

Report of the Board of Trustees For the year ended 31 August 2020

The trustees present their report with the financial statements of the charity for the year ended 31 August 2020.

Reference and Administrative Details of the Charity, its Trustees and Advisers

<u>Name of charity:</u>	Croft Pre-School
<u>Charity Registration Number:</u>	1020205
<u>Principal Operating Address:</u>	The Scout and Guide HQ Providence Row Market Weighton East Yorkshire YO43 3FE

Trustees:

Names of trustees who served during the year were as follows:

Gemma Charlton	Chairperson	Until 26 th February 2020
Gemma Charlton	Secretary	From 26 th February 2020
Stephen O'Neill	Treasurer	
Lucinda Todd (Hemingbrough)	Secretary	Until 26 th February 2020
Lucinda Todd (Hemingbrough)	Chairperson	From 26 th February 2020
Jennifer Kitchen	Committee Trustee	From 26 th February 2020

For the year ended 31 August 2020

Bankers

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Structure, Governance and Management

Governing Document:

Croft Pre-School is a registered charity, number 1020205 and is therefore regulated by the Charity Commission. The charity is an unincorporated association governed by a constitution adopted on 23 January 1992 and amended on 29 October 1997 and 31 January 2012. Croft Pre-School registered as a charity on 26 April 1993.

Recruitment and appointment of Trustees

The trustees form the Executive Committee of the charity. The members of the Executive Committee are elected at the Annual General Meeting by the members of the Charity. All members are circulated with invitations to nominate trustees in advance of the AGM.

The Constitution states that the executive committee shall consist of not more than 12 members being the Honorary Officers plus up to 9 members elected at the annual general meeting who shall hold office from the conclusion of that meeting. The Executive Committee may in addition appoint not more than 3 co-opted members but so that no-one may be appointed as a co-opted member if, as a result, more than one third of the members of the Executive Committee would be co-opted members. Each appointment of a co-opted member shall be made at a special meeting of the Executive Committee.

Report of the Board of Trustees

For the year ended 31 August 2020

Trustee Induction and Training:

New trustees undergo induction training. The induction includes a discussion about the role and responsibilities of trustees, the activities, aims and objectives of the charity, the structure of the organisation, board of trustees, general procedures of the organisation. New trustees are introduced to members of staff and other trustees, and are provided with the Charity Commissions 'Roles and Responsibilities of Trustees', the Constitution, the business plan, the latest statutory financial statements, Annual Report, and financial reports provided to the board of trustees. Any additional training required by the new trustees will be identified during induction, and may be requested at any point by new and existing trustees, where it is considered useful to their role as trustee.

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The board of trustees manages the Charity, and aims to consider only strategic decisions at its meetings. Trustees are aware that any conflict of interest is declared and minuted. The board holds meetings quarterly.

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The major risks to which the charity is exposed, as identified by the Trustees, have been reviewed and systems have been established to mitigate those risks. All systems and procedures are reviewed regularly to ensure they meet charity law and the charity's own aims and objectives.

Objectives and Activities

The objects of the charity as per the Charity's governing document are:

- 1) to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.
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Summary of activities undertaken for the public benefit in relation to these objects:

We offer children:

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The Trustees have taken regard of and adhered to, the guidance of the Charity Commission on public benefit during the identification and implementation of the above activities.

Achievements and Performance

Review of Activities 2019-2020

During the 2019/2020 we undertook the following:

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- We have continued to partake in additional fundraising activities where possible (Covid restrictions).

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It is the aim of the Trustees to retain 6 months running costs in the unrestricted general fund to ensure a sufficient buffer to enable effective financial decision-making, rather than short term decisions.

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Please see main objectives for the following year.

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We, the Trustees of the charity who held office at the date of approval of these financial statements, each confirm so far as we are aware, that:

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and
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By order of the Board

Chairperson

Lucinda Todd

Date: 28.06.21

CROFT PRE-SCHOOL
FINANCIAL STATEMENTS
Year ended
31 AUGUST 2020

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For the year ended 31 August 2020**

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Statement of disclosure of information to Independent Examiner

We, the Trustees of the charity who held office at the date of approval of these financial statements, each confirm so far as we are aware, that:

- ⊗ there is no relevant information of which the charity's Independent Examiner is unaware; and
- ⊗ we have taken all the steps that we ought to have taken as Trustees in order to make ourselves aware of any relevant information and to establish that the charity's independent examiner's are aware of that information.

By order of the Board

The signature has been removed for security purposes

Lucinda Todd
Chairperson

Date: 28 June 2021

Independent Examiner's Report to the Members of Croft Pre-School

I report on the accounts of Croft Pre-School for the year ended 31 August 2020 which are set out on pages 9 to 12.

Respective responsibilities of Trustees and examiner

The charity's Trustees 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 needed.

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 Commissioners (under section 145(5)(b) of the 2011 Act); and
- 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 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 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met;

(2) In my opinion, in connection with the Independent Examination of the accounts attention should be drawn to the following:

- During the year, the number of Trustees fell below the minimum number required by the Charity's Constitution but the Charity was still quorate in relation to decision making.

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Sian Broughton ACMA, CGMA, DChA, MAAT
 Chartered Management Accountant
 Director of Phoenix Accountancy and Business Consultancy Limited
 Morley's Cottage
 Morley's Yard
 Walkergate
 Beverley
 HU17 9BY

Date: 28 June 2021

Receipts and Payments Account For the year ended 31 August 2020

	Notes	2020 Unrestricted £	2020 Restricted £	2020 Total £	2019 Unrestricted £	2019 Restricted £	2019 Total £
RECEIPTS							
Fees (Including Toddlers)	1						
	2	95,788	-	95,788	109,643	-	109,643
Donations		675	-	675	285	-	285
Grant – Tesco Bags of Help		-	-	-	-	2,000	2,000
Fundraising and Raffles		591	-	591	2,120	-	2,120
Interest Received		56	-	56	45	-	45
Trips		-	-	-	229	-	229
Uniforms		209	-	209	412	-	412
Insurance Claim		-	-	-	194	-	194
Coronavirus Job Retention Scheme		-	4,029	4,029	-	-	-
		<u>97,319</u>	<u>4,029</u>	<u>101,348</u>	<u>112,928</u>	<u>2,000</u>	<u>114,928</u>
PAYMENTS							
Staffing Costs	3	72,711	4,029	76,740	83,014	-	83,014
Travel Expenses		64	-	64	160	-	160
Trips and Activities		-	-	-	647	-	647
PLA, Subs and Insurance		1,381	-	1,381	1,139	-	1,139
Rent		10,519	-	10,519	7,985	-	7,985
Toys, small equipment and craft		959	-	959	378	2,000	2,378
Office Costs		1,274	-	1,274	1,873	-	1,873
Refreshments		456	-	456	757	-	757
Gifts and Gratuities		230	-	230	317	-	317
Accountancy Fees	4	1,020	-	1,020	992	-	992
Cleaning, Maintenance, Security and Repairs		688	-	688	921	-	921
Uniforms		301	-	301	801	-	801
Fund Raising		121	-	121	150	-	150
Equipment		419	-	419	174	-	174
Legal and Professional Fees		-	-	-	407	-	407
Advertising and Promotion		682	-	682	-	-	-
Other Expenditure		64	-	64	76	-	76
		<u>90,889</u>	<u>4,029</u>	<u>94,918</u>	<u>99,791</u>	<u>2,000</u>	<u>101,791</u>
Net Surplus/(Deficit) for the period		6,430	-	6,430	13,137	-	13,137
Cash & Bank Balances brought forward		62,436	-	62,436	49,299	-	49,299
Cash and Bank Balances carried forward		<u>68,866</u>	<u>-</u>	<u>68,866</u>	<u>62,436</u>	<u>-</u>	<u>62,436</u>

**Statement of Assets and Liabilities
As at 31 August 2020**

	Notes	2020 £	2019 £
Monetary Assets			
Current Account – CAF Cash		31,721	25,156
Savings Account – CAF Gold		36,941	36,885
Petty Cash		204	395
Total Monetary Assets		68,866	62,436
Comprising:			
Unrestricted Funds		68,866	62,436
Restricted Funds	5	-	-
		68,866	62,436
Non Monetary Assets and Liabilities			
Fixed Assets for the Charity's use (at cost)			
Furniture		3,638	3,425
Equipment		7,933	7,933
Toys		2,655	2,490
		14,226	13,848
Debtors			
Sundry Debtors			
		419	517
Creditors			
Trade Creditors – Accounts Fee		(582)	(650)
Accounts Software		(48)	(99)
HMRC		(634)	(789)
Pension		(4)	(475)
Other		(8)	(126)
		(1,276)	(2,139)

These financial statements were approved by the committee on _____ and signed on its behalf by:

The signature has been removed for security purposes

Lucinda Todd, Chairperson

The signature has been removed for security purposes

Stephen O'Neill, Treasurer

The notes on pages 11 to 12 form part of these financial statements.

Notes to the Accounts
For the year ended 31 August 2020

Notes

1 Basis of Preparation

These accounts have been prepared on a receipts and payments (R&P) basis in line with charity commission guidance for a charity of this size.

2 Fees (including Toddlers)

	Total 2020 £	Total 2019 £
ERYC Funding	83,100	91,471
Under 3's Fees	12,465	17,506
Toddlers	223	666
	<u>95,788</u>	<u>109,643</u>

3 Staffing Costs

	Total 2020 £	Total 2019 £
Wages and salaries (inc e'ers NI & Pension)	76,740	79,681
Training	-	3,333
	<u>76,740</u>	<u>83,014</u>

4 Accountancy Fees

	Total 2020 £	Total 2019 £
Annual Accounts and Independent Examination (ERVAS)	650	535
Quickbooks Subscription (ERVAS)	370	457
	<u>1,020</u>	<u>992</u>

**Notes to the Accounts
For the year ended 31 August 2020**

5 Restricted Funds

	Balance as at 01/09/19 £	Incoming £	Outgoing £	Balance as at 31/08/20 £
Coronavirus Job Retention Scheme	-	4,029	(4,029)	-
	-	4,029	(4,029)	-

A brief description of the restricted funds is shown below:

Coronavirus Job Retention Scheme

During the year there was a global pandemic of Coronavirus. This led to a national lockdown. The Government put in place the Coronavirus Job Retention Scheme to support employers who furloughed staff.

6 Taxation

The association is a registered charity, registration number 1020205. All the associations' income is applied to its charitable objectives and the association is therefore exempt under current legislation from most forms of taxation.

7 Trustee Remuneration

Remuneration was paid to the following Trustees during the year out of the funds of the charity, these payments were not for carrying out the duties of a Trustee, but for work undertaken within the Pre-School as an employee:

Trustee	2020 £	2019 £
Carolyn Stocker	-	6,278
Louise Cornell	-	8,109
	-	14,387

Carolyn Stocker and Louise Cornell both resigned their positions as Trustees at the end of March 2019 so payments made to them have only been recorded up to this point.

These represent transactions conducted at arms-length, which are permissible in line with the Constitution of the Charity, which allows employees to become affiliate members of the Pre-school and to be elected to the Board of Trustees.

There was no reimbursement of travel expenses to Trustees during the year (2019: £42 to 2 Trustee).

Travel is paid at a rate of £0.40 per mile to Trustees and staff.

CROFT PRE-SCHOOL
FINANCIAL STATEMENTS
Year ended
31 AUGUST 2020

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Receipts and Payments Account For the year ended 31 August 2020

	Notes	2020 Unrestricted £	2020 Restricted £	2020 Total £	2019 Unrestricted £	2019 Restricted £	2019 Total £
RECEIPTS							
Fees (Including Toddlers)	1						
	2	95,788	-	95,788	109,643	-	109,643
Donations		675	-	675	285	-	285
Grant – Tesco Bags of Help		-	-	-	-	2,000	2,000
Fundraising and Raffles		591	-	591	2,120	-	2,120
Interest Received		56	-	56	45	-	45
Trips		-	-	-	229	-	229
Uniforms		209	-	209	412	-	412
Insurance Claim		-	-	-	194	-	194
Coronavirus Job Retention Scheme		-	4,029	4,029	-	-	-
		<u>97,319</u>	<u>4,029</u>	<u>101,348</u>	<u>112,928</u>	<u>2,000</u>	<u>114,928</u>
PAYMENTS							
Staffing Costs	3	72,711	4,029	76,740	83,014	-	83,014
Travel Expenses		64	-	64	160	-	160
Trips and Activities		-	-	-	647	-	647
PLA, Subs and Insurance		1,381	-	1,381	1,139	-	1,139
Rent		10,519	-	10,519	7,985	-	7,985
Toys, small equipment and craft		959	-	959	378	2,000	2,378
Office Costs		1,274	-	1,274	1,873	-	1,873
Refreshments		456	-	456	757	-	757
Gifts and Gratuities		230	-	230	317	-	317
Accountancy Fees	4	1,020	-	1,020	992	-	992
Cleaning, Maintenance, Security and Repairs		688	-	688	921	-	921
Uniforms		301	-	301	801	-	801
Fund Raising		121	-	121	150	-	150
Equipment		419	-	419	174	-	174
Legal and Professional Fees		-	-	-	407	-	407
Advertising and Promotion		682	-	682	-	-	-
Other Expenditure		64	-	64	76	-	76
		<u>90,889</u>	<u>4,029</u>	<u>94,918</u>	<u>99,791</u>	<u>2,000</u>	<u>101,791</u>
Net Surplus/(Deficit) for the period		6,430	-	6,430	13,137	-	13,137
Cash & Bank Balances brought forward		62,436	-	62,436	49,299	-	49,299
Cash and Bank Balances carried forward		<u>68,866</u>	<u>-</u>	<u>68,866</u>	<u>62,436</u>	<u>-</u>	<u>62,436</u>

**Statement of Assets and Liabilities
As at 31 August 2020**

	Notes	2020 £	2019 £
Monetary Assets			
Current Account – CAF Cash		31,721	25,156
Savings Account – CAF Gold		36,941	36,885
Petty Cash		204	395
Total Monetary Assets		68,866	62,436
Comprising:			
Unrestricted Funds		68,866	62,436
Restricted Funds	5	-	-
		68,866	62,436
Non Monetary Assets and Liabilities			
Fixed Assets for the Charity's use (at cost)			
Furniture		3,638	3,425
Equipment		7,933	7,933
Toys		2,655	2,490
		14,226	13,848
Debtors			
Sundry Debtors			
		419	517
Creditors			
Trade Creditors – Accounts Fee		(582)	(650)
Accounts Software		(48)	(99)
HMRC		(634)	(789)
Pension		(4)	(475)
Other		(8)	(126)
		(1,276)	(2,139)

These financial statements were approved by the committee on _____ and signed on its behalf by:

The signature has been removed for security purposes

Lucinda Todd, Chairperson

The signature has been removed for security purposes

Stephen O'Neill, Treasurer

The notes on pages 11 to 12 form part of these financial statements.

Notes to the Accounts
For the year ended 31 August 2020

Notes

1 Basis of Preparation

These accounts have been prepared on a receipts and payments (R&P) basis in line with charity commission guidance for a charity of this size.

2 Fees (including Toddlers)

	Total 2020 £	Total 2019 £
ERYC Funding	83,100	91,471
Under 3's Fees	12,465	17,506
Toddlers	223	666
	<u>95,788</u>	<u>109,643</u>

3 Staffing Costs

	Total 2020 £	Total 2019 £
Wages and salaries (inc e'ers NI & Pension)	76,740	79,681
Training	-	3,333
	<u>76,740</u>	<u>83,014</u>

4 Accountancy Fees

	Total 2020 £	Total 2019 £
Annual Accounts and Independent Examination (ERVAS)	650	535
Quickbooks Subscription (ERVAS)	370	457
	<u>1,020</u>	<u>992</u>

**Notes to the Accounts
For the year ended 31 August 2020**

5 Restricted Funds

	Balance as at 01/09/19 £	Incoming £	Outgoing £	Balance as at 31/08/20 £
Coronavirus Job Retention Scheme	-	4,029	(4,029)	-
	-	4,029	(4,029)	-

A brief description of the restricted funds is shown below:

Coronavirus Job Retention Scheme

During the year there was a global pandemic of Coronavirus. This led to a national lockdown. The Government put in place the Coronavirus Job Retention Scheme to support employers who furloughed staff.

6 Taxation

The association is a registered charity, registration number 1020205. All the associations' income is applied to its charitable objectives and the association is therefore exempt under current legislation from most forms of taxation.

7 Trustee Remuneration

Remuneration was paid to the following Trustees during the year out of the funds of the charity, these payments were not for carrying out the duties of a Trustee, but for work undertaken within the Pre-School as an employee:

Trustee	2020 £	2019 £
Carolyn Stocker	-	6,278
Louise Cornell	-	8,109
	-	14,387

Carolyn Stocker and Louise Cornell both resigned their positions as Trustees at the end of March 2019 so payments made to them have only been recorded up to this point.

These represent transactions conducted at arms-length, which are permissible in line with the Constitution of the Charity, which allows employees to become affiliate members of the Pre-school and to be elected to the Board of Trustees.

There was no reimbursement of travel expenses to Trustees during the year (2019: £42 to 2 Trustee).

Travel is paid at a rate of £0.40 per mile to Trustees and staff.