REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST AUGUST 2016 **FOR**

HEYHOUSES CHURCH OF ENGLAND NURSERY SCHOOL LIMITED

Whitehead & Howarth 327 Clifton Drive South Lytham St Annes Lancashire FY8 1HN



COMPANIES HOUSE

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REPORT OF THE TRUSTEES for the Year Ended 31ST AUGUST 2016

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st August 2016. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

To advance the education of children below compulsory school age by providing or assisting in the provision of educational recreational and other charitable facilities and to advance the education of pupils attending Heyhouses Endowed Church of England Primary School by furthering the charitable purposes of the Heyhouses Endowed Church of England Primary School Fund.

To provide a broad and balanced curriculum which promotes the physical, intellectual, emotional, social and moral developments of each child regardless of sex, class or disability.

To provide an environment and atmosphere in which every child and adult feels secure, valued and confident.

The nursery curriculum is designed to develop continuity and progression within the agreed guidelines from the age of three until the end of the Reception year.

All children are given the full range of learning opportunities through activities promoting knowledge skills and understanding.

The curriculum content is mainly skill based with new activities and ideas introduced through a thematic approach.

The approach to learning is emphasis through 'talk' and 'play' both indoors and outdoors, namely:

Exploratory Play Imaginative Play, Structured and Unstructured Play

Comment

It is evident to all trustees that staff at Heyhouses Nursery ensure that these aims and objectives are met. Nursery is a stimulating and happy environment where children develop as individuals and as a socially interactive group. Extremely favourable comments in parental surveys confirmed their satisfaction with the standard of education and care provided.

Mission Statement

We seek to enable children to reach their full potential educationally, spiritually and socially so that they may become all that God has created them to be.

Public benefit

The trustees consider that the main activities undertaken by the charity to carry out its charitable purposes are for the public benefit and furthermore they consider that they have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

REPORT OF THE TRUSTEES for the Year Ended 31ST AUGUST 2016

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Finance

The payment of fees continues to create the majority of the charities income. Parents are entitled to 15 hours per week for 38 weeks of free care from the LEA the term after the child's third birthday, this is now called the Single Formula Funding (SFF). This year has seen the nursery accept two year olds, both funded and non-funded. Additional finance is raised through fundraising events which are held throughout the year.

Trustees will consider family circumstances and use their discretion to waive or reduce fees for children who have special/specific needs or whose pre-school years will be significantly enhanced by attendance at Heyhouses Nursery. The guiding principle when considering such cases is that no child who needs our support should be prevented from attending our nursery by a financial barrier.

Accomodation

Heyhouses C of E Nursery is now located in a new purpose built brick building which is located on land owned by The Lytham Schools Trust on Clarendon Road North, Lytham St Annes. This is the second year in the new building and staff have adjusted well to the changes and now very settled in the building.

Staffing

Staffing levels have remained constant throughout the year. Following the resignation of Melanie Morgan at the beginning of the academic year, it was necessary to recruit an additional nursery assistant. Mrs Charlotte Eunson joined the team in October 2015, taking the total staff employed by nursery to 18.

During the year Trustees hosted 2 training events at The Clifton Arms Hotel in Lytham. These proved beneficial to the wellbeing of staff and the overall operation of nursery.

The Performance Management scheme was formally introduced at all levels under the guidance of Mr Clive Barnes.

Lead Practitioner Status was again awarded to the nursery. The nursery continues to be used as an example of good practice to other nurseries throughout Lancashire, although there is no additional funding for the status.

Volunteers and Students

Nursery staff and trustees are grateful for the regular and valuable contribution of volunteers, special support workers and students both from the local college and high schools for their valuable input of activities. Miss Harriet Moorhouse continued to volunteer this year.

Mrs Leanne Phillips volunteered to support literacy in nursery. She set up and successfully runs a library for the nursery children.

Mrs Jennifer Edwards volunteered for a short time on Tuesday mornings.

A student from Lytham St Annes High School - Natalie Bretherton was on work experience from September to February. She was very dedicated to her role and became a very reliable member of the team. Other volunteers who required work experience were university students Adele Astley-Jones and Jessica Newton.

Breakfast Club & After Nursery School Club

These clubs worked very well under the leadership of Mrs Linda Maycock, Miss Kim Ball & Miss Sam Surtees. Waiting lists operated for both clubs until the middle of the year.

Mrs Holdsworth took over the administration of these clubs.

Grants

No grants were available this year for nursery resources.

REPORT OF THE TRUSTEES for the Year Ended 31ST AUGUST 2016

FINANCIAL REVIEW

Investment policy and objectives

Under the Memorandum and Articles of Association, the charity has the power to make any investment which the trustees see fit. The trustees have considered the most appropriate policy for investing funds and have found that business high interest accounts and an investment portfolio meet the requirements to generate both income and allow the funds to be readily available.

Reserves policy

The trustees have examined the charity's requirements for reserves in the light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between three and six months of the expenditure.

The reserves are needed to meet the working capital requirements of the charity and the trustees are confident that at this level they would be able to continue the current activities of the charity in the event of a significant drop in funding. The present level of reserves available to the charity at 31 August 2016 are £357,207.

The net movement in funds as disclosed in the Statement of Financial Activities is £57,381, surplus, (2015:£40,140), and reserves are £357,207, (2015:£299,826).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

The directors of the company are also charity trustees for the purposes of charity law and also constitute the management committee. The directors may appoint a person who is willing to act as a director, either to fill a vacancy or as an additional director provided that the maximum of five as set by the articles is not exceeded. The directors would seek to appoint a director from a member of the governing body of Heyhouses C of E Primary School. All directors presenting themselves for re-election will be deemed to have been re-elected unless at the annual general meeting it is resolved not to fill a vacancy or unless a resolution for the re-appointment of the director is put to the meeting and lost.

Organisational structure

Meetings are held at least twice per year to review progress. Meetings of the Nursery Management Team comprising Clive Barnes, Elizabeth Hodgson, Helen Atkinson, Denise Brown and Joanne Kaced are held as and when required to discuss and decide upon matters of policy, staffing, finance, budgeting and pay review. The Chairman or other appointed trustee meets with all staff at least twice a year.

Induction and training of new trustees

The trustees are already familiar with the practical work of the charity and additionally are invited and encouraged to attend meetings and training sessions to familiarise themselves with the charity and the context within which it operates and cover:-

- The obligations of trustees,
- The main documents which set out the operational framework for the charity including the Memorandum and articles,
- Resourcing and the current financial position as set out in the latest published accounts and financial management information,
- Future plans and objectives.

New trustees would be invited to the setting to familiarise themselves with the work of the charity. They would also be provided with a handbook containing full details of the work of the charity along with the Memorandum and Articles of Association and the latest financial statements. New trustees would have an induction programme followed by an analysis of this induction.

Related parties

The charity may make donations from surplus funds to Heyhouses Church of England Primary School as stated in the charity's objectives.

<u>HEYHOUSES CHURCH OF ENGLAND NURSERY</u> <u>SCHOOL LIMITED</u>

REPORT OF THE TRUSTEES for the Year Ended 31ST AUGUST 2016

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03658981 (England and Wales)

Registered Charity number

1081067

Registered office

327 Clifton Drive South Lytham St Annes Lancashire FY8 1HN

Trustees

H C Atkinson

C E Barnes

D G Brown

E A Hodgson

T Westall

Company Secretary

C E Barnes

Independent examiner

C.L.Higgins FCA ICAEW Whitehead & Howarth 327 Clifton Drive South Lytham St Annes Lancashire FY8 1HN

Bankers

HSBC 11 St Annes Road West Lytham St Annes Lancashire FY8 1SA

Approved by order of the board of trustees on 8th February 2017 and signed on its behalf by:

C E Barnes - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEYHOUSES CHURCH OF ENGLAND NURSERY SCHOOL LIMITED

I report on the accounts for the year ended 31st August 2016 set out on pages six to thirteen.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) 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. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ICAEW.

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 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 386 and 387 of the Companies Act 2006; and
 to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)

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.

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C.L.Higgins FCA ICAEW Whitehead & Howarth 327 Clifton Drive South Lytham St Annes Lancashire FY8 1HN

Date: 15/2/17

STATEMENT OF FINANCIAL ACTIVITIES for the Year Ended 31ST AUGUST 2016

		Unrestricted	Restricted	31/8/16 Total	31/8/15 Total
		fund	fund	funds	funds
·	Notes	£	£	£	, £ .
INCOME AND ENDOWMENTS FROM		14256		14.276	1 202
Donations and legacies Charitable activities		14,376	-	14,376	1,292
Nursery provision		271,463	_	271,463	258,415
Nuisery provision		. 271,403	-	271, 705	230,413
Other trading activities	2	214	-	214	135
Investment income	3	1,850	-	1,850	1,150
					
Total		287,903	-	287,903	260,992
EXPENDITURE ON					
Raising funds	,	2,022	, _	2,022	3,107
Charitable activities		_,°		_,,,	-,
Nursery provision		231,299	-	231,299	217,745
					
Total		233,321	-	233,321	220,852
NET INCOME		54,582		54,582	40,140
NET INCOME		34,362	_	34,362	40,140
Other recognised gains/(losses)	••	·			
Gains/(losses) on investment assets		2,799	-	2,799	-
				-	
Net movement in funds		57,381	-	57,381	40,140
DECONCILIATION OF FUNDS					
RECONCILIATION OF FUNDS					
Total funds brought forward		299,826	-	299,826	259,686
	,	,-		,	
			 .		
TOTAL FUNDS CARRIED FORWARD		357,207	-	357,207	299,826

BALANCE SHEET AT 31ST AUGUST 2016

	ī	Unrestricted fund	Restricted fund	31/8/16 Total funds	31/8/15 Total funds
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	8	651,050	-	651,050	654,117
Investments	9	58,869	-	58,869	50,772
		709,919	-	709,919	704,889
CURRENT ASSETS					
Stocks		579	-	579	955
Debtors	10	2,799		2,799	2,564
Cash at bank and in hand		154,976	-	154,976	145,575
		158,354	-	158,354	149,094
CREDITORS Amounts falling due within one year	11	(30,917)	-	(30,917)	(46,285)
NET CURRENT ASSETS		127,437		127,437	102,809
TOTAL ASSETS LESS CURRENT LIABILITIES		837,356	-	837,356	807,698
CREDITORS Amounts falling due after more than one year	12	(480,149)	-	(480,149)	(507,872)
NET ASSETS	•	357,207	· -	357,207	299,826
FUNDS Unrestricted funds	14			357,207	299,826
TOTAL FUNDS				357,207	299,826

BALANCE SHEET - CONTINUED AT 31ST AUGUST 2016

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st August 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st August 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 8th February 2017 and were signed on its behalf by:

C E Barnes -Trustee

Notes to the Financial Statements for the Year Ended 31ST AUGUST 2016

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value.

Exemption from preparing a cash flow statement

Exemption has been taken from preparing a cash flow statement in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all 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.

Tangible fixed assets

Tangible fixed assets are stated at cost price inclusive of directly attributable costs less cumulative depreciation, provided at the following annual rates in order to write off each asset over its estimated useful life.

Long leasehold

- 2% on cost

Fixtures and fittings

- 15% on reducing balance

Computer equipment

- 33% on cost

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax 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.

Fixed asset investments

Investments held as fixed assets are stated at cost less any provisions for impairment. Investments are reviewed for impairment if events or changes in circumstances indicate that the carrying amount may not be recoverable. Impairments are calculated such that the carrying value of the fixed asset investment is the lower of its cost or recoverable amount. Recoverable amount is the higher of its net realisable value and its value-in-use.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31ST AUGUST 2016

2. OTHER TRADING ACTIVITIES

	OTHER TRADE GACTIVITIES		
		31/8/16 £	31/8/15 £
	Fundraising events	<u>214</u>	135
3.	INVESTMENT INCOME		
		31/8/16 £	31/8/15 £
	Deposit account interest	385	444
	Dividend income	1,465	706
			
		1,850	1,150
4.	NET INCOME/(EXPENDITURE)		
	Net income/(expenditure) is stated after charging/(crediting):		
		31/8/16 £	31/8/15 £
	Independent examiners fees	2,400	2,400
	Depreciation - owned assets	16,445	15,386
5.	TRUSTEES' REMUNERATION AND BENEFITS		
	•	31/8/16 £	31/8/15 £
	Trustees' salaries	13,562	12,606
	Trustees' social security	753	634
		. —	
		14,315	13,240

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st August 2016 nor for the year ended 31st August 2015.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31/8/16	31/8/15
Nursery provision	17	17

No employees received emoluments in excess of £60,000.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM Donations and legacies	1,292	-	1,292
Charitable activities Nursery provision	258,415	-	258,415

<u>HEYHOUSES CHURCH OF ENGLAND NURSERY</u> <u>SCHOOL LIMITED</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31ST AUGUST 2016

7.	COMPARATIVES FOR THE STATEMENT	OF FINANCI	AL ACTIVITIE Unrestricted fund £	S - continued Restricted fund £	Total funds £
	Other trading activities Investment income		135 1,150	-	135 1,150
	Total		260,992		260,992
	EXPENDITURE ON Raising funds Charitable activities Nursery provision		3,107 217,745	-	3,107 217,745
	Total		220,852		220,852
	NET INCOME		40,140		40,140
	RECONCILIATION OF FUNDS				
	Total funds brought forward		259,686	-	259,686
	TOTAL FUNDS CARRIED FORWARD		299,826	 	299,826
8.	TANGIBLE FIXED ASSETS	Freehold premises	Fixtures and fittings	Computer equipment	Totals
	COST	£	£	£	£
	At 1st September 2015 Additions	666,764 6,856	23,174 5,560	3,580 962	693,518 13,378
	At 31st August 2016	673,620	28,734	4,542	706,896
	DEPRECIATION At 1st September 2015 Charge for year At 31st August 2016	22,465 13,473 35,938	14,365 2,155 ———————————————————————————————————	2,571 817 3,388	39,401 16,445 55,846
	NET BOOK VALUE At 31st August 2016	637,682	12,214	1,154	651,050
	At 31st August 2015	644,299	8,809	1,009	654,117

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31ST AUGUST 2016

9. FIXED ASSET INVESTMENTS

			Listed investments £
	MARKET VALUE		
	At 1st September 2015		50,772
	Additions		13,066
	Disposals		(4,969)
	At 31st August 2016		58,869
	NET BOOK VALUE		
	At 31st August 2016		58,869
	At 31st August 2015		50,772
	There were no investment assets outside the UK.		
	Market value of listed investments at 31 August 2016 £69,040, (2015:£62,973).		
10.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
		31/8/16	31/8/15
	Prepayments and accrued income	£ 2,799 ——	£ 2,564
11.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
		21/0/14	21/2/15
		31/8/16 £	31/8/15 £
	Lytham Schools loan	24,500	24,500
	Social security and other taxes	471	
	Other creditors	1	168
	Accrued expenses	5,945	21,617
		30,917	46,285
12.	CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YE	AR	
		31/8/16	31/8/15
	·	£	£
	Lytham Schools loan	480,149	507,872
			· · · · · · · · · · · · · · · · · · ·

<u>HEYHOUSES CHURCH OF ENGLAND NURSERY</u> <u>SCHOOL LIMITED</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31ST AUGUST 2016

13. SECURED DEBTS

The following secured debts are included within creditors:

		31/8/16	31/8/15
		£	£
Lytham Schools loan		504,649	532,372
		===	

The loan is secured by way of a fixed and floating charge over the assets of the charitable company.

14. MOVEMENT IN FUNDS

	Net movement			
	At 1.9.15 £	in funds £	At 31.8.16 £	
Unrestricted funds General fund	299,826	57,381	357,207	
TOTAL FUNDS	299,826	57,381	357,207	

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds General fund	287,903	(233,321)	2,799	57,381
TOTAL FUNDS	287,903	(233,321)	2,799	57,381

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st August 2016.

16. CONTROLLING PARTY

The charitable company is controlled by the director trustees.