

BURFORD PRESCHOOL TRUSTEES ANNUAL REPORT

1. **Name:** Burford Preschool.

2. **Charity number:** 1013024

3. **Address:** Tanners Lane, Burford, Oxfordshire. OX18 4NA.

4. **Name of all Trustees:** Amanda Selita, John White, Olga Caless, Donna McCracken, Joanne Williams, Dale Peedel.

5. Organisational structure:

Custodial Trustees: John White, Amanda Selita.

Chair: Joanne Williams

Treasurer: Donna McCracken

Secretary: Olga Caless

Fundraising Co-ordinator: Steven McCracken

Committee Members: Dale Peedel

Supervisor: Tracy Cameron

Assistant Supervisor: Karen Peedel

Staff members: Kate Leach, Kerri Rees.

Trustees are elected annually through a process of nomination at each AGM.

6. **How the charity is constituted:** please see the Preschool Learning Alliance Model Preschool Constitution 2010.

7. **Decision Making:** The committee meets on average once a term, all Meetings are minuted. All issues are discussed and decisions are made by a majority vote.

8. **Objectives and activities:** To offer the highest standard provision for children aged two to five.

9. Achievements and performance:

After being closed from January to March 2021 due to Covid and having a turnaround of new committee members and staff we are able to continue to ensure the future of the preschool in its current building, to attract new children to the preschool. We achieved a Good from OFSTED in 2019 and want to continue to work at this level. Our focus this year has been on fundraising and planning to improve the outside provision at the Pre-School this will give the children a forest school experience while learning about nature and the world around us. Our reputation as a Pre-School remains high within the community and has resulted in waiting lists for most of our sessions
Actions taken include:

The preschool continues to be in a stable financial position, which we must maintain to ensure the preschool remains financially viable.

i. Ensure all financial obligations are up to date

ii. Continue to run the four afternoon sessions as these are proving very popular.

Outlook for upcoming year:

The upcoming year is looking positive, our OFSTED performance and reputation has meant that we are attracting more and more children to the preschool and now have waiting lists for some of our sessions. Our plan for the coming year is to implement our new outside area and explore new ways of utilising it throughout the sessions.

Report by Joanne Williams, Chairperson, Burford Preschool

Burford Pre-School
Summary of Receipts and Payments
Accounts for the year ending 31st December 2021

2020		<u>Receipts</u>	2021	
£	£		£	£
3,960.28		Fees	5,508.01	
40,759.25		Early years grant	28,034.86	
15,827.67		Job Retention Scheme	5,584.80	
10,000.00		Covid Grant	-	
-		Donations	159.98	
-		Fund raising	45.00	
0.89		Bank interest	0.12	
1,242.00		Misc	110.04	
	<u>71,790.09</u>	Total receipts		<u>39,442.81</u>
		 <u>Payments</u>		
	39,283.36	Wages		38318.51
	857.93	Tax & NI		683.96
	9,378.01	Utilities		2786.24
	2,348.88	Building maintenance		365.6
	525.29	Early years equipment		550.44
		Advertising		150.00
	311.13	Postage & stationery		361.98
	913.34	Insurance		1050.06
	60.00	Bank charges		96
	-	Staff welfare		150
	276.32	Subscriptions		118.32
	5,000.00	Tech Equipment		-
	232.45	Professional		-
	1,298.99	Medical Equipment		-
	-	Training		360
	1,159.20	Accounts		1407.6
	894.44	Pension		946.13
	1,706.40	Miscellaneous		93.26
	<u>64,245.74</u>	Total payments		<u>47,438.10</u>
		 Annual surplus/deficit		 <u>- 7,995.29</u>
	<u>7,544.35</u>			
		 <u>Receipts & Payments Summary</u>		
2,743.95		Balance b/fwd @ 1st January	10,083.24	
71,790.09		Add total receipts	39,442.81	
64,450.80		Deduct total payments	47,438.10	
	<u>10,083.24</u>	Balance as at 31st December		<u>2,087.95</u>
		 Represented by		
	8,973.33	Current account		2,077.92
	1,109.91	Deposit account		10.03
	<u>10,083.24</u>	Total		<u>2,087.95</u>

Burford Pre School

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE BURFORD PRE SCHOOL

I report on the accounts of the Charity for the year ended 31 December 2021 which are set out on pages 1, 2 & 3.

Respective responsibilities of trustees and examiner.

The charity's trustees are responsible for the preparation of accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- a) examine the accounts (under section 43(7)(b) of the Act)
- b) to follow the procedures laid down in the general Directions given by the Charity Commissioners (under section 43(7)(b) of the Act)
- c) 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 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 trustees concerning any such matters. The procedures undertaken do not provide all the evidence which would be required in an audit and consequently I do not express an audit opinion on 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 of a) to keep proper accounting records in accordance with section 41 of the 1993 Act. and of b) to prepare accounts which accord with the accounting records and to comply with the requirements of the 1993 Act. have not been met
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Cuthbertson. - Cert Acc (Open)
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06/10/2022.