

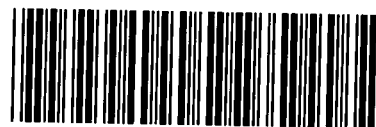
**THE MARIA GREY NURSERY SCHOOL**

**FINANCIAL STATEMENTS**

**For the year ended**

**31st August 2018**

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COMPANIES HOUSE

Charities Registration No. 1002985  
Registered in England and Wales No. 2608790

**THE MARIA GREY NURSERY SCHOOL**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST AUGUST 2018**

DIRECTORS	M. Cogan (appointed 2.10.15) M. Fulton (appointed 30.6.18) M. Lenton (appointed 30.6.18) J. Samuel (appointed 30.6.18)
HEAD TEACHER	Helen Lansdell BA Hons PGCE
REGISTERED OFFICE	Field House 18a Friars Stile Road Richmond Surrey TW10 6NE
BANKERS	HSBC 67 George Street Richmond Surrey TW9 1HG
EXTERNAL EXAMINER	Alison Williamson, BA, FCMA, CGMA 38 Roehampton Gate, LONDON SW15 5JS
SOLICITORS	Russell-Cooke Solicitors, 2 Putney Hill, LONDON, SW15 6AB.

# **THE MARIA GREY NURSERY SCHOOL**

## **FINANCIAL STATEMENTS for the year ended 31st August 2018**

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## **THE MARIA GREY NURSERY SCHOOL DIRECTORS' REPORT**

The directors present their report and the financial statements for the year ended 31st August 2018.

### **STATEMENT OF DIRECTORS' RESPONSIBILITIES**

- Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including the Income and Expenditure, for the financial year. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments 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 company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006 and the UK Accounting Standards, including the Charities SORP(FRS102) and Financial Reporting Standard 102. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Maria Grey Nursery School is a registered charity and a company limited by guarantee, formed in April 1991. Previously the nursery was in existence but was not in its current legal structure. The principal activity is running a nursery school. It has no share capital.

In June 2017 an Extraordinary General Meeting was held, at which members of the nursery had the opportunity to vote on new Articles of Association. These had been proposed as the nursery had grown and evolved significantly since 1991, and the original Articles of Association were no longer deemed appropriate for the larger organisation that the nursery had become. The new articles proposed a smaller Board of between three and five Directors/Trustees, appointed for three-year renewable terms. The current Directors/Trustees are current or ex-parents of the school or from people in the community with close links to the nursery, who were deemed to have the skills necessary to take on the responsibilities. The new Articles were adopted unanimously at the EGM.

The Head Teacher and the School Administrator are the key management personnel. The directors meet with the key management personnel on a regular basis during the year and make decisions on changes to policy, approve budgets and accounts and commit to large spends. The directors undergo training from time to time to assist them in carrying out their responsibilities. The fundraising activities are delegated to a team of parent helpers under guidance of the key management personnel. The day-to-day running of the nursery is delegated to the staff, led by the Head Teacher. The salary levels of the staff including the Head Teacher are proposed by the Head Teacher but are reviewed and approved by the directors on an annual basis. Published external data on teachers' salaries are used to benchmark these.

## **THE MARIA GREY NURSERY SCHOOL**

### **DIRECTORS' REPORT continued**

#### **OBJECTIVES AND ACTIVITIES**

Objects of the company:-

To advance the education of children below compulsory school age and thereby promote their mental, moral and physical development and improvement.

When setting the objectives of the nursery, the Directors have made careful consideration of the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education and on fee-charging.

The nursery is run to provide a wealth of activities to engage the children in learning experiences. Every day there is a variety of activities provided to capture the imagination of the children, with project themes running through each term. Each child is catered for with their individual requirements, with small groups being created to assist children with specific areas of development. Great care is taken to allow each child to work towards meeting the goals of the Early Years Foundation Stage. Safeguarding and promoting the welfare of the children whilst in the nursery environment is the highest priority.

Spaces for the nursery are filled from a waiting list of registered children with no restriction on catchment area. Priority for places is given to children with special educational needs and then to siblings of children who have attended the nursery. There is an equal opportunities policy in force with regard to gender, race and ethnicity, religion, social and cultural background, special needs and disability. As a charity, the Nursery offers two free places (5-day morning places) per year and also has a hardship fund to the equivalent of a further place available to parents who are unexpectedly unable to fund their fees. This can be split to benefit more than one family.

Specifically, the objectives of the nursery this year were:

- to encourage each child to develop and achieve the goals of the Early Years Foundation Stage through the project work and the varied and innovative activities of the nursery, therefore advancing their education.

The year 2017-18 was another busy and productive year at the Nursery, with many exciting activities for the children, and fundraising and social activities organised by the Parents' Committee.

The work in the nursery is in accordance with Early Years Foundation Stage Curriculum, which consists of seven areas of learning, Personal and Social Development, Physical Development, Communication and Language, Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

Personal and Social Education includes life skills such as sharing, turn-taking, making friendships and co-operative play as well as self-help skills and helping each other.

Physical development involves both gross motor skills such as climbing, balancing, ball skills and pedalling, and fine motor skills such as pen and scissor control, threading, peg work and other manipulative skills.

## **THE MARIA GREY NURSERY SCHOOL**

### **DIRECTORS' REPORT continued**

Communication and Language covers the skills of speaking and listening. Listening games are played, such as matching musical instrument sounds or listening to stories. Daily show and tell sessions develop the children's confidence in speaking to a group. Children partake in activities such as telling a story using props, or talking to their friends about what they are doing.

In Literacy children develop their love of books, being able to help themselves to a book to look at on their own or with friends. Children are also able to choose a library book to take home to share with their parents. Each week there is a letter of the week, and children develop their reading skills at their own rate. Writing skills develop through mark-making, using for example big chalks outside in the playground, marker pens and eventually working down to thinner felt pens.

Mathematics covers activities such as matching, sorting, 1 to 1 counting, number recognition, ordering, adding and taking away; learning about shapes and their properties; weighing and measuring; using positional or directional language.

Understanding the World encompasses science, construction and exploration of materials, as well as history, geography and cultural studies. The children have the opportunity to participate in growing plants, caring for chickens, guinea pigs, a tortoise, a bearded dragon and caterpillars. The children are encouraged to get involved in gardening activities which teach them how to grow vegetables and to understand what plants need to grow. They particularly enjoy harvesting and tasting the end product. The children also have exploratory experience with sand and water. There is a 'Bee-Bot' (programmable robot) and a computer provided for the children to use. The children are also provided with a variety of materials to explore construction techniques. Exciting science topics are included for the children to explore, such as space, magnets and light bulb circuits. Parents come in to run activities for the children about their cultural traditions.

The Expressive Arts and Design area of the curriculum includes art in two- and three- dimensions, music, dance, singing and use of instruments, movement and drama, imaginary 'small world' and role play.

The nursery provides group time on a daily basis which covers activities like Music and Movement, French, Science/Eco topics, Singing and Instruments and circle time. This brings the children together to share an experience in a bigger group, helping them with the social skills that this involves.

The nursery continued working towards Eco Schools Green Flag Status. Two road safety training sessions were organised for the children, one about walking and one about scooters. This provides the children with very important information for their safety. A Travel Survey of children's modes of transport to and from school was undertaken and an annual Travel Plan was produced.

Charitable events run during the year included Children in Need and raising money for Shooting Star Chase children's hospice on World Book Day.

## **THE MARIA GREY NURSERY SCHOOL**

### **DIRECTORS' REPORT continued**

The nursery benefits greatly from the enthusiastic, well-qualified and long-serving staff team. All the staff undertook a refresher course in Child Protection, which is renewed every three years, and a course on Restorative Practice. Several staff members took various short courses on different aspects of the curriculum and on children's special needs. The nursery continues to host students to give them practical experience for their training. The nursery provides an ideal setting for the students to gain experience in a child-centered environment, and it also helps to maintain an extremely favourable adult-child ratio within the nursery.

There was a staff team-building day trip to Paris, funded by the parents' summer and Christmas collections for staff.

The Nursery has always benefitted greatly from parental involvement, with a wide selection of nationalities represented amongst the families. Parents came in to run activities on Hannukah, Diwali, Thanksgiving, the Italian festival of Befana, Persian New Year and the Argentinian mate ceremony. Parents came in to tell stories in various languages as well as English. As always the parents provided a strong community atmosphere by organising coffee mornings, social evenings and fund raising activities. The big parents' social and fundraising event of the year was the Christmas auction, which raised money to go towards new outside play equipment including a new playhouse, outside musical instruments and bikes. Parents ran a stall at the Richmond May Fair, raising more funds towards the school's projects.

The nursery came to a sponsorship arrangement, via one of the parents, with a local estate agency, Cantell & Co. Cantell & Co donated money towards nursery projects and provided publicity for the nursery on their leaflets. They also instigated an exhibition of children's art work at a local art gallery, which nursery parents attended, and it was an opportunity for Cantell and Co to publicise their services.

Building projects during the year included the installation of a bicycle, scooter and buggy shelter in the playground. All the improvements made to the nursery year by year provide a lasting impact that will benefit generations of children to come. Over the last fifteen years the facilities have been extended to include the conservatory, the 'Green Room', the redesign of the garden, new play equipment and fixtures, a security upgrade, an electrical upgrade, a new storage garage, the addition of the first floor rooms, the playground awning and the ground floor cloakroom project, the upstairs kitchen and the renewal of the perimeter fencing. All this has been facilitated by the generosity of previous parents in organising wonderful fundraising activities.

## **THE MARIA GREY NURSERY SCHOOL**

### **DIRECTORS' REPORT continued**

#### **ACHIEVEMENTS & PERFORMANCE**

Summary of main achievements – The children are each provided with progress folders for their early learning goals. The summation of each child's progress shows the achievements of the nursery. This provides the children's future schools with well-socialised, keen learners and children who are able to listen and follow instructions. This provides a huge benefit to the schools, who do not have to start teaching these basic disciplines. These children learn great life skills that they can carry on in their future lives that will benefit society as they are well balanced, caring children. The individual achievements of each child are obviously confidential to each child and parent. The local schools recognise the benefit of receiving children who have been educated by Maria Grey Nursery School. Special needs children get more one-to-one teaching time, as do children who do not have English as their first language. The children and parents form lasting friendships which continue to their next school and beyond.

In March the school was inspected by Ofsted, and was awarded the highest rating of Outstanding in all categories. The children and staff enjoyed a special celebration cake.

The summary of key findings for parents stated:

- 'The manager is an excellent leader who is highly successful in continually improving the service for children and their families. Highly effective reflective practice enables her to constantly identify and address areas for improvement.
- All staff working directly with the children are highly qualified. They have a superb attitude towards their own professional development and are eager to continue to learn.
- Management's outstanding approach to supporting staff, providing training and continual learning is central to the team's success.
- Children are extremely keen to learn. They relish the learning experiences that superbly enhance their development. The sharply focused planning for individual learning ensures all children make rapid progress. Staff are highly successful in capturing the children's natural curiosity as learners.
- Partnerships with parents are excellent. The whole staff team is highly successful in supporting parents and developing partnership working. Sharply devised policies and procedures guide the staff in delivering a high-quality service.
- There is a very well-established staff team caring for the children. Many of the staff have worked at the nursery throughout their career. They have vast amounts of experience and a comprehensive understanding of how to safeguard children from harm and neglect.'

#### **FINANCIAL REVIEW INCLUDING RESERVES POLICY**

The nursery's finances are in a stable situation with the key figure of unrestricted funds not invested in fixed assets(referred to as the "Reserves") amounting to £45.4k. This is an increase from £42.8k in the previous financial year. This is within the Board approved £40-60k provision. The fundraising in the current year of £6.1k was spent on playground equipment and its installation.



## **THE MARIA GREY NURSERY SCHOOL**

### **DIRECTORS' REPORT continued**

#### **RESERVES POLICY**

A policy has been established whereby the Reserves held by the charity, as a minimum, should be able to cover the following:

- unexpected long term illness of up to 2 staff
- uninsured amounts if any loss of use of the building were to happen
- working capital requirements of running the nursery
- to allow for any other unexpected costs
- the ability to cover unexpected loss of revenue from children moving away and not being able to be replaced at short notice
- to cover the continued investment in the fabric and equipment of the nursery.

The Directors aim to achieve a Reserves figure of between £40-60k.

#### **RESULTS**

The nursery's gross income before expenditure of £383.5k was up on last year by £12.6k relating to increased fees £16.6k and sustainability grant £0.3k offset by decreased fundraising £1.3k, lower deposits retained £1.7k and lower miscellaneous income £1.7k.

The two free places were given to the value of £7.7k and in addition £3.4k was given from the hardship fund this year.

Resources expended increased to £395.1k up on last year by £7.2k. The two large variances are the increase in salary costs of £12.3k offset partially by the lower governance costs of £4.7k. There are other small favourable variances on classroom equipment and miscellaneous costs being offset by higher costs of electricity and telephone and cleaning. The salary increases relate to the general increase paid to all staff, plus some meritocratic larger increases for certain individuals along with the full year of higher pension costs now charged on bonus and overtime payments. Electricity costs were higher due to general increases plus the prolonged cold weather in the Spring. Telephone costs were up due to additional costs for replacing the hub and callout charges. The governance costs are lower this year as there are no legal costs, unlike last year there were legal costs associated with setting up the new board structure.

Whilst the total fund on the income and expenditure statement shows a deficit of £11.5k, this is affected by the significant annual depreciation charge in the restricted fund for the large project to update the ground floor in the summer/autumn of 2017. The unrestricted fund shows the financial performance of the nursery excluding this which is showing a surplus of £6.2k an improvement of £6.5k year on year.

Included in the above, the fundraising events produced £6.2k with the Christmas social event bringing in £3.5k, sponsorship of £2k from a local estate agent and the May Fair £0.5k with other smaller events bringing in the remainder.

Fundraising will be done to raise money for any projects to improve the nursery facilities further and in 2018/19 will be put towards a brick storage shed to increase storage capacity.

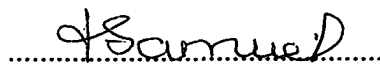
## **DIRECTORS AND THEIR INTERESTS**

The directors who served during the year were as follows:

M Cogan (appointed 2.10.15)  
M. Fulton (appointed 30.6.18)  
M. Lenton (appointed 30.6.18)  
J. Samuel (appointed 30.6.18)

The directors have prepared this report in accordance with the small companies' exemption.

Approved by the board on 14<sup>th</sup> May 2019  
and signed on its behalf by

A handwritten signature in cursive script, appearing to read 'J. Samuel', written over a dotted line.

Jenny Samuel  
Director

**THE MARIA GREY NURSERY SCHOOL**  
**STATEMENT OF FINANCIAL ACTIVITIES incorporating the income and expenditure**  
**account**

**For the year ended 31st August 2018**

	Notes	2018 Unrestricted Funds £	2018 Restricted Funds £	2018 Total Funds £	2017 Total Funds £
Voluntary income		392	0	392	100
Activities for generating funds		8,173	0	8,173	9,520
Nursery activities		374,900	0	374,900	361,308
Interest receivable		80		80	50
<b>Total incoming Resources</b>	<b>3</b>	<b>383,545</b>	<b>0</b>	<b>383,545</b>	<b>370,978</b>
Costs of generating funds		1,925		1,925	1,682
Nursery costs		373,961	17,669	391,630	380,013
Governance costs		1,500		1,500	6,168
<b>Total Resources Expended</b>	<b>6</b>	<b>377,386</b>	<b>17,669</b>	<b>395,055</b>	<b>387,863</b>
<b>Net Income and (Expenditure) Total before Transfers</b>		<b>6,159</b>	<b>(17,669)</b>	<b>(11,510)</b>	<b>(16,885)</b>
Gross transfers between funds		(1,702)	1,702	0	0
<b>Net Incoming/ (Outgoing) resources</b>		<b>4,457</b>	<b>(15,967)</b>	<b>(11,510)</b>	<b>(16,885)</b>
<b>Total Funds brought forward</b>		<b>66,990</b>	<b>70,089</b>	<b>137,079</b>	<b>153,964</b>
<b>Total Funds carried forward</b>		<b>71,447</b>	<b>54,122</b>	<b>125,569</b>	<b>137,079</b>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

**THE MARIA GREY NURSERY SCHOOL**  
**BALANCE SHEET as at 31st August 2018**

		2018 Total Funds	2017 Total Funds
<b>FIXED ASSETS</b>			
Tangible assets	11	80,207	90,403
<b>CURRENT ASSETS</b>			
Debtors	12	20,509	21,683
Cash at bank and in hand	15	169,444	140,932
<b>TOTAL CURRENT ASSETS</b>		189,953	162,615
<b>CREDITORS: Amounts falling due within one year</b>	13	141,591	112,939
<b>NET CURRENT ASSETS/(LIABILITIES)</b>		48,362	49,676
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		128,569	140,079
<b>CREDITORS: Amounts falling due after more than one year</b>	13	3,000	3,000
<b>TOTAL NET ASSETS OR LIABILITIES</b>	20	125,569	137,079
<b>FUNDS OF THE CHARITY:-</b>			
UNRESTRICTED		64,456	65,468
DESIGNATED		6,991	1,522
RESTRICTED		54,122	70,089
<b>TOTAL FUNDS</b>	18	125,569	137,079

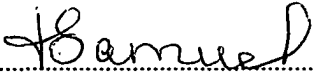
For the year ended 31st August 2018 the company was entitled to exemption from the requirement to have an audit under the provisions of section 475 and 477 of the Companies Act 2006.

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

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

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with the Charities SORP FRS 102 Section 1A – small entities. The notes on pages 12-25 form part of these accounts.

Approved by the Board of Directors on 14<sup>th</sup> May 2019 and signed on its behalf by:

Jenny Samuel .....  ..... Director

## **THE MARIA GREY NURSERY SCHOOL**

### **NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st August 2018**

#### **Note 1 BASIS OF PREPARATION**

##### **1.1 Basis of accounting**

The financial statements have been prepared under the historic cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to the accounts. The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) section 1A for small companies, the Companies Act 2006 and the Statement of Recommended Practice to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) effective January 2015 and the Charities Act 2011. The date of the transition to FRS102 was 1st September 2015 and in preparing the financial statements, the directors (charity trustees) have considered whether the accounting policies required by the standard require the restatement of comparative information.

The charity constitutes a public benefit entity as defined by FRS102.

##### **1.2 Going Concern**

The directors have assessed that there are no material uncertainties about the charity's ability to continue and there is a reasonable expectation that the charity has adequate resources to continue in operation for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

##### **1.3 Change to accounting Policy**

The accounts present a true and fair view and no changes have been made to accounting policies adopted.

##### **1.4 Change to accounting estimates**

Critical accounting judgements and key sources of estimation uncertainty

In the application of the accounting policies, the Directors (charity trustees) are required to make judgements, estimates, and assumptions about the carrying value of the assets and liabilities that are not readily apparent from other sources. The estimates and underlying 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 if the revision affects only that period, or in the period of the revision and the future periods if the revision affected current and future periods.

##### **1.5 Material prior year errors**

No material prior year errors have been identified in the reporting period.

## THE MARIA GREY NURSERY SCHOOL

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st August 2018

## Note 2 PRINCIPAL ACCOUNTING POLICIES

### 2.1 Reconciliation with previous accounting practice

#### Transition to Charities SORP (FRS102)

The policies applied under the previous accounting framework are not materially different to the Charities SORP (FRS102) and no restatements were required in the transition to FRS102.

### 2.2 Incoming Resources

**Recognition of incoming resources** are included in the SOFA when the nursery becomes entitled to the resources, the directors are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability. Nursery Fees are recognised in the year that the children attend the nursery and the corresponding government grant is recognised in line with this.

There has been no **offsetting** of assets and liabilities or income and expenses, unless required or permitted by the FRS102 SORP.

**Grants and Donations** are only included in the SOFA when the general income criteria are met.

In the case of **performance related grants**, income is only recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met. Grants relating to fees are recognised in the year that the children attend the nursery.

The charity has received **government grants** in the period.

**Contractual income and performance related grants** are only included in the SOFA once the nursery has provided the service or met the performance related conditions.

**Donated Goods** Gifts in kind are accounted for at a fair value unless impractical to do so. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the nursery. Gifts in kind for use by the nursery are included in the SOFA as incoming resources when receivable.

**Donated services and facilities** are only included with an equivalent amount in resources expended where the benefit to the nursery is reasonably quantifiable measurable and material. If these are consumed immediately they are recognised as income with an equivalent amount recognised as an expense under an appropriate heading in the SOFA.

The value of any **volunteer help** received is not included in the accounts but is described in the Directors' (Charity Trustees') Report

## THE MARIA GREY NURSERY SCHOOL

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st August 2018

**Income from interest, royalties and dividends** is included in the accounts when receipt is probable and the amount can be measured reliably.

**Settlement of insurance claims**, if and when they occur, are only included when the general income recognition criteria are met and are included as an item of other income in the SOFA.

#### 2.3 Expenditure and Liabilities

**Liabilities** are recognised as soon as there is more likely than not a legal or constructive obligation committing the nursery to pay out resources and the amount of the obligation can be measured with reasonable certainty.

**Support costs** have been allocated between governance and other support. **Governance costs** comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

The nursery made no **redundancy payments** in the year.

Fees are invoiced for the Autumn term prior to the year end, this **income** is **deferred** until the next financial year when the service is provided. The Autumn term fees for the current year are brought forward from the prior year.

The Nursery has **creditors** which are measured at settlement amounts less any trade discounts.

**Provision for liabilities.** A liability is measured on recognition of its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

#### 2.4 Assets

**Tangible fixed assets** for use by the nursery are capitalised if they can be used for more than one year and cost at least £1000. They are valued at cost or if gifted at the value to the nursery on receipt. The depreciation notes are disclosed in note 11.

**Debtors** (including trade debtors) are measured on initial recognition at settlement amount after any discounts. Subsequently they are measured at the cash value or other consideration expected to be received.

**Current Asset Investments** The charity may hold from time to time investments of cash and cash equivalents with a maturity date less than one year. These include cash on deposit and cash equivalents with a maturity date less than one year held for investment purposes rather than to meet short-term cash commitments as they fall due.

They are valued at fair value except where they qualify as basic financial instruments.

**THE MARIA GREY NURSERY SCHOOL****NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st August 2018****2.5 Fund Accounting**

Unrestricted funds are funds which are available at the discretion of the directors in furtherance of the general objectives of the nursery and which have not been designated for other purposes. Designated funds are funds set aside by the directors out of unrestricted funds for specific future purposes or projects. Any amounts not utilised are carried forward where the specific purpose or project remains part of the nursery's objectives.

Restricted Funds are funds which are restricted by the donor or grant maker for a certain purpose e.g. grants for purchase of fixed assets. If the grant has only partly funded a fixed asset the balance of the funding of the fixed asset has been transferred from the unreserved funds to the reserved funds. The asset will be accounted for in the fund and the asset value will be reduced as the asset is depreciated.

**Note 3 ANALYSIS OF INCOMING RESOURCES**

Voluntary Income:-	2018 £	2017 £
Donations	3	100
Social Deprivation Grant	389	
<b>Total Voluntary Income</b>	<b>392</b>	<b>100</b>

**Activities for Generating Funds:-**

<b>Fund Raising Activities</b>	<b>8,173</b>	<b>9,520</b>
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Nursery Activities	2018 £	2017 £
School Fees	261,173	250,524
Grants received as partial funding for the fees	110,967	104,965
Registrations and Deposits Retained	2,045	3,330
Grants received for Rent		
Other Grants	870	895
Other reimbursements for Nursey Activities	(155)	1,594
<b>Total Nursery Activities</b>	<b>374,900</b>	<b>361,308</b>

Investment Income	2018 £	2017 £
Interest Receivable	80	50



**THE MARIA GREY NURSERY SCHOOL**  
**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st August 2018**

All income in the current year was unrestricted. All the income in the prior year was unrestricted.

**Note 4 ANALYSIS OF GOVERNMENT GRANTS**

	2018	2017
	£	£
Government Grant contribution to school fees	110,967	104,965
Grant for Rent		
Grant for Student Placement	870	800
Grant for Cycle Rack		
Grant for Early Years Pupil Premium		95
Social Deprivation Grant		
Total Grants	<u>111,837</u>	<u>105,860</u>

Government Grant contribution to school fees is applicable to children who are 3 and 4 years old and provide a subsidy to the parents but is paid directly to the nursery reducing the parents contribution to the fees.

**Note 5 DONATED GOODS, FACILITIES and SERVICES**

Income from donated goods/services are included in the fund raising auction each year at the value raised in the auction. No stock of donated goods are held at the year end. Donated services from volunteers not included in the accounts are described in the Directors (Charity Trustees) Report.

**THE MARIA GREY NURSERY SCHOOL****NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st August 2018****Note 6 ANALYSIS OF RESOURCES EXPENDED**

Activities for Generating Funds:-	2018	2017
	£	£
Fund Raising Expenses	1,925	1,682
	<hr/>	<hr/>
Nursery Activities	2018	2017
	£	£
Salaries, Wages, NI, pensions and Temp Costs	298,092	285,819
Rent	26,250	26,251
Hardship/bad debt fund		
Maintenance and sinking fund contributions	2,483	2,098
Insurance	1,708	1,573
Depreciation	25,992	25,652
Electricity, telephone & broadband	7,986	6,855
Cleaning	9,194	8,150
Piano	3,705	3,672
Classroom supplies and small equipment	7,787	9,050
Office Supplies	1,846	1,416
Accounting (re budgeting/cash forecast) and Legal	1,000	1,000
Advertising		535
Staff Training & study grant payments	1,820	902
Miscellaneous Nursery expenses	3,767	7,040
	<hr/>	<hr/>
Total Nursey Activities	391,630	380,013
	<hr/>	<hr/>
Governance Costs	2018	2017
	£	£
Accounting	1,500	1,500
Legal		4,668
	<hr/>	<hr/>
Total Governance Costs	1,500	6,168
	<hr/>	<hr/>

All the resources expended are unrestricted in the current year except the depreciation of £17,669 for the ground floor project and cycle stand. In the prior year the depreciation of the ground floor project of £16,554 was restricted.

## THE MARIA GREY NURSERY SCHOOL

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st August 2018

#### Note 7 SUPPORT COSTS

Analysis of expenditure is not meaningful as the nursery activities are limited to one activity, teaching the children.

Support costs are included in the activities of the Nursery and all the governance costs are support costs. There are no support costs included in fundraising as the fundraising activities are run by the parents. Support costs in total were £48.1k ( of which Governance costs £1.5k) for 2017 and £52.7k ( of which Governance costs were £6.2k for 2017). The majority of support costs relate to the costs of the office and the two administrators who look after bookkeeping, payroll, invoicing, control of places for the nursery and supporting the nursery and its staff and the administration of any refurbishment projects.

#### Note 8 FEES FOR EXAMINATION OF THE ACCOUNTS

	2018	2017
	£	£
Independent Examiner's fees for reporting on the accounts	500	500
Other fees paid to the independent examiner for assistance with preparing statutory accounts and budgets	2000	2000

#### Note 9 PAID EMPLOYEES

The average number of part-time employees of the company during the year and their aggregate emoluments were as follows:

	Number	Wages & Salaries	Social Security Costs	Pension Costs	Total
		£	£	£	£
Year ended 31st August 2018	12	264,269	23,641	10,182	298,092
Year ended 31st August 2017	13	255,561	22,320	7,938	285,819

All employees work within the charitable activity.

The average number of equivalent full time employees is 9 for 2018 and 9 for 2017.

There are no employees with remuneration over £60,000.

The amount paid to key management personnel for their services to the charity was £91.3k in 2018 ( £89.8k in 2017) including employer NI and pensions.

**THE MARIA GREY NURSERY SCHOOL****NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st August 2018****Note 10 DEFINED CONTRIBUTION PENSION SCHEME**

The amount of defined contributions recognised in the SOFA as an expense is £10,182 for the 2017/18 financial year and £7,938 for the 2016/17 financial year. Pension contributions of 4% of salary are offered to all staff by way of a defined pension scheme. Some employees have chosen not to take up the pension and some have opted to contribute a different amount to the 4%. The contribution from the nursery matches that of the employees up to the value of 4%. The new scheme applies the 4% to overtime and bonus payments also.

All staff costs are incurred in the unreserved fund.

**Note 11 TANGIBLE FIXED ASSETS**

	Fixtures & Fittings	Classroom & Office Equipment	Office Buildings	Total Fixed Assets
	£	£	£	£
At 1st September 2017	214,530	15,801	18,598	248,929
Additions	8,483	7,313		15,796
Deletions	8,059	10,244		18,303
Transfers				0
At 31st August 2018	214,954	12,870	18,598	246,422
DEPRECIATION				
At 1st September 2017	125,649	14,279	18,598	158,526
Charge for year	24,149	1,843	0	25,992
Deletions	8,059	10,244		18,303
At 31st August 2018	141,739	5,878	18,598	166,215
NET BOOK VALUE				
At 31st August 2018	73,215	6,992	0	80,207
At 31st August 2017	88,881	1,522	0	90,403

**Depreciation**

Depreciation is calculated to write off the cost of fixed assets on a straight line basis at the following rates.

Office/Nursery Buildings	10%
Fixtures, fittings and equipment	20%

## **THE MARIA GREY NURSERY SCHOOL**

### **NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st August 2018**

Computers are being written off in one year as technology is changing rapidly and the costs are less than £1000. The refurbishment of the ground floor has been finalised and transferred to fixtures and fittings. This work was started in the summer of 2016 and was completed during this 2016/17 financial year. This is being depreciated over 5 years in line with the previous refurbishment of the first floor. There were no material contractual commitments for further acquisition of fixed assets after the year end.

#### **Note 12 DEBTORS AND PREPAYMENTS**

Amounts Falling Due within one year

	2018	2017
	£	£
Trade debtors	18,959	20,229
Prepayments & Accrued income	1,550	1,454
	<u>20,509</u>	<u>21,683</u>

There were no debtors falling due after one year

#### **Note 13 CREDITORS AND ACCRUALS**

##### **13.1 AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2018	2017
	£	£
Deposits held for Parents	23,500	14,400
Accruals	11,797	20,223
Deferred income	94,867	68,699
Taxation and social security	7,328	9,617
Other creditors	4,099	
	<u>141,591</u>	<u>112,939</u>

Accruals relate to the staff bonus for previous academic year paid in November £8.8k, accounting fees payable once work on year end complete £2.5k, plus other minor adjustments on costs anticipated which relate to 17/18 year.

**THE MARIA GREY NURSERY SCHOOL****NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st August 2018****13.2 AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	2018	2017
	£	£
Provisions	3,000	3,000
	<hr/>	<hr/>
Total	3,000	3,000
	<hr/>	<hr/>

The provision is a sinking fund for repairs to the premises.

**13.3 DEFERRED INCOME**

Deferred income relates to the fees invoiced in the summer for the autumn term of the next financial year.

	2018	2017
	£	£
Movement in Deferred Income		
Balance at the start of the year	68,699	71,065
Amounts added in the year	94,867	68,699
Amounts released to income in the year	68,699	71,065
Balance at the end of the year	94,867	68,699

**Note 14 PROVISIONS FOR LIABILITIES AND CHARGES**

Within the charitable expenditure there is an amount included for a sinking fund for property repairs. It is unknown when these amounts will be used.

Movements in recognised provisions and funding commitment during the period

	2018	2017
	£	£
Balance at the start	3,000	1,500
Amounts added in the year		1,500
Amounts charged against the provision in the year		
Unused amounts reversed during the year		
Balance at the end	3,000	3,000

The fundraising for the previous financial year was designated for balancing equipment which has only been partly spent in 15/16, an amount of £3.1k was put towards the legal governance costs in the 16/17 financial year. This was approved by the chairperson.

**THE MARIA GREY NURSERY SCHOOL****NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st August 2018****Note 15 CASH AT BANK AND IN HAND**

	2018	2017
	£	£
Cash at bank	145,444	126,032
Cash in bank (parent's deposits)	23,500	14,400
Petty Cash	500	500
Total	<u>169,444</u>	<u>140,932</u>

The nursery holds a deposit for each child's place in the nursery and these are returned at the end of the child's education at the nursery. If a child leaves without giving the requested notice period the deposit is retained. The deposits are held in a separate bank account and there is a corresponding liability shown on the balance sheet for the same amount. Cash in bank (parent's deposits) refers to these deposits. The increase in parent deposits results from a change in policy to require greater deposits to be provided.

The cash balances at the end of the financial year include cash received for the fees for the autumn term of the next financial year.

**Note 16 FAIR VALUE OF ASSETS AND LIABILITIES**

The nursery's exposure to credit risk is limited by tight credit control and only in exceptional circumstances can a child start the term without the fees being paid.

The nursery's liquidity risk is low as fees are paid in advance of the start of each term with the costs of providing the service of which a high percentage is salaries of the staff are spread over the term. Also the reserves policy allows an amount for working capital requirements of running the nursery and for exceptional costs as an additional buffer.

**Note 17 EVENTS AFTER THE END OF THE REPORTING PERIOD**

There have been no events after the end of the reporting period which have not been adjusted in the accounts but would have a financial significance.

**THE MARIA GREY NURSERY SCHOOL****NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st August 2018****Note 18 CHARITY FUNDS****18.1 Details of Material Funds held and movements during the Current Year**

	As at 31/08/2017	Incoming Resources	Outgoing Resources	Transfers	As at 31/08/2018
Reserved Funds:-					
First Floor refurbish	0				0
Cycle Rack	3,871		1,114	1,702	4,459
Ground Floor Project	66,218		16,555		49,663
Total Reserved Funds	70,089		17,669	1,702	54,122
Unrestricted Funds:					
Designated Funds	1,522	8,176	3,768	1,061	6,991
General Funds	65,468	375,369	373,618	-2,763	64,456
Total Funds	137,079	383,545	395,055	0	125,569

Transfers between funds relates to additional funds of £1,702 being added to the restricted fund for the Cycle Rack. The original grant was restricted in use to the Cycle Rack and all additional funds required to finish the project have been transferred from unreserved funds. The other transfer between funds of £1,061 topped up the Playground Equipment fund to cover all the work in installing the equipment. The designated funds represent the net value of assets bought or planned to be bought by fundraising monies designated for particular items – the playground equipment net value of £6,991.



**THE MARIA GREY NURSERY SCHOOL****NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st August 2018****Previous Year**

	As at 31/08/2016	Incoming Resources	Outgoing Resources	Transfers	As at 31/08/2017
<b>Reserved Funds:-</b>					
First Floor refurbish					0
Cycle Stand	3,871				3,871
Ground Floor Project	71,149		16,554	11,623	66,218
<b>Total Reserved Funds</b>	<b>75,020</b>		<b>16,554</b>	<b>11,623</b>	<b>70,089</b>
<b>Unrestricted Funds:</b>					
Designated Funds	7,859		6,337		1,522
General Funds	71,085	370,978	364,972	-11,623	65,468
<b>Total Funds</b>	<b>153,964</b>	<b>370,978</b>	<b>387,863</b>	<b>0</b>	<b>137,079</b>

Transfers between funds relates to additional funds of £11,623 being added to the restricted fund for the ground floor project. The original donation was restricted in use to the ground floor project and all additional funds required to finish the project have been transferred from unreserved funds. The designated funds represent the net value of assets bought or planned to be bought by fundraising monies designated for particular items –the playground equipment net value of £1,522. The balance of £3,138 was agreed by the parents to be used as part of the spend on legal governance costs.

**Note 19 TRANSACTIONS WITH RELATED PARTIES****a. Remuneration and benefits**

The directors are not remunerated for their contribution and have not claimed any expenses for meetings.

**b. Other transactions with directors or related parties**

The directors who are parents with children who are currently at the nursery pay fees to the nursery for the service their children receive at the normal fee level charged. One director is the ex headmistress who still works on a limited basis as a teacher in the nursery. Her payment for this is on an arm's length basis.

**Note 20 ANALYSIS of NET ASSETS BETWEEN FUNDS**

Restricted Funds are for the ground floor project and the grant given for the cycle rack. The ground floor project was initially given a charitable donation especially earmarked by the donor for this purpose so all future funds raised were transferred to the restricted fund. The fund raising specifically for the awning and playground equipment makes up the designated fund. Some of the funds for the playground equipment was approved to be switched in the year to help cover the legal costs for governance. The assets within these funds will be depreciated over five years.

**THE MARIA GREY NURSERY SCHOOL****NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st August 2018****BALANCE SHEET COLUMNAR SHOWING SPLIT OF ASSETS AT 31.8.18**

	Restricted	Designated	Unrestricted	Total
Fixed Assets	141,676	23,308	81,437	246,421
Depreciation	87,554	16,317	62,343	166,214
Net Fixed Assets	<u>54,122</u>	<u>6,991</u>	<u>19,094</u>	<u>80,207</u>
Debtors			20,509	20,509
Cash in bank			169,444	169,444
Less Creditors			141,591	141,591
Net Current Assets			<u>48,362</u>	<u>48,362</u>
Creditors over one year			3,000	3,000
Funds	<u>54,122</u>	<u>6,991</u>	<u>64,456</u>	<u>125,569</u>

**Note 21 PREMISES**

The school premises in Friars Stile Road are owned by Richmond Council. The school has a lease from Richmond Council which is a 10 year lease from 6<sup>th</sup> October 2015. The rent is currently £26,250 for the first five years and will be reviewed in October 2020. The nursery has made provision for repairs in the accounts for an annual sum of £1,500.

## **Independent Examiner's Report to the Directors of the Maria Grey Nursery School**

I report on the accounts of the company for the year ended 31st August 2018 which are set out on pages 1 to 25.

### **Respective responsibilities of directors and examiner**

The directors(charity's trustees) are responsible for the preparation of the accounts; the directors consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of CIMA.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

Examine the accounts under section 145 of the Charities Act

To follow the procedures laid down by the general Directions given by the Charities Commission under section 145(5)b of the Charities Act; and

To state whether particular matters have come to my attention

### **Basis of 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 directors 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 presents a "true and fair view" and the report is limited to those matters set out in the statement below.

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

In connection with my examination, no matter has come to my attention to indicate that:

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006:
- the accounts do not accord with such records
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102) Section 1A
- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts

Alison Williamson BA, FCMA, CGMA  
38 Roehampton Gate, London, SW15 5JS

 14<sup>th</sup> May 2019