

Wilstead Pre-School
Committee AGM minutes
7.30pm, 09th December 2020, (Virtual Meeting)

Present

Julia Drummond (JD)
Leanne Watkin (LW)
Charlotte Minards (CM)
Gemma O'Sullivan (GOS)
Mandy Adger (MA) – Manager
Kelly Cunningham (KC) – Deputy Manager
Rob Green (RG) – Secretary

PLEASE NOTE – WE WILL ENDEAVOUR TO SHARE ACTIONS AS EQUALLY AS POSSIBLE BETWEEN US ALL, EVEN IF YOU ARE UNABLE TO ATTEND THE MEETING. PLEASE CHECK MINUTES THOROUGHLY FOR ANY ACTIONS.

1) Apologies

Sarah Robson (SR)
Sarah Browning
Clairissa White (CW)
Rachel Izzard (RI) – Chair

2) Chairs Report

- Plans for fundraising year hampered by COVID-19
- Succeeded to open through lockdown, children and staff safety is a priority
- Thanks to staff and parents for supporting everyone involved with the pre-school

3) Financial Report

- Finances look good for this year up to March 2020
- From March closed for a few weeks (no income from Pre-school or before/after school clubs)
- After September numbers were low due to COVID19
- Mid October before/after school club started again
- Before/after school club remaining open till 17:00 as it is not financially viable for later sessions
- Predicted loss of £20k for 2020
- Fundraising funds were drawn on to subsidise
- 2020 will be focussed on fundraising to help top up the pot
- Fundraising has been intentionally light this year due to parents financial situations
- Great hamper for only raffle of 2020 kindly donated by Conquest Couriers (Mark Whelan)

4) Managers' Report

- Unprecedented few months but glad we are thriving
- Reopened in June for key workers
- Attendance numbers are low due to COVID-19 management
- All staff maintained, no loss of positions
- Nicky has done a great job with financial
- All Projects on hold until further notice

- Still going ahead with the Charitable Incorporated Setting, as a management lead setting with parents' support
- Thank all members of staff for preschool for being so supportive
- Constant contact through COVID-19 via FB and local package drop off for children
- JD Thanked management for great approach and really caring for staff

5) **Officer Nominations**

Position	Nominee	1st	2nd
Chair	RI	JD	CM
Secretary	RG	CM	LW

6) **AOB**

- New member Becky Wells
- KC and CM have updated the Pre-school Policies

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021
FOR
WILSTEAD PRE-SCHOOL PLAYGROUP

WILSTEAD PRE-SCHOOL PLAYGROUP

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

GENERAL INFORMATION

President	Jane Wooding
Chairperson	Rachel Izzard
Vice Chairperson	Rob Green
Treasurer	Nicola Herring
Committee	Sarah DiGennaro Katherine Picton Leanne Watkin Clarissa Shaw Gemma O'Sullivan Sarah Robson
Charity Number	1027263
Registered Office	C/O Wilstead Lower School Cotton End Road Wilstead Bedford MK45 3BX
Independent Examiner	Longstaff, Gentle & Co Chartered Certified Accountants 61 Harpur Street Bedford MK40 2SR
Bankers	Natwest

REPORT OF LONGSTAFF, GENTLE & CO
TO THE TRUSTEES
OF WILSTEAD PRE-SCHOOL PLAYGROUP
(REGISTERED CHARITY NUMBER: 1027263)

I report on the accounts of Wilstead Pre-School Playgroup for the year ended 31 March 2021, which are set out on pages 3 to 6 as follows.

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:

- 1 examine the accounts under section 145 of the 2011 Act;
- 2 to follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act; and
- 3 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 Commissioner. 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 the seeking of 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:
 - a) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - b) to prepare accounts which accord with the accounting records and to 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.

LONGSTAFF, GENTLE & CO
61, Harpur Street
Bedford
MK40 2SR

MR S.P. SIMPSON

15 July 2021

Chartered Certified Accountants

WILSTEAD PRE-SCHOOL PLAYGROUP
BALANCE SHEET AS AT 31 MARCH 2021
(REGISTERED CHARITY NUMBER: 1027263)

2020		Notes	2021
£	£		£
<u>FIXED ASSETS</u>			
209660.64	Tangible Assets	2	207440.64
<u>CURRENT ASSETS</u>			
	496.20	Debtors	1947.20
	645.96	Prepayments	936.08
	16571.79	Cash at Bank - Current Account	21134.37
	53459.04	Business Reserve Accounts	<u>26483.40</u>
	<u>336.22</u>	Cash in Hand	<u>115.44</u>
	71509.21		50616.49
<u>LESS: CURRENT LIABILITIES</u>			
69609.03	<u>1900.18</u>	Creditors	<u>2170.42</u>
			48446.07
<u>279269.67</u>	<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>		<u>255886.71</u>
<u>FINANCED BY:</u>			
279269.67	<u>UNRESTRICTED FUNDS</u>		255886.71
		1.5, 4a	
0.00	<u>RESTRICTED FUNDS</u>		0.00
		1.5, 4b	
<u>279269.67</u>			<u>255886.71</u>

Approved by the Trustees of Wilstead Pre-School Playgroup on 15 July 2021

Rachel Izzard
Chairperson

Nicola Herring
Treasurer

WILSTEAD PRE-SCHOOL PLAYGROUP

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

(REGISTERED CHARITY NUMBER: 1027263)

<u>INCOMING RESOURCES</u>		<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total</u>	<u>2020</u>
<u>Voluntary Income</u>	Donations	94.55	0.00	94.55	1235.00
<u>Activities Income</u>	Fees Received	109659.84	0.00	109659.84	
	Uniforms and Bags	0.00	0.00	0.00	
		<u>109659.84</u>	<u>0.00</u>	<u>109659.84</u>	<u>176853.05</u>
<u>Fundraising</u>	Lambing Day	0.00	0.00	0.00	
	Christmas Raffle	382.00	0.00	382.00	
	Easter Sponsorship	34.00	0.00	34.00	
	Bag 2 School	0.00	0.00	0.00	
		<u>416.00</u>	<u>0.00</u>	<u>416.00</u>	<u>4005.19</u>
<u>Government Grants</u>	JRS Received	23004.79	0.00	23004.79	0.00
<u>Investment Income</u>	Interest Received	24.36	0.00	24.36	72.42
<u>TOTAL INCOMING RESOURCES</u>		<u>133199.54</u>	<u>0.00</u>	<u>133199.54</u>	<u>182165.66</u>
 <u>RESOURCES EXPENDED</u>					
Activities Expenditure	Wages and N.I.C.	131697.16	0.00	131697.16	
	Employer's Pension	1527.65	0.00	1527.65	
	Playgroup Consumables, etc	1255.06	0.00	1255.06	
	Snacks and Refreshments	588.55	0.00	588.55	
	Parties and Outings	424.17	0.00	424.17	
		<u>135492.59</u>	<u>0.00</u>	<u>135492.59</u>	<u>143888.51</u>
<u>Fundraising</u>	Lambing Day	0.00	0.00	0.00	
	Christmas Raffle	5.00	0.00	5.00	
	Easter Sponsorship	21.99	0.00	21.99	
		<u>26.99</u>	<u>0.00</u>	<u>26.99</u>	<u>1399.79</u>
<u>Governance Costs</u>	Printing, Postage & Stationery	691.94	0.00	691.94	
	PLA Insurance	3955.89	0.00	3955.89	
	Ofsted Registration Fees	50.00	0.00	50.00	
	Training and Course Fees	895.00	0.00	895.00	
	Repairs and Renewals	2150.99	0.00	2150.99	
	Rental of I-Pads	1089.90	0.00	1089.90	
	Light and Heat	1698.23	0.00	1698.23	
	Kitchen, Cleaning and PPE	2222.04	0.00	2222.04	
	Sundry Expenses (Incl. Garden & Pet)	1394.22	0.00	1394.22	
	Telephone	2469.85	0.00	2469.85	
	Advertising and Website Costs	121.39	0.00	121.39	
	Accountancy Charges	660.00	0.00	660.00	
	Payroll Costs	770.40	0.00	770.40	
	Depreciation	2893.07	0.00	2893.07	
		<u>21062.92</u>	<u>0.00</u>	<u>21062.92</u>	<u>23824.54</u>
<u>TOTAL RESOURCES EXPENDED</u>		<u>156582.50</u>	<u>0.00</u>	<u>156582.50</u>	<u>169112.84</u>
<u>NET INCOMING/OUTGOING RESOURCES</u>		(23382.96)	0.00	(23382.96)	13052.82
<u>TRANSFER BETWEEN FUNDS</u>		0.00	0.00	0.00	0.00
<u>NET INCOMING/OUTGOING RESOURCES AFTER TRANSFERS</u>		(23382.96)	0.00	(23382.96)	13052.82
<u>TOTAL FUNDS BROUGHT FORWARD</u>		279269.67	0.00	279269.67	266216.85
<u>TOTAL FUNDS CARRIED FORWARD</u>		<u>255886.71</u>	<u>0.00</u>	<u>255886.71</u>	<u>279269.67</u>

WILSTEAD PRE-SCHOOL PLAYGROUP

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1 ACCOUNTING POLICIES

1.1 Accounting Convention

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with Statement of Recommended Practice, "Accounting and Reporting by Charities (revised 2005) and preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

1.2 Donations, Grants and Legacies

These comprise amounts receivable during the year.

1.3 Incoming Resources and Resources Expended

Incoming resources and resources expended are accounted for on an accruals basis.

1.4 Allocation Of Costs

All costs are charged directly to an activity wherever appropriate.

1.5 Fixed Assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Modular Building	Not provided
Equipment	15% reducing balance
Outside Playground	15% reducing balance
Artificial Grass	4% straight line
Computer Equipment	33 1/3% over 3 years

1.5 Unrestricted and Restricted Funds

Unrestricted funds are those funds available for the general running of the charity and the use of those funds is limited only by the objects of the charity.

Restricted funds are those funds which have been donated for a purpose specified by the donor. The use of Restricted funds is not at the discretion of the members.

2 Fixed Assets

	Modular Building	Equipment	Artificial Grass	Computer Equipment	Outside Playground	Total
	£	£	£	£		£
COST						
Cost	188454.64	29668.25	4860.00	2190.42	10389.39	235562.70
Additions during the year	0.00	673.07	0.00	0.00	0.00	673.07
Balance as at 31 March 2021	<u>188454.64</u>	<u>30341.32</u>	<u>4860.00</u>	<u>2190.42</u>	<u>10389.39</u>	<u>236235.77</u>
DEPRECIATION						
Accumulated	0.00	19678.25	1261.00	2189.42	2773.39	25902.06
Charge for the year	0.00	1557.07	194.00	0.00	1142.00	2893.07
Balance as at 31 March 2021	<u>0.00</u>	<u>21235.32</u>	<u>1455.00</u>	<u>2189.42</u>	<u>3915.39</u>	<u>28795.13</u>
NET BOOK VALUES						
as at 31 March 2021	<u>188454.64</u>	<u>9106.00</u>	<u>3405.00</u>	<u>1.00</u>	<u>6474.00</u>	<u>207440.64</u>
as at 31 March 2020	<u>188454.64</u>	<u>9990.00</u>	<u>3599.00</u>	<u>1.00</u>	<u>7616.00</u>	<u>209660.64</u>

WILSTEAD PRE-SCHOOL PLAYGROUP

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

3 Net Assets Held by Funds

	Unrestricted Funds £	Restricted Funds £	2021 Total £
Fixed Assets	207440.64	0.00	207440.64
Other Current Assets	50616.49	0.00	50616.49
Current Liabilities	(2170.42)	0.00	(2170.42)
	<u>255886.71</u>	<u>0.00</u>	<u>255886.71</u>

4a Unrestricted Funds

	Balance as at 01.04.20	Income	Expend- iture	Transfers	Balance as at 31.03.21
General Reserve	279269.67	133199.54	(156582.50)	0.00	255886.71
	<u>279269.67</u>	<u>133199.54</u>	<u>(156582.50)</u>	<u>0.00</u>	<u>255886.71</u>

4b Restricted Funds

	Balance as at 01.04.20	Income	Expend- iture	Transfers	Balance as at 31.03.21
Donations	0.00	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021
FOR
WILSTEAD PRE-SCHOOL PLAYGROUP

WILSTEAD PRE-SCHOOL PLAYGROUP

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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LONGSTAFF, GENTLE & CO
61, Harpur Street
Bedford
MK40 2SR

MR S.P. SIMPSON

15 July 2021

Chartered Certified Accountants

WILSTEAD PRE-SCHOOL PLAYGROUP
BALANCE SHEET AS AT 31 MARCH 2021
(REGISTERED CHARITY NUMBER: 1027263)

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<u>279269.67</u>	<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>		<u>255886.71</u>
<u>FINANCED BY:</u>			
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		1.5, 4a	
0.00	<u>RESTRICTED FUNDS</u>		0.00
		1.5, 4b	
<u>279269.67</u>			<u>255886.71</u>

Approved by the Trustees of Wilstead Pre-School Playgroup on 15 July 2021

Rachel Izzard
Chairperson

Nicola Herring
Treasurer

WILSTEAD PRE-SCHOOL PLAYGROUP

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

(REGISTERED CHARITY NUMBER: 1027263)

<u>INCOMING RESOURCES</u>		<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total</u>	<u>2020</u>
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		<u>109659.84</u>	<u>0.00</u>	<u>109659.84</u>	<u>176853.05</u>
<u>Fundraising</u>	Lambing Day	0.00	0.00	0.00	
	Christmas Raffle	382.00	0.00	382.00	
	Easter Sponsorship	34.00	0.00	34.00	
	Bag 2 School	0.00	0.00	0.00	
		<u>416.00</u>	<u>0.00</u>	<u>416.00</u>	<u>4005.19</u>
<u>Government Grants</u>	JRS Received	23004.79	0.00	23004.79	0.00
<u>Investment Income</u>	Interest Received	24.36	0.00	24.36	72.42
<u>TOTAL INCOMING RESOURCES</u>		<u>133199.54</u>	<u>0.00</u>	<u>133199.54</u>	<u>182165.66</u>
 <u>RESOURCES EXPENDED</u>					
<u>Activities Expenditure</u>	Wages and N.I.C.	131697.16	0.00	131697.16	
	Employer's Pension	1527.65	0.00	1527.65	
	Playgroup Consumables, etc	1255.06	0.00	1255.06	
	Snacks and Refreshments	588.55	0.00	588.55	
	Parties and Outings	424.17	0.00	424.17	
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<u>Fundraising</u>	Lambing Day	0.00	0.00	0.00	
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	Easter Sponsorship	21.99	0.00	21.99	
		<u>26.99</u>	<u>0.00</u>	<u>26.99</u>	<u>1399.79</u>
<u>Governance Costs</u>	Printing, Postage & Stationery	691.94	0.00	691.94	
	PLA Insurance	3955.89	0.00	3955.89	
	Offsted Registration Fees	50.00	0.00	50.00	
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	Depreciation	2893.07	0.00	2893.07	
		<u>21062.92</u>	<u>0.00</u>	<u>21062.92</u>	<u>23824.54</u>
<u>TOTAL RESOURCES EXPENDED</u>		<u>156582.50</u>	<u>0.00</u>	<u>156582.50</u>	<u>169112.84</u>
<u>NET INCOMING/OUTGOING RESOURCES</u>		(23382.96)	0.00	(23382.96)	13052.82
<u>TRANSFER BETWEEN FUNDS</u>		0.00	0.00	0.00	0.00
<u>NET INCOMING/OUTGOING RESOURCES AFTER TRANSFERS</u>		(23382.96)	0.00	(23382.96)	13052.82
<u>TOTAL FUNDS BROUGHT FORWARD</u>		279269.67	0.00	279269.67	266216.85
<u>TOTAL FUNDS CARRIED FORWARD</u>		<u>255886.71</u>	<u>0.00</u>	<u>255886.71</u>	<u>279269.67</u>

WILSTEAD PRE-SCHOOL PLAYGROUP

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1 ACCOUNTING POLICIES

1.1 Accounting Convention

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1.2 Donations, Grants and Legacies

These comprise amounts receivable during the year.

1.3 Incoming Resources and Resources Expended

Incoming resources and resources expended are accounted for on an accruals basis.

1.4 Allocation Of Costs

All costs are charged directly to an activity wherever appropriate.

1.5 Fixed Assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Modular Building	Not provided
Equipment	15% reducing balance
Outside Playground	15% reducing balance
Artificial Grass	4% straight line
Computer Equipment	33 1/3% over 3 years

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Restricted funds are those funds which have been donated for a purpose specified by the donor. The use of Restricted funds is not at the discretion of the members.

2 Fixed Assets

	Modular Building	Equipment	Artificial Grass	Computer Equipment	Outside Playground	Total
	£	£	£	£		£
COST						
Cost	188454.64	29668.25	4860.00	2190.42	10389.39	235562.70
Additions during the year	0.00	673.07	0.00	0.00	0.00	673.07
Balance as at 31 March 2021	<u>188454.64</u>	<u>30341.32</u>	<u>4860.00</u>	<u>2190.42</u>	<u>10389.39</u>	<u>236235.77</u>
DEPRECIATION						
Accumulated	0.00	19678.25	1261.00	2189.42	2773.39	25902.06
Charge for the year	0.00	1557.07	194.00	0.00	1142.00	2893.07
Balance as at 31 March 2021	<u>0.00</u>	<u>21235.32</u>	<u>1455.00</u>	<u>2189.42</u>	<u>3915.39</u>	<u>28795.13</u>
NET BOOK VALUES						
as at 31 March 2021	<u>188454.64</u>	<u>9106.00</u>	<u>3405.00</u>	<u>1.00</u>	<u>6474.00</u>	<u>207440.64</u>
as at 31 March 2020	<u>188454.64</u>	<u>9990.00</u>	<u>3599.00</u>	<u>1.00</u>	<u>7616.00</u>	<u>209660.64</u>

WILSTEAD PRE-SCHOOL PLAYGROUP

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

3 Net Assets Held by Funds

	Unrestricted Funds £	Restricted Funds £	2021 Total £
Fixed Assets	207440.64	0.00	207440.64
Other Current Assets	50616.49	0.00	50616.49
Current Liabilities	(2170.42)	0.00	(2170.42)
	<u>255886.71</u>	<u>0.00</u>	<u>255886.71</u>

4a Unrestricted Funds

	Balance as at 01.04.20	Income	Expend- iture	Transfers	Balance as at 31.03.21
General Reserve	279269.67	133199.54	(156582.50)	0.00	255886.71
	<u>279269.67</u>	<u>133199.54</u>	<u>(156582.50)</u>	<u>0.00</u>	<u>255886.71</u>

4b Restricted Funds

	Balance as at 01.04.20	Income	Expend- iture	Transfers	Balance as at 31.03.21
Donations	0.00	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>