

Charity Registration No. 1123537

Company Registration No. 06280924 (England and Wales)

**ST JOSEPH'S NURSERY**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**  
**PAGES FOR FILING WITH REGISTRAR**

# ST JOSEPH'S NURSERY

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Dr L Ayling	(Appointed 22 April 2018)
	Ms A Bradford	(Appointed 22 April 2018)
	Ms E Coles	
	Ms S Coltro	(Appointed 22 April 2018)
	Ms L Guinnane	(Appointed 22 April 2018)

**Charity number** 1123537

**Company number** 06280924

**Principal address** St Joseph's Nursery  
St Joseph's Place  
Devizes  
Wiltshire  
SN10 1DD

**Registered office** St Joseph's Nursery  
St Joseph's Place  
Devizes  
Wiltshire  
SN10 1DD

**Independent examiner** David Owen & Co  
17 The Market Place  
Devizes  
Wiltshire  
SN10 1HT

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# ST JOSEPH'S NURSERY

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# **ST JOSEPH'S NURSERY**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

### ***FOR THE YEAR ENDED 31 MARCH 2019***

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The trustees present their report and financial statements for the year ended 31 March 2019.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles (incorporated 15 June 2007), the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016)

#### **Objectives and activities**

The charity's objectives are 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 appropriate play, education, care 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 whatever their race, culture, religion, means or ability;
- Encouraging the study of the needs of such children, and their families, and promoting public interest in and recognition of such needs;
- Instigating, adhering to and furthering the aim of the pre-school learning alliances.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **Achievements and performance**

In the last year we have had a number of great events, including the quiz night, sponsored walk, cake stalls and tea towel sales. The money raised helped to pay for Christmas presents for the children attending the nursery, as well as our summer trip to the Finkley Down Farm which the children really enjoyed. The money raised also contributes towards equipment for the nursery.

We would like to thank everyone for supporting the nursery.

At the end of the year, the nursery's cash position has improved considerably, with cash across all accounts totalling £91,741 (2018 £70,492).

#### **Financial review**

The charitable company ended the year with a surplus of £20,871. The charitable companies total funds as at 31 March 2019 were £98,398, which are made up of £91,918 of unrestricted funds and £6,480 of restricted funds.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

# ST JOSEPH'S NURSERY

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2019*

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### Structure, governance and management

The charity is a company limited by guarantee.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr E Hatala	(Resigned 16 September 2019)
Dr L Ayling	(Appointed 22 April 2018)
Ms A Bradford	(Appointed 22 April 2018)
Ms E Coles	
Ms S Coltro	(Appointed 22 April 2018)
Ms L Guinnane	(Appointed 22 April 2018)
Ms N Lightwark	(Resigned 22 April 2018)
Ms L Mundy	(Resigned 18 June 2018)
Ms C O'Hare	(Resigned 22 April 2018)
Ms S Pettitt	(Resigned 22 April 2018)

The trustees are generally recruited from the parents of children attending the nursery.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The Nursery Manager is responsible for the day to day running of the nursery.

# ST JOSEPH'S NURSERY

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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### Statement of trustees' responsibilities

The trustees, who are also the directors of St Joseph's Nursery for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial 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 year.

In preparing these accounts, 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;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the trust deed. 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.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

### Disclosure of information to auditor

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The trustees' report was approved by the Board of Trustees.

**Ms E Coles**

Trustee

Dated: 31 December 2019

# ST JOSEPH'S NURSERY

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ST JOSEPH'S NURSERY

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I report to the trustees on my examination of the financial statements of St Joseph's Nursery (the charity) for the year ended 31 March 2019.

### **Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

Mr J Bunton ACA  
David Owen & Co

17 The Market Place  
Devizes  
Wiltshire  
SN10 1HT

Dated: 31 December 2019

# ST JOSEPH'S NURSERY

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2019

	Notes	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £	Total 2018 £
<b><u>Income from:</u></b>					
Donations and legacies	3	162,598	3,432	166,030	148,318
Investments	4	5	-	5	2
<b>Total income</b>		<u>162,603</u>	<u>3,432</u>	<u>166,035</u>	<u>148,320</u>
<b><u>Expenditure on:</u></b>					
Charitable activities	5	<u>143,345</u>	<u>1,819</u>	<u>145,164</u>	<u>146,856</u>
<b>Net income for the year/ Net movement in funds</b>		19,258	1,613	20,871	1,464
Fund balances at 1 April 2018		<u>72,660</u>	<u>4,867</u>	<u>77,527</u>	<u>76,063</u>
<b>Fund balances at 31 March 2019</b>		<u><u>91,918</u></u>	<u><u>6,480</u></u>	<u><u>98,398</u></u>	<u><u>77,527</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.



# ST JOSEPH'S NURSERY

## BALANCE SHEET

AS AT 31 MARCH 2019

	Notes	2019 £	£	2018 £	£
<b>Fixed assets</b>					
Tangible assets	9		5,398		4,523
<b>Current assets</b>					
Debtors	11	2,809		2,842	
Cash at bank and in hand		91,741		70,492	
		<u>94,550</u>		<u>73,334</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(1,550)</u>		<u>(330)</u>	
Net current assets			93,000		73,004
<b>Total assets less current liabilities</b>			<u>98,398</u>		<u>77,527</u>
<b>Income funds</b>					
Restricted funds			6,480		4,867
Unrestricted funds			91,918		72,660
			<u>98,398</u>		<u>77,527</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2019.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 31 December 2019

Ms E Coles  
Trustee

Company Registration No. 06280924

# ST JOSEPH'S NURSERY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2019

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#### 1 Accounting policies

##### Charity information

St Joseph's Nursery is a private company limited by guarantee incorporated in England and Wales. The registered office is St Joseph's Nursery, St Joseph's Place, Devizes, Wiltshire, SN10 1DD.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles (incorporated 15 June 2007), the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

##### 1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

# ST JOSEPH'S NURSERY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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### 1 Accounting policies

(Continued)

#### 1.5 Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include accountancy fees.

All costs are allocated between expenditure categories of the SoFA on a basis designed to reflect the use of the resource.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Assets costing in excess of £100 are capitalised as tangible fixed assets and carried at cost, net of depreciation and any provision for impairment.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	15% reducing balance
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

# ST JOSEPH'S NURSERY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

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### 1 Accounting policies

(Continued)

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### **1.10 Taxation**

St Joseph's Nursery, as a registered charity, obtains exemption from taxation under part 10, ITA 2007 and s.256 TCGA 1992.

#### **1.11 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.12 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# ST JOSEPH'S NURSERY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Total
	2019 £	2019 £	2019 £	2018 £
Donations and gifts	28,242	3,432	31,674	32,827
Legacies receivable	134,356	-	134,356	115,491
	<u>162,598</u>	<u>3,432</u>	<u>166,030</u>	<u>148,318</u>
<b>For the year ended 31 March 2019</b>	<b><u>162,598</u></b>	<b><u>3,432</u></b>	<b><u>166,030</u></b>	<b><u>148,318</u></b>
<b>Wiltshire Council funding receivable</b>				
2 year olds	22,025	-	22,025	20,769
3/4 year olds	109,474	-	109,474	90,814
EYPP	1,483	-	1,483	2,329
Mid term adjustment	654	-	654	683
Other funding	720	-	720	896
	<u>134,356</u>	<u>-</u>	<u>134,356</u>	<u>115,491</u>

### 4 Investments

	Unrestricted funds	Total
	2019 £	2018 £
Interest receivable	<u>5</u>	<u>2</u>

# ST JOSEPH'S NURSERY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 5 Charitable activities

	Direct and support costs for charitable activities 2019 £	Direct and support costs for charitable activities 2018 £
Staff costs	112,668	116,881
Depreciation and impairment	953	799
Consumables	10,381	8,711
Lunches	5,111	3,946
Milk	23	253
Other direct costs	2,581	3,893
	<u>131,717</u>	<u>134,483</u>
Share of support costs (see note 6)	12,534	12,048
Share of governance costs (see note 6)	913	325
	<u>145,164</u>	<u>146,856</u>
<b>Analysis by fund</b>		
Unrestricted funds	143,345	145,499
Restricted funds	1,819	1,357
	<u>145,164</u>	<u>146,856</u>

# ST JOSEPH'S NURSERY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 6 Support costs

	Support costs £	Governance costs £	2019 £	2018 £
Staff training	1,535	-	1,535	2,593
Rent payable	1,500	-	1,500	1,500
Rates	1,317	-	1,317	671
Insurance	1,997	-	1,997	2,372
Light and heat	1,407	-	1,407	1,465
Cleaning	616	-	616	66
Repairs and maintenance	1,313	-	1,313	1,419
Marketing	90	-	90	150
Telephone and broadband	2,152	-	2,152	1,358
Computer costs	230	-	230	230
Professional fees	377	-	377	207
General expenses	-	-	-	17
Audit fees	-	900	900	312
Legal and professional	-	13	13	13
	<u>12,534</u>	<u>913</u>	<u>13,447</u>	<u>12,373</u>
Analysed between				
Charitable activities	<u>12,534</u>	<u>913</u>	<u>13,447</u>	<u>12,373</u>

Governance costs includes payments to the accountants of £900 for independent examination fees (2018 - £312).

### 7 Trustees

None of the trustees received any remuneration during the year, but five of the trustees were reimbursed a total of £1,836 for nursery items purchased, fundraising items purchased, and DBS checks (2018- four trustees were reimbursed a total of £1,663).

Mrs D Hatala (the wife of E Hatala, a trustee), received a gross salary of £19,771 during the year in her role as Nursery Manager. Expenses of £183 (2018- £411) were reimbursed to Mrs D Hatala in the year.

# ST JOSEPH'S NURSERY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 8 Employees

#### Number of employees

The average monthly number of employees during the year was:

2019 Number	2018 Number
13	10
<u>13</u>	<u>10</u>

#### Employment costs

	2019 £	2018 £
Wages and salaries	109,254	114,451
Other pension costs	3,414	2,430
	<u>112,668</u>	<u>116,881</u>

### 9 Tangible fixed assets

	Fixtures, fittings & equipment £
<b>Cost</b>	
At 1 April 2018	8,959
Additions	1,828
	<u>10,787</u>
At 31 March 2019	
<b>Depreciation and impairment</b>	
At 1 April 2018	4,436
Depreciation charged in the year	953
	<u>5,389</u>
At 31 March 2019	
<b>Carrying amount</b>	
At 31 March 2019	5,398
	<u>5,398</u>
At 31 March 2018	4,523
	<u>4,523</u>

### 10 Financial instruments

	2019 £	2018 £
<b>Carrying amount of financial liabilities</b>		
Measured at amortised cost	1,285	330
	<u>1,285</u>	<u>330</u>



# ST JOSEPH'S NURSERY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

### 11 Debtors

	2019 £	2018 £
<b>Amounts falling due within one year:</b>		
Prepayments and accrued income	2,809	2,842
	<u>          </u>	<u>          </u>

### 12 Creditors: amounts falling due within one year

	2019 £	2018 £
Other taxation and social security	265	-
Trade creditors	385	18
Accruals and deferred income	900	312
	<u>          </u>	<u>          </u>
	1,550	330
	<u>          </u>	<u>          </u>

### 13 Analysis of net assets between funds

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £	Total 2018 £
Fund balances at 31 March 2019 are represented by:				
Tangible assets	5,398	-	5,398	4,523
Current assets/(liabilities)	93,000	-	93,000	73,004
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	98,398	-	98,398	77,527
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

### 14 Related party transactions

There were no disclosable related party transactions during the year (2018 - none).