

Seamer Pre-School

(Charity number: 1022284)

Trustees annual report & financial statements

for the year ended

31st August 2021

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Charity accounts preparation &
independent examination service

Seamer Pre-School

(Charity number: 1022284)

Contents

Index	Page
Report of the trustees	1
Independent examiner's report	4
Receipts & payments accounts	5
Statement of assets and liabilities	6
Notes to the accounts	7

Trustees' Annual Report

From: 1st September 2020

To: 31st August 2021

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.

In short, the year continued as the last one had ended. As a group we continued to struggle with Covid related issues affecting staff and children alike.

The restrictions meant that life could not return to what it had been, and this took its toll even until the end of the year.

Pre-school places were hard to come by as we were full.

Staffing wise we had lost two staff the previous year, along with one on maternity leave and so we took on one full timer and three part time staff.

The decision to do this was also driven by the fact that one of our children with special needs needed 1:1 support, as a full-time pupil this would and had impacted the member of staff supporting him and so extra staff were drafted in to support her mental health too.

The year progressed with settling new children in whilst supporting those children returning to us post lockdown. We were unable to allow parents into pre-school due to the restrictions placed on us by Government and the regular testing of staff using lateral flow devices became the norm.

Unfortunately, the restrictions meant that we were unable to put on a Christmas performance, we did not receive a visit from Santa, there was no spring trip and no Easter Egg hunt.

We were able however to go ahead with our Sports day racing and summer trip. The knock-on effect of the pandemic was that we were unable to support the older children with transition visits to their next schools, but we were able to keep in touch with staff who we allowed into pre-school to meet with the children. Despite it being a noticeably quiet year, staff were able to support and teach the children in their care admirably and we ended the year with a celebration on the village green, with parents finally being able to attend. The year also saw us part company with one of the staff who had joined us at the beginning of the year and who had taken the decision to continue her journey in higher education and take up her place on a PGCE course. The team were looking forward to a year free from the restrictions of this last one.

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.

The academic year 2020 – 2021 continued to bring no end of challenges with the continuation of the covid situation affecting the group throughout the year. We were faced with children being struck with covid in their families and staff facing the reality that there was an inevitability as to whether they would be struck down with covid!

The decision was taken that families would not be charged if children had to take enforced time away from setting and that staff should not be penalised and lose pay for the exact same reason. This did have quite a substantial impact on the group's finances – but the decision was taken by the trustees to continue with this as they felt morally it was the right thing to do.

Fees were set at £5.50 per hour.

However, living wage and national insurance contributions went up again in April 21.

We finally replaced the two members of staff that had left, whilst taking on an extra two part-time staff to help with the special needs children who had continued to attend the setting.

Life had still not returned to normal however and problems with covid continued throughout the year.

We were unable to fundraise internally due to parents not being able to enter the building, so there was no Christmas raffle that accompanied the annual Christmas performance by the children. There was no Easter egg hunt and raffle.

At Easter staff numbers were depleted by one, the decision was taken to get by till the end of term and not replace her.

Despite having been awarded a EHCP for our little boy with special needs, any financial assistance was not forthcoming until Jan 21 and there was no back dating of the money to the start of the Autumn term, this again would have a detrimental impact on the group financially.

Unfortunately, the end result was that the group suffered a loss of £7,900.

Our unrestricted reserves stood at £32,446

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

£32,446

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	2010-2021	
Mrs Virginia Wilkinson	Treasurer	2008-2021	
Mrs Samantha Hammond	Secretary	2013-2021	
Mrs Verity Hedge		2018-2021	
Mrs Michelle Dobie		2018-2021	
Mrs Katie Doherty		2019-2021	
Mrs Gemma Fail		2019-2021	
Ms Michaela Braidley		2018-2021	

Names and addresses of advisers

Type of adviser	Name	Address
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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 Rebecca Penfold
Position Chair
Date 24/06/2022

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 2021** which are set out on pages 5 to 7.

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.



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

29/06/2022

Date:

Seamer Pre-School
(Charity number: 1022284)

Receipts & payments accounts for the year ended:		31st August 2021		
	Unrestricted funds	Restricted funds	2021 Total funds	2020 Total funds
	£	£	£	£
Receipts				
Fees income	29,857	-	29,857	38,898
NYCC funding	151,166	875	152,041	134,727
Donations & fundraising	3,129	-	3,129	1,003
Sale of uniforms	373	-	373	1,506
Bank interest	1	-	1	3
Total receipts	<u>184,526</u>	<u>875</u>	<u>185,401</u>	<u>176,137</u>
JRS Government grant	-	-	-	3,774
Total receipts	<u>184,526</u>	<u>875</u>	<u>185,401</u>	<u>179,911</u>
 Payments				
Salaries & wage costs	163,966	-	163,966	133,662
Staff expenses, training & recruitment	1,428	-	1,428	1,325
Play materials, activities & equipment	2,977	-	2,977	2,585
Milk & refreshments	1,472	-	1,472	445
Rent & rates	8,687	-	8,687	7,113
Insurance costs	1,215	-	1,215	1,215
Affiliations, subscriptions & DBS	436	-	436	726
Telephone & internet	794	-	794	511
Printing, postage & stationery	2,920	-	2,920	1,653
Payroll, finance & administration	4,458	-	4,458	3,651
Fundraising costs	19	-	19	69
Advertising & publicity	-	-	-	131
Cleaning, repairs & maintenance	3,703	-	3,703	3,692
Covid grant vouchers for families	-	750	750	-
Purchase of uniforms	94	-	94	2,363
Independent examination	300	-	300	300
Sundry costs	-	-	-	35
Bank charges	82	-	82	78
	<u>192,551</u>	<u>750</u>	<u>193,301</u>	<u>159,554</u>
Furloughed staff payments	-	-	-	3,774
Total payments	<u>192,551</u>	<u>750</u>	<u>193,301</u>	<u>163,328</u>
 Net of receipts/(payments)	(8,025)	125	(7,900)	16,583
Transfers between funds	-	-	-	-
Balance brought forward	40,471	-	40,471	23,888
Balance carried forward	<u>32,446</u>	<u>125</u>	<u>32,571</u>	<u>40,471</u>

Seamer Pre-School
(Charity number: 1022284)

Statement of assets and liabilities at:		31st August 2021			
	Unrestricted funds	Restricted funds	2021 Total funds	2020 Total funds	
	£	£	£	£	
Assets					
Cash at bank and in hand					
Current bank account	11,737	125	11,862	19,963	
Savings bank account	5,085	-	5,085	5,085	
Fundraising bank account	15,621	-	15,621	15,328	
Petty cash	3	-	3	95	
	<u>32,446</u>	<u>125</u>	<u>32,571</u>	<u>40,471</u>	
	Unrestricted Funds	Restricted Funds	2021 Total Funds	2020 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 2021
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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.

2. Restricted income funds


Fund name	Purpose
Covid Winter Grant	To help families with food through winter

	Balance b/fwd £	Incoming resources £	Resources expended £	Trf between funds	Balance c/fwd £
Covid Winter Grant	-	875	750	-	125

Approval of accounts for the year ended:	31st August 2021
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The report and accounts were approved at a meeting of the Trustees held on:

24/06/2022
Date


Signed for and on behalf of the trustees

24/06/2022
Date

Rebecca Penfold	Sam Hammond
Print name	

Chair	Secretary
Position (e.g. Chair etc)	