

**ST MARY'S NURSERY ASHFORD**

**ANNUAL REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 AUGUST 2017**

**CHARITY NUMBER 1132245**

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**ST MARY'S NURSERY ASHFORD**  
**REPORT OF THE TRUSTEES**

The trustees are pleased to present their annual report together with the accounts of the charity for the year ended 31 August 2017.

**ADMINISTRATIVE DETAILS**

|                             |   |
|-----------------------------|---|
| Charity registration number | 1132245   |
| Principal address           | Western Avenue<br>Ashford<br>Kent, TN23 1ND   |
| Trustees                    | T Davies - Chair<br>M Ball<br>P Barrett - appointed 19 April 2017<br>K L Donaldson - appointed 19 April 2017<br>J Elvy<br>A Garcia Huertas<br>P Houlton<br>M Pout<br>M Wood |
| Bankers                     | National Westminster Bank plc   |
| Independent examiner        | Richard Abel FCA CTA of Edwards & Co  |

**GOVERNANCE**

**Governing Document**

The charity is an unincorporated association governed by its constitution adopted on registration in 2009. It follows the 2008 model used by the Pre-school Learning Alliance.

**Appointment of Trustees**

The trustees, described in the governing document as Committee members, are elected for one year at the annual general meeting. Retiring trustees are eligible for re-election unless they have already served on the Committee in any capacity for four consecutive years.

The Committee may co-opt members but they shall retire at the next annual general meeting.

At least 60 per cent of the Committee members shall at the time of their election be parents or guardians of children in groups run by the charity.

Parents and carers of children attending the nursery are invited to join the Committee when they first attend the nursery. Potential new trustees are nominated by other parents or carers and approved by current trustees.

**Affiliations**

The charity is a member of The Pre-school Learning Alliance and is required by its constitution to remain a member thereof and seek their approval for certain changes in its own constitution.

**ST MARY'S NURSERY ASHFORD**  
**REPORT OF THE TRUSTEES**

**OBJECTIVES AND ACTIVITIES**

**Objectives**

The object of the charity is to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- offering play facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children, regardless of race, culture, religion or means.
- encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local area.

**Public Benefit**

In accordance with section 17(5) of the Charities Act 2011, the trustees have had due regard to the guidance published by the Charity Commission on the requirement that the objectives and work undertaken by the charity are in line with charitable objects and do provide benefit for the public.

This, like other pre-schools, provides young children with a place to learn and play close to their homes. They learn how to socialise with other children and they further benefit by acquiring skills useful for a good start in school.

**Activities and Achievements**

St. Mary's Nursery is situated in a purpose built unit with its own facilities and playground.

We aim to:-

- provide a secure and caring environment with the appropriate adult/child ratio of trained staff;
- ensure that the environment provided meets the appropriate health and safety requirements for the age group;
- provide suitable equipment and experiences to help young children to achieve outcomes as described in the statutory framework for The Early Years Foundation Stage - staying safe and being healthy, enjoying and achieving, making a positive contribution.

We encourage parents and carers to become involved in their children's care and education by inviting them to spend time in the nursery, meet and speak with their child's key person on a regular basis and attend meetings and events within the nursery.

There are no restrictions on the children that can access our facilities, including religion, disability or ethnicity or geographical restrictions. Families in poverty are not excluded. Those who cannot afford to pay for extra sessions have the same chances to access our nursery as those who can pay.

We do, however, have to adhere to restrictions in numbers. Our registration with Ofsted allows us to choose the total number of children on the premises at any one time. Currently we provide up to 24 places for children for each session.

The qualifications of our staff are above those required by the Early Years Foundation Stage. Staff continually take part in training courses in order to keep up to date with education, health and safety and safeguarding issues.

More information can be found on our website <http://stmarysnursery.co.uk/>.



**ST MARY'S NURSERY ASHFORD**  
**REPORT OF THE TRUSTEES**

Plans for the future

The charity has no plans to alter the current arrangements for provision of a pre-school at the current site and with the current number of staff and children.

FINANCIAL REVIEW

Review of the Financial Position

Total income fell by 4% from £98,345 to £94,548. The main components of the income are set out in note 2 on page 8. Total expenditure increased by 9% from £96,279 to £105,130. The detailed list of expenditure can be found in notes 3 to 5 on page 8 and shows the increases in wages, rent and meal costs.

The result is that expenditure exceeded income by £10,465 decreasing funds carried forward to £15,670.

The charity's funds are held mainly as cash. Wherever possible these monies are on deposit earning a little interest. The amount cannot be significantly be bettered without undue risk.

Reserves Policy

The trustees have considered the level of reserves appropriate for the charity and concluded that they should have sufficient funds to enable expenses to be met for three months should there be a delay or reduction in receiving income. The amount required is approximately £25,000. Therefore the funds held are inadequate at present.

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).

Charity law requires the trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charity as at the balance sheet date and of its incoming resources and application of resources for the financial period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- 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 enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provisions of the constitution. 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 the trustees on

2018 and signed on their behalf



T Davies  
Trustee

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF  
ST MARY'S NURSERY ASHFORD**

I report to the trustees on my examination of the accounts of the St Mary's Nursery Ashford ("the Charity") for the year ended 31 August 2017, which are set out on pages 5 to 8.

Responsibilities and basis of report

As the charity trustees of the Charity, 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 Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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:

- accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- 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.

Richard Abel FCA CTA  
Edwards & Co  
Chartered Accountants

Unit 1 Goat Lees  
Trinity Road  
Ashford, Kent TN25 4AB

2018

**ST. MARY'S NURSERY ASHFORD**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

|  | note | 2017<br>£     | 2016<br>£     |
|--|------|---------------|---------------|
| <b>INCOME FROM:</b>  |      |               |               |
| Charitable activities  |      |               |               |
| - pre-school   | 2    | 94,548        | 98,292        |
| Donations and legacies   |      | 114           | 46            |
| Interest received  |      | 3             | 7             |
|  |      | <hr/>         | <hr/>         |
| TOTAL INCOME   |      | 94,665        | 98,345        |
|  |      | <hr/>         | <hr/>         |
| <b>EXPENDITURE ON:</b>   |      |               |               |
| Charitable activities  |      |               |               |
| - pre-school   | 3    | 101,736       | 93,330        |
| - support costs  | 4    | 3,394         | 2,949         |
|  |      | <hr/>         | <hr/>         |
| TOTAL EXPENDITURE  |      | 105,130       | 96,279        |
|  |      | <hr/>         | <hr/>         |
| <b>NET EXPENDITURE (2016 - INCOME) AND NET<br/>MOVEMENT IN FUNDS</b> |      | (10,465)      | 2,066         |
| Total funds brought forward  |      | 26,135        | 24,069        |
|  |      | <hr/>         | <hr/>         |
| <b>TOTAL FUNDS CARRIED FORWARD</b>                                   |      | <u>15,670</u> | <u>26,135</u> |

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

**ST MARY'S NURSERY ASHFORD**  
**BALANCE SHEET**  
**AT 31 AUGUST 2017**

|   | 2017         |                | 2016         |                |
|---|--------------|----------------|--------------|----------------|
|   | £            | £              | £            | £              |
| <b>CURRENT ASSETS</b>                                 |              |                |              |                |
| Cash at bank and in hand                              |              | 18,944         |              | 29,267         |
| <b>CREDITORS: amounts falling due within one year</b> |              |                |              |                |
| Taxation and social security                          | 983          |                | 881          |                |
| Accruals and deferred income                          | <u>2,291</u> |                | <u>2,251</u> |                |
|   |              | <u>(3,274)</u> |              | <u>(3,132)</u> |
| <b>NET CURRENT ASSETS</b>                             |              | 15,670         |              | 26,135         |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>          |              | <u>15,670</u>  |              | <u>26,135</u>  |
| <b>TOTAL FUNDS OF THE CHARITY</b>                     |              |                |              |                |
| Unrestricted funds                                    |              | <u>15,670</u>  |              | <u>26,135</u>  |

Approved by the trustees on

2018 and signed on their behalf



T Davies  
Trustee



**ST MARY'S NURSERY ASHFORD**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

**1. ACCOUNTING POLICIES**

(a) Basis of accounting

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 2015)', 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.

The presentation currency of the financial statements is the Pound Sterling (£).

(b) Transition to FRS 102

It is the first year that the company has presented its financial statements under FRS 102. The last financial statements prepared under previous UK GAAP were for the year ended 31 August 2016 and the date of transition to FRS 102 was therefore 1 September 2015. As a consequence of adopting FRS 102, no accounting policies have changed to comply with those standards

(c) Incoming resources

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.

(d) Volunteers and donated services and facilities

No value is incorporated into these financial statements for the services provided by volunteers or where services are provided to the charity as a donation that would normally be purchased from suppliers.

(e) Resources expended

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 costs related to the category.

(f) Tangible fixed assets

Assets which cost less than £500 are not capitalised.

(g) Financial instruments

The charity enters into basic financial instruments that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans to and from banks, other third parties and related parties. Basic financial instruments are recognised at amortised cost, with changes recognised in the Statement of Financial Activities.

(h) Rental agreements

Rentals payable are charged to expenditure evenly throughout the term of the agreement.

(i) Pension costs and other post-retirement benefits

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



**ST MARY'S NURSERY ASHFORD**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

**2. INCOME FROM CHARITABLE ACTIVITIES**

|   | 2017          | 2016          |
|---|---------------|---------------|
|   | £             | £             |
| Fees and vouchers for the rendering of services | 87,337        | 92,814        |
| School meals                                    | 4,909         | 2,996         |
| Income from bazaars etc.                        | 1,081         | 252           |
| Ofsted reward                                   | -             | 1,253         |
| Milk rebates                                    | 697           | 412           |
| Sale of uniform                                 | 330           | 315           |
| Trips   | 140           | 250           |
| Other income                                    | 54            | -             |
|   | <u>94,548</u> | <u>98,292</u> |

**3. EXPENDITURE ON CHARITABLE ACTIVITIES**

|                           | 2017           | 2016          |
|---------------------------|----------------|---------------|
|                           | £              | £             |
| Salaries (see note 5)     | 80,288         | 75,525        |
| Rent                      | 9,585          | 7,916         |
| Meals and refreshments    | 6,660          | 4,983         |
| Equipment and toys        | 1,268          | 1,598         |
| Trips and outings         | 1,220          | 1,185         |
| Training and publications | 202            | 274           |
| Insurance                 | 674            | 665           |
| Repairs                   | 870            | 379           |
| Cleaning                  | 612            | 398           |
| Uniform                   | 312            | 322           |
| Sundry costs              | 45             | 85            |
|                           | <u>101,736</u> | <u>93,330</u> |

**4. SUPPORT COSTS**

|                                | 2017         | 2016         |
|--------------------------------|--------------|--------------|
|                                | £            | £            |
| Telephone and internet         | 1,322        | 1,124        |
| Postage stationery and copying | 254          | 72           |
| Subscriptions                  | 236          | 208          |
| Payroll fees                   | 529          | 519          |
| Bank charges                   | 375          | 366          |
|                                | <u>2,716</u> | <u>2,289</u> |
| Governance costs               |              |              |
| - Independent examination      | 678          | 660          |
|                                | <u>3,394</u> | <u>2,949</u> |

**ST MARY'S NURSERY ASHFORD**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

**5. STAFF COSTS AND NUMBERS**

|   | 2017          | 2016          |
|---|---------------|---------------|
|   | £             | £             |
| Wages and salaries  | 79,423        | 73,438        |
| Social security costs   | 844           | 2,087         |
| Employer's contributions to defined contribution pension scheme | 21            | -             |
|   | <u>80,288</u> | <u>75,525</u> |

The average number of full time employees was 8 (2016 - 8), none of whom earned above £60,000.

**6. TRUSTEE REMUNERATION AND EXPENSES**

None of the charity trustees have been paid any remuneration or received any other benefits from this charity or a related entity.

**7. RELATED PARTIES**

There are no related party transactions.

**8. TAXATION**

The nursery is a registered charity and no provision is considered necessary for taxation.

St Mary's Nursery Ashford  
Western Avenue  
Ashford  
TN23 1ND  
Charity number 1132245

Edwards & Co  
Unit 1, Goat Lees  
Trinity Road  
Ashford  
TN25 4AB

May 2018

Dear Sirs

During the course of your independent examination of the financial statements of the charity for the year ended 31 August 2017, the following representations were made to you by management and trustees.

We have fulfilled our responsibilities as trustees under the Charities Act 2011 for preparing financial statements, in accordance with the applicable financial reporting framework, the FRS 102 Charity SORP, that give a true and fair view and for making accurate representations to you as our independent examiners and for the financial statements which you have prepared on our behalf for the charity.

We confirm that all accounting records have been made available to you for the purpose of your independent examination, in accordance with your terms of engagement, and that all the transactions undertaken by the charity have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all management, trustees' and members' meetings, have been made available to you. We have given you unrestricted access to persons within the charity in order to obtain appropriate evidence and have provided any additional information that you have requested for the purposes of your independent examination.

We confirm that significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

We confirm that there are no known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

We confirm that there had been no events since the balance sheet date which require disclosure or which would materially affect the amounts in the financial statements.

We confirm that we are aware that a related party of the charity is a person or organisation which either (directly or indirectly) controls, has joint control of, or significantly influences the charity or vice versa and as a result will include: trustees, other key management, close family and other business interests of the previous. We confirm that there are no related party relationships and transactions.

We confirm that the charity has had, at no time during the year, any arrangement, transaction or agreement to provide credit facilities (including advances and credits granted by the charity) for trustees, nor to provide guarantees of any kind on behalf of the trustees.

We confirm that the charity has not contracted for any capital expenditure.

We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations which provide a legal framework within which the charity conducts its activities and which are central to the charity's ability to conduct its activities.

We acknowledge our responsibility for the design and implementation of internal controls to prevent and detect fraud. We confirm that we have disclosed to you the results of our own risk assessment that the financial statements may be misstated as a result of fraud.

We confirm that there have been no actual or suspected instances of fraud involving trustees, management or employees who have a significant role in internal control or that could have a material effect on the financial statements. We also confirm that we are not aware of any allegations of fraud by former trustees, employees, regulators or others.

We confirm that, having considered our expectations and intentions for the next 12 months and the availability of unrestricted reserves, the charity is a going concern.

We confirm that all grants, donations and other income, including those subject to special terms or conditions or received for restricted purposes, have been notified to you. There have been no breaches of terms or conditions during the period regarding the application of such income.

We confirm that we are not aware of any matters of material significance that should be reported to the Charity Commission.

We confirm that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience (and, where appropriate of supporting documentation) sufficient to satisfy us that we can properly make each of the above representations to you and that to the best of our knowledge and belief they accurately reflect the representations made to you by the trustees during the course of your audit.

Yours faithfully

Signed on behalf of the board of trustees

Tone Jones

Date

13/6/18