



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Botesdale and Rickinghall Pre-school

**On accounts for the year
ended**

31st August 2021

**Charity no
(if any)**

1022795

Set out on page

1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2021.

**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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

J Meekings

Date:

16-11-2021

Name:

Josephine Meekings

**Relevant professional
qualification(s) or body
(if any):**

Institute of Financial Accountants
Federation of Tax Advisors

Address:

Broland

Garden House Lane

Rickinghall Diss Norfolk IP22 1EA

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).



Receipts and payments accounts

For the period from	Period start date 01 09 2020	To	Period end date 31 08 2021
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Funding	57,690	-	-	57,690	56,602
Fees	12,682	-	-	12,682	10,770
Fund Raising	97	-	-	97	715
Grants	10,460	-	-	10,460	-
Parties & Outings - Income	-	-	-	-	186
Clothing	122	-	-	122	158
Interest	-	-	-	-	135
Other Income	-	-	-	-	675
Sub total (Gross income for AR)	81,050	-	-	81,050	69,241
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	81,050	-	-	81,050	69,241
A3 Payments					
Staff Costs	55,927	-	-	55,927	74,220
Hall Hire	1,639	-	-	1,639	3,272
Project Expenditure	-	-	-	-	361
Equipment	1,222	-	-	1,222	3,898
Refreshments	53	-	-	53	729
Parties & Outgoings- Cost	244	-	-	244	484
Clothing costs	221	-	-	221	474
Insurance	821	-	-	821	1,038
Admin Expenses	1,904	-	-	1,904	1,310
Miscellaneous	279	-	-	279	208
Software Costs	379	-	-	379	1,681
Repairs & Maintenance	917	-	-	917	1,651
Bank Charges	602	-	-	602	306
Training	113	-	-	113	-
Sub total	64,321	-	-	64,321	89,632
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	64,321	-	-	64,321	89,632
Net of receipts/(payments)	16,729	-	-	16,729	20,392
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	88,675	-	-	88,675	109,067
Cash funds this year end	105,404	-	-	105,404	88,675

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Deposit Account	40,465	-	-
	Current Account	82,174	-	-
	Petty Cash	220		
	Equipment	1,800		
	Asset as below B2	870		
	Liabilities as below B5	20,125	-	-
	Total cash funds		105,404	-

(agree balances with receipts and payments account(s))

OK OK OK



Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Accounts Receivable	870	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Accounts Payable	1304	-	
	Deferred Income	12476	-	
	Net Wages	5500		
	PAYE/NIC	588	-	
	Pensions	257	-	
			20125	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date(s) of approval
 	Narelle Fox Jordan fox.	25-1-22 25-1-22.



Trustees' Annual Report for the period

From 1st September 2020 To 31st August 2021

Charity name: Botesdale & Rickinghall Pre-School

Charity registration number: 1022795

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The aims of the Pre-School 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 –</p> <ol style="list-style-type: none">1) Offering preproperate 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 ability2) Encouraging the study of the needs of such children and their families and promoting interest in and recognition of such needs in the local areas3) Instigating and adhering to and furthering the aims and objectives of the Pre-School Learning Alliance
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.	Para 1.17 and 1.19	<p>We are open for 6.5 hours a day during term-time, mainly for children between 2-5. Parents are able to choose the amount of hours they want to use with 2.5 being the minimum in any one day.</p> <p>We take children mainly from Botesdale and Rickinghall but also the surrounding area.</p> <p>There are a wide range of activities on offer, including an excellent outdoor play area with a wood and a log cabin, the children spend long periods of time outside. This allows them to explore their environment, develop muscle strength and coordination, and gain self-confidence.</p>

		A healthy snack is provided each day (this may be impacted by COVID). Children and staff sit together and have packed lunches provide from home together. This provides a good opportunity for different discussions and for safety having a watchful eye on the children to help prevent choking.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	A major contribution is made by volunteers, mainly the parents of children at the playgroup. The committee is staffed entirely by volunteers, some who have children at the setting. In addition, many parents help out with organised fundraising activities.
Other		

Achievements and Performance

	SORP reference	
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.	Para 1.20	This year the Pre-School remained opened through out the year, with the exception of the national lockdown period in early 2021. We retained all of staff and are building up our number of children.

Additional information (optional)

You may choose to include further statements where relevant about:

	Para 1.41	
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Achievements against objectives set		
Performance of fundraising activities against objectives set	Para 1.41	Fundraising opportunities have been limited due to COVID.
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>At the end of the year, we made a profit of £16,728.99, however, please note –</p> <ol style="list-style-type: none"> 1) Whilst this seems like a significant increase on the profit we made last year (£5,309), we did receive a grant income this year of just under £10,500, had we not received this our profit would've been approximately £6,000 which is comparable to the profit made last year 2) In 2021 our intake was lower than the previous year and this is reflected through the funding we received from the council which is also lower 3) The lower intake is reflected in the staff wages which are also lower in 2021 compared to 2020 4) On the 31st August 2020 the total money in both bank accounts was approximately £102,000, on the 31st August 2021 the total money in both of our bank accounts was approximately £123,000. This increase can be accounted for by the grant received of approximately £10,500, the £6,000 profit and the fact that at the end of August 2020 a number of people owed us money and as we had not received it at the end of August 2020 that money has been included in the accounts for this year
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>We refer to the Charity Commissions Reserve Policy.</p> <p>We currently have just over £40,000 in reserves. This money has been allocated as reserves for staff redundancies and for 6 months running costs, in case the Pre-School can no longer run. Whilst this is unlikely, we want to be in a position where staff will be able to receive a redundancy payment and any costs can be covered.</p>
Amount of reserves held	Para 1.22	£40,465.31
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

	Para 1.47	The charity's main sources of funding are government funding for children over 3
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The charity's principal sources of funds (including any fundraising)		years' old and sessional fees paid by parents for children under 3. Other sources of funding include fundraising from events such as sponsored walks, coffee afternoons, etc. although these have limited this year due to COVID.
Investment policy and objectives including any social investment policy adopted	Para 1.46	We have no investments.
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	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	Para 1.25	Elected by the Committee

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	These are given to new members who are requested to read and sign within 2 weeks to confirm their understanding.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity is a member of the Pre-School Learning Alliance and is governed by the PSLA model constitution.
	Para 1.51	

Relationship with any related parties		
Other		

Reference and Administrative details

Charity name	Botesdale & Rickinghall Pre-School
Other name the charity uses	Botesdale & Rickinghall Playgroup
Registered charity number	1022795
Charity's principal address	Botesdale Village Hall The Street Botesdale Suffolk IP22 1BZ

Names of the charity 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)
1	Jordan Fox	Chair		
2	Claire Gierth	Treasurer		
3	Narelle Fox	Secretary		
4				
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6				
7				
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Corporate trustees – names of the directors at the date the report was approved

Director name		

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	All assets belong to the Pre-School and are used to keep the Pre-School running for the benefit of the wider community. The charity doesn't have its own assets, everything belongs to the Pre-School.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Log cabin
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	J.fox	NK Fox
Full name(s)	Jordan fox.	Narelle Fox
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	25/1/2022	