



# Trustees' Annual Report for the period

Period start date		Period end date	
From	1 Sept 2019	To	31 August 2020

## Section A

## Reference and administration details

Charity name **EXPLORERS PRE SCHOOL**

Other names charity is known by **NONE**

Registered charity number (if any) **1027807**

Charity's principal address **C/O ST NICHOLAS C OF E PRIMARY SCHOOL**  
**ASH WALK**  
**HENSTRIDGE**  
**Postcode BA8 0QD**

### 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	SAMMIE PECKOVER	CHAIR	FROM JULY 2018 – NOV 2019	
2	KELLY GROVES	CHAIR	FROM NOV 2019	
3	HARRIET WHITNEY	SECRETARY	FROM FEB 2018 – NOV 2019	
4	AMY POINTER	SECRETARY	FROM NOV 2019	
5	KEITH PECKOVER	TREASURER	FROM JULY 2018 – NOV 2019	
6	BARRY HOWLETT	PAYROLL ADMIN	FROM APRIL 2019	
7	BARRY HOWLETT	TREASURER	FROM NOV 2019	
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
	<b>Name</b>	<b>Dates acted if not for whole year</b>		
	NONE			

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
NONE		

Name of chief executive or names of senior staff members (Optional information)

MRS. ANNA SWINBURN (SENIOR STAFF MEMBER)

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CONSTITUTION
How the charity is constituted (eg. trust, association, company)	COMMITTEE
Trustee selection methods (eg. appointed by, elected by)	ELECTED BY PARENTS

### 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.

## Section C Objectives and activities

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

THE AIMS OF THE PRE-SCHOOL ARE TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE, BY ENCOURAGING PARENTS TO UNDERSTND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS.

**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)**

AND BY:

A) OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES, FAMILY LEARNING AND EXTENDED HOUR 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, RLEGION, MEANS OF ABILITY.

B) ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTERET IN AND 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.

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

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**

FAMILIES CHOOSING TO SEND THEIR CHILDREN TO PRE-SCHOOL AS OPPOSED TO ELESWHERE. THE NUMBERS OF CHILDREN TYPICALLY DROP IN THE AUTUMN TERM AFTER SCHOOL INTAKES AND RISE AGAIN AS THE ACEDEMIC YEAR PROGRESSES.

WE HAVE SUCCESSFULLY IMPLEMENTED INCREASING OPENING HOURS TO BE OPEN IN LINE WITH SCHOOL HOURS EVERY WEEK DAY IN TERM TIME.

OFSTED REPORT ON 17 MAY 2018 RATED GOOD - "THE STAFF'S WARM AND AFFECTIONATE MANNER SUPORTS CHILDREN'S PERSONAL DEVELOPMENT AND WELLBEING VERY EFFECTIVELY. CHILDREN MAKE GOOD PROGRESS

## Section E

## Financial review

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

WITHIN THE CONSTITUTION IS A SECTION ENTITLED FINANCE AND ACCOUNTS. IT STATES THAT THE COMMITTEE WILL ENSURE THAT THE PRE-SCHOOL COMPLIES WITH THE REQUIREMENTS OF THE CHARITIES ACTS AS TO THE KEEPING OF FINANCIAL RECORDS. THE AUDITING OF ACCOUNTS AND THE PREPERATION AND TRANSMISSION TO THE CHARITY COMMISSION.

**Details of any funds materially in deficit**

**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.

## 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)**

*K Groves*

**Full name(s)**

KELLY GROVES

**Position (eg Secretary, Chair, etc)**

CHAIR

**Date**

*5.7.2021*



**Receipts and payments accounts**

CC16a

For the period  
from

01-Sep-19

To

31-Aug-20

**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Parents Fees	3,154	-	-	3,154	6,705
Vouchers	58,536	-	-	58,536	42,724
Grants	-	-	-	-	50
Donations	-	-	-	-	1,236
Fundraising	325	-	-	325	2,452
Bank Interest	17	-	-	17	10
	-	-	-	-	-
Fundraising (Lloyds)	3,393	-	-	3,393	-
Petty Cash	12	-	-	12	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>65,437</b>	<b>-</b>	<b>-</b>	<b>65,437</b>	<b>53,177</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>65,437</b>	<b>-</b>	<b>-</b>	<b>65,437</b>	<b>53,177</b>
<b>A3 Payments</b>					
Fundraising Costs	390	-	-	390	1,092
Salaries	53,835	-	-	53,835	45,419
Rent & Rates	-	-	-	-	1,000
Other premises costs	740	-	-	740	879
Catering costs	700	-	-	700	750
Consumables & equipment	1,226	-	-	1,226	890
Office Costs	1,043	-	-	1,043	882
Meeting costs	-	-	-	-	384
Training cost	547	-	-	547	788
Bad debts	-	-	-	-	341
Other payments	1,212	-	-	1,212	472
Bank charges	60	-	-	60	-
Goods and Toys	1,603	-	-	1,603	-
<b>Sub total</b>	<b>61,356</b>	<b>-</b>	<b>-</b>	<b>61,356</b>	<b>52,897</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>61,356</b>	<b>-</b>	<b>-</b>	<b>61,356</b>	<b>52,897</b>
<b>Net of receipts/(payments)</b>	<b>4,081</b>	<b>-</b>	<b>-</b>	<b>4,081</b>	<b>280</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>15,501</b>	<b>-</b>	<b>-</b>	<b>15,501</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>19,582</b>	<b>-</b>	<b>-</b>	<b>19,582</b>	<b>280</b>

# Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	As at 31st August 2020 - CAF	17,781		-
	As at 31st August 2020 - Lloyds	1,790	-	-
	As at 31st August 2020 - Cash	12	-	-
	<b>Total cash funds</b>	<b>19,583</b>	-	-
	<small>(agree balances with receipts and payments account(s))</small>	<small>Agreement Error</small>	<small>OK</small>	<small>OK</small>
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	<small>Fund to which asset belongs</small>	<small>Cost (optional)</small>	<small>Current value (optional)</small>
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B4 Assets retained for the charity's own use</b>	Details	<small>Fund to which asset belongs</small>	<small>Cost (optional)</small>	<small>Current value (optional)</small>
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B5 Liabilities</b>	Details	<small>Fund to which liability relates</small>	<small>Amount due (optional)</small>	<small>When due (optional)</small>
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>K. Graves</i>	K. GRAVES	5-7-2021
<i>B. Howlett</i>	B. Howlett	5/7/2021

The Trustees  
Explorers' Preschool  
c/o St Nicholas Primary School  
Ash Walk  
Henstridge  
Somerset BA8 0QD

Quiet Corner House  
High Street  
Henstridge  
Somerset BA8 0RA

5 July 2021

## **Independent examiner's report to the trustees of Explorers Charitable Incorporated Organisation ('the CIO')**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 August 2020.

### **Responsibilities and basis of report**

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

I report in respect of my examination of the CIO's accounts carried out under section 145 of the Act.

In carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement- matter of concern identified**

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 as required by section 130 of the Act; or
2. the accounts do not accord with those records.

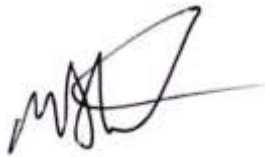
In carrying out my examination I noted a lapse, prior to the appointment of the current Treasurer, in the keeping of accounting records of fees paid and owed (excluding voucher payments). This resulted in poor detail of information handed over between consecutive Treasurers, albeit for a relatively small portion of income. There has been a subsequent step change improvement in financial management. I would like to offer the following recommendations to further improve financial management,

- The Trustees should implement with urgency a business continuity process that includes a system for record retention and the managing/ transferring of financial documents and transaction controls. This will allow financial management to continue if the Treasurer is unable to act and ensure smooth transition to future Treasurers.
  - As part of this process, labelling on the Treasurer's working spreadsheets should as clear as possible to allow a newcomer to understand without confusion.

- It would also be helpful for business continuity (and auditing) to combine the Treasurer's spreadsheets to clarify how figures flow up into the accounts
- The Trustees should agree a Reserves Policy to align and formalise its position regarding cash reserves and thus ensure Trustees are clear on 'available' cash in bank.
- The financial position should be recorded in minutes for each Trustee Committee Meeting to ensure that all Trustees have an up to date understanding at any time.
- The Trustees should formalise the Delegations of Authority limits currently applied, (including from Committee to Chair for authorising expenditure, from Chair to Treasurer for distributing funds and from Treasurer to the Preschool Supervisor for use of petty cash)
- The Petty Cash records should be continuous (i.e. no gaps in dates between different logs)

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Signed:



Name: Mervyn Stuart Wright

Relevant professional qualification(s) or membership of professional bodies (if any): N/A

Address: Quiet Corner House, High Street, Henstridge, Somerset, BA8 0RA

Date: 5 July 2021