

Seamer Pre-School

(Charity number: 1022284)

Trustees annual report & financial statements

for the year ended

31st August 2020

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Charity accounts preparation &
independent examination service

Seamer Pre-School

(Charity number: 1022284)

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Trustees' Annual Report

From: 1st September 2019

To: 31st August 2020

Charity's full name Seamer Pre-School

Registered Charity number 1022284

Objectives and activities

Summary of the purposes of the charity set out in its governing document

The charity is governed by the Pre-school Learning Alliance model constitution 2011 adopted on 12th January 2012.

The charity's main objects, as set out in the constitution are:

To enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

1) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability.

2) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas.

3) Instigating and adhering to and furthering the aims and objectives of the Pre-school Learning Alliance. The trustees' policy is to ensure the highest level of childcare, development and education is attained in the pre-primary school years and to ensure that the charity's objectives are met. The charity employs 13 staff members who are supported by some parents and volunteers.

All trustees give their time voluntarily and receive no remuneration or other benefits.

Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts

In planning activities trustees have kept in mind the Charity Commission's guidance on public benefit. The charity has continued to attain its charitable objectives during the year (as listed above). Each of the 10 sessions per week offered by the charity, continued to run at maximum capacity, offered to families from the local community, whilst still maintaining an above average ratio of staff to children. There has been a substantial take up by parents of the funded hours. The trustees consider that the charitable fundraising events undertaken by the charity have been relatively successful and supported by the community. These events have enabled the children to purchase a limited number of new items of equipment, all being for the benefit of the children attending the setting.

The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

Achievements and performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

The year started off well, we were fully staffed, the registers were full and all was looking stable!

In a very short space of time, chaos would ensue!

One member of staff achieved Early Years Communication Champion status and 2 others completed their Early Talk Boost training. The team were slowly becoming very informed as to how best to support the communication and language problems posed by the increasing numbers of children entering Pre-school with difficulties in this area of their development.

As we began the academic year however, it was evident that we had our work cut out. One member of staff resigned her position due to ill health. The position was advertised and yet again we faced the enormous task of finding that suitable person! Having invited several candidates into pre-school we narrowed the field and one was taken on following a round of interviews.

Maths training was undertaken and shared this with the team.

2 members of the staff team remained on maternity leave, but we looked forward to their return in January and March respectively.

One of the children who joined us in November needed 1:1 support and tentative enquiries were made about the completion of an Education Health Care Plan which on completion and approval would afford the group funds with which to better support the child.

Pre-school's 30th Christmas show, went ahead as planned and was enjoyed by all.

We continued to extend a helping hand to students and those individuals seeking work experience.

As one member of staff returned from maternity leave another left to take up a new appointment.

The second member of staff on maternity leave returned in March.

By the end of March the world found itself in the middle of a pandemic the likes of which none of us have ever experienced. The government took the decision for the UK to go into lockdown. This resulted in Pre-school only remaining open for the children of key workers.

Two members of staff offered their services throughout this rocky period and we will always be indebted to them for having done so.

Whilst there was a re-opening in June, this was limited and we saw the welcome return of some children and staff, it would take some time for that feeling of normality to return!

Whilst coping with all things Covid-19 related, and having just returned after a one-year absence on maternity leave, we were informed of a second pregnancy. We duly took the decision that the member of staff should remain at home shielding herself.

So many difficult decisions to work through, things that we had never come across before. Who had even heard of terms like pandemic, lockdown, shielding, social distancing, self-isolating, furlough or come across meetings held on Zoom or Teams!

Despite it all, we learnt on the hoof and dealt with everything that was thrown at us.

Much of the summer term was taken up ensuring that our leavers would be ready for school and that we had plenty of children to take their places starting the new academic year with a full register. Despite all the difficulties and challenges we faced we got there in the end.

To ensure the longevity of Pre-school, the decision was taken back at the beginning of the year to advertise for new staff. The pandemic threw everything into turmoil and it wasn't until the summer that we finalised the team for the academic year ahead.

Following many sessions on Zoom interviewing the individuals who had shown an interest in a position at Pre-school we finally had our fab four.

The team was complete and despite all the difficulties we faced we could look forward to exciting times. Unfortunately, we couldn't do lots of the things we'd done in previous years. There was no Easter Egg Hunt with the Easter Bunny, no spring or summer trip's, no transitions, no face-to-face meetings with parents, no sport's day, no leaver's presentation, the children who did attend however, still had fun in the sun (thank goodness for the weather!)

Financial review

Review of the charity's financial position at the end of the period

As has always been the case our main financial objective is to ensure the future viability of the charity by ensuring there are sufficient unrestricted reserves to meet 3 months of normal fixed costs.

As we know the academic year 2019 – 2020 brought with it all sorts of challenges.

We started the year trying to recoup the losses from the previous year, the bank balances totalled roughly £24,000 at the beginning of September 2019. Fees were set at £5.30 per hour.

Two staff headed off on maternity leave, so, from October to January our staffing bill was reduced by not having to pay their salary.

The member of staff who left saved up 5 month's wages and with the pandemic no-one needed to cover her hours.

During the pandemic North Yorkshire County Council made the decision to honour all Early Years funding despite having relatively few children in setting. This was a decision that many settings were thankful of, due to the nature of events there was going to be an inevitable loss of earnings and NYCC's decision was a huge relief to us all.

The Youth Centre committee also recognised that we needed help and agreed to half our rent until August. Again this was a hugely welcomed decision.

Living wage and national insurance contributions went up in April 20, despite the pandemic, so any additional money was to be welcomed. The chancellor began the furlough scheme, a much needed scheme for many, however because we were already in receipt of government funding this proved problematic, we could only claim against a small percentage of our wage bill. Despite many problems with the pay roll department we kept in constant touch with their senior staff who were able to guide us through the claiming process.

It started to become clear that the group's finances would be a lot healthier by the end of the year.

Statement explaining the policy for holding reserves stating why they are held

Reserves are held by the charity and these would equate to 3 months average running costs the group would ordinarily incur. This is important in the eventuality that it no longer remains viable for the group to remain operational and would be forced to close.

Amount of reserves held

£40,471

Reasons for holding zero reserves

N/A

Funds materially in deficit

None

Explanation of any uncertainties about the charity continuing as a going concern

Whilst government funding has fallen seriously short over recent years, the trustees are hopeful that this cannot remain the case indefinitely. The group maintains a healthy waiting list and there is no shortage of children to attend.

Structure, governance and management

Description of the charity's trusts

Type of governing document

Pre School constitution

How the charity is constituted

Unincorporated association

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees

The charity's committee shall consist of 3 officers, not more than 9 elected members and if the committee so decides not more than 3 co-opted members. All trustees resign and new trustees are appointed annually at the AGM.

Reference and administration details

Charity's full name

Seamer Pre-school

Other names the charity is known by

Charity's principal address

64 Pasture Lane
Seamer
Scarborough, North Yorkshire
Postcode YO12 4QR

Names of the trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Mrs Rebecca Penfold	Chair	2010-2020	
Mrs Virginia Wilkinson	Treasurer	2008-2020	
Mrs Samantha Hammond	Secretary	2013-2020	
Mrs Verity Hedge		2018-2020	
Mrs Michelle Dobie		2018-2020	
Mrs Katie Doherty		2019-2020	
Mrs Gemma Fail		2019-2020	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Names and addresses of advisers

Type of adviser	Name	Address
Independent Examiner	Karen Wood ACMA	Outsource Accountancy Services and Independent Examinations Hiscox Building Peasholme Green, York YO1 7PR
Bankers	Lloyds Bank	

Name of chief executive or names of senior staff members

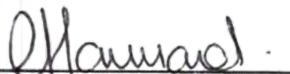
Mrs Virginia Wilkinson

Declaration

The trustees declare that they have approved the Trustees Annual Report and Accounts

Signed on behalf of the charity's trustees

Signature



Full Name

S Hammond

Position

Secretary

Date

06/07/2021

Independent examiner's report to the trustees of Seamer Pre-School

I report on the accounts of: **Seamer Pre-School (the Charity)**
for the year ended: **31st August 2020** which are set out on pages 6 to 8.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
- 2 the accounts do not accord with those records

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 accounts to be reached.



07/07/2021

Karen Wood (ACMA)
Outsource independent examination
service
The Hiscox Building
Peasholme Green
York YO1 7PR

Date:

Seamer Pre-School
(Charity number: 1022284)

Receipts & payments accounts for the year ended:		31st August 2020		
	Unrestricted funds	Restricted funds	2020 Total funds	2019 Total funds
	£	£	£	£
Receipts				
Fees income	38,898	-	38,898	32,941
NYCC funding	134,727	-	134,727	136,822
Donations & fundraising	1,003	-	1,003	1,744
Sale of uniforms	1,506	-	1,506	3,024
Bank interest	3	-	3	9
Total receipts	<u>176,137</u>	<u>-</u>	<u>176,137</u>	<u>174,540</u>
JRS Government grant	-	3,774	3,774	-
Total receipts	<u>176,137</u>	<u>3,774</u>	<u>179,911</u>	<u>174,540</u>
 Payments				
Salaries & wage costs	133,662	-	133,662	155,298
Staff expenses, training & recruitment	1,325	-	1,325	1,032
Play materials, activities & equipment	2,585	-	2,585	8,901
Milk & refreshments	445	-	445	1,202
Rent & rates	7,113	-	7,113	10,133
Insurance costs	1,215	-	1,215	1,199
Affiliations, subscriptions & DBS	726	-	726	303
Telephone & internet	511	-	511	490
Printing, postage & stationery	1,653	-	1,653	2,192
Payroll, finance & administration	3,651	-	3,651	3,773
Fundraising costs	69	-	69	414
Advertising & publicity	131	-	131	404
Cleaning, repairs & maintenance	3,692	-	3,692	1,992
Purchase of uniforms	2,363	-	2,363	1,615
Independent examination	300	-	300	-
Sundry costs	35	-	35	-
Bank charges	78	-	78	86
	<u>159,554</u>	<u>-</u>	<u>159,554</u>	<u>189,034</u>
Furloughed staff payments	-	3,774	3,774	-
Total payments	<u>159,554</u>	<u>3,774</u>	<u>163,328</u>	<u>189,034</u>
 Net of receipts/(payments)	16,583	-	16,583	(14,494)
Transfers between funds	-	-	-	-
Balance brought forward	23,888	-	23,888	38,382
Balance carried forward	<u>40,471</u>	<u>-</u>	<u>40,471</u>	<u>23,888</u>

Seamer Pre-School
(Charity number: 1022284)

Statement of assets and liabilities at:	31st August 2020
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	Unrestricted funds	Restricted funds	2020 Total funds	2019 Total funds
Assets	£	£	£	£
Cash at bank and in hand				
Current bank account	19,963	-	19,963	7,491
Savings bank account	5,085	-	5,085	5,082
Fundraising bank account	15,328	-	15,328	11,304
Petty cash	95	-	95	11
	<u>40,471</u>	<u>-</u>	<u>40,471</u>	<u>23,888</u>

	Unrestricted Funds	Restricted Funds	2020 Total Funds	2019 Total Funds
Liabilities	£	£	£	£
Independent examination fee	300	-	300	300
	<u>300</u>	<u>-</u>	<u>300</u>	<u>300</u>

Seamer Pre-School
(Charity number: 1022284)

Notes to the accounts for the year ended:	31st August 2020
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1. Basis of accounts

The Trustees have taken advantage of section 144 (2) of the Charities Act 2011 and prepared the accounts on a receipts and payments basis.

Approval of accounts for the year ended:	31st August 2020
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The report and accounts were approved at a meeting of the Trustees held on:

06/07/2021

Date

S Hammond

Signed for and on behalf of the trustees

6.7.21 (6.7.21)

Date

S Hammond R. PENFOLD

Print name

Secretary/CHAIR

Position (e.g. Chair etc)