

Charity Registration No. 1020844

Company Registration No. 06355391 (England and Wales)

COPDOCK & WASHBROOK PRESCHOOL
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

COPDOCK & WASHBROOK PRESCHOOL

LEGAL AND ADMINISTRATIVE INFORMATION

| | |
|--------------------------|---|
| Trustees | Mrs L Butters Mrs T Deakin Mrs A Wilden |
| Secretary | Mrs T Deakin |
| Charity number | 1020844 |
| Company number | 06355391 |
| Principal address | Pheasant Rise Copdock Ipswich Suffolk IP8 3LF |
| Registered office | Pheasant Rise Copdock Ipswich Suffolk IP8 3LF |

COPDOCK & WASHBROOK PRESCHOOL

CONTENTS

| | Page |
|-----------------------------------|-------------|
| Trustees report | 1 - 2 |
| Independent examiner's report | 3 |
| Statement of financial activities | 4 |
| Balance sheet | 5 |
| Notes to the financial statements | 6 - 12 |

COPDOCK & WASHBROOK PRESCHOOL

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 AUGUST 2021

The trustees present their report and financial statements for the year ended 31 August 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

The charity's objects are to provide a rich nurturing environment for young children to grow, develop and reach their full potential. We aim to provide care and education for all children.

The charity provides preschool education for 2 to 5 year olds and wrap around care for school aged children. We aim to support families by providing a safe, enjoyable and attractive place to send their children whilst they are at work.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The setting provides a range of activities which include parents and friends. These offer fund raising opportunities for the setting and also allow us to raise money to support other good causes, helping children to understand about other children's lives.

Achievements and performance

This year, as always we have supported many children and families providing a safe, nurturing environment where they can learn, have fun and get along with others. The skills learnt at Preschool will help children throughout their lives.

We have supported children in their transitions to new settings, either starting at Primary school or settling at Preschool which is for many children and families the first time they have been away from home or family members.

Our Preschool has been busy with increasing numbers and we have reopened the wrap around care, initially for Key workers' children. Numbers for the wrap around care continue to be low.

Following the Covid Guidance, we offered a child only event for our annual Christmas Party, with staff organising games and a video message from Father Christmas. In the Summer we had an open air Teddy Bears Picnic with families providing their own food and blanket.

Staff have continued their compulsory, First Aid, Food Hygiene and Safeguarding training.

COPDOCK & WASHBROOK PRESCHOOL

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 AUGUST 2021

Financial review

This year we have again experienced a change in our income and expenditure. Income received from grants, including funded has increased, but that from fees greatly reduced. A reduction in the number of families using the Out of School Club provision because of the pandemic is one of the causes.

It is noted that expenditure was less this financial year. Staffing costs have been reduced with one member of staff retiring and another being made redundant.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between six and twelve month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. It has been a very difficult year financially.

Structure, governance and management

The charity is a company limited by guarantee governed by its memorandum and articles of association dated 29 August 2007. It is registered as a charity with the Charity Commission.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mrs L Butters

Mrs T Deakin

Mrs A Wilden

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

The trustees report was approved by the Board of Trustees.

..... *T A Deakin*

Mrs T A Deakin

Trustee

Dated: *1/5/23*

COPDOCK & WASHBROOK PRESCHOOL

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF COPDOCK & WASHBROOK PRESCHOOL

I report to the trustees on my examination of the financial statements of Copdock & Washbrook Preschool (the charity) for the year ended 31 August 2021.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Dated:

COPDOCK & WASHBROOK PRESCHOOL

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2021

| | Notes | Unrestricted funds 2021 £ | Total 2020 £ |
|---|-------|------------------------------------|----------------------|
| <u>Income from:</u> | | | |
| <u>Charitable activities</u> | | | |
| Grants | | 76,729 | 56,431 |
| Fees Received | | 4,591 | 12,090 |
| After school fees | | 8,218 | 10,756 |
| Out of school fees | | 2,367 | 4,790 |
| Breakfast club fees | | 3,014 | 2,099 |
| Other trading activities | 3 | 333 | 264 |
| Investments | 4 | - | 83 |
| Total income | | <u>95,252</u> | <u>86,513</u> |
| <u>Expenditure on:</u> | | | |
| Charitable activities | 5 | <u>80,773</u> | <u>103,205</u> |
| Net income for the year/ Net movement in funds | | 14,479 | (16,692) |
| Fund balances at 1 September 2020 | | <u>72,388</u> | <u>89,080</u> |
| Fund balances at 31 August 2021 | | <u><u>86,867</u></u> | <u><u>72,388</u></u> |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

COPDOCK & WASHBROOK PRESCHOOL

BALANCE SHEET

AS AT 31 AUGUST 2021

| | Notes | 2021 £ | £ | 2020 £ | £ |
|---|-------|-----------|--------|-----------|--------|
| Fixed assets | | | | | |
| Tangible assets | 9 | | 2,687 | | 1,764 |
| Current assets | | | | | |
| Debtors | 11 | 1549 | | 1,304 | |
| Cash at bank and in hand | | 83,232 | | 90,917 | |
| | | 84,781 | | 92,221 | |
| Creditors: amounts falling due within one year | 12 | (600) | | (21,597) | |
| Net current assets | | | 86,867 | | 70,624 |
| Total assets less current liabilities | | | 86,867 | | 72,388 |
| Income funds | | | | | |
| Unrestricted funds | | | 86,867 | | 72,388 |
| | | | 86,867 | | 72,388 |

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 August 2019. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The accounts were approved by the Trustees on 1/5/23



Mrs L Butters
Trustee



Mrs T Deakin
Trustee

Company Registration No. 06355391

COPDOCK & WASHBROOK PRESCHOOL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2021

1 Accounting policies

Charity information

Copdock & Washbrook Preschool is a private company limited by guarantee incorporated in England and Wales. The registered office is Pheasant Rise, Copdock, Ipswich, Suffolk, IP8 3LF.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

COPDOCK & WASHBROOK PRESCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

1 Accounting policies

1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

| | |
|---------------------|----------------------|
| Plant and equipment | 25% reducing balance |
|---------------------|----------------------|

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised immediately in income/(expenditure) for the year, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised immediately, unless the relevant asset is carried in at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

COPDOCK & WASHBROOK PRESCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

1 Accounting policies

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

COPDOCK & WASHBROOK PRESCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Other trading activities

| | Unrestricted funds | Total |
|--------------------------------|-----------------------|------------|
| | 2021 £ | 2020 £ |
| Fundraising events | 333 | 0 |
| Trading activity income: other | 0 | 264 |
| | <u>333</u> | <u>264</u> |

4 Investments

| | Unrestricted funds | Total |
|---------------------|-----------------------|-----------|
| | 2021 £ | 2020 £ |
| Interest receivable | 0 | 83 |
| | <u>0</u> | <u>83</u> |

COPDOCK & WASHBROOK PRESCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

5 Charitable activities

| | 2021 | 2020 |
|--|---------------|----------------|
| | £ | £ |
| Staff costs | 72,301 | 88,130 |
| Depreciation and impairment | 767 | 1191 |
| Food & drink | 1,286 | 1,446 |
| Books & consumables | 408 | 786 |
| Repairs & maintenance | 682 | 3571 |
| Outings | - | 185 |
| Rates, water light & heat | 1,823 | 1,925 |
| Telephone | 626 | 696 |
| Travel costs | | 597 |
| Insurance | | 1,358 |
| Postage & stationery | 399 | 418 |
| Course & registration fees | 1,024 | 263 |
| Cleaning | 22 | 275 |
| Sundries | 1255 | 1,588 |
| Bad Debt Written Off | | 529 |
| | <u>80,593</u> | <u>102,958</u> |
| Share of governance costs (see note 6) | 180 | 247 |
| | <u>80,773</u> | <u>103,205</u> |

6 Support costs

| | Support costs | Governance costs | 2021 | 2020 |
|--|---------------|------------------|-----------|------------|
| | £ | £ | £ | £ |
| Data protection & domain name | 180 | 40 | 40 | 247 |
| | <u>180</u> | <u>40</u> | <u>40</u> | <u>247</u> |
| Analysed between Charitable activities | - | 40 | 40 | 247 |
| | <u>-</u> | <u>40</u> | <u>40</u> | <u>247</u> |

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

COPDOCK & WASHBROOK PRESCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

8 Employees

Number of employees

The average monthly number of employees during the year was:

| | 2021 Number | 2020 Number |
|----------------|----------------|----------------|
| Administration | 1 | 2 |
| Care staff | 7 | 9 |
| | <u>8</u> | <u>11</u> |

Employment costs

| | 2021 £ | 2020 £ |
|---------------------|---------------|---------------|
| Wages and salaries | 74,146 | 74,540 |
| Other pension costs | 747 | 750 |
| | <u>74,893</u> | <u>75,290</u> |

There were no employees whose annual remuneration was £60,000 or more.

9 Tangible fixed assets

| | Plant and equipment £ |
|------------------------------------|--------------------------|
| Cost | |
| At 1 September 2020 | 23,759 |
| Additions | 1690 |
| Disposals | |
| | <u>25,449</u> |
| At 31 August 2021 | |
| Depreciation and impairment | |
| At 1 September 2020 | 21,995 |
| Depreciation charged in the year | 767 |
| Eliminated in respect of disposals | |
| | <u>22,762</u> |
| At 31 August 2021 | |
| Carrying amount | |
| At 31 August 2021 | <u>2,687</u> |
| At 31 August 2020 | <u>1,764</u> |

COPDOCK & WASHBROOK PRESCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

| | | |
|--|-------------------|-------------------|
| 10 Financial instruments | 2021 | 2020 |
| | £ | £ |
| Carrying amount of financial assets | | |
| Debt instruments measured at amortised cost | 0 | 956 |
| | <u> </u> | <u> </u> |
| Carrying amount of financial liabilities | | |
| Measured at amortised cost | 0 | 9,353 |
| | <u> </u> | <u> </u> |
| 11 Debtors | 2021 | 2020 |
| | £ | £ |
| Amounts falling due within one year: | | |
| Trade debtors | 1549 | 956 |
| Prepayments and accrued income | 0 | 348 |
| | <u> </u> | <u> </u> |
| | 1,304 | 1,304 |
| | <u> </u> | <u> </u> |
| 12 Creditors: amounts falling due within one year | 2021 | 2020 |
| | £ | £ |
| Accruals and deferred income | 600 | 21,596 |
| | <u> </u> | <u> </u> |

13 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).