



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month Sept	Year 2020		Day 31	Month August	Year 2021

## Section A Reference and administration details

**Charity name** Montacute Pre-School

**Other names charity is known by**

**Registered charity number (if any)** 1024088

Baptist Church School Rooms

South Street

MONTACUTE Somerset

**Postcode**

TA15 6XD

### 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	Emma Lloyd	Chairperson		
2	Sam Pattison	Vice Chair/Secretary		
3	Zoe Campbell	Treasurer		
4	Melanie Wilkins			
5	Susan Purchase			
6	Melissa Dodds			
7	Claire Jackson			
8	Christiane Doey			
9	Simon Staniland			
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20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**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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**Section B Structure, governance and management**

**Description of the charity’s trusts**

Type of governing document  
(eg. trust deed, constitution)

Constitution – Pre-School Learning Alliance  
Pre-School Constitution 2011

How the charity is constituted  
(eg. trust, association, company)

Run by a committee of which a minimum of 60% must be Family Members. The remainder may be affiliated.

Trustee selection methods  
(eg. appointed by, elected by)

By election of members of the Pre-School. Officers and Committee members are elected for one year at the Annual General Meeting.

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity’s organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees’ consideration of major risks and the system and procedures to manage them.

DBS checks are carried out on all staff, bank staff and committee members. There is a Safeguarding and Child Protection policy in place.

The charity is a Pre-School and is regulated by Ofsted. The Pre-School adheres to strict guidelines as laid out by Ofsted and delivers the Early Years Foundation Stage curriculum.

The Pre-School receives support and advice from the Early Years Alliance and from the local Early Years team.

Montacute Pre-School also works closely with the local community and takes part in local events such as the annual carnival (although this year, due to Covid-19, the carnival did not take place).

**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

Montacute Pre-School aims to enhance the development and education of children under statutory school age by offering appropriate play, education and care facilities.

The Pre-School offers 8 mixed age sessions across 5 mornings and 3 afternoons for 38 weeks of the year. Children are given access to a variety of learning opportunities and experiences and supported by external professionals where appropriate. Staff also work hard to encourage, advise and support parents as required or requested.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

Montacute Pre-School is run and supported by volunteers and is grateful to the parents who give up their time to support in managing the pre-school, assist in sessions and support activities and events.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



**Summary of the main achievements of the charity during the year**

Montacute Pre-School are very pleased to have received the highest award of 'OUTSTANDING' from Ofsted in December 2013.

Fundraising activities were minimal this year due to the Covid-19 restrictions.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The aim is to hold sufficient reserves to cover fees for one term to allow for late payment of government funding and fluctuating numbers of children. Reserves will also meet the requirement to fund redundancy payments should the need arise.

### Details of any funds materially in deficit

None to report

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Pre-School's primary sources of funding are from Early Years Entitlement and from parent paid fees.

Secondary sources are made up of grants, fundraising and donations.

The primary expenditure is on staff wages and training.

## Section F

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Emma Lloyd	Mrs Zoe Campbell
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	2 November 2021	

**MONTACUTE PRE-SCHOOL**

Registered Charity No. 1024088

**Receipts and Payments Account as at 31 August**

	<b>2021</b>			<b>2020</b>		
<b>Receipts</b>	£	£	£	£	£	£
Opening Bank Balances						
Current Account		9677.87			8120.77	
Deposit Account		29154.24			29139.61	
			<u>38832.11</u>			37260.38
Fees Received:						
Parents	13014.60			19220.50		
Somerset CC	60456.09			57646.23		
		<u>73470.69</u>			76866.73	
Fundraising		1987.47			2634.95	
Grant		1598.00			2000.00	
Milk Refund		165.97			149.19	
Interest on Deposit A/C		5.56			14.63	
Consumables Fee		4251.67			4001.80	
HMRC CJRS		<u>404.30</u>			<u>5294.81</u>	
			81883.66			90962.11
			<u><b>120715.77</b></u>			<u><b>128222.49</b></u>
<b>Payments</b>		£	£		£	£
Wages		76916.38			78122.09	
Hall Rent		4595.00			3390.75	
Milk		169.24			151.09	
Telephone		900.11			950.42	
Consumables		1584.41			4906.08	
Fundraising		3425.71			222.45	
Insurance		610.61			610.61	
Membership Fees		159.24			158.00	
Course Fees		915.00			760.00	
Others		<u>90.90</u>			<u>118.89</u>	
			89366.60			89390.38
Closing Bank Balances						
Current Account		2189.37			9677.87	
Deposit Account		<u>29159.80</u>			<u>29154.24</u>	
			31349.17			38832.11
			<u><b>120715.77</b></u>			<u><b>128222.49</b></u>

# **MONTACUTE PRE-SCHOOL**

Charity Number : 1024088

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MONTACUTE PRE-SCHOOL**

**For the Year ended 31st August 2021**

I report on the accounts of the Pre-School for the year ended 31st August 2021.

### **Respective responsibilities of the trustees and the examiner**

The trustees are responsible for the preparation of financial statements, and consider that the audit requirement of section 43(2) of the Charities Act 1993 (the act) does not apply. It is my responsibility to examine the accounts under section 43(3)(a) of the act, follow the procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the act and to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

I conducted my examination in accordance with the General Directions given by the Charity Commissioners. An examination includes, a review of the accounting records kept by the charity and comparison of the accounts with these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by these accounts.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the 1933 Act and to prepare accounts which accord with these records, have not been met.
2. to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**E. C. CHANT**  
Accountant

18th November 2021

The Old Coach House  
East Coker  
Yeovil  
Somerset