

**SOUTHFIELDS COMMUNITY PRESCHOOL**

Charity Commission Registered No: 1027872

**ANNUAL REPORT AND ACCOUNTS**

For the year ended 31<sup>st</sup> August 2021

**Southfields Community Preschool  
Trustee Annual Report  
For the year ended 31<sup>st</sup> August 2021**

The trustees present their report and independently examined financial statements for the year ended 31<sup>st</sup> August 2021.

**Reference and Administrative Details:**

Registered Name:	Southfields Community Preschool	
Charity No:	1027872	
Operational Address:	Southfields Community Centre Southfields Avenue Stanground Peterborough PE2 8RY	
Trustees at date of Report:	Chair	Lauren Broughton
	Treasurer	Heidi Askew
	Secretary	Megan McIntyre
	Others	Dawn Frost Karina Stephenson Shiane Welsh
Bankers:	HSBC Bank Plc	
Independent Examiner:	Mark Bedford MJB Financial Services 11 Belton Road Stanground Peterborough PE2 8UU	

**Structure Governance and Management**

This is a membership organisation governed by the model Pre-school Learning Alliance Constitution. The constitution was adopted on 2<sup>nd</sup> April 1992 and subsequently amended on 20 October 2008. Members can be parents or guardians of all children who attend playgroup or other interested individuals approved by the Committee. Committee members are appointed / confirmed at the Annual General Meeting. All Committee members give their time on a voluntary basis and receive no remuneration or other benefits.

**Southfields Community Preschool  
Trustee Annual Report  
For the year ended 31<sup>st</sup> August 2021**

**Objects and Activities**

The aims are, as set out in the constitution, to enhance the development and education of children 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;
- (b) encouraging the study of the needs of the children and their families and promoting public interest 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.

**Public benefit**

The committee and staff have regard to Charity Commission guidance on public benefit when setting objectives and planning activities. All children are eligible for Nursery Education Funding, which is provided by the Local Authority, the term after they become 3 years old. Fees are charged for children who attend between the ages of 2 and 3 but these are kept as low as possible so that childcare is affordable to all families using our service.

**Achievements and Performance**

The impact of Covid has continued through the year with the preschool closing on two occasions when staff needed to self-isolate, the loss of fees income and less children attending. Government funding has helped us to overcome some of these difficulties.

A high number of children left in the summer of 2021 and so numbers returning in Autumn term were low. As a result of advertising, we have had some interest and have developed a waiting list but will continue to advertise in local shops.

Fundraising has been very difficult. We usually have a fundraising activity twice a year with coffee mornings and raffles but this has not been possible due to Covid 19. We did raise a little money from an Easter colouring competition running alongside an Easter bonnet competition.

The manager completed her Level 4 Childcare qualification, which has brought new and up to date information to the preschool. We have recruited a level 3 qualified member of staff, who is a former employer and very knowledgeable, and this has had a very positive impact on the preschool. We have also employed an apprentice who is also studying her level 3 qualification. Together we will use our knowledge to improve the preschool, ensuring we can keep our good judgement from Ofsted.

For the year ahead we plan to carry on with the good quality of teaching, accessing the training courses we need to develop professionally, which are now held virtually. We will be purchasing uniforms to provide a sense of belonging and to advertise the pre-school when out in the community. We are also going to start using the Baby Days app so that parents have on-line access to see how their child is progressing, what activities they are doing on a day to day basis, and to provide access to their child's keyworker.

**Southfields Community Preschool  
Trustee Annual Report  
For the year ended 31<sup>st</sup> August 2021**

**Reserves policy**

Reserves act as a cushion for any loss of income and unforeseen situations. Throughout the year the balances remained over the reserves level of £23,998. Reserves have been calculated using the amounts needed to settle redundancy payments, staff notice periods plus one month's general overheads.

**Financial Review**

As a small charity the statutory reports are prepared on a Receipts and Payments basis. These show a loss of £5,887 over the financial year ended 31<sup>st</sup> August 2021.

Staffing is the most significant cost to the preschool (76% of total expenditure). These costs have remained at a similar level to last year despite an increase to national living wage and the recruitment of an apprentice.

Costs overall have increased by £3,128 with more being spent on resources. Premises costs are higher because the preschool was not charged the full amount last year due to Covid.

The final closing cash balance for the year was £45,814.

This Report has been approved by the Trustees and has been signed on their behalf by:

Signature: .....

Full Name: LAREN BROUGHTON.....

Date: 20/5/2022.....

**SOUTHFIELDS COMMUNITY PRESCHOOL**

Registered Charity No: 1027872

**RECEIPTS AND PAYMENTS FOR THE FINANCIAL YEAR ENDING 31ST AUGUST 2021**

<b><u>RECEIPTS</u></b>	<b>UNRESTRICTED FUNDS THIS YEAR</b>	<b>TOTAL FUNDS LAST YEAR</b>
	<b>£</b>	<b>£</b>
NEF Funding	61,547	61,932
Other Funding	642	192
Fees	1,702	2,927
Grants	2,003	0
Bank Interest	0	8
Other Income	28	3,467
Fund Raising and Donations	36	137
<b>TOTAL RECEIPTS</b>	<b><u>65,958</u></b>	<b><u>68,663</u></b>
<b><u>PAYMENTS</u></b>		
Wages inc Inland Revenue payments	(54,378)	(54,702)
Training Total	(160)	(30)
Other Staff Costs	(223)	(174)
Resources for Children	(1,176)	(555)
Resources for Setting	(1,100)	(250)
Resources for Outside	(541)	(35)
Food and Drink	(290)	(433)
Consumables	(331)	(335)
Premises	(5,575)	(4,497)
Fees and Subscriptions	(6,386)	(6,050)
Administration	(1,556)	(1,602)
Bank Charges	0	0
Other Costs	(129)	(36)
Loss	0	0
Fundraising	0	(18)
<b>TOTAL PAYMENTS</b>	<b><u>(71,845)</u></b>	<b><u>(68,717)</u></b>
Net of Receipts/(Payments)	(5,887)	(54)
Balance b/fwd	51,701	51,755
<b>Balance c/fwd</b>	<b><u>45,814</u></b>	<b><u>51,701</u></b>

**SOUTHFIELDS COMMUNITY PRESCHOOL**

Registered Charity No: 1027872

**STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST AUGUST 2021**

		<b>UNRESTRICTED FUNDS THIS YEAR</b>	<b>TOTAL FUNDS LAST YEAR</b>
<b><u>CASH FUNDS</u></b>		<b>£</b>	
HSBC (Current)		40,836	46,714
HSBC (Savings)		4,907	4,906
Fees Float		0	20
Petty Cash		71	61
<b>Total Cash Funds</b>		<b><u>45,814</u></b>	<b><u>51,701</u></b>
<b><u>OTHER ASSETS</u></b>			
CJRS Grant	Note 3	0	460
		<b><u>0</u></b>	<b><u>0</u></b>
<b><u>LIABILITIES</u></b>			
Nursery Education Funding	Note 2	6,657	13,995
Independent Examination		120	120
PAYE	Note 4	371	603
Hire of Premises	Note 5	350	570
		<b><u>7,498</u></b>	<b><u>15,288</u></b>

I approve the Receipts and Payments Accounts set out on page 1 and above and confirm that all relevant records and information has been made available for their preparation.

Signed on behalf of the Trustees:

  
.....  
Signature

  
.....  
Name

**NOTES**

1. No trustees received remuneration or reimbursements in the period above.
2. Nursery Education Funding for £13,995 is for Autumn 2020.  
Nursery Education Funding for £6,657 is for Autumn 2021.
3. 19/20 Accounts - £460.20 payment from HMRC in respect of claim CJRS grant for the period of July 20.
4. 19/20 Accounts - £603 payment is due to be paid to HMRC in respect of Period 3 & Period 4.  
20/21 Accounts - £371 payment is due to be paid to HMRC in respect of Period 5.
5. 19/20 Accounts - £570 rent for March 20 paid on 04/09/20.  
20/21 Accounts - £350 rent for July 21 outstanding.

