>
	2,074
	<hr/>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the period ended 31 August 2016.

Trustees' expenses

During the period, £538 of expenses were reimbursed to the trustees in respect of items purchased on behalf of the charity.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE PERIOD 1 NOVEMBER 2015 TO 31 AUGUST 2016

4. STAFF COSTS

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

Nursery Staff	12
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No employees received emoluments in excess of £60,000.

5. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 November 2015	14,865	2,313	17,178
Additions	2,179	229	2,408
At 31 August 2016	17,044	2,542	19,586
DEPRECIATION			
At 1 November 2015	10,625	1,303	11,928
Charge for year	3,551	530	4,081
At 31 August 2016	14,176	1,833	16,009
NET BOOK VALUE			
At 31 August 2016	2,868	709	3,577

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Other debtors	£ 3,955
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7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Taxation and social security	£ 2,640
Other creditors	4,148
	6,788

8. MOVEMENT IN FUNDS

	At 1/11/15 £	Net movement in funds £	At 31/8/16 £
Unrestricted funds			
General fund	19,721	(6,780)	12,941
Restricted funds			
New Place Grant	-	1,240	1,240
TOTAL FUNDS	19,721	(5,540)	14,181

8. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	138,521	(145,301)	(6,780)
Restricted funds			
New Place Grant	7,840	(6,600)	1,240
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>146,361</u>	<u>(151,901)</u>	<u>(5,540)</u>

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the period ended 31 August 2016.

ST JOHN'S NURSERY GROUP CIO

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD 1 NOVEMBER 2015 TO 31 AUGUST 2016

	£
INCOME AND ENDOWMENTS	
Other trading activities	
Fundraising	1,291
Other Income	783
	<u>2,074</u>
Charitable activities	
Fees	39,088
Hot Lunches	7,338
Grants	97,861
	<u>144,287</u>
Total incoming resources	146,361
EXPENDITURE	
Charitable activities	
Wages	95,549
Session Expenses	3,452
Hot Lunches	7,141
Fundraising costs	358
Rent and Insurance	16,495
Training courses	95
Advertising	1,030
Sundries	563
Refurbishment of new premises	13,630
Uniform Costs	1,232
	<u>139,545</u>
Support costs	
Management	
Legal and Professional	782
Committee Administration	554
Nursery Utilities	3,628
Telephone	669
Accountancy	1,170
Website Maintenance	1,313
Bank Charges	158
Depreciation of tangible fixed assets	4,082
	<u>12,356</u>
Total resources expended	151,901
Net expenditure	<u><u>(5,540)</u></u>

This page does not form part of the statutory financial statements