

**THE MARIA GREY NURSERY SCHOOL**

**FINANCIAL STATEMENTS**

**For the year ended**

**31st August 2004**



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

**THE MARIA GREY NURSERY SCHOOL**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST AUGUST 2004**

**DIRECTORS**

S.B.Forster  
P.Fulford (resigned 15.10.03)  
F.Imber  
S.Jones (appointed 15.10.03)  
J.H.M.Kenny (appointed 15.10.03)  
V.L.Smallwood (appointed 15.10.03)  
A.J.Smith  
G.C.Spieler  
M.Sullivan (appointed 15.10.03)  
C.M.Walker (appointed 15.10.03)  
A.Westenberger (resigned 15.10.03)  
B.Williamson

**SECRETARY**

S.A.F.Ashley Bach

**REGISTERED OFFICE**

Field House  
18a Friars Stile Road  
Richmond  
Surrey TW10 6NE

**BANKERS**

HSBC  
67 George Street  
Richmond  
Surrey TW9 1HG

**THE MARIA GREY NURSERY SCHOOL**

**FINANCIAL STATEMENTS for the year ended 31st August 2004**

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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 2004.

### **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 company and of the profit or loss of the company for that period. 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 1985. 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.

### **PRINCIPAL ACTIVITY**

The company is a registered charity, the principal activity of which is running a nursery school.

### **RESULTS**

The surplus of income over expenditure for the year was £4,276 (2003 deficit £7,336).

**THE MARIA GREY NURSERY SCHOOL**  
**DIRECTORS' REPORT (continued)**

**DIRECTORS AND THEIR INTERESTS**

The directors who served during the year were as follows:

S.B.Forster  
P.Fulford  
F.Imber  
S.Jones  
J.H.M.Kenny  
V.L.Smallwood  
A.J.Smith  
G.C.Spieler  
M.Sullivan  
C.M.Walker  
A.Westenberger  
B.Williamson

The directors have prepared this report in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the board on 20th October 2004  
and signed on its behalf by

  
Mrs S.A.F.Ashley Back

Secretary

# THE MARIA GREY NURSERY SCHOOL

## INCOME AND EXPENDITURE ACCOUNT for the year ended 31st August 2004

	Note	2004 £	2003 £
<b>INCOME</b>			
School Fees		72,840	70,866
Registrations and retained deposits		3,230	2,125
Fund raising activities		3,093	2,335
Other income		483	666
		<hr/>	<hr/>
Voluntary income		79,646	75,992
Grants received		29,697	18,912
Interest receivable		570	368
		<hr/>	<hr/>
<b>TOTAL INCOME</b>		109,913	95,272
		<hr/>	<hr/>
<b>INDIRECT EXPENDITURE</b>			
Fund raising expenses		1,158	2,012
Administration expenses		9,684	8,650
		<hr/>	<hr/>
		10,842	10,662
		<hr/>	<hr/>
Income less indirect expenditure		99,071	84,610
Direct charitable expenditure		94,795	91,946
		<hr/>	<hr/>
Excess of income over expenditure		4,276	(7,336)
		<hr/>	<hr/>

# THE MARIA GREY NURSERY SCHOOL

## BALANCE SHEET as at 31st August 2004

	Note	2004 £	2003 £
<b>FIXED ASSETS</b>			
Tangible assets	3	18,029	10,404
<b>CURRENT ASSETS</b>			
Prepayments		611	507
Cash at bank and in hand		32,317	31,519
		32,928	32,026
<b>CREDITORS: Amounts falling due within one year</b>	4	11,252	7,001
<b>NET CURRENT ASSETS</b>		21,676	25,025
<b>TOTAL NET ASSETS</b>		39,705	35,429
<b>FUNDS</b>			
Unrestricted funds			
Opening value		35,429	42,765
Excess of income over expenditure		4,276	(7,336)
		39,705	35,429

For the year ended 31st August 2004 the company was entitled to exemption from the requirement to have an audit under the provisions of section 249A(1) of the Companies Act 1985.

No notice has been deposited with the company under section 249B(2) of that Act requiring an audit to be carried out.

The directors acknowledge their responsibility for:

- (a) ensuring the company keeps accounting records in accordance with section 221 of the Companies Act 1985; and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of its financial year and of its profit for that financial year in accordance with the requirements of section 226 of the Companies Act 1985 and which otherwise comply with the accounting requirements that Act relating to accounts so far as they are applicable to the company.

These accounts have been prepared in accordance with the special provision of Part VII of the Companies Act 1985 relating to small companies.

Approved by the Board of Directors on 20th October 2004 and signed on its behalf by:

A.J. Smith..........Director

**THE MARIA GREY NURSERY SCHOOL**  
**STATEMENT OF FINANCIAL ACTIVITIES**

**For the year ended 31st August 2004**

	<b>2004</b>	<b>2003</b>
	<b>£</b>	<b>£</b>
Voluntary income	76,070	72,991
Fund raising activities	3,093	2,335
Grants	29,697	18,912
Interest receivable	570	368
Other income	483	666
	<hr/>	<hr/>
Total income	109,913	95,272
	<hr/>	<hr/>
Direct charitable expenditure	94,795	91,946
Fund raising expenditure	1,158	2,012
Administration costs	9,684	8,650
	<hr/>	<hr/>
	105,637	102,608
	<hr/>	<hr/>
Excess of income over expenditure	4,276	(7,336)
Fund balances brought forward	35,429	42,765
	<hr/>	<hr/>
Fund balances carried forward	39,705	35,429
	<hr/>	<hr/>
Unrestricted income funds	39,705	35,429
	<hr/>	<hr/>

## **THE MARIA GREY NURSERY SCHOOL**

### **NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st August 2004**

#### **1. ACCOUNTING POLICIES**

##### **Accounting convention**

The financial statements have been prepared under the historical cost convention.

##### **Depreciation**

Depreciation is calculated to write off the cost of fixed assets in equal annual instalments at the following rates:

Fixtures, fittings and equipment                      20%

#### **2. EMPLOYEES AND DIRECTORS**

The average number of employees, including directors of the company during the year and their aggregate emoluments were as follows:

	Number	Wages & Salaries £	Social Security £	Total £
Year ended 31st August 2004	6	74,224	5,077	79,301
Year ended 31st August 2003	6	72,084	5,206	77,290

# THE MARIA GREY NURSERY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st August 2004

### 3. TANGIBLE FIXED ASSETS

	<b>Fixtures Fittings &amp; Equipment £</b>
<b>COST</b>	
At 1st September 2003	30,206
Additions	14,372
Disposals	(10,312)
	<hr/>
At 31st August 2004	34,266
	<hr/>
<b>DEPRECIATION</b>	
At 1st September 2003	19,802
Disposals	(10,312)
Charge for year	6,747
	<hr/>
At 31st August 2004	16,237
	<hr/>
<b>NET BOOK VALUE</b>	
At 31st August 2004	18,029
	<hr/>
At 31st August 2003	10,404
	<hr/>

### 4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<b>2004 £</b>	<b>2003 £</b>
Other creditors	10,900	6,650
Accruals and deferred income	352	351
	<hr/>	<hr/>
	11,252	7,001
	<hr/>	<hr/>

## **THE MARIA GREY NURSERY SCHOOL**

### **NOTES TO THE FINANCIAL STATEMENTS *for the year ended 31st August 2004***

#### **5. PREMISES**

The school premises in Friars Stile Road are owned by Richmond Council. The school has negotiated a five year lease with effect from 1st July 2004. The rent is £9,750 per annum plus an annual contribution of £1,309 towards a sinking fund. The sinking fund contribution will increase each year in line with the Retail Price Index. All internal repair and decoration costs are to be borne by the school.

The school anticipates receiving a rent subsidy grant the amount of which is not yet known.

**THE MARIA GREY NURSERY SCHOOL****DETAILED INCOME AND EXPENDITURE ACCOUNT for the year ended 31st August 2004**

	2004	2003
INCOME	£	£
Fees	72,840	70,866
Registrations	1,730	1,625
Retained deposits	1,500	500
	<hr/>	<hr/>
	76,070	72,991
	<hr/>	<hr/>
Fund raising activities	3,093	2,335
Grants received	29,697	18,912
Other income	483	666
Interest received	570	368
	<hr/>	<hr/>
	33,843	22,281
	<hr/>	<hr/>
<b>TOTAL INCOME</b>	<b>109,913</b>	<b>95,272</b>
	<hr/>	<hr/>
EXPENDITURE		
Salaries	79,301	77,290
Rent	7,988	7,400
Electricity and telephone	899	1,072
Administration and advertising	2,972	2,346
Fund raising expenses	1,158	2,012
Cleaning	1,828	1,631
Piano	1,632	1,891
Stock cupboard and cookery	572	1,072
Bank charges	-	167
Miscellaneous equipment	564	695
Sinking fund contribution	310	-
General expenses	1,219	2,701
Accountancy fees	353	355
Training	94	85
Depreciation	6,747	3,891
	<hr/>	<hr/>
	105,637	102,608
	<hr/>	<hr/>
Surplus of income over expenditure	4,276	(7,336)

## **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 2004 which are set out on pages 1 to 10.

### **Respective responsibilities of trustees and examiner**

As the charity's directors you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43 (7)(b) of the Act, whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

### **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 41 of the Act: and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.

S.K. Finch

S.K. Finch FCA  
12 Kingsmead Close,  
Teddington  
Middlesex TW11 9EP

20th October 2004