

The Management Committee, who are the Trustees and Representatives of the Charity, have pleasure in presenting their report and the financial statements of the Charity for the year ended 31st July 2020.

LEGAL & ADMINISTRATIVE DETAILS

Registered Charity Name Oundle Community Pre-School

Registered Charity Number 1025457

Registered Office Fletton House
Glaphorn Road
Oundle
Peterborough
Cambs
PE8 4JA

Board of Trustees Judy Potts

Management Team Timothy Morrison
Clare Ryder - Chair
Helen Weston - Secretary
Georgie Raison - Treasurer
Ms Georgina Murray - Pre School Manager
Mrs Michaela Lee - Deputy Pre School Leader

Independent Representatives

Independent Examiner D H Kelland
Meadows & Co
Chartered Accountants
Headlands House
1 Kings Court
Kettering Parkway
Kettering

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The charity was established in 1963 and is governed under its constitution dated 13th November 2008.

Recruitment and Appointment of Management Committee

The charity trustees for the purposes of charity law are known as members of the management committee of committee members. Under the requirements of the constitution the committee members are elected to serve for a period of one year after which they must be re-elected at the next Annual General Meeting.

The management committee meets regularly having had 4 meetings in 2019/20 with an average attendance of 78% to review the activities and performance of the charity. Written papers covering various operational, strategic and financial topics are prepared for all committee members, in

advance of meetings, and, where this is not possible for operational reasons, verbal updates at the meetings are recorded in the Minutes.

Risk Management

The committee members and staff have reviewed, and continue to keep under review, all the major risks to which the Pre-School is exposed, including the writing and updating of policies and procedures, compliance with legalisation and protecting the Health and Safety of children, staff and volunteers, parents and visitors to the Pre-School.

Public Benefit

The Committee members acknowledge that the charity complies with the Charities Act 2011 regarding providing a public benefit.

They have referred to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing aims and objects and in planning future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set. The Trustees ensure that these activities are carried out for the public benefit by delivering services that are valued by the people we support and enable those with responsibility in the sector to develop and adopt best practice, thereby promoting a transparent and efficiently managed charity that engenders public confidence and trust. The requirements of OFSTED, with which we are compliant, ensure that we are continuously striving for best practice.

OBJECTS AND ACTIVITIES

The main activity of the Charity is to run a Pre-School for children aged 2 – 4 years old, 5 mornings a week, and two afternoon session. It provides a high quality, safe, caring environment in which children start their early years' learning. The Pre-School strictly adheres to the Early Years Foundation Stage Framework and current understanding about how to support children to learn. Staff, the committee and parents value diversity and welcome children from a wide range of backgrounds, cultures and with differing abilities.

OUR SERVICE USERS

Parents from Oundle and the surrounding villages bring their children to the Pre-School or the parent and children group that the Pre-School runs. The majority of sessions are funded by Central Government, administered by Northants County Council. Government provides universal funding for 3-4 year olds and targeted funding for 2 year olds.

ACHIEVEMENTS AND PERFORMANCE

2019/2020

Our numbers started good and slowly increased with roughly 103 sessions being taken up per week by 26 children at the beginning of the year and 141 sessions per week being attended by 33 children at the end of the year. A lot of the children will be leaving to go to school in July 2020. The Committee members and Parents organised a successful Christmas market and this raised much needed funds for the Pre School, however the Easter 'Egg'stravaganza could not take place this year due to Covid-19. Child progress continues to be reported to parents both daily at drop off and pick up time, and regularly using our online records of achievement.

PEOPLE

Two new members of staff joined the Pre-School in September 2019, however only one remained after the probationary period due to low numbers of children joining the setting. Michaela Lee has been promoted to Deputy due to Alison Flint reducing her hours.

All members of staff participated in online training courses to update their knowledge. Georgina Murray completed her Master's degree.

FINANCIAL REVIEW

The 2019/2020 accounts show that we made a £2371.55 profit.

Reserves Policy

Our reserves policy is to aim to achieve three months of operating costs as free reserves which can be drawn upon if there is any delay in the receipt of government funding and to pay staff and outstanding costs in the case of us having to close the Pre-School.

RESPONSIBILITIES OF THE TRUSTEES

The Charity's trustees are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principals in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINER

D H Kelland has been re-appointed as independent examiner for the ensuing year.

Signed on behalf of the trustees

Oundle Community Pre-School
Accounts for the year ended 31st July 20
Receipts and Payments Account

	Y/E 31/07/2020	Y/E 31/07/2019
<u>Income Receipts</u>		
From Voluntary Sources		
Grants and Donations	1250.00	0.00
Snack Donation	360.36	200.97
Fund-raising events	671.52	754.16
	2281.88	955.13
From Charitable Trading Activities		
Registration Fees(inc Mini Mondays)	62220.19	57411.06
Interest Received	20.54	21.35
Sale of sweatshirts and photographs	52.00	685.00
	62292.73	58117.41
Total Receipts for the year	£64,574.61	£59,072.54
<u>Payments</u>		
Direct Charitable Expenditure		
Telephone Charges	312.12	230.89
Staff Wages	53751.49	44869.90
Rental	5000.00	7610.00
Toys, Consumables	105.12	716.42
Insurance, Repairs and Renewals	50.00	706.19
Snack Expenditure	284.31	382.45
Training Grants spent	901.72	148.00
Purchase of sweatshirts and photographs	0.00	552.33
Registration Fees & Subs	584.34	374.36
	60989.10	55590.54
Other Expenditure		
Grant money spent	0.00	0.00
Trip / Party Expenses	0.00	0.00
Fundraising Costs	40.00	35.00
Accountancy Charges	0.00	0.00
Legal Expenses	0.00	0.00
Printing, Stationary and Advertising	147.04	326.30
Miscellaneous, Cleaning and Sundry Costs	1006.38	1254.45
	1193.42	1615.75
Total Payment for the year	£62,182.52	£57,206.29
Net (payments)/Receipts for the year	2392.09	1866.25
Bank Balances as at 31st July 2019	31121.19	29254.94
	£33,513.28	£31,121.19

Statement of Assets and Liability

Bank and Cash Balances

Petty Cash Tin	0.00	0.00
Current Account	21257.78	18886.23
Reserve Account	12255.50	12234.96
	£33,513.28	£31,121.19

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
OUNDLE COMMUNITY PRE-SCHOOL
YEAR ENDED 31 JULY 2020

I report on the un-audited Receipts & Payments account of the charity for the year ended 31 July 2020.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE INDEPENDENT EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

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 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: D H KELLAND

MEADOWS & CO
Chartered Accountants
Headlands House
1 Kings Court
Kettering Parkway
Kettering

10 January 2021