

St Mary's Church Nursery, Great Dunmow

Registered charity no: 1120280

The Eleventh Annual Report of the Trustees

1st September 2017 – 31st August 2018

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)
Mrs Belinda Booth PCC Trustee and Chair
Mrs Louise Somaroo Elected Parent Trustee (from 2017 - 2018)
Mrs Annabelle Stigwood Elected Parent Trustee (from Sept 2017 to date)
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 Susan Berry 17 Lukins Drive, Great Dunmow, Essex, CM6 1XQ to April 2018
Mrs Claire Bishop- 31 Weaverhead Close, Thaxted CM6 2PW with
Mrs Helen Worthington- 42 Godfrey Way Great Dunmow CM6 2AY from April 2018

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

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 2017

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. Nursery income has been significantly lower this year by £12,500 due to fewer children taking up their maximum of 15 hours. Now this has been identified staff will work hard to ensure income levels are increased and costs are managed within our income. Nursery has also had to outlay significant costs for new resources and materials for both staff and children. It is proposed that on line banking be investigated for the future. The Nursery has a cash balance of £66,987 of which £50,000 is held in deposit accounts.

Reserves Policy (from the Financial Policy Document)

"The Nursery is required to keep at least £15,000 (fifteen thousand pounds) as a reserve provision in case of sudden closure and or winding up of the setting.

Why Does Nursery need a reserve?

St Mary's Church Nursery holds at least £15,00 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 £15,000

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 remained steady over the last year & staffing has been maintained with our excellent the team despite a difficult gross misconduct issue arising in April 2018. Fortunately the member of staff concerned chose to resign rather than face a disciplinary meeting. From November 2017 the management committee successfully negotiated and implemented our new nursery supervisors Mrs Claire Bishop & Mrs Helen Worthington in a Leadership job sharing capacity. Mrs Susan Berry retired in April 2018 after 20 years in post.

A Service of Thanksgiving was held in November 2017 to commemorate her work and give thanks for the excellent service nursery gives to our community The next Ofsted inspection is scheduled for 2018-19 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 and attend courses in First Aid and Creating Art Outdoors" .

In addition to taking on children with EAL (Polish & Rumanian) and SEN issues, nursery staff have continued to work closely with the area SENCO to cater for their development.

In addition to the end of year celebration and Nativity, activities included a visit to Linton Zoo, All about Me, All Around The World, Space, Down on the Farm, Dragons & Volcanoes, and Under The Sea, as well as a visit from the Thaxted Morris Men, the Jenny Jones School of Dance and Father Christmas. A Faith Morning, Science Days, Messy Days, Cookery weekly and Music Mayhem mornings have been introduced. As well as monitoring safeguarding, a comprehensive tracking system has been implemented and complying with GDPR requirements.

Parents continued fundraising with Christmas Wreaths and Naming The Easter Bunny Competition. Along with donations these contributions were used to purchase new toys and equipment for our children.

Development of the Outside Learning Zone within the grounds of the Riverside Walk has continued apace. The Willow Dome was planted in March. Our sincere thanks go to Susan & Mike Berry for all their hard work who organised a nettle clearing afternoon followed by extensive preparation of the site with bark laying etc. The area provides a unique and individual learning area equipped with a seat within the dome, a story telling area, bug hunting opportunities in the insect hotel, the opportunity to make natural sculptures, bird feeders made

by the children and a flower bed. The dome has proved very popular with passersby and dog walkers. Despite a brief incident of vandalism careful watch of the area has ensured a robust risk assessment for our children. Hopefully costs involved will be offset with a successful grant application to Tesco's.

Safeguarding has been an important issue and our committee has worked 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 successfully recruit a new nursery assistant
- To continue to monitor nursery income levels and maintain a positive budget
- To develop a programme of activities for the continued use of the Outside Learning Zone
- To continue to develop capital to purchase land for a nursery building

BJBooth November 2018



CHARITY COMMISSION
FOR ENGLAND AND WALES

Receipts and payments accounts

CC16a

St Mary's Church Nursery Great Dunmow	1120280
For the period	01/09/2017
from	31/08/2018
To	

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	32,248	-	-	32,248
Fees from parents	17,357	-	-	17,357
Milk Refund	444	-	-	444
Bank Interest	50	-	-	50
Grants / Donations	184	-	-	184
Fundraising	153	-	-	153
Miscellaneous	2	-	-	2
Sub total (Gross income for A1)	50,438	-	-	50,438
A2 Asset and investment sales, (see table).	-	-	-	-
Sub total	-	-	-	-
Total receipts	50,438	-	-	50,438

A3 Payments

Rent	4,256	-	-	4,256
Staff Wages	50,162	-	-	50,162
Overheads	5,059	-	-	5,059
Equipment	193	-	-	193
Miscellaneous	383	-	-	383
Fundraising	-	-	-	-
Premises costs	1,023	-	-	1,023
Willow Project	-	-	-	-
Sub total	61,076	-	-	61,076
A4 Asset and investment purchases, (see table)	-	-	-	-
Sub total	-	-	-	-
Total payments	61,076	-	-	61,076

Net of receipts/(payments)
A5 Transfers between funds
A6 Cash funds last year end
Cash funds this year end

-	10,638	-	-	-	10,638
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
66,987	77,625	-	-	-	66,987

57,329	61,076	-	-	-	57,329
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-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

St Marys Nursery, Dunmow
Accounts for the year ending 31st August 2018

Assets

27,751.53	Current account balance	17,293.30
	Add income not on statement	0.00
-210.92	Less unrepresented cheques	-376.33
27,540.61	Revised current account	16,916.97
61.10	Cash	-3.76
	Investments:	0.00
30,023.71	Barclays Reserve account	30,073.91
20,000.00	CAF bank bond	20,000.00
		0.00
<u>77,625.42</u>	<u>Total cash assets</u>	<u>66,987.12</u>

Accounts prepared by:

WJ Townsend

Mrs Wendy Townsend

Accounts independently checked by:

Philip Milne

Mr Philip Milne

St Marys Nursery, Dummow

2016/17	2017/18
Total	Total
£	£
Income	Income
21,903.10 Fees from parents	17,356.79
50,261.28 Essex County Council Funding	32,247.80
552.93 Milk subsidy	443.90
84.64 Interest	50.20
111.20 Grants/donations	184.17
171.98 Fundraising	153.26
252.00 Miscellaneous	1.50
73,337.13 Total Income	50,437.62
Expenditure	Expenditure
4,192.75 Premises - rent	4,256.00
1,012.00 Premises - repairs	0.00
47,132.45 Staffing	50,162.27
644.99 Insurance	657.60
105.00 Pre School Learning Alliance	105.00
50.00 Ofsted	50.00
1,122.85 Equipment	193.41
289.49 Admin and Book-keeping	1,423.64
918.80 Advertising	1,295.83
82.50 Course fees	659.00
1,212.44 Childrens supplies	867.95
499.35 Misc incl. xmas & photos	382.77
Willow Project	1,022.45
66.50 Fundraising	0.00
57,329.12 Total expenditure	61,075.92
61,617.41 Surplus b/f	77,625.42
16,008.01 Surplus / (deficit)	-10,638.30
77,625.42 Surplus c/f	66,987.12

Section B Statement of assets and liabilities at the end of the period

Details

B1 Cash funds

Cash	
Bank accounts	
Charities Aid foundation bond	

Total cash funds
(agree balances with receipts and payments account(s))

Unrestricted	Restricted	Endowment
-	-	-
4	-	-
46,991	-	-
20,000	-	-
66,987	-	-
to nearest £	to nearest £	to nearest £

B2 Other monetary assets

[illegible]

B3 Investment assets

Current value (optional)	Cost (optional)	Fund to which asset belongs	Details
-	-		
-	-		
-	-		
-	-		
-	-		

B4 Assets retained for the charity's own use

[illegible]

B5 Liabilities

Signed by one or two trustees on behalf of all the trustees

Fund to which liability relates	Amount due (optional)	When due (optional)
	-	
	-	
	-	
	-	
	-	
	-	

Date of approval	Print Name	Signature



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
Charity Name
ST MARY'S CHURCH NURSERY

On accounts for the year
ended
31/08/2018
Charity no
(if any)
1120280

Set out on pages
1, 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 DD / MM / YYYY.

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: Philip Milne
Date: 19.1.19

Name: PHILIP MILNE

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

Address: TOWN VIEW, ROSEMARY LANE
GREAT DUNMOW, 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.