



WALKERN PRESCHOOL

CHAIR'S REPORT – FINANCIAL YEAR 2020

1. Overview of the Preschool

- Walkern Preschool (WPS) operates as a charity.
- Despite operating within the grounds of Walkern Primary School we are entirely separate from them.
- WPS Committee acts as the Board of Trustees for the charity.
- We elect our committee once a year at our AGM which is usually held in October.
- The Committee uses the Preschool's Business Plan as tool to plan fundraising and develop the work of the committee, as well as supporting financial management of Preschool. This was first created in Sept 2013 and is an evolving document and its remit develops/expands each year.
- The current business plan is still in progress of being approved as our main focus throughout this last year has been to keep the business going against a tough background of COVID-19 and the regular changes that we've adapted to.
- The Preschool generates its income through fees and government grants for 3-4-year olds, and some 2-year-old.
- In addition, we raise funds through our own events, by participating in local events and by signing up to fundraising schemes where we receive a commission or percentage of sales (Easy Fundraising, Stik-Ins, Bag2School etc.).
- The committee meets formally once every half term (when legally allowed – which has been less during the first 14 months of COVID hitting the UK). Each term, after the committee meeting, we issue a newsletter for parents/carers, informing them of important dates, inviting them to events, telling them how much previous events raised etc.
- The committee also has a dedicated Preschool website and we have developed social media platforms to increase visibility and to support fundraising and new applications.
- As a committee we have also introduced minimum hour contracts, sick pay and annual appraisals as well as benchmarking for pay which meant all staff received a pay-rise in-line with national averages, which will continue in-line with national inflation.

2. Finance

- Three years ago, we undertook a review and reform of the financial management of the preschool, moving from hard-to-track cash payments to online payments for Preschool fees, a new financial system through QuickBooks, monitoring via a new accountancy firm, tighter checks on the management of the online bank account including a mandate for two signatories for any payments made and transferred payroll administration to the Preschool Learning Alliance.
- Over the past two years, we have tightened our financial controls even further by moving all invoicing and tracking to an electronic system and have additional help each year end with reconciling the books through the same accountancy firm.

- We have also created two new restricted accounts. The first is held specifically for children with special needs, to support their learning and anything they may need. The second is a reserves account which is for building and maintenance, staff liability, flexing in year attendance and unforeseen contingency.
- This past year, COVID had a huge impact on our ability to fundraise to help cover costs as well as needing to spend more money on staff costs to maintain safe working practices. The impact of which is shown in this this year's figures:

Total Income	£102,062
Total Expenditure	£111,132
Net	£(9,070)

3. Effects of Covid

- Lockdown and school closures highlighted our weakness in providing parents with online communications/home learning. As a result we are looking to invest in Tapestry for all children from August 2022.
- We supported families as best we could by delivering resource bags weekly to give to children. These included different games/activities and maintained a link with them and their parents/carers.
- We were unable to hold parents evenings or invite them in, so we held one-to-one meetings with parents outside as soon as it was possible.
- We held new parents and children visits outside of school hours to maintain the number of new children joining the preschool, but this meant extra costs to the preschool to cover wages for the two members of staff to work out of hours.
- Parents, were as they did before, were unable to come into the setting when settling new children, but this has in fact helped and now children seem to be settling in much quicker – which is something we will consider continuing when restrictions ease.
- Dividing staff into 'bubbles' during lockdown worked well, although some child/key person relationships had to finish due to being in different 'bubbles'. Staff adapted well to the new ways of working due to communication being open and a two-way dialogue throughout.
- Our link with the primary school really helped us to get organised in terms of new procedures that needed to be followed, such as one-way systems, exit procedures as well as including us in the first wave of weekly testing (until we got our own). They also provided us with supplied for cleaning, signs and offered us a payment break on our rental costs.
- We found COVID had an effect on the willingness of parents to start children in a setting due to concerns, which we are hoping eases as restrictions and worries ease.
- A few positives from COVID were:
 - We made use of the government furlough scheme for staff who were unable to work, saving us money on staffing costs whilst numbers of children were low.
 - We continued to received the Nursery Grant meaning we were able to keep open the whole way through for key worker's children.
 - Staff undertook extensive, free online learning during lockdown when not on furlough, completing courses for professional development run by Early Years Alliance.

4. Committee

- Historically the Preschool Committee has always taken on responsibility of fundraising alongside a smaller focus on the operational side of the Charity.
- Three years ago it became apparent that the committee needed to be more actively involved in the operational management of the charity. This was due to increased requirements from Ofsted and the Charity Commission, the growing size of the Preschool, demand from the Preschool managers, and issues with regards to the financial management of the Preschool.

- After opening again after COVID, we were able to hold our AGM and recruit new committee members, bringing our total to seven.
- In 2020, supporting the staff through COVID was still very much our focus, as was ensuring that we can successfully continue as a preschool and nursery provider. Our main objective was to make sure that at the end of COVID we were still a viable charity, offering children the same safe space to learn and grow, which we achieved!
- We managed to get back to fundraising, though on a lesser scale, but we managed to raise £852!

4. Staff

- We currently have seven permanent members of staff.
- Communication between staff members, managers and committee have been kept up, as during COVID there have been times of stress and worry. Our staff are the Preschool, they are hugely appreciated and regularly go beyond their job descriptions. We wanted to make sure, that during scary times, we are a place that cares for them and will always put their safety, along with the children's as the front of what we as a charity and committee do.

5. Children on role

- By the end of this period, we had 54 children on roll – 26 in the morning group and 28 in the afternoons.
- We are currently able to offer places to all Walkern children who apply, and continue to take a significant number of children from outside of the village.
- We continue to pride ourselves on splitting children by age and running separate morning and afternoon sessions for them. This allows us to tailor our activities to their level of development and particularly helps us to prepare our older (morning) children for their transition into Primary School.

6. Ofsted

- Our last Ofsted inspection was March 2019.
- We were happy with our 'good' rating and the glowing report, but we are still striving forward to achieve Outstanding.
- From this we reorganised roles to allow more focus on raising the quality of teaching and happiness of staff, adapted how we show a child's progress from when they join the preschool.
- The reforms which were put in motion have seen the committee taking on increasing roles in the management and monitoring of WPS.

7. Toddler Group

- The long closure of our Toddler Group meant we lost a new group of possible starters because we weren't able to promote ourselves to parents of young children. This is where we then took too social media to raise the profile of the preschool as well as local advertising around the local area.
- Our weekly Toddler Group has always been well attended, with its focus on ensuring parents sign up for a place at Preschool as soon as possible. This allows for seamless transition from birth – toddlers – preschool – primary school.
- Unfortunately, we had to stop the Toddler Group sessions during COVID and didn't reopen until mid-2021, due to the restrictions.

8. The Future

- Our main focus going into 2022, is to keep the Preschool afloat, making sure all our costs are covered and we will still be here, providing excellent childcare for years to come.
- That means we need to make decisions based on the safety of staff, children and of the charity itself. We need to be careful with spending where possible, while still being able to fundraise whenever possible.

- We also need to look into the structure of the charity, as finding new parents to join the committee as trustees is becoming tougher and tougher each year.
- Lastly, we need to look into online communications with parents and invest in Tapestry.

Walkern Pre-School

Report of the Trustees and Unaudited Financial Statements

For the year ended 31 December 2021

Walkern Pre-School
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Walkern Pre-School
Report of the Trustees
For the year ended 31 December 2021

The Trustees have pleasure in presenting their report and the financial statements for the charity for the year ended 31 December 2021. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

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 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 ability: (b) encouraging the study of the needs of such children and their families and promoting public interest in the 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 (now known as the Early Years Alliance).

The trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Pre-school is governed by its constitution dated 22 May 2015.

Recruitment and appointment of trustees

The members of the Management Committee are also Trustees of the Charity. They are elected each year at the pre-schools annual general meeting, a minimum of 60% of the members must be family of children attending any of the pre-schools groups.

REFERENCE AND ADMINISTRATIVE INFORMATION

Name of Charity	Walkern Pre-School
Charity registration number	1027055
Principal address	117 High Street Walkern Stevenage Hertfordshire SG2 7NS

Trustees

The trustees and officers serving during the year and since the year end were as follows:

Sarah Smith
(Appointed: 09 October 2018)
Clare Louise West
(Appointed: 01 December 2021)
Anthony Robert Macey
(Appointed: 10 November 2021)
Laura Ann McKeown
(Appointed: 01 December 2021)
Louise Anne Prior
(Appointed: 17 September 2019)
Hayley Louise Piper
(Appointed: 01 December 2021)

Walkern Pre-School
Report of the Trustees Continued
For the year ended 31 December 2021

Senior management

Sarah Smith
(Chair)
Jade Claridge
(Administrator)
Helen Flecknell
(Pre-School Manager)
Karen Lucas
(Pre-School Manager)
Claire West
(Treasurer)

Independent examiners

TaxAssist Accountants
34 High Street
Stevenage
Hertfordshire
SG1 3EF

Bankers

Barclays Bank plc

Approved by the Board of Trustees and signed on its behalf by

.....
Sarah Smith

Walkern Pre-School
Independent Examiners Report to the Trustees
For the year ended 31 December 2021

I report to the trustees on my examination of the accounts of the charity for the year ended 31 December 2021.

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity'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 examiners statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.



.....
Brian Alexander
FFA FTA
TaxAssist Accountants
34 High Street
Stevenage
Hertfordshire
SG1 3EF

26 September 2022

Walkern Pre-School
Statement of Financial Activities
For the year ended 31 December 2021

	Notes	Unrestricted funds £	2020 £
Income and endowments from:			
Donations and legacies	2	75,575	94,582
Charitable activities			
Education/Training		24,293	12,209
Other trading activities			
Fund raising events		852	499
Shop income		956	83
Investments			
Bank interest receivable		4	47
Other income			
Other income 1		382	-
Total		102,062	107,420
Expenditure on:			
Charitable activities			
Education/Training		(111,132)	(108,746)
Total		(111,132)	(108,746)
Net expenditure		(9,070)	(1,326)
Reconciliation of funds			
Total funds brought forward		89,795	91,121
Total funds carried forward		80,725	89,795

Walkern Pre-School
Statement of Financial Position
As at 31 December 2021

	Notes	2021 £	2020 £
Current assets			
Debtors		742	2,400
Cash at bank and in hand		83,392	87,798
		<u>84,134</u>	<u>90,198</u>
Creditors: amounts falling due within one year	6	(3,409)	(403)
Net current assets		<u>80,725</u>	<u>89,795</u>
Total assets less current liabilities		<u>80,725</u>	<u>89,795</u>
Net assets		<u>80,725</u>	<u>89,795</u>
The funds of the charity			
Unrestricted income funds	7	80,725	89,795
Total funds		<u>80,725</u>	<u>89,795</u>

The financial statements were approved and authorised for issue by the Board and signed on its behalf by:

Sarah Smith
Trustee

Walkern Pre-School
Notes to the Financial Statements
For the year ended 31 December 2021

1. Accounting Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets and in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Charities Act 2011.

Walkern Pre-School meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Going concern

2. Income from donations and legacies

	2021	2020
	£	£
Unrestricted funds		
Donations received	89	18
Grants received	72,900	93,140
Donated goods and services	2,586	1,424
	75,575	94,582
	75,575	94,582

3. Net income/(expenditure) for the year

This is stated after charging/(crediting):

	2021	2020
	£	£
Accountancy fees	1,282	360
Staff pension contributions	1,736	956
	3,018	1,316
	3,018	1,316

4. Staff costs and emoluments

Total staff costs for the year ended 31 December 2021 were:

	2021	2020
	£	£
Salaries and wages	91,155	86,069
Social security costs	-	1,838
Pension costs	1,736	956
	92,891	88,862
	92,891	88,862

Walkern Pre-School
Notes to the Financial Statements Continued
For the year ended 31 December 2021

5. Comparative for the Statement of Financial Activities

The comparative year values on the Statement of Financial Activities are for unrestricted funds.

6. Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	3,202	79
Other creditors	207	324
	3,409	403

7. Movement in funds

Unrestricted Funds

	Balance at 01/01/2021	Incoming resources	Outgoing resources	Balance at 31/12/2021
	£	£	£	£
<i>General</i>				
General	89,795	102,062	(111,132)	80,725
	89,795	102,062	(111,132)	80,725

Unrestricted Funds - Previous year

	Balance at 01/01/2020	Incoming resources	Outgoing resources	Balance at 31/12/2020
	£	£	£	£
<i>General</i>				
General	91,121	107,420	(108,746)	89,795
	91,121	107,420	(108,746)	89,795

Purpose of unrestricted Funds

General

The provision of education and training to pre-school age children

Walkern Pre-School
Notes to the Financial Statements Continued
For the year ended 31 December 2021

8. Analysis of net assets between funds

	Net current assets / (liabilities) £	Net Assets £
Unrestricted funds		
<i>General</i>		
General	80,725	80,725
	80,725	80,725
Previous year		
	Net current assets / (liabilities) £	Net Assets £
Unrestricted funds		
<i>General</i>		
General	89,795	89,795
	89,795	89,795

Walkern Pre-School
Detailed Statement of Financial Activities
For the year ended 31 December 2021

	2021	2020
	£	£
INCOME AND ENDOWMENT		
Donations and legacies		
Donations	89	18
Grants Receivable	72,900	93,140
Fundraising	2,586	1,424
	75,575	94,582
Charitable activities		
Fee Income	22,815	11,626
Lunches & Snacks	1,478	583
	24,293	12,209
Other trading activities		
Sale Of Photographs	-	235
Sale Of Uniforms	852	264
Toddlers Club	956	83
	1,808	582
Investments		
Bank Interest Receivable	4	47
	4	47
Other income		
Other Income 1	382	-
	382	-
Total incoming resources	102,062	107,420
EXPENDITURE		
Charitable activities		
Staff Costs - Wages & Salaries	(91,155)	(86,069)
Staff Costs - Pension Contributions	(1,736)	(956)
Equipment	(201)	(139)
Telephone	(30)	(120)
Uniforms	(863)	(344)
Photography	(196)	-
Food	(755)	(635)
Advertising	-	(109)
Learning Resources	(2,461)	(644)
Fundraising Expenses	(6)	(95)
Subscriptions	-	(26)
Staff Training & Welfare	(992)	(1,104)
	(98,395)	(90,241)
SUPPORT COSTS		
Management		
Staff Costs - Social Security Costs	-	(1,838)
Stationery & Printing	(1,691)	(1,043)
Rent & Rates	(7,775)	(4,675)
Computer & Internet	(49)	(88)
Payroll Costs	(468)	(468)

Walkern Pre-School
Detailed Statement of Financial Activities Continued
For the year ended 31 December 2021

Sundry Expenses	-	(38)
Legal Fees	(181)	(217)
Cleaning (Health & Safety)	(219)	(628)
Repairs & Maintenance	(22)	(7,946)
	<u>(10,405)</u>	<u>(16,941)</u>
Governance costs		
Accountancy Fees	(1,282)	(360)
Bank Charges & Interest	-	(88)
Insurance	(926)	(954)
Bad Debts	(124)	(162)
	<u>(2,332)</u>	<u>(1,564)</u>
Total resources expended	<u>(111,132)</u>	<u>(108,746)</u>
Net Expenditure	<u>(9,070)</u>	<u>(1,326)</u>

Walkern Pre-School
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26 September 2022