

Registered Charity
Number: 1020205

CROFT PRE-SCHOOL
FINANCIAL STATEMENTS
Year ended
31 AUGUST 2021

Phoenix Accountancy and Business Consultancy Limited

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For the year ended 31 August 2021**

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**Report of the Board of Trustees
For the year ended 31 August 2021**

The Trustees present their report with the financial statements of the charity for the year ended 31 August 2021.

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

Name of charity: Croft Pre-School

Charity Registration Number: 1020205

Principal Operating Address: The Scout and Guide HQ
Providence Row
Market Weighton
East Yorkshire
YO43 3FE

Trustees:

Names of Trustees who served during the year and since the year end were as follows:

Lucinda Todd (was Heminbrough)	Chairperson	
Stephen O'Neill	Treasurer	
Gemma Charlton	Secretary	
Jennifer Kitching	Committee Member	From Feb 2020 until Jan 2021
Margaret Underwood	Committee Member	From October 2020

Independent Examiner

Katie Sauvage FCCA
Chartered Certified Accountant, of:
Phoenix Accountancy and Business Consultancy Limited
Morley's Cottage
Morley's Yard
Walkergate
Beverley
East Yorkshire
HU17 9BY

**Report of the Board of Trustees
For the year ended 31 August 2021**

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 minimum number of members shall be 5 and the maximum shall be 12 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.

The Constitution allows for paid employees who are affiliate members to be nominated to the Committee in certain circumstances.

**Report of the Board of Trustees
For the year ended 31 August 2021**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.

Organisational Structure:

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.

Risk Management:

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.
- 2) To provide a safe, secure and stimulating environment.
- 3) To work within a framework, that ensures equality of opportunity for all children and families.

Report of the Board of Trustees For the year ended 31 August 2021

Summary of activities undertaken for the public benefit in relation to these objects:

We offer children:

- A specially tailored curriculum leading to approved learning outcomes.
- Individual care and attention made possible by a high ratio of adults to children.
- The opportunity to have fun and develop friendships.
- The support of a personal key person.
- Opportunities for parents and families to be directly involved in the activities of the pre-school and their own children's progress.

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 2020-2021

During the 2020/2021 we undertook the following:

- Ran supervised pre-school sessions for children aged 2 to 5 years over 39 weeks reaching 21 children and 21 families.
- We have continued to partake in additional fundraising activities where possible.

During the year the country was put on lockdown due to the Coronavirus Covid-19 pandemic. As a result the charity utilised the Government's Coronavirus Job Retention Scheme to avoid reducing staff numbers.

Financial Review

Reserves Policy

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.

Plans for Future periods

Please see main objectives for the following year.

**Report of the Board of Trustees
For the year ended 31 August 2021****Trustees Responsibilities**

The Charities Act requires the Trustees to prepare financial statements for each financial year. In accordance with the Charity Commission Guidance the Trustees have elected to prepare the accounts on the Receipts and Payments basis. This is an acceptable format for all non-company charities with an income below £250,000.

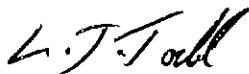
The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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



Lucinda Todd
Chairperson

Date: 27th May 2022

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 2021 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

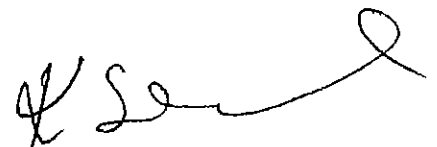
- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

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.

Katie Sauvage FCCA
Chartered Certified Accountant
Director of Phoenix Accountancy and Business Consultancy Limited
Morley's Cottage
Morley's Yard
Walkergate
Beverley
HU17 9BY



Date:

14/1/2023

Receipts and Payments Account

For the year ended 31 August 2021

	Notes	2021		2020		2020		2020	
		Unrestricted £	Restricted £	Unrestricted £	Restricted £	Unrestricted £	Restricted £	Unrestricted £	Restricted £
RECEIPTS									
Fees (Including Toddlers)	1	40,357	-	95,788	-	-	-	95,788	-
Donations	2	124	-	675	-	-	-	675	-
Grant – Tesco Bags of Help		-	-	-	-	-	-	-	-
Fundraising and Raffles		1,104	-	591	-	-	-	591	-
Interest Received		4	-	56	-	-	-	56	-
Trips		-	-	-	-	-	-	-	-
Uniforms		398	-	209	-	-	-	209	-
Insurance Claim		-	-	-	-	-	-	-	-
Coronavirus Job Retention Scheme		-	932	-	4,029	-	4,029	-	4,029
		41,987	932	42,919	97,319	4,029	4,029	101,348	
PAYMENTS									
Staffing Costs	3	58,134	932	72,711	64	4,029	-	76,740	64
Travel Expenses		67	-	64	-	-	-	64	-
Trips and Activities		1,287	-	1,381	-	-	-	1,381	-
PLA, Subs and Insurance		12,256	-	10,519	-	-	-	10,519	-
Rent		151	-	959	-	-	-	959	-
Toys, small equipment and craft		1,181	-	1,274	-	-	-	1,274	-
Office Costs		314	-	456	-	-	-	456	-
Refreshments		-	-	230	-	-	-	230	-
Gifts and Gratuities		793	-	1,020	-	-	-	1,020	-
Accountancy Fees	4	1,162	-	688	-	-	-	688	-
Cleaning, Maintenance, Security and Repairs		393	-	301	-	-	-	301	-
Uniforms		144	-	121	-	-	-	121	-
Fund Raising		6	-	419	-	-	-	419	-
Equipment		168	-	-	-	-	-	-	-
Legal and Professional Fees		560	-	682	-	-	-	682	-
Advertising and Promotion		307	-	64	-	-	-	64	-
Other Expenditure		-	-	-	-	-	-	-	-
		76,923	932	77,855	90,889	4,029	4,029	94,918	
Net Surplus/(Deficit) for the period		(34,936)	-	(34,936)	6,430	-	-	6,430	
Cash & Bank Balances brought forward		68,866	-	68,866	62,436	-	-	62,436	
Cash and Bank Balances carried forward		33,930	-	33,930	68,866	-	-	68,866	

**Statement of Assets and Liabilities
As at 31 August 2021**

	Notes	2021 £	2020 £
Monetary Assets			
Current Account – CAF Cash		1,747	31,721
Savings Account – CAF Gold		31,945	36,941
Petty Cash		238	204
Total Monetary Assets		33,930	68,866
Comprising:			
Unrestricted Funds		33,930	68,866
Restricted Funds	5	-	-
		33,930	68,866
Non Monetary Assets and Liabilities			
Fixed Assets for the Charity's use (at cost)			
Furniture		3,638	3,638
Equipment		7,933	7,933
Toys		2,655	2,655
		14,226	14,226
Debtors			
Sundry Debtors		-	419
Creditors			
Trade Creditors – Accounts Fee		(348)	(582)
Accounts Software		-	(48)
HMRC		-	(634)
Pension		(100)	(4)
Other		-	(8)
		(390)	(1,276)

These financial statements were approved by the committee on 1 Oct 22 and signed on its behalf by:

L.J. Todd

Lucinda Todd, Chairperson

S. O'Neill

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 2021

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 2021 £	Total 2020 £
ERYC Funding	34,587	83,100
Under 3's Fees	5,416	12,465
Toddlers	354	223
	<u>40,357</u>	<u>95,788</u>

3 Staffing Costs

	Total 2021 £	Total 2020 £
Wages and salaries (inc e'ers NI & Pension)	58,941	76,740
Training	125	-
	<u>59,066</u>	<u>76,740</u>

4 Accountancy Fees

	Total 2021 £	Total 2020 £
Annual Accounts and Independent Examination (ERVAS)	582	650
Quickbooks Subscription (ERVAS)	211	370
	<u>793</u>	<u>1,020</u>

Notes to the Accounts
For the year ended 31 August 2021

5 Restricted Funds

	Balance as at 01/09/20 £	Incoming £	Outgoing £	Balance as at 31/08/21 £
Coronavirus Job Retention Scheme	-	932	(932)	-
	-	932	(932)	-

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

No remuneration was paid to Trustees during the year out of the funds of the charity.

There was reimbursement of travel expenses to Trustees during the year of £44 (2020: £ to 2 Trustee).

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