

### Statement of Financial Activities

Income & Expenditure for the period ended 17th August 2020	Unrestricted funds	Restricted funds	<b>2019/20 Total</b>	Prior Year 2018/19 Total
	£	£	£	£
<b>Incoming Resources</b>				
Fees	58528	-	58528	79538
Early Years & Support Funding; Other Government Funding	110612	-	110612	130264
Fund-raising	1040	-	1040	3686
Grants	0	-	0	250
Interest received	1062	-	1062	830
Donations	10	-	10	2000
Other Income	0	-	0	827
<b>Total incoming resources</b>	<b>171252</b>	<b>-</b>	<b>171252</b>	<b>217394</b>
<b>Resources Expended</b>				
Staff costs	157355	-	157355	167152
PLA levy and Insurance; Buildings Insurance	4025	-	4025	3948
Supplies and Equipment	5749	-	5749	10551
Utilities and Maintenance	2237	-	2237	3059
Postage, stationery, printing and telephone	503	-	503	514
Costs of Fund-raising	524	-	524	689
Sundry expenses	389	-	389	1665
Training	134	-	134	1296
Bank charges	175	-	175	174
Depreciation	3698	-	3698	4645
<b>Total resources expended</b>	<b>174789</b>	<b>-</b>	<b>174789</b>	<b>193691</b>
<b>Net income / (expenditure)</b>	<b>(3537)</b>	<b>-</b>	<b>(3537)</b>	<b>23703</b>

General Fund brought forward	184318	-	184318	160615
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>180781</b>	<b>-</b>	<b>180781</b>	<b>184318</b>

### Balance Sheet

	<b>2019/20</b>		2018/19	
	£	£	£	£
<b>Fixed Assets</b>				
Fixtures, fittings & equipment balance b/f	18488		23	
Additions	0		23110	
	18488		23133	
Less depreciation	3698		4645	
<b>Total fixed assets</b>		<b>14790</b>		<b>18488</b>
<b>Current Assets</b>				
Cash in hand	181		161	
Balance at bank - Current Accounts	57177		56746	
- Contingency Reserves Account	112275		112350	
Debtors & prepayments	0		0	
<b>Total current assets</b>	<b>169633</b>		<b>169257</b>	
<b>Less Current Liabilities</b>				
Creditors & deferred income	3642		3427	
<b>Less Provisions for liabilities and charges</b>	<b>0</b>		<b>0</b>	
<b>Net current assets/(liabilities)</b>		<b>165991</b>		<b>165830</b>
<b>NET ASSETS</b>		<b>180781</b>		<b>184318</b>
<b>Funds of the Charity</b>				
Unrestricted funds		180781		184318
Restricted funds		-		-
<b>TOTAL FUNDS</b>		<b>180781</b>		<b>184318</b>

Date	19 <sup>th</sup> NOVEMBER 2020
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Signed by one trustee on behalf of all the trustees	Signature	Print Name
		AMY CLOONEY

## Notes to the Accounts

### Basis of preparation

These accounts have been prepared on the basis of historic cost and in accordance with:

- the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)
- the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- and the Charities Act 2011.

The charity is a public benefit entity.

### Accounting Policies

- Incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income, when it is more likely than not that the income will be received, and the monetary value can be accurately quantified.
- Where incoming resources have related expenditure (for example fund raising) the incoming resources and related expenditure are reported gross.
- Investment income is included in the accounts when receipt is probable and the amount can be accurately quantified.
- Tangible Fixed Assets purchased from funds generated by the charity are capitalised if they cost more than £1000 and their estimated useful life is more than one year. They are valued at cost.
- Depreciation is calculated on the basis of 20% reducing balance.
- Creditors are measured at their settlement amount.
- Debtors are measured on recoverable amounts.

### Reserves Policy

The charity sets aside reserves to cover the contingency of closure and subsequent payment of all statutory payments (such as redundancy payments), sufficient funds to cover cash flow requirements in the case of a significant reduction in income or unexpected additional costs, and future building maintenance and accommodation development costs.

The level of reserves is maintained at the appropriate level by way of provision from current income. The level of reserves as at the last day of the financial year was £112275 (2018/19 £112350).

### Debtors and prepayments

	2019/20	2018/19
	£	£
Debtors, prepayments, accrued income	0	0

### Creditors and deferred income

	2019/20	2018/19
	£	£
Trade creditors	2474	237
Taxation and Social Security	1168	3190
	<u>3642</u>	<u>3427</u>

### Tangible Fixed Assets

	Land & buildings	Plant, machinery & vehicles	Fixtures, fittings & equipment	Total
	£	£	£	£
Balance brought forward	0	0	18488	18488
Additions	0	0	0	0
Disposals	0	0	0	0
Depreciation charge for year	0	0	(3698)	(3698)
<b>Balance carried forward</b>	<b>0</b>	<b>0</b>	<b>14790</b>	<b>14790</b>

### Independent examiner's fees

Fees payable for the independent examination of the 2019-20 Annual Accounts £180 (fees payable for the independent examination of the 2018-19 Annual Accounts £120).

<b>Paid employees</b>		2019/20	2018/19
		£	£
Staff costs	Salaries & wages	150125	159145
	Social Security costs (Employers National Insurance *)	4995	6099
	Pension costs (defined contribution scheme)	2235	1908
	Other employee benefits	0	0
		<u>157355</u>	<u>167152</u>

\* after National Insurance Employment Allowance

No employees received employee benefits for the reporting period of more than £60,000.

The average headcount (number of staff employed) during the year was 13 (previous year 13). All employees work is in respect of charitable activities.

### **Pensions**

Defined Contribution Pension Scheme: Total employer contributions of £2235 (2018/19 £1908) included in Statement of Financial Activities as an expense. The costs of the defined contribution scheme relate to staff working in respect of charitable activities and are charged to unrestricted funds.

### **Transactions with trustees and related parties**

None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity.

No trustees have been paid expenses for fulfilling their duties.

There have been no related party transactions in the reporting period.

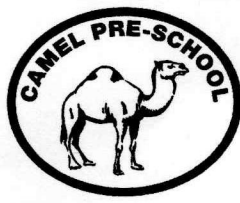
### **Income received from central or local government**

The charity receives income from Oxfordshire County Council with regard to Early Education Funding (including 2YO funding support), Early Years Special Educational Needs funding, the Inclusion Support Scheme, and this year a £50 grant towards PPE/cleaning costs due to the COVID-19 outbreak. Total amount received £105061 (2018/19 £130264). During the year the charity also received £5551 (2018/19 £0) from the Coronavirus Job Retention Scheme.

Total income received from central or local government £110612 (2018/19 £130264).

### **Donations**

The charity received a donation of £10 during the 2019-20 financial year. The prior year 2018-19 donation figure of £2000 was from North Drive Pre-School, a local pre-school which had to close.



## Trustees' Annual Report for the period

From: 18.08.19 To: 17.08.20

Charity name: Camel Pre-School Charity Registration Number: 1023768

### OBJECTIVES AND ACTIVITIES

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

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:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the rights 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;
- (b) 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;
- (c) instigating and adhering to and furthering the aims and objects of the Pre-School Learning Alliance.

*Summary of the main activities undertaken for the public benefit in relation to the objectives:*

In adopting the Pre-school Learning Alliance Model Constitution for Pre-schools, and in planning our activities and formulating our policies, the trustees have given due regard to the guidance on public benefit published by the Charity Commission.

In the furtherance of these aims, the Pre-School provides morning and afternoon sessional care, lunch clubs, full day care (9am to 3pm) and out of school care (Breakfast Club from 8am and After School Club 3pm – 6pm) during school term time for both pre-school children and school age children from all backgrounds within the local community. The Pre-School also runs holiday clubs for part of the school holidays. The Pre-School provides flexible childcare, offering attendance patterns to accommodate the needs of individual children and families. Parents can also opt to use out of school care in conjunction with day time care, benefiting from maximum flexibility. The day time sessions are attended by a mix of ages between 2 and 5. The out of school care is attended by children of both pre-school age and school age.

Camel Pre-School has two designated Special Needs Co-ordinators and an Equal Opportunities Co-ordinator, all of whom have undergone the requisite training. Co-ordinators regularly update their training, and contribute to the formulating of the Pre-School's policies and plans. We currently have children with a variety of additional needs attending both pre-school and out of school care sessions, and we are in regular contact with the appropriate organisations in order that we meet those needs. The pre-school building has two access ramps; one for the main entrance to the building and one from the building into the children's play area. The premises also has other adaptations such as a disabled toilet, and low level sinks.

The Pre-School provides a safe and stimulating environment, and is committed to safeguarding and promoting the welfare of the children attending. Each child has a named key person, who liaises with the parents/guardians and ensures that the child settles well and who acts as a primary contact point. Parents receive regular newsletters providing information about the pre-school's activities and forthcoming events, and are updated about their child's progress on both a formal and informal basis.

Camel Pre-School is located in the grounds of Stockham Primary School, and the two organisations are linked together as a Partnership Foundation Stage Unit.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Governing document: Pre-school Learning Alliance Pre-school Constitution.

The Pre-School is an unincorporated charitable association.

Recruitment and appointment of new trustees is from the membership of the Pre-School, via the Pre-School committee.

The overall management and control of the Pre-School resides with the individual members of the Pre-School's management committee. At least 2 management committee meetings must be held each year, although due to the nature of the work undertaken by the Pre-School more frequent meetings are usually held.

### **REFERENCE AND ADMINISTRATION INFORMATION**

Charity name: Camel Pre-School

Registered Charity Number: 1023768

Charity's Principal address: Camel Pre-School  
Stockham Primary School  
Stockham Way  
Wantage  
OXON OX12 9HL

#### *Names of the charity trustees who manage the charity*

NAME	OFFICE (if any)	Dates acted (if not for full year)
A. Clooney	Joint Chair	
C. Pimm	Joint Chair	
A. Young	Secretary	
R. Garrard	Treasurer	
L. Payne		

#### *Names of individuals appointed to hold title to property belonging to the charity: Holding (Custodian) Trustees for Building Lease*

M. Kelly  
J. Harvey

Individuals named are not charity trustees (in accordance with the Camel Pre-School constitution).

## **FINANCIAL REVIEW**

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

This financial year has been very challenging, both financially and operationally, due to the COVID-19 control measures. However, the overall impact has been reduced due to continued Early Education funding and the control of expenditure.

Although the COVID-19 control measures from March 2020 meant that the charity reported a small deficit on the financial year, at the end of the financial year the charity remains in a secure financial position. Camel Pre-School fully reopened in September, and demand for places remains high. The level of funds held are sufficient to provide both the resilience to manage any changes in operational guidance, and to ensure financial sustainability for the year to come.

### *Reserves Policy*

The charity sets aside reserves to cover the contingency of closure and subsequent payment of all statutory payments (such as redundancy payments), sufficient funds to cover cash flow requirements in the case of a significant reduction in income or unexpected additional costs, and future building maintenance and accommodation development costs. The level of reserves is monitored and reviewed at least yearly, and is maintained at the appropriate level by way of provision from current income. The level of reserves as at the last day of the financial year was £112275 (2018/19 £112350).

## **ACHIEVEMENTS AND PERFORMANCE**

For the period September 2019 to March 2020 Camel Pre-School provided morning and afternoon sessional care, lunch clubs, full day care, breakfast clubs and after school clubs during school term time. Holiday Clubs were also run during the October and February half terms. Due to the COVID-19 control measures, the Pre-School closed towards the end of March. We then reopened for pre-school age children in June, although with reduced numbers and sessions following the protective measures required under government guidance in force at the time. We were unable to run any further holiday clubs during the rest of the financial year. Following the revision of government guidance with effect from the start of the new school year, and extensive planning and preparation, Camel Pre-School fully reopened to all children in September 2020.

A total of 102 children attended pre-school, breakfast club and after school sessions during the course of the year. Of this total, 40 accessed solely pre-school care, 50 accessed out of school care and 12 accessed both pre-school and out of school care. The two half term holiday clubs were accessed by 50 children overall, attending mornings, afternoons, short days, or full days. The holiday clubs provide the children with the opportunity to play and have fun in a safe environment with children and staff that they know.

Camel Pre-School has an enthusiastic and committed staff, led by a Manager and a Supervisor, both holding appropriate Early Years Qualifications and being very experienced in childcare. During the year they were supported by nine other pre-school staff members, who all have wide experience in childcare and hold childcare qualifications at various levels. Seven of these staff members are qualified at NVQ Level 3 or above. Each year the staff undertake additional training in line with Ofsted and management requirements, including continuing professional development and updating Child Protection training. The Pre-School also employs two part time administration and support staff.

Our latest Ofsted report for early years provision, received following an inspection in Autumn 2017, stated that Camel Pre-School was a good pre-school. The report stated that children benefit from a nurturing environment and a strong key-person system, and have good opportunities to learn about the local community and wider world. Children have a strong sense of belonging and are emotionally secure, and are self-motivated and enjoy their time at pre-school. Staff work well with parents and keep them fully informed about their children's learning and development. Parents speak highly of the staff team and the service they receive. In order to further develop our links with parents and the

community we have set up a dedicated Camel Pre-School website, which includes childcare policies, our prospectus, newsletters, and details of staff training, term dates, fees and future events.

Since January 2017 Camel Pre-School has run a workplace pension scheme for staff in accordance with our Automatic Enrolment duties. During the year we also reviewed our policies in line with the Early Years Foundation Stage, and policies continue to be reviewed on a rolling program.

Fund raising, and additional funding from Oxfordshire County Council to support children's development, has enabled us to make new purchases of equipment in order to improve the resources available to the children attending sessions. Equipment purchased includes additional indoor and outside play equipment, and updating our learning resources for literacy, measuring & numeracy.

At the end of the Autumn term all pre-school children were invited to a Christmas party held in the afternoon of the last day of term, which was very successful. During the year the pre-school children took part in World Book Day, and also Children in Need Day raising funds for charity. The Pre-School also has links with Framland Care Home - the children visit to play games and sing, however this year the children were unable to visit due to the COVID-19 control measures. In addition, due to the restrictions, the pre-school children have not been able to go on the summer outing this year.

Camel Pre-School strives to ensure that the opportunity to benefit from attending the pre-school is available to the whole community, regardless of financial considerations, by:

- Taking part in the Early Education Funding Scheme providing the universal free entitlement of up to 15 hours a week (and the extended entitlement of an additional 15 hours per week for working parents) to three & four year-old children for 38 weeks a year, and allowing parents to use their entitlement flexibly to maximise the benefit.
- Providing places under the Early Education Entitlement for two year olds scheme.
- Providing the opportunity to pay fees termly or in instalments (monthly, weekly or other timings as agreed).
- Offering flexibility, so that families can re-arrange the sessions attended to meet changes in their personal or financial situation.
- Supporting families in investigating alternative funding available.
- Undertaking fund raising activities to supplement the Pre-School's income, ensuring that fees charged are kept as low as possible. During the year Camel Pre-School has run two children's discos, and a number of events at Christmas to raise funds. As the majority of our fund raising events each year usually take place from March onwards, funds raised this year are lower than previous years due to the CV-19 outbreak. Net fund raising amounted to £516 (2018/19 £2997).

There is on-going liaison and joint activities between Camel Pre-School and Stockham Primary School, especially in regard to the Foundation Stage of the school. Children from Camel Pre-School took part in the school Christmas play, and older pre-school children regularly take part in the Key Stage 1 assemblies.

#### **DECLARATION**

The trustees have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature:



Position: CHAIR

Full name:

AMY CLOONEY

Date: 19<sup>th</sup> NOVEMBER 2020



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Camel Pre-School

On accounts for the year  
ended

17 August 2020

Charity no  
(if any)

1023768

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 17 August 2020.

Responsibilities and  
basis of report

As the charity's trustees, 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 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed:

[Redacted Signature]

Date:

19 November 2020

Name:

Luke Chown

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

Institute of Chartered Accountants in England and Wales

Address:

[Redacted Address]

**Section B**

**Disclosure**

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

**Give here brief details of any items that the examiner wishes to disclose.**

n/a - none