

Charity registered number
1017425

Marshfield Pre-School

Report and Accounts

31 August 2021

Marshfield Pre-School

Registered number: 1017425

Annual report of the trustees

Marshfield pre-school is a registered charity (number 1017425). The charity's registered address is Marshfield Pre-school, Hayfield, Marshfield, Chippenham, SN14 8RA

Objective of the charity

The objective of Marshfield Pre-School is to offer accessible childcare for all (through low pricing) and to provide children with the opportunity to learn through play, meeting the teaching guidelines for children of pre-school age. It provides a high standard of care and received a good OFSTED report in 2019. The pre-school is a well used and vital facility in Marshfield, enabling children to mix with other local children, develop social skills and make friends with whom they will attend the local primary school. We also provide a holiday club for all children from 2-11 years. We are open from 7.30am to 6pm 51 weeks of the year.

Trustees

The trust members who held office last year were:

Jessica Vowles
Alastair McKee
Jacqui Key
Lyn Kay
Aimee Cherry Williams

Achievements during the year

Following on from a year when we were partially closed due to Covid, we have managed to increase the reserves of the group. This was in part due to a loss of earnings insurance claim relating to the previous year. We continue to provide a unique childcare service for children aged 2-11 years. It is hoped that this year we will be able to invest in new equipment.

Reserves Policy

There are reserves of £86,406 (2020 - £73,267). Of these funds it is considered prudent to maintain a working capital reserve of £15,000. Future projects which will also require some of this reserve include refurbishment of both front and back gardens.

The Trustees decided that an Emergency fund should always be held on deposit and only used if the Pre-school faces financial hardship. Should this money be needed fundraising events will be held to replace it as soon as possible.

Obligations of the Trustees

Marshfield Pre-school raised money and received grants to build an extension to Marshfield Community centre. The extension was completed in January 2004. The extension owned by Marshfield Community Association (registered charity 297306) and the Pre-school has committed to a 15 year lease which started on 19 January 2004, and is currently in the process of being renewed.

Marshfield Pre-School

Registered number: 1017425

Annual report of the trustees

Trustees' Responsibilities

The Trustees are required under the Charities Act 1993 to prepare accounts for each financial year which give a true and fair view of the charity's financial activities during the year and of its position at the end of the year (unless the charity is entitled to prepare accounts on the alternative receipts and payments basis). In preparing accounts giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the accounts,
- prepare the accounts on a going concern basis unless it is appropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the accounts comply with applicable law and regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the trustees on 19 November 2021 and signed on their behalf.

J Vowles
Chairperson

**Marshfield Pre-School
Independent Examiner's Report**

**Independent Examiner's report to the Trustees of
Marshfield Pre-School**

We report on the accounts of the charity for the year ended 31 August 2019, which are set out on the pages 4 to 6

Respective Responsibilities of Trustees and Examiner

As the charity's Trustees 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) of the Act, whether particular matters have come to my attention.

Basis of Independent Examiner's Report

Our examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes 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 disclosure in the accounts, and seeking explanations from you as Trustees. We have not carried out an audit or any other review, and consequently we do not express any opinion on these 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, except as disclosed in Note 1(a) of the accounts, have not been met, or
2. To which, in my opinion, attention should be drawn to enable proper understanding of the accounts to be reached.

Karen Sayers Ltd

Karen Sayers Limited
Chartered Accountants

29 Silver Street
Colerne
Wilts
SN14 8DY

3 December 2021

**Marshfield Pre-School
Income and Expenditure
for the year ended 31 August 2021**

	Notes	2021 £	2020 £
Income		150,501	132,996
Direct expenses		(5,882)	(6,302)
Surplus		<u>144,619</u>	<u>126,694</u>
Administrative expenses		(134,815)	(126,263)
Other operating income		64	-
	2	<u>9,868</u>	<u>431</u>
Interest receivable		13	90
Surplus/(deficit) for the year		<u>9,881</u>	<u>521</u>

**Marshfield Pre-School
Balance Sheet
as at 31 August 2021**

	Notes	2021 £	2020 £
Fixed assets			
Tangible assets	3	38,260	41,518
Current assets			
Debtors	4	2,657	(2,610)
Cash at bank and in hand		85,518	75,877
		<u>88,175</u>	<u>73,267</u>
Creditors: amounts falling due within one year	5	(1,769)	-
Net current assets		<u>86,406</u>	<u>73,267</u>
Net assets		<u>124,666</u>	<u>114,785</u>
Funds of the Charity			
Emergency Fund		8,000	8,000
General Fund	6	116,666	106,785
Total reserves		<u>124,666</u>	<u>114,785</u>

J Vowles

Approved by the Trustees on 19 November 2021

Marshfield Pre-School
Notes to the Accounts
for the year ended 31 August 2021

1 Accounting policies

Basis of preparation

The accounts have been prepared on the accruals basis.

Income

Income represents the value of grants received and fees charged for services supplied.

Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Equipment	25% straight line
Land and building	straight line over the period of the lease

Pensions

The company operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

2 Operating profit	2021	2020
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	<u>3,258</u>	<u>3,601</u>

3 Tangible fixed assets			
	Land and buildings £	Plant and machinery etc £	Total £
Cost			
At 1 September 2020	55,796	1,667	57,463
At 31 August 2021	<u>55,796</u>	<u>1,667</u>	<u>57,463</u>
Depreciation			
At 1 September 2020	14,347	1,598	15,945
Charge for the year	3,189	69	3,258
At 31 August 2021	<u>17,536</u>	<u>1,667</u>	<u>19,203</u>
Net book value			
At 31 August 2021	<u>38,260</u>	<u>-</u>	<u>38,260</u>
At 31 August 2020	<u>41,449</u>	<u>69</u>	<u>41,518</u>

4 Debtors	2021	2020
	£	£
Trade debtors	5,321	(2,610)
Provision for bad debts	<u>(2,664)</u>	<u>-</u>
	<u>2,657</u>	<u>(2,610)</u>

**Marshfield Pre-School
Notes to the Accounts
for the year ended 31 August 2021**

5 Creditors: amounts falling due within one year

	2021	2020
	£	£
Other taxes and social security costs	1,344	-
Other creditors	425	-
	<u>1,769</u>	<u>-</u>

6 Funds

	2021
	£
At 1 September 2020	114,785
Surplus for the year	9,881
At 31 August 2021	<u>124,666</u>

Marshfield Pre-School
Detailed income and expenditure
for the year ended 31 August 2021

	2021	2020
	£	£
Income	150,501	132,996
Direct costs	(5,882)	(6,302)
Gross income	<u>144,619</u>	<u>126,694</u>
Administrative expenses	(134,815)	(126,263)
Other operating income	64	-
Operating surplus	<u>9,868</u>	<u>431</u>
Interest receivable	13	90
Surplus	<u><u>9,881</u></u>	<u><u>521</u></u>

Marshfield Pre-School
Detailed income and expenditure
for the year ended 31 August 2021

	2021 £	2020 £
Income		
Member's Fees	69,828	49,874
Nursery grant	57,636	61,366
Dinner Money	3,090	6,188
Fundraising	677	652
Donation	175	303
Covid insurance claim	10,014	-
Furlough grant	9,081	14,613
	<u>150,501</u>	<u>132,996</u>
Direct costs		
School Dinners	3,665	4,549
Holiday club expenses	40	-
Consumables	2,177	1,753
	<u>5,882</u>	<u>6,302</u>
Administrative expenses		
Employee costs:		
Wages and salaries	104,800	102,475
Pensions	1,725	1,605
Employer's NI	613	3,706
Staff training and welfare	-	499
Travel and subsistence	-	85
PLA Insurance	1,762	1,413
Course Fees and Manuals	550	665
Uniforms	490	227
Gifts and Staff Incentives	201	-
AGM costs	-	185
Computer costs	588	336
	<u>110,729</u>	<u>111,196</u>
Premises costs:		
Rent	4,927	4,952
Waste	807	757
	<u>5,734</u>	<u>5,709</u>

**Marshfield Pre-School
Detailed income and expenditure
for the year ended 31 August 2021**

	2021	2020
	£	£
General administrative expenses:		
Telephone and fax	1,051	1,105
Stationery and printing	546	367
Subscriptions	660	924
Bank charges	105	59
Equipment expensed	2,923	728
Software	949	1,219
Website	600	-
Repairs and maintenance	2,994	139
Depreciation	3,257	3,601
Bad debts	2,642	-
Ofsted registration	220	-
Sundry expenses	59	-
	<u>16,006</u>	<u>8,142</u>
Legal and professional costs:		
Accountancy fees	300	300
Advertising and PR	1,279	916
Other legal and professional	767	-
	<u>2,346</u>	<u>1,216</u>
	<u>134,815</u>	<u>126,263</u>
Other operating income		
Other operating income	<u>64</u>	<u>-</u>