

REGISTERED CHARITY NUMBER: 1136138
COMPANY REGISTRATION: 07163298

BLYTHWOOD COMMUNITY NURSERY LIMITED

REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019



Chartered Management Accountants and Business Advisors

42 Sandyhill Road, Ilford, Greater London
IG1 2ET, United Kingdom
☎ 020 3724 0416
📞 078 3782 8823
www.accounttax-financial.co.uk

BLYTHWOOD COMMUNITY NURSERY LIMITED

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BLYTHWOOD COMMUNITY NURSERY LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019

The trustee presents their report with the financial statements of the charity for the year ended 31 March 2019. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity Name

Blythwood Community Nursery Limited

Charity registration number

1136138

Company registration number

07163298

Registered Office and operational address

Brickworks
42 Crouch Hill, Islington
London
N4 4BY

Trustees/Directors

Board of Trustees are Directors of the Company for the purposes of the Companies Act 2006 and Trustees for the purposes of the Charities Act 2011. The following served as Directors during the year.

Orville Gayle
Rosslyn Annan
Ramona La-Rose
Emine Robertson
Bankina Muteba

Secretary

Rosslyn Annan

Nursery Manager

Marcia Emmanuel

Independent Examiner

Zahid Tabbassum, ACMA CGMA
Accountax Financial Limited
42 Sandyhill Road, Ilford, IG1 2ET

Bankers

HSBC Bank
312 Seven Sisters Road
London N4 2AW

BLYTHWOOD COMMUNITY NURSERY LIMITED

Trustees' Annual Report

Blythwood Community Nursery Limited (The Nursery), is located on the border of Islington and Haringey in the Crouch Hill area. The Nursery serves many families living on the council's housing estates.

The Nursery continues to operate as full time for 48 weeks a year from Monday to Friday. The opening hours will remain as 8.00am to 6.00pm to accommodate parents who are working full time. The Nursery has children from different social classes and multicultural backgrounds.

Hanley Crouch Community Association (HCCA) hold the lease of the building and rent out space to the Nursery.

There are other community organisations that also operates from the premises which the Nursery operates.

Achievements

As reported in the previous year report, the Nursery is seeing an increase in its occupancy during 2018-2019. There was a total of 53 children, of which 19 were 2 years old, and 34 were 3-4 years old. Having an increased number of children through the Nursery register has helped to maintain its occupancy well over 85% throughout the period.

The Nursery also benefits from receiving referrals from other community groups that operate from the same building as well as having a bus stop outside the building also helps to promote the Nursery's activities through a banner on the front railings.

The transition to schools for those children left in the summer period was made as smooth as possible. Visits were made by the staff to introduce children to relevant schools and children's Learning and Development progress reports were sent to schools.

The Nursery staff also worked with parents and carers to discuss which school their child will be going to. A letter was provided to all parents and carers informing them what staff has done to support their child with the transition and what parents and carers can do at home that would also help with the smooth transition to schools.

Graduation Ceremony

The Nursery's Annual Graduation Ceremony was held on 20 July 2018. All families of those children leaving the Nursery were invited to say a formal farewell to other children and staff. Amanda Joy, Safeguarding Officer from the Islington Council's Early Year Team, was the guest of honour who presented the certificates to the leaving children and spoke to the families. These types of events are useful to the families and staff as they allow for networking and to get to know each other. Some parent also brought homemade food for people to share and eat.

The fun activities such as face painting and family games were enjoyed by all. Children always took part in a small play and made an excellent performance for all to enjoy.

BLYTHWOOD COMMUNITY NURSERY LIMITED

Healthy Early Year Project (HEY)

The Nursery is actively involved with the HEY Project, and it is highly recognised by the council's early years team for its involvement in the HEY project. The HEY Project supports and encourages early years settings to develop their focus on health and well-being further and therefore support the achievement and happiness of children, parents/carers, staff and the wider community.

The Nursery also took part in London wide Healthy Early Years London programme and achieved Bronze and Silver awards for its involvement in the HEY.

Annual Summer Outing

The yearly day summer trip this year was to Gulliver's Theme Park in Milton Keynes. A total of 80 people attended this event on 26 July 2018. Two coaches were hired. This was a fun activity trip for all to join and to get to know each other. People brought food from home, which they shared with others. This was a good enjoyable activity and fun day for all who came.

Christmas Event

This was held on 12 December 2018. Many families and carers attended the Christmas Dinner and met Trustees of the Nursery. The Chair gave a brief talk and on the Nursery's development and its future direction. He also thanked parents/carers, staff and volunteers for their contributions in maintaining the good services of the Nursery.

Partnership and Networking

As part of the partnership and networking initiative, the Nursery held two coffee mornings during the year. This event is specifically for parents/carers to meet with their child's key worker to discuss their child's development as well as set targets for their child. This events also encourage parents/carers to socialise with other parents/carers. It also provides the opportunity for those attending to give their feedback on Nursery's services which would be noted to make continuous improvement of nursery's services.

The Nursery also has the local police officer visiting the Nursey on a monthly basis and to speak to parents. The Police Officer also gives a talk to parents on the role of the local police officer and how they could contact the officer. The police officer also gives children a talk on keeping safe and what they should do if they face danger or in an emergency.

Annual Fund Day – this was held on 22 February 2019. Rt Hon Jeremy Corbyn MP attended the event and met families/carers and children. Lots of people participated in this event who enjoyed the host of different fun activities and games. This was another excellent day for the Nursery to network with the local community and to get local people involved with the community service.

Tour to Dentist Surgery – As part of the Nursery's "Healthy Eating" initiative. A visit for the children was organised in March 2019 to visit the local dentist surgery. The dentist showed children the equipment and tools they use for dental care. The dentist also spoke to children about keeping their teeth healthy by ensuring the food or drinks they consume are healthy and do not damage their teeth. Children were also provided with a lesson on how to clean and brush their teeth.

BLYTHWOOD COMMUNITY NURSERY LIMITED

The manager and other senior staff attend a variety of networking meetings/forums such as with the local Children Centre, Hanley Road After School Club, Palace for All, Bright Start Family Support Group, Speech and Language Centre, and other health related groups/meetings that would help to develop and promote nursery service. These types of meetings/events are also useful for sharing good practices, creating and developing networks and partnerships and improvement of service.

Library Visits

Regular weekly visits are continued to Haringey Library where children can read and borrow books.

Regular Outdoor Walks

Regular woodland walks (disused train tracks) are held as part of the children's learning curriculum to gain knowledge on the environment and to understand more about other living creatures in the woodland. There are regular walks and visits to the local park, where children can use the large playing apparatus.

Staff/Trustees Training

There were five Inset Days held during the period of this report. The details are shown below:

1. Parents involvement in their child learning and development
2. Observation and planning
3. The importance of story reading
4. Plan do review
5. Oral hygiene

In addition to the Inset Days listed above the following staff has also completed the following training courses:

Course Title / Training session	Staff who attended	Date attended
3 rd Teacher (3 days course)	AW and GG	2,8 and 10 October 2018
Safeguarding and child protection (group 2-5)	AW	19 October 2018
Managing medical needs and medication	AW	11 October 2018
Child protection and safeguarding	ME	21 January 2019
Safeguarding twilight sessions	ME	20 February 2019
Diverse opportunity	UW and GG	24 January 2019
Paediatric first aid	UW, GG, and SL	29 January 2019
Enabling environment	SW and AW	14 August 2018
Let's think big	UW, GG and FC	13 August 2018

The following trustees have also done training shown below to update their skills and knowledge.

Trustee's Name	Training Course Details
OG	GDPR
OG and RA	Fire risks awareness
All trustees	Safeguarding

BLYTHWOOD COMMUNITY NURSERY LIMITED

One of the Trustees (ER), as a treasurer has now completed her AAT course in accountancy with Kaplan Diploma Pathway. Her accountancy knowledge and expertise would be useful for managing the nursery's finance.

Staff left/joined during the year

Amanda Williams, who held Deputy Manager's post left the nursery on 15 February 2019. She will be sadly missed, but the Nursery wishes her well in her new position and with her career progression.

Fatmata Conteh took over as a Deputy Manager and joined the Nursery on 4 March 2019. Fatmata Conteh previously worked for another local nursery as a deputy manager. She has good local knowledge and knows the local community well.

Hadijah Nakima joined the nursery as a senior practitioner on 8 February 2019. The Nursery welcomes her as part of the team.

Safeguarding

Safeguarding of children is of paramount to the Nursery's operation, and all staff and trustees keep up with any new information legislation relating to safeguarding. The Board of Trustee has also reviewed its Safeguarding Policy to ensure it is up to date.

The Nursery is also pleased to report that there were no incidents to report during the period of this report.

Risks Management

There were no major incidents to report for the period.

The Trustees have a duty to identify and review the risks to which the Nursery is exposed, in particular, those related to the operations and finances of the Nursery. The Trustees also have to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The Nursery has procedures in place to ensure it is in compliance with the health and safety of staff, children, volunteers, and visitors to the centre.

The Trustees confirm that they have established systems to mitigate the significant risks and these procedures are periodically reviewed to ensure that they continue to meet the needs of the Nursery.

Financial Review and Reserves

The total combined income for the Nursery was £176,799 (£155,337 in the previous year); this is £21,462 (13.8%) more than the previous year. The total expenditure was £172,642 (£174,690 in the previous year), thus providing a surplus of £4,157. The improvement in the occupancy for the reasons mentioned above has increased the income during the period. The Nursery is now seeing the benefits of moving to the new premises as the occupancy is quite healthy with children on the waiting list to join the Nursery.

The Nursery also collaborates with other service providers in the building, and this supports the increase in the Nursery's occupancy.

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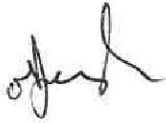
Unrestricted funds are needed to cover staff costs and those of administration and support without which the Charity could not operate.

Income is often lower during the autumn term due to the start of the new school term year, and it rises during the spring and summer term to its highest level.

The Board of Trustees considers it is prudent that unrestricted funds should be sufficient to cover three to six month's administration and support costs. This level will ensure the Nursery has adequate resources to cover its outgoings while income is at its lowest level during the autumn term.

The Board of Trustees will monitor and review this unrestricted reference fund reserve level with income forecasts and changes in funding on an annual basis to ensure that it continues to meet the needs of the Nursery.

Approved by the Board of Trustees on and signed on its behalf by:

A handwritten signature in black ink, appearing to be 'Orville Gayle', written in a cursive style.

Mr Orville Gayle (Chairperson)
Director/Trustee

Date: 20 September 2019

BLYTHWOOD COMMUNITY NURSERY LIMITED

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BLYTHWOOD COMMUNITY NURSERY LIMITED

I report on the accounts for the year ended 31 March 2019 set out on pages nine to thirteen.

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 year (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 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



Zahid Tabbassum ACMA, CGMA
Accountax Financial Limited
Chartered Management Accountants
42 Sandyhill Road
Ilford, London
IG1 2ET

20 September 2019

BLYTHWOOD COMMUNITY NURSERY LIMITED

STATEMENTS OF TRUSTEES' RESPONSIBILITIES

AS AT 31 MARCH 2019

The charity trustees are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each 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 of the charity for that period. For preparing the financial statements, the trustees are required to:

Select suitable accounting policies and then apply them consistently;

Observe the method and principles in the Charities SORP;

Make judgements and estimates that are reasonable and prudent;

State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

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 to enable them to ensure that the financial statements comply with the Charity Act, the Charity (Accounts and Reports) Regulations and the provisions of the trust deed. They are responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

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



Mr Orville Gayle (Chairperson)
Trustee/Director

20 September 2019

BLYTHWOOD COMMUNITY NURSERY LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2019

	Note	Unrestricted £	Restricted £	2019 Total £	2018 Total £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	3	114,182	-	114,182	68,085
Activities for generating funds	3	62,617	-	62,617	87,252
Total incoming resources		176,799	-	176,799	155,337
RESOURCES EXPENDED					
Costs of generating funds					
Support costs	4	49,223	-	49,223	39,771
Staff costs		121,847	-	121,847	133,035
Governance costs		1,572	-	1,572	1,884
Total resources expended		172,642	-	172,642	174,690
NET INCOMING/(OUTGOING) RESOURCES		4,157	-	4,157	(19,353)
RECONCILIATION OF FUNDS					
Total funds brought forward	7	58,254	-	58,254	77,608
TOTAL FUNDS CARRIED FORWARD		62,411	-	62,411	58,255

The notes form part of these financial statements

BLYTHWOOD COMMUNITY NURSERY LIMITED

BALANCE SHEET

AS AT 31 MARCH 2019

	Note	2019 £	2018 £
FIXED ASSETS			
Tangible fixed assets	5	90	180
CURRENT ASSETS			
Debtors		-	-
Cash at bank and in hand		<u>65,755</u>	<u>62,792</u>
		65,755	62,792
LIABILITIES			
Creditors: amounts falling due within one year	6	<u>3,434</u>	<u>4,717</u>
NET CURRENT ASSETS		<u>62,321</u>	<u>58,075</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>62,411</u>	<u>58,255</u>
NET ASSETS		<u>62,411</u>	<u>58,255</u>
FUNDS	7		
Unrestricted funds			
General funds		62,411	58,255
Restricted funds		<u>-</u>	<u>-</u>
TOTAL FUNDS		<u>62,411</u>	<u>58,255</u>

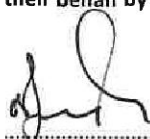
For the year ending 31/03/2019 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Board of Trustees on 20/09/2019 and signed on their behalf by



Mr Orville Gayle (Chairperson)
Trustee/Director

BLYTHWOOD COMMUNITY NURSERY LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) and applicable UK Generally Accepted Accounting Practice.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

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.

Taxation

The charity is exempt from income taxes 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. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2019.

BLYTHWOOD COMMUNITY NURSERY LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

	Unrestricted £	Restricted £	2019 Total £	2018 Total £
3. INCOMING RESOURCES				
Incoming resources from generated funds				
<i>Voluntary income</i>				
LBI Grant Aid Payment	15,392	-	15,392	13,249
LBI NEG	69,876	-	69,876	32,283
LBI 2 Year Old NEG	28,914	-	28,914	18,796
LBI Training	-	-	-	3,757
Other under £500	-	-	-	-
	114,182	-	114,182	68,085
<i>Activities for generating funds</i>				
Fee Income	62,561	-	62,561	87,224
Income from Fundraising	-	-	-	-
Interest Income	56	-	56	28
	62,617	-	62,617	87,252
Total incoming resources	176,799	-	176,799	155,337
4. RESOURCES EXPENDED				
<i>Support costs</i>				
Advertising	875		875	636
Agency staff & casual wages	3,958		3,958	3,479
Canteen & refreshment	9,080		9,080	9,849
Children events costs	1,998		1,998	2,362
Cleaning	1,939		1,939	1,986
Consultancy fee	2,375		2,375	2,950
Insurance	643		643	697
Learning materials & nursery resources	5,697		5,697	7,110
Postage, printing, stationery & supplies	2,447		2,447	4,396
Rent	14,483		14,483	-
Premises expenses	651		651	1,169
Recruitment expenses	-		-	245
Repairs & maintenance	220		220	692
Subscription	1,529		1,529	268
Sundry expenses	75		75	31
Telephone	1,925		1,925	2,087
Training costs	1,238		1,238	1,724
Depreciation	90		90	90
	49,223	-	49,223	39,771
<i>Staff costs</i>				
Salaries and wages	114,831		114,831	125,481
Social security costs	5,145		5,145	6,339
Employer's contribution to pension	1,871		1,871	1,215
	121,847	-	121,847	133,035
<i>Average number of staff employed</i>			8	13
<i>Governance costs</i>				
Accountancy and Independent examiner fee	700	-	700	861
Book-keeping & payroll	872	-	872	1,023
	1,572	-	1,572	1,884
Total resources expended	172,642	-	172,642	174,690

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

	Office Equipment	Total £
5. TANGIBLE FIXED ASSETS		
Costs		
As at 1 April 2018	360	360
Additions	-	-
As at 31 March 2019	<u>360</u>	<u>360</u>
Accumulated Depreciation		
As at 1 April 2018	180	180
Charge for the year	90	90
As at 31 March 2019	<u>270</u>	<u>270</u>
Net Book Value		
At the end of the year	<u>90</u>	<u>90</u>
At the start of the year	<u>180</u>	<u>180</u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Accruals	700	700
Taxation and social security	2,528	4,017
NEST Pension	205	-
Net wages	-	-
	<u>3,434</u>	<u>4,717</u>

7. MOVEMENT IN FUNDS

	At the start of the year £	Incoming resources £	Outgoing resources £	Transfers £	At the end of the year £
Unrestricted funds:					
General fund	58,254	176,799	(172,642)	-	62,411
Total unrestricted funds	<u>58,254</u>	<u>176,799</u>	<u>(172,642)</u>	<u>-</u>	<u>62,411</u>
Restricted funds:					
LBI Training	-	-	-	-	-
Income from Fundraising	-	-	-	-	-
Total unrestricted funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL FUNDS	<u>58,254</u>	<u>176,799</u>	<u>(172,642)</u>	<u>-</u>	<u>62,411</u>