

Seamer Pre-School

(Charity number: 1022284)

Trustees annual report & financial statements

for the year ended

31st August 2022

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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 2021

To: 31st August 2022

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.

This year staffing has been problematic nationwide due to the lack of qualified and experienced staff available generally. However, in support of our little boy with special needs we were lucky to find an experienced and qualified practitioner to take on part of the support package essential for his needs. We also took on an unqualified person who unfortunately we were unable to offer continued work due to her lack of suitability.

In the Autumn term we also gave two more unqualified ladies the opportunity to work within childcare with a view to undertaking training. Thankfully we were able to offer a position to a qualified and experienced practitioner starting at the end of November. Despite now being overstaffed compared to the ratios of children as recommended by Ofsted, it proved to be a blessing as Covid continued to strike.

Two staff testing positive at the beginning of the term and three more mid-October, with the manager hospitalised in November with post covid complications. Without the staffing in place the trustees have felt that it would have been impossible to remain open, offering a service to the community.

Restrictions meant that there was no Christmas production this year.

The start of the Spring term brought with it more changes to staffing. Our child with special needs transferred to the local special school and his support worker transferred her skills to supporting another child in setting in need of 1:1 help. This was short lived, and she resigned her post to take up a position in a special school later in the term. A second member of the team also left to take up a teaching post in line with her qualification

Three more staff parted company with Pre-school in May to take up positions elsewhere. They were quickly replaced by two highly qualified and experienced practitioners who took up their roles towards the end of June.

Covid testing was ended in April/May for staff, though cases were still prevalent.

We were able to make visits out locally taking some of the children to a local farm to enjoy the lambing. Beach trips and sports day all went ahead. Children leaving us to take up their places in Primary schools were essentially prepared and transitioned accordingly for their moves.

Our year ended with the news that the member of staff taken on in November was pregnant!

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. This has proven to be very difficult to achieve this year.

The trustees have had some tough decisions to take this year. Covid has again provided many problems that have had to be tackled throughout the year.

The trustees were at this point concerned with the financial implications of; the staffing costs, the rise in living wage and national insurance along with the cost of Covid absences by staff and children. Ways of reducing costs and making decisions to ensure the sustainability of pre-school were discussed and addressed.

The decision was taken that from the summer term unless staff themselves had tested positive for covid they would unfortunately have to take time off unpaid. The hourly chargeable rate was also raised to £6.50 per hour to bridge any gap in the shortfall of funding. Parents were also informed that illness due to Covid would no longer be free from charges, bringing it into line with any other absence due to illness.

On a more positive note, some fundraising did take place amongst the parents. Thinking outside the box staff and trustees came up with a plan which raised more than £500 to help replace old and broken toys.

Another decision, taken by the manger, was to reduce her hours as a cost cutting exercise.

The financial implications that the group faced were difficult but also felt it essential to rein in costs. As of September 2022 the group will no longer pay the county's early years finance department to maintain our bookkeeping, this will be a huge saving to the group.

Unfortunately, once again this year the group suffered a loss of £9,402

Our unrestricted reserves stood at £23,169

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

£23,169

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

Charity's principal address

64 Pasture Lane
Seamer, Scarborough
North Yorkshire, 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)
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Mrs Rebecca Penfold	Chair		
Mrs Virginia Wilkinson	Treasurer		
Mrs Samantha Hammond	Secretary		
Mrs Katie Doherty			
Mrs Gemma Fail			
Ms Michaela Braidley			

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
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Bankers	Lloyds Bank
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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	15/06/2023

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 2022** 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

27/06/2023

Date:

Seamer Pre-School
(Charity number: 1022284)

Receipts & payments accounts for the year ended:		31st August 2022		
	Unrestricted funds	Restricted funds	2022 Total funds	2021 Total funds
	£	£	£	£
Receipts				
Fees income	35,497	-	35,497	29,857
NYCC funding	144,453	-	144,453	152,041
Donations & fundraising	6,104	-	6,104	3,129
Sale of uniforms	-	-	-	373
Bank interest	-	-	-	1
Total receipts	<u>186,054</u>	<u>-</u>	<u>186,054</u>	<u>185,401</u>
Payments				
Salaries & wage costs	167,324	-	167,324	163,966
Staff expenses, training & recruitment	1,179	-	1,179	1,428
Play materials, activities & equipment	2,399	-	2,399	2,977
Milk & refreshments	918	-	918	1,472
Rent & rates	8,606	-	8,606	8,687
Insurance costs	1,243	-	1,243	1,215
Affiliations, subscriptions & DBS	1,083	-	1,083	436
Telephone & internet	1,108	-	1,108	794
Printing, postage & stationery	2,200	-	2,200	2,920
Payroll, finance & administration	4,930	-	4,930	4,458
Fundraising costs	-	-	-	19
Publicity & website	500	-	500	-
Cleaning, repairs & maintenance	2,808	-	2,808	3,703
Covid grant vouchers for families	-	125	125	750
Purchase of uniforms	633	-	633	94
Independent examination	300	-	300	300
Sundry costs	-	-	-	-
Bank charges	100	-	100	82
	<u>195,331</u>	<u>125</u>	<u>195,456</u>	<u>193,301</u>
Furloughed staff payments	-	-	-	3,774
Total payments	<u>195,331</u>	<u>125</u>	<u>195,456</u>	<u>197,075</u>
Net of receipts/(payments)	(9,277)	(125)	(9,402)	(7,900)
Transfers between funds	-	-	-	-
Balance brought forward	32,446	125	32,571	40,471
Balance carried forward	<u>23,169</u>	<u>-</u>	<u>23,169</u>	<u>32,571</u>

Seamer Pre-School
(Charity number: 1022284)

Statement of assets and liabilities at:	31st August 2022
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	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Assets				
Cash at bank and in hand				
Current bank account	7,545	-	7,545	11,862
Savings bank account	-	-	-	5,085
Fundraising bank account	15,621	-	15,621	15,621
Petty cash	3	-	3	3
	<u>23,169</u>	<u>-</u>	<u>23,169</u>	<u>32,571</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 2022
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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	125	-	125	-	-

Approval of accounts for the year ended:	31st August 2022
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The report and accounts were approved at a meeting of the Trustees held on:

15/06/2023
Date


Signed for and on behalf of the trustees

15/06/2023
Date

Rebecca Penfold
Print name

Chair
Position (e.g. Chair etc)