

Youth Club Pre-School AGM

08/02/2021

Chair Report

The pre-school is a charity that is managed by a volunteer chair and committee who support the pre-school manager – Lyn Cousins and her team. This year has been over-shadowed with dealing with the COVID-19 pandemic and the challenges that presented. We delayed our AGM while we considered the best approach due to the pandemic.

There were some changes to the committee in the Autumn 2019 term with the previous chair and treasurer stepping down as well as 3 committee members. We welcomed 4 new committee members.

We started the year with 51 children rising to 57 by the spring term 2020 and 65 by the summer term 2020.

In October, with the help of some of our parents we cleared our outdoor play area ready for a wet pour surface to be laid. This has really improved the space making it more usable in a variety of weathers and creates a nice bright environment for the children to explore. There is still some work to go to improve it further and we hope to make some changes next year.

We had the brilliant news of retaining our outstanding Ofsted rating for the third time in a row when we were inspected in November 2019. We were assessed under the updated Ofsted framework so this was even more of a success that we were able to achieve such a good rating.

Christmas was successful with a fantastic Christmas performance and raffle. We organised a trip to Gullivers Land for parents and children to see Santa, everyone had a great time. In February half term the children completed a 'Colour Hunt' which was enjoyed thoroughly and also helped with our fundraising.

With the news of the first lockdown in March 2020 we had to take the decision to close the pre-school. We reviewed the need to stay open for key workers and vulnerable children however we only had 2 parents who would have used the pre-school and no vulnerable children on the register. It was a difficult decision to make but we decided it would not be viable to open as we also have staff who needed to shield. We refunded any fees that had already been charged for the last 2 weeks of the spring 2020 term. We followed the government guidance about continuing to pay staff as we were still in receipt of our early years funding. We rent our premises from the local council and they cancelled our rent for the period we were closed. Staff communicated with parents via social media and our Tapestry platform trying to maintain engagement for the children and offer ideas of activities and things to do with children at home.

In June 2020 following the easing of restrictions, we re-opened and were able to take a reduced number of children. We operated a bubble system and made changes to the way children were dropped off and collected to keep everyone as safe as possible. Due to restrictions, we weren't able to run our usual Sports Day or trip. We also missed out on the community 'Strawberry Fayre' event as this was cancelled due to COVID restrictions. We were able to do a 'Bag2School' collection for used clothes and this went well.

We were able to say goodbye to our school leavers with a special party, sadly parents couldn't attend but we took photos and videos and shared these.

The committee took the decision this year to introduce a voluntary contribution towards snacks and other consumables. This is shown on an invoice to parents on a half-termly basis and it is made clear it's voluntary and parents are not chased for payment. We have received a good response from this and it has helped hugely towards our ongoing costs for snacks but also consumables such as hand sanitiser and gloves which as our need for these has increased this year.

Plans for the future

Our focus for the future is to continue to provide an outstanding pre-school for the next co-hort of children who are growing up in a different world due to the pandemic. We recognise that there could be some that could be some impacts on their development due to this new 'lockdown life' and we understand our role as early years professionals in offering the right kind of environment for children to learn and develop .

We are also trying to build up some community fundraising so that we can buy new equipment for the children and continue to upgrade our outdoor space.

Rachel Cahill

Chair, Youth Club Pre-School Committee

This period only

Nominal Code	Name	Last Financial Year	
		Debit	Credit
0020	Canopy	3,346.68	
0025	Canopy Accumulated Depreciation		1,330.00
0060	Computer Equipment	1,587.94	
0061	Computer Equipment - Accumulated Depreciation		987.00
1100	Trade Debtors	66.60	
1200	Bank Main Account	470.74	
1210	Petty Cash		19.10
1250	Reserve Account		9,925.35
1260	Fundraising Account		804.54
3100	Profit and Loss Account		2,325.36
4000	Fee income (from parents)		12,281.55
4001	Council Funding - Fees		126,354.87
4002	Fundraising income		1,999.15
4003	Tshirt sales		448.50
4009	Day out income		592.30
4011	Snack Income (from parents)		410.00
4900	Miscellaneous income		323.85
5000	Materials Purchased	367.39	
5001	Snack for children	233.28	
5002	Fundraising Purchases	2,768.68	
5003	Day out expense	615.45	
5009	Toys and Equipment (Main)	280.14	
6201	Advertising	66.00	
6202	Early years pupil premium	208.92	
6204	DAF	604.94	
7003	Wages	121,257.52	
7004	Employers NI costs	4,448.42	
7010	Employers Pension (NEST)	1,963.46	
7100	Rent	8,693.50	
7403	Staff Welfare	160.67	
7500	Printing, postage and stationary	336.21	
7530	Telephone	241.62	

**YOUTH CLUB PRE SCHOOL
UNAUDITED FINANCIAL STATEMENTS
31 AUGUST 2020**

Charity Number 1026827

YOUTH CLUB PRE SCHOOL
FINANCIAL STATEMENTS YEAR ENDED
31 AUGUST 2020

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YOUTH CLUB PRE SCHOOL

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 AUGUST 2020

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 August 2020.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	Youth Club Pre School
Charity registration number	1026827
Principal office	Wolverton Road Newport Pagnell Bucks MK16 8HX

The trustees

The trustees who served the charity during the period were as follows:

Rachel Cahill - Chair
Michelle Quill – Treasurer
Charlotte Griffiths – Secretary
Eleni Holland
Karen Wissen
Kate Wolfe
Michelle Simkins
Faye Windsor

Secretary	Charlotte Griffiths
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STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity is governed by a document known as a constitution. It is an unincorporated association administered by trustees who are elected during the year.

OBJECTIVES AND ACTIVITIES

The principal purpose of the Pre-School is to enhance the development and education of children under statutory school age.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

The focus of our activities remains as the enhancement and development of children under statutory school age and a programme linked to the Early Years Foundation Statue (EYFS) and infant orientated events and activities.

This benefits the children by developing their confidence and social skills and helps them to settle into school when leaving. It also offers opportunities for activities to be offered that may not otherwise be experienced.

YOUTH CLUB PRE SCHOOL

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 AUGUST 2020

ACHIEVEMENTS AND PERFORMANCE

The pre-school is a charity that is managed by a volunteer chair and committee who support the pre-school manager – Lyn Cousins and her team. This year has been over-shadowed with dealing with the COVID-19 pandemic and the challenges that it presented. We delayed our AGM while we considered the best approach due to the pandemic.

There were some changes to the committee in the Autumn 2019 term with the previous chair and treasurer stepping down as well as 3 committee members. We welcomed 4 new committee members. We started the year with 51 children rising to 57 by the spring term 2020 and 65 by the summer term 2020.

In October, with the help of some of our parents we cleared our outdoor play area ready for a wet pour surface to be laid. This has really improved the space making it more usable in a variety of weathers and creates a nice bright environment for the children to explore. There is still some work to go to improve it further and we hope to make some changes next year.

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YOUTH CLUB PRE SCHOOL

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 AUGUST 2020

The committee took the decision this year to introduce a voluntary contribution towards snacks and other consumables. This is shown on an invoice to parents on a half-termly basis and it is made clear it is voluntary and parents are not chased for payment. We have received a good response from this, and it has helped hugely towards our ongoing costs for snacks but also consumables such as hand sanitiser and gloves as our need for these has increased this year.

FINANCIAL REVIEW

The objective of a charity is not to make a profit/surplus but to ensure that expenses are covered. The Pre-School's financial results show a deficit this year of (£9,919) compared to a deficit of (£15,650) last year. The previous year had a higher deficit as a result of an increase in staff costs, the resurfacing of the outdoor play area due to health and safety issues and the purchase of an art cupboard. As a result of the pandemic, the Pre-school closed for two months this year but still had outgoings resulting in a deficit again this year.

The deficit will decrease the balance of our reserves but reserves overall will remain in line with guidelines for redundancies in the unlikely event of the setting's closure in line with our reserves policy.

PLANS FOR FUTURE PERIODS

Our focus for the future is to continue to provide an outstanding pre-school for the next cohort of children who are growing up in a different world due to the pandemic. We recognise that there could be some that could have some impacts on their development due to this new 'lockdown life' and we understand our role as early years professionals in offering the right kind of environment for children to learn and develop.

We are also trying to build up some community fundraising so that we can buy new equipment for the children and continue to upgrade our outdoor space.

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 principles 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.

YOUTH CLUB PRE SCHOOL

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 AUGUST 2020

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

Zoe Foo FCCA has been re-appointed as independent examiner for the ensuing year.

Signed on behalf of the trustees

Committee member

8th February 2021

YOUTH CLUB PRE SCHOOL
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
YOUTH CLUB PRE SCHOOL
YEAR ENDED 31 AUGUST 2020

I report on the accounts of the charity for the year ended 31 August 2020 which are set out on pages 7 to 11.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND 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;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to 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 Act

have 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.

YOUTH CLUB PRE SCHOOL

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
YOUTH CLUB PRE SCHOOL *(continued)***

YEAR ENDED 31 AUGUST 2020

Zoe Foo FCCA
Independent examiner
108 Priory Street
Newport Pagnell
Buckinghamshire
MK16 9BL

8th February 2021

YOUTH CLUB PRE SCHOOL
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 AUGUST 2020

	Note	Total Funds 2020 £	Total Funds 2019 £
INCOMING RESOURCES			
Incoming resources from generating funds:			
Voluntary income	2	140,411	143,199
Incoming resources from charitable activities	3	4,630	6,538
TOTAL INCOMING RESOURCES		<u>145,041</u>	<u>149,737</u>
RESOURCES EXPENDED			
Charitable activities		(153,104)	(163,555)
Governance costs	4	(1,856)	(1,832)
TOTAL RESOURCES EXPENDED		<u>(154,960)</u>	<u>(165,387)</u>
NET INCOMING RESOURCES FOR THE YEAR	5	<u>(9,919)</u>	<u>(15,650)</u>
RECONCILIATION OF FUNDS			
Total funds brought forward		72,801	88,451
TOTAL FUNDS CARRIED FORWARD		<u>62,882</u>	<u>72,801</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All the above amounts relate to continuing activities.

The notes on pages 9 to 11 form part of these financial statements.

YOUTH CLUB PRE SCHOOL

BALANCE SHEET

31 AUGUST 2020

	Note	2020 £	£	2019 £
FIXED ASSETS				
Tangible assets	7		2,618	3,350
CURRENT ASSETS				
Debtors	8	262		202
Cash at bank and in hand		60,197		70,476
		<u>60,459</u>		<u>70,678</u>
CREDITORS: Amounts falling due within one Year	9	<u>195</u>		<u>1,227</u>
NET CURRENT ASSETS			60,265	69,451
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>62,882</u>	<u>72,801</u>
FUNDS				
Unrestricted income funds	10		62,882	72,801
TOTAL FUNDS			<u>62,882</u>	<u>72,801</u>

These financial statements were approved by the members of the committee and authorised for issue on the 8th February 2021 and are signed on their behalf by:

Committee member

Pre-School Manager

The notes on pages 9 to 11 form part of these financial statements.

YOUTH CLUB PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2020

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in July 2014 (SORP FRS102).

Fixed assets

All fixed assets are initially recorded at cost.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Equipment	-	over 4 years
Fixtures & Fittings	-	over 10 years

2. VOLUNTARY INCOME

	Unrestricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£
Income			
Income	139,046	139,046	141,197
Uniform sales	449	449	323
Other income	916	916	1,679
	<u>140,411</u>	<u>140,411</u>	<u>143,199</u>

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£
Fundraising	1,999	1,999	3,030
Employment allowance	2,631	2,631	3,508
	<u>4,630</u>	<u>4,630</u>	<u>6,538</u>

YOUTH CLUB PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2020

4. GOVERNANCE COSTS

	Unrestricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£
Accountancy fees	1,124	1,124	1,267
Depreciation	732	732	565
	<u>1,856</u>	<u>1,856</u>	<u>1,832</u>

5. NET INCOMING RESOURCES FOR THE YEAR

This is stated after charging:

	2020	2019
	£	£
Staff pension contributions	1,963	1,725
Depreciation	732	565
	<u>2,695</u>	<u>2,290</u>

6. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2020	2019
	£	£
Wages and salaries	121,258	124,827
Social security costs	7,079	7,026
Other pension costs	1,963	1,725
	<u>130,300</u>	<u>133,578</u>

Particulars of employees:

The average number of employees during the year, was as follows:

	2020	2019
	No.	No.
Number of production staff	<u>10</u>	<u>10</u>

No employee received remuneration of more than £60,000 during the year (2019 - Nil).

YOUTH CLUB PRE SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 AUGUST 2020

7. TANGIBLE FIXED ASSETS

	Equipment	Fixtures & Fittings	Total
	£	£	£
COST			
At 1 September 2019	1,588	3,347	4,935
Additions	-	-	-
At 31 August 2020	<u>1,588</u>	<u>3,347</u>	<u>4,935</u>
DEPRECIATION			
At 1 September 2019	590	995	1,585
Charge for the year	397	335	732
At 31 August 2020	<u>987</u>	<u>1,330</u>	<u>2,317</u>
NET BOOK VALUE			
At 31 August 2020	<u>601</u>	<u>2,017</u>	<u>2,618</u>
At 31 August 2019	<u>998</u>	<u>2,352</u>	<u>3,350</u>

8. DEBTORS

	2020	2019
	£	£
Trade debtors	262	-
Other debtors	-	202
	<u>262</u>	<u>202</u>

9. CREDITORS: Amounts falling due within one year

	2020	2019
	£	£
Other creditors	195	1,227
	<u>195</u>	<u>1,227</u>

10. UNRESTRICTED INCOME FUNDS

	Balances at 1 st Sept 2019	Incoming resources	Outgoing resources	Balance at 31 st Aug 2020
	£	£	£	£
General Funds	<u>72,801</u>	<u>145,041</u>	<u>(154,960)</u>	<u>62,882</u>

**YOUTH CLUB PRE SCHOOL
MANAGEMENT INFORMATION
YEAR ENDED 31 AUGUST 2020**

The following pages do not form part of the statutory financial statements which are the subject of the independent examiner's report on pages 5 to 6.

YOUTH CLUB PRE SCHOOL
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 AUGUST 2020

	2020	2019
	£	£
INCOMING RESOURCES		
VOLUNTARY INCOME		
Income	139,046	141,197
Uniform sales	449	323
Other income	916	1,679
	140,411	143,199
INCOMING RESOURCES FROM CHARITABLE ACTIVITIES		
Fundraising	1,999	3,030
Employment allowance	2,631	3,508
	4,630	6,538
TOTAL INCOMING RESOURCES	145,041	149,737
RESOURCES EXPENDED		
CHARITABLE ACTIVITIES		
Cost of sales - Purchases	3,369	2,914
Staff costs - Wages & Salaries	121,258	124,824
Staff costs - Employer's NIC	7,079	7,026
Staff costs - Pension costs	1,963	1,725
Establishment - Rent	8,694	11,390
Establishment - Repairs & maintenance	4,498	4,333
Establishment - Insurance	1,151	1,136
Office expenses - Other	578	698
Training courses	488	1,378
Pre-School outing	615	2,282
Laundry and cleaning	695	847
Other costs	2,555	4,846
Staff welfare	161	153
	153,104	163,555
GOVERNANCE COSTS		
Accountancy fees	1,124	1,267
Depreciation	732	565
	1,856	1,832
TOTAL RESOURCES EXPENDED	154,960	165,387

YOUTH CLUB PRE SCHOOL
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 AUGUST 2020

	£	<u>2020</u> £	<u>2019</u> £
NET INCOMING RESOURCES FOR THE YEAR		<u>(9,919)</u>	<u>(15,650)</u>

YOUTH CLUB PRE SCHOOL
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 AUGUST 2020

	2020	2019
	£	£
CHARITABLE ACTIVITIES		
Direct charitable expenses		
<i>Unrestricted charitable activity</i>		
Cost of sales - Purchases	3,369	2,914
Staff costs - Wages & Salaries	121,258	124,827
Staff costs - Employer's NIC	7,079	7,026
Staff costs - Pension costs	1,963	1,725
Establishment - Rent	8,694	11,390
Establishment - Repairs & maintenance	4,498	4,333
Establishment - Insurance	1,151	1,136
Office expenses - Other	578	698
Training courses	488	1,378
Pre-School outing	615	2,282
Laundry and cleaning	695	847
Other costs	2,555	4,846
	152,943	163,402
 <i>Support costs</i>		
Staff welfare	161	153
	161	153
	153,104	163,555
	153,104	163,555