



| Trustees' Annual Report for the period | | | | | | |
|--|--|-------------------|----|------|-----------------|----|
| From | | Period start date | | | Period end date | |
| | | 01 | 09 | 2017 | To | 31 |

Section A Reference and administration details

| | |
|------------------------------------|--|
| Charity name | Wheatfields Nursery |
| Other names charity is known by | Wheatfields Nursery Association |
| Registered charity number (if any) | 288809 |
| Charity's principal address | c/o Wheatfields Primary School, Nene Way, St Ives, Cambs |
| Postcode | PE27 3WF |

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|---|-----------------------|-----------------|-----------------------------------|---|
| 1 | Janine Prosser | Treasurer | Jan 18 onwards | |
| 2 | Sian Hawkes | | | |
| 3 | Graham George | | | |
| 4 | Georgina Astley-Tyler | | | |
| 5 | Jenny Scothern-Riddel | Chair | | |
| 6 | Sarah Bonner | Secretary | Until Jan 18 | |
| 7 | Michelle Wilkinson | Secretary | Jan 18 onwards | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| | |
| | |
| | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

| |
|--|
| |
|--|

Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|----------------------------|
| Type of governing document (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | Unincorporated Association |
| Trustee selection methods (eg. appointed by, elected by) | Elected by committee |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Wheatfields Nursery provides childcare to children aged 2-5 years of age. We are registered with Ofsted and the nursery is a member of the Early Years Alliance (EYA). The nursery follows the Early Years Foundation Stage standards and guidance for learning.

The supervisors and staff hold childcare qualifications, and all staff hold current DBS checks. Staff, committee and trustees follow various policies to ensure the safety and wellbeing of children and adults.

The running of the nursery is managed by a voluntary committee elected by parents/carers. The committee/trustees have regular meetings throughout the year to discuss feedback from staff, the running of the nursery, maintenance issues and to plan fundraising activities.

Committee members and trustees are also DBS checked. They give their time and experiences voluntarily to the running of the nursery and receive no remuneration or benefits.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

We provide preschool care and education for children from 2-5 years old.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

We have provided affordable childcare and education to children in the local area aged 2-5 years. All children are welcome to attend.

Staff have provided a high level of care and education to children who have attended the nursery.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We are extremely grateful to all volunteers over the past year. We have a voluntary committee who look after the smooth running of the nursery and we also have volunteers who offer their time and help us at fundraising events.

Summary of the main achievements of the charity during the year

During this year, we have provided childcare and education to a total of 43 children. Of these, 24 children have completed their nursery journey and will begin school in September 2018.

Fundraising events have raised £1982.45 this year. Of this £1397.82 was spent on new tables and chairs for the nursery and new play equipment for the children – replacing many items that were in poor condition. A mud kitchen for the children was also created in the outside space.

Section E Financial review

Brief statement of the charity's policy on reserves

The charity is required to keep a minimum reserve to assist with the cash flow for payment of bills and wages during the periods between funding instalments.

Details of any funds materially in deficit

n/a

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our principal source of funds comes from our fees. Some children who attend nursery are entitled to government funded hours which are paid to the nursery via the Local Authority. Children not yet eligible for funded hours pay a fee per session which is due half termly in advance.

Other funds are provided through a variety of fundraising events throughout the year.

Section F Other optional information

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| |
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Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|--|--|
| Signature(s) | | |
| Full name(s) | | |
| Position (eg Secretary, Chair, etc) | | |
| Date | | |



CHARITY COMMISSION
FOR ENGLAND AND WALES

Wheatfields Nursery

No (if any)

Receipts and payments accounts

CC16a

For the period
from

1.9.2017

To

31.8.2018

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 | | | | | |
| Fees | 80,786 | - | - | 80,786 | - |
| Lunch Club | 1,666 | - | - | 1,666 | - |
| Fundraising | 1,982 | - | - | 1,982 | - |
| Interest | 3 | - | - | 3 | - |
| Sundries | 1,175 | - | - | 1,175 | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 85,613 | - | - | 85,613 | - |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 85,613 | - | - | 85,613 | - |
| A3 Payments | | | | | |
| Staff Wages | 67,030 | - | - | 67,030 | - |
| Utilities | 4,557 | - | - | 4,557 | - |
| Rates | 68 | - | - | 68 | - |
| Weekly Shopping | 1,005 | - | - | 1,005 | - |
| Fundraising | 1,398 | - | - | 1,398 | - |
| Equipment/Supplies | 4,044 | - | - | 4,044 | - |
| Insurance | 1,804 | - | - | 1,804 | - |
| Stationery/Adverts | 156 | - | - | 156 | - |
| sundries | 1,998 | - | - | 1,998 | - |
| Building | 179 | - | - | 179 | - |
| total | 82,238 | - | - | 82,238 | - |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 82,238 | - | - | 82,238 | - |
| Net of receipts/(payments) | 3,375 | - | - | 3,375 | - |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | - | - | - | - | - |
| Cash funds this year end | 3,375 | - | - | 3,375 | - |

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

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | main account | 28,298 | - | - |
| | fundraising | 1,179 | - | - |
| | building | 5,041 | - | - |
| | Total cash funds | 34,518 | - | - |
| | (agree balances with receipts and payments account(s)) | Agreement Error | OK | OK |
| | | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| B2 Other monetary assets | Details | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| Signed by one or two trustees on behalf of all the trustees | Signature | Print Name | Date of approval | |
| | Janine Prosser | Janine Prosser | 18.5.19 | |
| | | | | |

End of Year 31 August 2018
Wheatfields Nursery Treasurers Report

| | |
|--------------------------------|------------------------|
| Opening Bank Statements | 01.09.2017 |
| Current Account | 24220.85 |
| Building Account | 5038.63 |
| Fundraising Account | 1883.64 |
| Total | <u>31143.12</u> |

| | |
|---------------------|------------------------|
| Income | |
| Fees | 80786.40 |
| Lunch Club | 1666.10 |
| Fundraising | 1982.45 |
| Interest | 2.50 |
| Sundries | 1175.05 |
| Total Income | <u>85612.50</u> |

| | |
|--------------------------|------------------------|
| Expenditure | |
| Staff Wages | 67029.54 |
| Utilities | 4556.65 |
| Rates | 68.00 |
| Weekly Shopping | 1005.04 |
| Fundraising | 1397.82 |
| Equipment/Supplies | 4043.56 |
| Insurance | 1803.70 |
| Stationery/Adverts | 156.08 |
| Building | 179.10 |
| Petty Cash | 0.00 |
| Sundries | 1998.26 |
| Total Expenditure | <u>82237.75</u> |

Surplus for the period. 3374.75

Bank Reconcilliation as at 31.08.2018

| | |
|--------------------------|-----------------|
| Accounts Opening Balance | 31143.12 |
| Plus Total Income | 85612.50 |
| Less Total Expenditure | <u>82237.75</u> |
| Closing Balance | <u>34517.87</u> |

| | |
|--|-----------------|
| Closing Balance As per Bank Statements | |
| Current Account | 28297.77 |
| Building Account | 5041.13 |
| Fundrasing Account | <u>1178.97</u> |
| Total Closing Balance as per Bank statements | <u>34517.87</u> |

Difference 0.00

We Confirm this is a true view of Wheatfield Nursery
as at 31 August 2018

Signed

Capacity

Date

[Signature]
DIRECTOR.
13th Feb 2019.

ANGLIA TAX HELP
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