

ST MARY'S NURSERY ASHFORD

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2018

CHARITY NUMBER 1132245

CONTENTS	PAGE
Report of the Trustees	1 - 3
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Accounts	7 - 9

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 2018.

ADMINISTRATIVE DETAILS

Charity registration number	1132245
Principal address	Western Avenue Ashford Kent, TN23 1ND
Trustees	M J Ball - Chair K L Donaldson J Elvy A Garcia Huertas A Hadley S Laker appointed 8 January 2019 G McKoy appointed 12 March 2019 S Ockenden-Cheesman appointed 8 January 2019 M A Pout L Rigden appointed 12 March 2019 M Wood P Barrett resigned 12 March 2019 T Davies resigned 12 March 2019 P Houlton resigned 12 March 2019
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.

ST MARY'S NURSERY ASHFORD

REPORT OF THE 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.

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 rose by 8% from £94,665 to £102,178. The main components of the charitable income are set out in note 2 on page 8. Total expenditure fell by 2% from £105,130 to £102,783. The detailed list of expenditure can be found in notes 3 and 4 on page 8 and shows decreases in wages and meals and refreshment costs.

The result is that expenditure exceeded income by £605 decreasing funds carried forward to £15,065.

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 £26,000. 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 7 June 2019 and signed on their behalf

M J Ball
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 2018, which are set out on pages 5 to 9.

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").

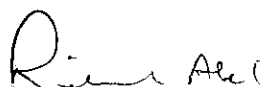
I report in respect of my examination of the Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act.

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

19 June 2019

ST. MARY'S NURSERY ASHFORD
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2018

	note	2018 £	2017 £
INCOME FROM:			
Charitable activities - pre-school	2	101,093	94,548
Donations and legacies		1,079	114
Interest received		6	3
		<hr/>	<hr/>
TOTAL INCOME		102,178	94,665
EXPENDITURE ON:			
Charitable activities - pre-school	3	99,306	101,736
- support costs	4	3,477	3,394
		<hr/>	<hr/>
TOTAL EXPENDITURE		102,783	105,130
NET EXPENDITURE AND NET MOVEMENT IN FUNDS		(605)	(10,465)
Total funds brought forward		15,670	26,135
		<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD		15,065	15,670

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 2018

	2018		2017	
	£	£	£	£
CURRENT ASSETS				
Debtors		1,786		-
Cash at bank and in hand		<u>16,777</u>		<u>18,944</u>
		18,563		18,944
 CREDITORS: amounts falling due within one year				
Taxation and social security	1,169		983	
Accruals and deferred income	<u>2,329</u>		<u>2,291</u>	
		<u>(3,498)</u>		<u>(3,274)</u>
 NET CURRENT ASSETS		15,065		15,670
 TOTAL ASSETS LESS CURRENT LIABILITIES		<u><u>15,065</u></u>		<u><u>15,670</u></u>
 TOTAL FUNDS OF THE CHARITY				
Unrestricted funds		<u><u>15,065</u></u>		<u><u>15,670</u></u>

Approved by the trustees on 7 June 2019 and signed on their behalf

M J Ball
Trustee

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) **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.

(c) **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.

(d) **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.

(e) **Tangible fixed assets**

Assets which cost less than £500 are not capitalised.

(f) **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.

(g) **Rental agreements**

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

(h) **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 2018

2. INCOME FROM CHARITABLE ACTIVITIES

	2018	2017
	£	£
Fees and vouchers for the rendering of services	94,245	87,337
School meals	3,916	4,909
Income from bazaars etc.	1,027	1,081
Sale of uniform	728	330
Grants received	700	-
Milk rebates	457	697
Trips	-	140
Other income	20	54
	<u>101,093</u>	<u>94,548</u>

3. EXPENDITURE ON CHARITABLE ACTIVITIES

	2018	2017
	£	£
Salaries (see note 5)	79,536	80,288
Rent	9,720	9,585
Meals and refreshments	4,883	6,660
Equipment and toys	1,646	1,268
Trips and parties	494	1,220
Training and publications	956	202
Insurance	748	674
Repairs	379	870
Cleaning	555	612
Uniform	381	312
Sundry costs	8	45
	<u>99,306</u>	<u>101,736</u>

4. SUPPORT COSTS

	2018	2017
	£	£
Telephone and internet	1,341	1,322
Postage stationery and copying	82	254
Subscriptions	495	236
Payroll fees	545	529
Bank charges	348	375
	<u>2,811</u>	<u>2,716</u>
Governance costs		
- Independent examination	666	678
	<u>3,477</u>	<u>3,394</u>

ST MARY'S NURSERY ASHFORD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2018

5. STAFF COSTS AND NUMBERS

	2018	2017
	£	£
Wages and salaries	78,193	79,423
Social security costs	1,260	844
Employer's contributions to defined contribution pension scheme	83	21
	<u>79,536</u>	<u>80,288</u>

The average number of full time employees was 7 (2017 - 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.