KILBARCHAN COMMUNITY NURSERY SCIO TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2022



Charity Registraton No - SC009757

Kilbarchan Community Nursery SCIO Contents of Trustees' Annual Report and Financial Statements For the year ended 31 July 2022

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Reference and administrative information

Name of Charity

Kilbarchan Community Nursery SCIO

Charity No.

SC009757

Charity Address

Kilbarchan Community Nursery SCIO

51 Meadside Avenue

Kilbarchan

Renfrewshire, PA10 2LA

Charity Trustees

The trustees who held office at the date of signing of this report are

as follows -

Alison Tourish, Chair

appointed 28 September 2021 as V Chair

appointed 6 September 2022 as Chair

Jill Humpries, Vice Chair Catherine Macklon, Secretary Claire Hunter, Treasurer appointed 6 September 2022 appointed 6 September 2022 appointed 6 September 2022

Social and Fundraising Trustees

Andrea Hields Kira Keaney Anne Anderson appointed 28 September 2021 appointed 6 September 2022 appointed 6 September 2022

In addition to the above, the trustees who have also held office during the year ended 31 July 2022 are as follows -

Lindsay Fraser, Chair

Sharon Savage, Vice Chair Tracey Rushford, Secretary Colette Gough, Secretary Celine Clark, Treasurer Philip Keane, Treasurer

Eilidh McLean Karen Murphy

Sarah Barry

appointed 28 September 2021 resigned 6 September 2022

resigned 28 September 2021 resigned 6 September 2022 resigned 28 September 2021 resigned 6 September 2022 resigned 28 September 2021 resigned 6 September 2022 appointed 28 September 2021

resigned 6 September 2022 resigned 28 September 2021

Independent Examiner

Caroline Kerr BAcc Chartered Accountant 4A Stanely Drive Paisley PA2 6HE

Report of the trustees for the year ended 31 July 2022

The trustees present their annual report and financial statements of the charity for the year ended 31 July 2022. The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and 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 published on 16 July 2014.

Structure, Governance and Management

Kilbarchan Community Nursery is a registered charity, numbered SC009757 and was opened on the 5th September 1984, and became a Scottish Charitable Incorporated Organisation on the 28th June 2016. It is registered with Social Care and Social Work Improvement Scotland (Registration Number: CS2105337344) and its governing document is the Constitution. The nursery is in partnership with Renfrewshire Council to provide funded early learning and childcare places for children aged 3 years till they start primary school.

The nursery's Trustees are elected at the Annual General Meeting. Additional Trustees can be co-opted on during the year. The Trustees retire each year at the AGM and are eligible for re-election.

Management team meetings are held monthly, and the Trustees hold regular meetings for all parents.

Objectives and Activities

The main purpose and aim of the nursery is to provide: -

- A flexible education and childcare service for children aged from three years of age to those not yet attending primary one.
- A breakfast club service, which can include primary aged children who attend Kilbarchan Primary School.
- After school care for children in primary one to primary three from Kilbarchan Primary School.

The nursery is funded for 38 weeks of the year from August to June with staff working an additional five in-service days.

The nursery has the capacity to accommodate up to 56 children at any time. This is inclusive of up to 20 school aged children. All staff are required to have the relevant qualifications and must be a member of the Protection of Vulnerable Groups scheme. All practitioners must also be registered with Scottish Social Services Council or General Teaching Council for Scotland as required. Staff positions are reviewed annually by the management team.

Successes and Achievements

This session has continued to be challenging as we have reinstated as close to normal service while continuing to adhere to the mitigations in relation to managing covid. However, despite these challenges, progress was made of which we are very proud.

The staff team worked together to reinstate the building as one quality early learning and childcare environment, managing space effectively to offer quality learning experiences.

We hired a maintenance officer who has worked tirelessly to improve our outdoor learning space. This included fully refurbishing a wooden playhouse, which was donated to us in very poor condition.

We were awarded 2nd place by Tesco shoppers, receiving a £1,000 grant from Tesco Groundwork U.K. towards developing our outdoor space.

- Children have been well supported to reach their full potential through targeted support and challenge groups. This has been particularly important when addressing the impact of covid restrictions on learning and development outcomes for some.
- We continued to engage parents and carers through email and virtual meetings.
- ★ Our practitioners continued to upskill and engage in additional professional learning opportunities, and we are very proud of their achievements. See below.
- Victoria (Senior Early Years Practitioner) completed her degree in Childhood Practice and successfully applied for the vacant Depute position starting in August 2022.
- Chloe (Early Years Practitioner) completed the third year of her degree and has also embarked on the Froebel in childhood practice course available to us through Renfrewshire Council, with a view to enhancing our provision in line with Froebelian principles. Chloe successfully applied for the vacant Senior Early Years Practitioner position starting in August.
- Sarah (Financial Administrator) completed an N.C. in Accounts and Bookkeeping and is now working towards an H.N.C.
- We promoted the Dolly Parton Imagination Library Programme with the aim of having all children enrolled.
- ★ The children learned to line dance to Dolly's music and took part in a sponsored event to raise money to engage visiting music and dance instructors.
- ★ Fundraising events raised over £4,000 which was used to purchase essential resources.
- ★ We also supported other charities (Action for Children, Breast Cancer Research, and Children in Need) through events and bucket donations.

Monitoring Achievement

The service was due be inspected by The Care Inspectorate in the spring of 2020. However, inspections ceased during the covid pandemic. We will be inspected early in 2022/23 against expectations from the new quality framework. During the year we continued to be supported by Renfrewshire Council through our partnership. The manager attended regular partnership meetings and development sessions as well as one to one support meetings provided three times over the year with our allocated support officer. Meetings were held virtually using TEAMs during covid, however face to face meetings were reinstated during the summer term.

The staff team carry out self-evaluation procedures using the guidance from the document 'How Good is our Early Learning and Childcare' and the Care Inspectorate's 'A Quality Framework for Daycare of Children, Childminding and School aged Childcare'. A range of methods are used to gather feedback from service users and partners, including Microsoft forms. Once again, feedback gathered during 2021 - 22 was extremely positive.

A new early level assessment tool was rolled out by Renfrewshire council to track children's progress in literacy, mathematics and health and wellbeing. This has allowed us to gather accurate data on children's learning.

Financial Review

The Nursery has continued to provide flexible funded early learning and childcare during school term time via Government funding through our partnership with Renfrewshire Council. A recent extension to the building allows us to offer provision for to up to 56 children at any time. We also offer the option to purchase additional nursery hours if required as well as out of school care before and after school for children attending Kilbarchan Primary.

We continue to experience low numbers of children using our service. A retrospective adjustment to the catchment area for new developments in Brookfield and Linwood has affected our intake. Our numbers now fall considerably short of the projected increase forecast when planning our extension for the 1140 provision. The requirement for out of school care has been affected by the number of parents continuing to work from home. Toddler groups in the village closed over the pandemic meant that we were unable to attend to carry out information sessions, which may have affected the numbers of children enrolling. We continue to carry out advertising activity through newsletters and social media.

The overall surplus for the year under review is £23,745 (2020/2021: £31,427) as shown on page 7.

Our main income comes from Government funding. This was £281,329 (2020/2021: £327,567) a decrease of £45,238. Extended day and out of school care fees were £24,779 (2020/2021: £4,595) an increase of £20,184. The reduction in income from funded sessions is attributed to the decrease in the nursery role and the difference in extended day and out of school care fees can be attributed to the covid pandemic, where the requirement for out of school care significantly reduced as result of parents working from home. Overall salary costs during the year amounted to £267,162 (2020/2021: £289,502) a decrease of £22,340. This was due to a staffing adjustment to meet with the reduced intake.

Fundraising and events generated £5,087 (2020/2021: £5,058). Funds were raised through events such as online markets, garden party, quizzes and children's events organised by the Social and Fundraising Committee. Funds were also raised by nursery activities such as sales of t-towels, recordings of the Christmas show, sale of nursery clothing, photographs, Rag Bag Scheme and sponsored event.

Donation income received during the year amounted to £2,779 (2020/2021: £5,521). This is due to the requirement to provide the 1140hrs provision free at point of delivery, meaning we can no longer ask for donations for snacks.

We received grants amounting to £4,750 (2020/2021: £19,510) from Tesco Groundworks and Renfrewshire Council's Omicron impacts grant. There were fewer opportunities to apply for grant funding during 2021/22.

Risk Assessment

The Trustees have identified the major risks to which Kilbarchan Community Nursery is exposed and these are contained within a Risk Register and reviewed on a regular basis.

The Trustees believe that appropriate systems and procedures are in place to manage these risks.

Reserves policy

The Trustees review reserves on an ongoing basis and the desired policy is to hold unrestricted general funds sufficient to cover approximately three months of ongoing annual expenditure.

The general fund balance of £137,591 (per note 12) and designated contingency fund balance of £14,000, together are considered adequate. The designated fixed asset fund of £11,631 represents the net book value of fixed assets.

There were no restricted fund balances at the end of the year under review.

Plans for the future

Our improvement priorities this year include a focus on literacy experiences for children. This was identified as a priority using the early level progression tool. It was noted that children were achieving slightly lower in literacy outcomes than in maths and health and wellbeing.

Through discussion with our support officer, we identified the need to revise children's care plans. A staff working group developed new personal plans using guidance from the Care Inspectorate. These have been trialled with a selection of parents and have now been implemented for all nursery children. We will continue to monitor them for ease of use and effectiveness. A revised version will be produced to use with school children attending out of school care.

Children's tracking documents have been revised by our depute manager and early years teacher to align with the milestones tracked within the new early level progression tool. This will make monitoring children's progress more effective, ensuring children requiring support and challenge are identified early.

Parent and carer engagement has decreased considerably since the pandemic. We intend on implementing a range of opportunities to encourage engagement on a variety of levels. These will range from working groups on long term projects, such as engaging in the orchard development, to one off opportunities to spend time in nursery supporting children and staff with activities. Use of the family room will be promoted through offering parent support groups and events for grandparents.

Key management personnel remuneration

The board of trustees carry out a salary review annually after the accounts have been externally examined. The aim of the management team is to track Renfrewshire Council salary scales and reward staff as close to their local authority counterparts as we can afford. As there was no increase to the funding rate provided by the government via Renfrewshire council, no increment was awarded in 2021/22. As a 7.5% increase in funding has recently been agreed for 2022/23, the trustees plan to carry out a salary review, which will be back dated to August.

Our salary scales, allow the nursery to remain competitive within the private and voluntary sector, however recruiting and retaining quality staff is becoming a challenge due to the level of funding being distributed to partner providers.

Approved by the Board of Trustees

Alison Tourish - Chair Date 16/11/22

Date

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Kilbarchan Community Nursery SCIO Report of the Independent Examiner For the year ended 31 July 2022

I report on the accounts of the charity for the year ended 31 July 2022 which are set out on pages 7 to 13.

Respective responsibilities of trustees and examiner

The charity trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and Chariteis Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider the audit requirement of regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). An examination includes a review of the accounting records kept by a 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 seeks explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be reuired in an audit, and consequently I do not express an opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

- 1 which gives me reasonable cause to believe in any material respect the requirements:
 - to keep accounting records in accordance with Section 44 (1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation
 - 8 of the 2006 Accounts Regulations 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.

Caroline Kerr BAcc CA

16/11/22.

4A Stanely Drive Paisley PA2 6HE

Date

Kilbarchan Community Nursery SCIO Statement of Financial Activities for the year ended 31 July 2022

	Notes	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Income and endowments					
Donations and legacies	1	8,523	1,000	9,523	26,859
Other trading activities	2	-,	0	5,087	5,058
Income from investments	3		0	40	109
Income from charitable activities	4		0	331,786	356,367
Total Income		345,436	1,000	346,436	388,393
Expenditure	5				
Cost of raising funds		4,020	0	4.020	2,417
Charitable activities		316,921	1,750	318,671	354,549
Total Expenditure		320,941	1,750	322,691	356,966
Net Income/(expenditure) before gains/(losses) on investments		24,495	-750	23,745	31,427
Gains/(Losses) on revaluation of investments		0	0	0	0
Transfer to/(from) funds		0	-	ő	ő
Net movement in funds		24,495	-750	23,745	31,427
Reconciliation of funds					
Total funds brought forward		138,727	750	139,477	108,050
Total funds carried forward	Ţ	163,222	0	163,222	139,477

Kilbarchan Community Nursery SCIO Balance Sheet As at 31 July 2022

	Notes	2022	2021
Fixed Assets:		£	£
Tangible Assets	8	11631	14538
Current Assets:			
Cash at hand and in bank Debtors Total current assets	157,255 9 <u>2,366</u> 159,621		128,587 3,448 132,035
Liabilities: Creditors falling due within 1 year Net Current Assets	107,815	151,806	6,921 125,114
Total Assets less current liabilites Provisions Net Assets	11	163,437 215 163,222	139,652 175 139,477
The funds of the charity: Unrestricted Funds General funds Designated funds - contingency Designated funds - fixed assets Total Unrestricted Funds	12 137,591 12 14,000 12 11,631	163,222	110,189 14,000 14,538 138,727
Restricted funds	12	0 163,222	750 139,477

Alison Tourish, Chair
16/11/22

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16/11/23

Accounting policies

(a) The accounts(financial statements) have been prepared in accordance with 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 published on 16 July 2014, the Financial Reporting Standard for Smaller Entities(FRSSE), the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended.

The accounts have been prepard under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

(b) Funds structure

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in futherance of the charitable objects. Unrestricted funds include designated funds where the trustess, at their discretion, have created a fund for a specific purpose.

(c) Income recognition

All income is recognised once the charity has entitlement to the income, there is sufficient certainty or receipt and so it is probable that the income will be received, and the amount of income can be measured reliably.

Donations, are recognised when they have been communicated ie received in writing with notification of both the amount and settlement date.

Interest on funds held on deposit is included upon notification of the interest paid or payable by the Bank.

(d) Expenditure recognition

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 settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the statement of financial activities.

(e) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

(f) Allocation of support and governance costs

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

(g) Merger accounting has been used to combine the results of the previous unicorporated organisation with the new Scottish Charitable Incorporated Organisation SCIO) incorporated on 8 January 2016.

Accounting policies

(h) Costs of raising funds

The costs of generating funds including expenditure on fundraising.

(i) Charitable Activities

The expenditure on charitable activities includes support costs and governance costs.

(j) Tangible Fixed Assets and depreciation

All assets costing more than £1,500 are capitalised and valued at historical cost. Depreciation is charged from the year of acquistion on furniture and equipment on a reducing balance basis of 20% over their estimated useful life.

	Unrestricted Funds 2022 £	Restricted Funds 2022	Total Funds 2022 £	Total Funds 2021 £
1 Donations & Legacies				~
Donations Grants	2,779 3,750	0	2,779 4,750	5,521 19,510
Gift Aid	1,994	0	1,994	1,828
	8,523	1,000	9,523	26,859
2 Other Trading Activities				
Fundraising Trips,Parties & Events	4,599 488	0	4,599 488	5,058
3 Investment Income	5,087	0	5,087	5,058
Bank Interest	40	0	40	109
4 Income from Charitable Activities	40	0	40	109
Funded Fees	281,329	0	281,329	327,567
Extended Day Fees	24,779	0	24,779	4,595
Funded Meal Entitlement Miscellaneous Income	24,986	0	24,986	22,371
MISCERGIAGOUS HICOITIE	692	0	692	1,834
	331,786	0	331,786	356,367

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	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	2022	2022	2022	2021
5 Analysis of Resources Expended	£	£	£	£
Costs of Generating Funds			_	~
Fundraising costs	450	0	450	446
Trips, Parties & Events	3,570	0	3,570	
	4,020	0	4,020	1,971 2,417
Charitable Activities			7,020	2,417
Salaries & National Insurance	267,162	0	267,162	289,502
Property costs	9,452	0	9,452	
Classroom supplies	2,567	0	2,567	7,896
Equipment	462	0	462	2,005
Provisions	2,977	0		3,442
Professional fees & memberships			2,977	2,057
Cleaning	3,007	150	3,157	2,559
Administration/IT including website	2,942	0	2,942	2,383
Insurance & Inspections	5,201	0	5,201	6,509
Training & Publication	1,589	0	1,589	1,542
Furnishings/Special projects	310	0	310	2,736
Maintanana & ranging including actual to the control	4,057	1,600	5,657	4,519
Maintenance & repairs, including refurbishment Miscellaneous	8	0	8	13,402
Lunches	783	0	783	722
	12,258	0	12,258	10,265
Depreciation Constitution	2,907	0	2,907	3,635
Provision for doubtful debts	0	0	0	0
Bad debts written off	40	0	40	175
Governance costs (Independent Examiner fee)	1,200	0	1,200	1,200
Water Rates	0	0	0	0
	316,921	1,750	318,671	354,549
Total	320,941	1,750	322,691	356,966
6 Staff costs and numbers	2022			2021
Salaries and Wages	£			£
Social Security Costs	247,468			266,418
Pension	14,683			17,522
F CHSION	5,011		100-1	5,562
	267,162			289502
The average number of employees during the year was as follo	ws:			
	2022			2021
Passed on bood sount				
Based on head count	13			12

7 Related Party Transactions and trustees' expenses and remuneration

The trustees all give freely of their time and expertise without any form of remuneration or other benefit in cash or in kind. (2021: £nil).

8 Fixed Assets	Equipment	
Cost	£	
Opening balance as at 1 August 2021		
Additions	31808	
Disposals	0	
Closing balance as at 31 July 2022	<u>0</u> 31808	
Accumulated Depreciation		
Opening balance as at 1 August 2021	17270	
Charge for the year	2907	
Eliminated on disposal	0	
Closing balance as at 31 July 2022	20177	
Net Book Value		
As at 31 July 2022	11631	
As at 31 July 2021	14538	
9 Debtors	2022	2021
	£	£ 2021
Debtors	215	535
Prepayments/Accrued income	951	1,113
Gift aid refund due	1,200	1,113
	2,366	3,448
10 Creditors	2022	
	£ £	2021
	2	£
Taxation creditor	4,417	4.700
Accruals & deferred income	3,398	4,798
	7,815	2,123
		6,921
11 Provisions	2022	2021
	£	£ 2021
Doubtful debts	215	
		175

12 Movement in funds	2022	2021
	£	£
a) Unrestricted Funds		
General Funds		
Opening balance as at 1 August 2021	110,189	70,454
Surplus/(Deficit) for year	24,495	43,205
Transfer (to)/from restricted fund		(1,410)
Transfer from/(to) designated fund	2,907	(2,060)
Total General Funds	137,591	110,189
Designated Fund - Contingency		
Opening balance as at 1 August 2021	14,000	14,000
Transfer (to)/from restricted fund	-	14,000
Transfer (to)/from unrestricted funds (General)		
Transfer (to)/from unrestricted funds (Fixed Asset)		
Total Designated Fund - Contingency	14,000	14,000
Designated Fixed Asset Fund		
Opening balance as at 1 August 2021	14,538	12,478
Transfer (to)/from restricted fund	-	12,410
Transfer (to)/from unrestricted fund	(2,907)	2,060
Total Designated Fixed Asset Fund	11,631	14,538
Total Unrestricted Funds	163,222	138,727
b) Restricted Funds - Grants		
Opening balance as at 1 August 2021	750	11,118
Deficit/Surplus for the year	(750)	(11,778)
Transfer (to)/from unrestricted funds (General)	(. 33)	1,410
Transfer from/-(to) designated fund (Fixed asset)		1,410
Total Restricted Funds	-	750
Total funds	163,222	139,477