



**Westbrook Little People
Annual General Meeting
22nd June 2021
(In Garden due to Covid 19)
Westbrook Hall,
Waterlooville
PO7 8NU**

Committee

Lisa English	Chairperson
Leonie Faulkner	Committee Member (Apologies)
Sarah Jetten	Committee Member

All members of the committee above to be re-elected

Staff

Michelle Traviss	Early Years Manager
Cath Cartwright	Deputy Early Years Manager
Toni Ponting	Early Years Practitioner
Amy Gardner	Early Years Practitioner
Katy Knight	Early Years Practitioner
Caroline (Ren) Rosenfeld	Early Years Practitioner
Laura Callingham Pink	Business Manager

Parents/Families

Herbert
Kendrick
O'neil
Cheeseman
Mundell
Groves
Reber
Evans

Minutes of the previous meeting / matters arising

The last AGM was April 2019 due to Covid 19. The minutes were presented and no matters arose so the minutes were signed off.

Chairperson's Report – Lisa English with the support of Laura Callingham Pink

Lisa welcomed everyone to the Teddy Bears Picnic. Laura supported due to lack of committee members. Lisa explained that due to Covid, running the committee had become extremely difficult. There were only three members in total, Sarah Jetten and Leonie Faulkner, which is below the minimum amount needed.

Lisa explained how the committee worked and explained the pre-school adopts the 2011 pre-school learning alliance constitution. She went on to explain Westbrook is a charity and run by a committee and how difficult it been due to all the Covid restrictions. She said staff have needed to step in and manage the pre-school. Lisa said it had been more and more difficult to recruit committee members, therefore we are looking at changing the structure into a Charity Incorporated Organisation. That means there will be trustees rather than parents guiding the pre-school. She reassured parents that it will not affect the children in anyway and more details would be given in September 2021.

Lisa finally went on to take the opportunity to thank all the staff for all their hard work, it has been an extreme year for everyone, but the team has gone up and above all expectations in keeping the pre-school running.

Treasurer's Report – Read by Laura Callingham Pink

Laura gave everyone a brief overview into the accounts ending April 2019 and 2020. We needed to report on both years as AGMs needed to be cancelled. The financial accounts for both years were available if anyone was interested in looking through them.

Westbrook Little People aim to break even each year, any profits made are put back into the pre-school to ensure the children have everything they need and require on their learning journey.

During 2018-2019, we made a profit of **£10,243**.
The following year 2019-2020, we made a loss of **£212**.

The bank balance at 31st March 2020 **£73,237**

Parents Questions

Parents were asked if they had any questions, there were none.

Any Other Business –

Lisa then stated that WLP will be continuing to use the 2011 constitution, all committee members will be stepping down and then elected. The three members remain until the new structure.

The next committee meeting to be confirmed.
Meeting closed at 1pm

AGM FOR MARCH 2021 ACCOUNTS WILL BE HELD SUMMER TERM 2022

Westbrook Little People

Charity No. 1029611

Trustee's Report and Unaudited Accounts

31 March 2021

The Trustee presents his report with the unaudited financial statements of the charity for the year ended 31 March 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity No. 1029611

Principal Office

Westbrook Hall

Tempest Avenue

Waterlooville

PO7 8NU

Trustee

The following Trustee served during the year:

Lisa English

Accountants

SHCA Limited

87 London Road

Cowplain

Waterlooville

PO8 8XB

OBJECTIVES AND ACTIVITIES

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 using the EYFS (Early Years Foundation Stage).

To provide a safe, secure and fun learning and play environment for preschool children.

The trustees has had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity.

ACHIEVEMENTS AND PERFORMANCE

Westbrook Little People is a charity based organisation, led by a voluntary management committee. The staff are well qualified and strive to meet the individual needs of our little people, ensuring they get the very best start. Staff training is extremely important to us. Being a charity pre-school, we rely on fundraising events to help support us and buy additional equipment and resources that are required to assist the children's development needs. Unfortunately due to Covid, this has been an extremely challenging year, making fundraising and day to day management difficult.

We started the year with our first lockdown, following government guidelines there was no other option than to close. Our staff kept in contact with families, providing support and carried out a huge amount of online training. By June the pre-school managed to reopen for the children that required places, which were very few. Due to many parents and carers being at home, a majority of parents decided to keep their children safe and at home. The staff continued to serve the community through to summer 2020, caring for those children who needed places and by supporting those who were kept at home. Keyworkers had continuous contact with parents to ensure children's learning was maintained.

The return in September saw parent's confidence was still very low and many children had moved on to start school. This meant numbers remained minimal. As the term past, there was a gradual increase in children attending and the staff even managed a fundraising event in the autumn term.

Due to Covid restrictions, there were so many limitations to what we could do. The management committee were unable to fundraise as normal which was unfortunate. This year has been all about survival and safety. Westbrook Little People has done its best under extremely difficult circumstances.

FINANCIAL REVIEW

Westbrook Little People had a very unfortunate financial year. Due to Covid and circumstances beyond our control, we ended the year with a huge loss of £9,980.00. Our aim each year is to break even and we are fortunate enough to have funds that will cover this loss from previous year's profits allowing us to remain financially viable.

The main reason for such a loss was that our child attendance fees decreased by £11,368.00. Many of our private fee paying children did not attend because of Covid. Our expenses remained similar. Wages and pensions were slightly more as the minimum wage increased, along with pension costs, therefore leaving a huge gap between income and expenditure. Additionally, our numbers of children attending were generally much lower than we would expect.

It's been an extremely tough year and did everything possible to reduce costs, we couldn't use the furlough scheme due to early years funding. With practically no fundraising due to restrictions, it's made it a very difficult all round. Going forwards, we hope to see an increase in demand and parents confidence returning. We will continue to try and increase child attendance numbers.

RESERVES POLICY

Westbrook Little People Management Committee, as trustees of the charity, are committed to fulfil their responsibilities to the Charity Commission, and as employers and childcare service providers. We aim to ensure our responsibilities to our staff and families are fulfilled and as such identify the need to hold reserves in case of emergencies and to fulfil our legal responsibilities as employers and to ensure the charity is effective.

Procedures

We have identified using advice and guidance from Services for Young Children (SfYC), that three months contingency should be sufficient for emergencies.

Contingency will include all running cost, plus staff redundancy.

Redundancy packages in line with minimum requirements will be calculated using advice from ACAS, LAWCALL and Government websites, once calculated these amounts where possible will be held in a reserve account with the contingency.

Where there is a short fall, the committee will endeavour to build such reserves, but only after their charitable responsibilities have been met, so as not to fail to meet the aims of the charity.

All reserves shall be reviewed, either yearly or when major changes happen which could impact on the reserves amount to ensure it continues to meet the changing needs and circumstances e.g. employing temporary staff to cover long term sick absence or rent increases.

Any large projects where fundraising will need to be prolonged and money saved over a period of time will be identified and held in the reserve account.

Short term deficits in the cash flow budget, for example money required before funding is received.

The reserves policy will be set out in the trustees' annual report to ensure it continues to meet the changing needs and circumstances e.g. employing temporary staff to cover long term sick absence or rent increases.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Westbrook Little People
Trustees Annual Report

The charity has a standard registration with a governing document being a scheme of the charity commission dated 2nd August 2016

The methods adopted for the recruitment and appointment of new trustees is from parents of the children attending the preschool

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. The Trustee is also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed

Lisa English
Trustee
07 December 2021

Westbrook Little People

Independent Examiners Report

Independent Examiner's Report to the trustee of Westbrook Little People

I report to the trustees on my examination of the accounts of Westbrook Little People for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

Responsibilities and basis of report

As the charity's trustee you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). The trustee considers that an audit is not required for this year under the Charities Act 2011, s.144(2) (the 2011 Act) and that an independent examination is needed.

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 examiner's statement

I have completed my examination. I can 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:

- the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts did 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.

Stuart Hoare A.C.A.

ICAEW

SHCA Limited

87 London Road

Cowplain

Waterlooville

PO8 8XB

07 December 2021

Westbrook Little People
Statement of Financial Activities
for the year ended 31 March 2021

	Notes	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income and endowments from:				
Charitable activities	3	99,015	99,015	110,413
Other trading activities	4	177	177	338
Investments	5	19	19	89
Total		99,211	99,211	110,840
Expenditure on:				
Raising funds	6	3,638	3,638	4,452
Other	7	105,553	105,553	106,600
Total		109,191	109,191	111,052
Net gains on investments		-	-	-
Net expenditure	8	(9,980)	(9,980)	(212)
Transfers between funds		-	-	-
Net expenditure before other gains/(losses)		(9,980)	(9,980)	(212)
Other gains and losses				
Net movement in funds		(9,980)	(9,980)	(212)
Reconciliation of funds:				
Total funds brought forward		73,025	73,025	73,237
Total funds carried forward		63,045	63,045	73,025

Westbrook Little People

Balance Sheet

at 31 March 2021

Charity No. 1029611

		2021	2020
		£	£
Fixed assets			
Tangible assets	10	1	957
		<u>1</u>	<u>957</u>
Current assets			
Debtors	11	-	460
Cash at bank and in hand		66,921	75,436
		<u>66,921</u>	<u>75,896</u>
Creditors: Amount falling due within one year	12	(3,877)	(3,828)
Net current assets		63,044	72,068
Total assets less current liabilities		<u>63,045</u>	<u>73,025</u>
Net assets excluding pension asset or liability		63,045	73,025
Total net assets		<u><u>63,045</u></u>	<u><u>73,025</u></u>
The funds of the charity			
Restricted funds	13		
Unrestricted funds	13		
General funds		63,045	73,025
		<u>63,045</u>	<u>73,025</u>
Reserves	13		
Total funds		<u><u>63,045</u></u>	<u><u>73,025</u></u>

Approved by the trustees on 07 December 2021

And signed on their behalf by:

Lisa English

Trustee

07 December 2021

for the year ended 31 March 2021

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities 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 the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Fund accounting

Unrestricted funds These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.

Designated funds These are unrestricted funds earmarked by the trustees for particular purposes.

Revaluation funds These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.

Restricted funds These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.

Income with related expenditure Where income has related expenditure the income and related expenditure is reported gross in the SoFA.

Donations and legacies Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.

Tax reclaims on donations and gifts Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.

Donated services and facilities These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.

Volunteer help The value of any volunteer help received is not included in the accounts.

Investment income This is included in the accounts when receivable.

Gains/(losses) on revaluation of fixed assets This includes any gain or loss resulting from revaluing investments to market value at the end of the year.

Gains/(losses) on investment assets This includes any gain or loss on the sale of investments.

Expenditure

Recognition of expenditure Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Expenditure on raising funds These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.

Expenditure on charitable activities These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.

Grants payable All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.

Governance costs These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.

Other expenditure These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from tax on its charitable activities.

Tangible fixed assets and depreciation

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

Plant and equipment	25% Straight line
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Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Westbrook Little People
Notes to the Accounts

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the charity pays fixed contributions into a separate entity. Once the contributions have been paid the charity has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the charity in independently administered funds.

Receipt of donated goods, facilities and services

All donated goods, facilities and services received are recognised within incoming resources and expenditure at an estimate of the value to the charity.

2 Statement of Financial Activities - prior year

	Unrestricted funds 2020 £	Total funds 2020 £
Income and endowments from:		
Charitable activities	110,413	110,413
Other trading activities	338	338
Investments	89	89
Total	<u>110,840</u>	<u>110,840</u>
Expenditure on:		
Raising funds	4,452	4,452
Other	106,600	106,600
Total	<u>111,052</u>	<u>111,052</u>
Net income	<u>(212)</u>	<u>(212)</u>
Net income before other gains/(losses)	(212)	(212)
Other gains and losses:		
Net movement in funds	<u>(212)</u>	<u>(212)</u>
Reconciliation of funds:		
Total funds brought forward	73,237	73,237
Total funds carried forward	<u><u>73,025</u></u>	<u><u>73,025</u></u>

3 Income from charitable activities

	Unrestricted £	Total 2021 £	Total 2020 £
Child attendance fees	99,015	99,015	110,413
	<u><u>99,015</u></u>	<u><u>99,015</u></u>	<u><u>110,413</u></u>

4 Income from other trading activities

	Unrestricted	Total 2021	Total 2020
	£	£	£
Fund raising activities	177	177	338
	<u>177</u>	<u>177</u>	<u>338</u>

5 Income from investments

	Unrestricted	Total 2021	Total 2020
	£	£	£
Bank account interest	19	19	89
	<u>19</u>	<u>19</u>	<u>89</u>

6 Expenditure on raising funds

	Unrestricted	Total 2021	Total 2020
	£	£	£
<i>Fundraising trading costs</i>			
Fund raising activities	3,638	3,638	4,452
	<u>3,638</u>	<u>3,638</u>	<u>4,452</u>

7 Other expenditure

	Unrestricted	Total 2021	Total 2020
	£	£	£
Employee costs	89,154	89,154	88,587
Premises costs	11,505	11,505	12,739
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	956	956	1,206
General administrative costs	2,373	2,373	2,322
Legal and professional costs	1,565	1,565	1,746
	<u>105,553</u>	<u>105,553</u>	<u>106,600</u>

8 Net expenditure before transfers

	2021	2020
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	956	1,206

Westbrook Little People
Notes to the Accounts

9 Staff costs		
Salaries and wages	87,135	85,724
Pension costs	1,342	1,240
	<u>88,477</u>	<u>86,964</u>

No employee received emoluments in excess of £60,000.

The average monthly number of full time equivalent employees during the year was as follows:

	2021	2020
	Number	Number
Direct supervision of children	8	9
	<u>8</u>	<u>9</u>

10 Tangible fixed assets

	Plant and equipment	Total
	£	£
Cost or revaluation		
At 1 April 2020	6,208	6,208
At 31 March 2021	<u>6,208</u>	<u>6,208</u>
Depreciation and impairment		
At 1 April 2020	5,251	5,251
Depreciation charge for the year	956	956
At 31 March 2021	<u>6,207</u>	<u>6,207</u>
Net book values		
At 31 March 2021	<u>1</u>	<u>1</u>
At 31 March 2020	<u>957</u>	<u>957</u>

11 Debtors

	2021	2020
	£	£
Other debtors	-	460
	<u>-</u>	<u>460</u>

12 Creditors:

amounts falling due within one year

	2021	2020
	£	£
Other creditors	1,055	234
Accruals and deferred income	2,822	3,594
	<u>3,877</u>	<u>3,828</u>

13 Movement in funds

	At 1 April 2020	Incoming resources (including other gains/losses) £	Resources expended £	At 31 March 2021 £
Restricted funds:				
Unrestricted funds:				
General funds	73,025	99,211	(109,191)	63,045
Revaluation Reserves:				
Total funds	<u>73,025</u>	<u>99,211</u>	<u>(109,191)</u>	<u>63,045</u>

14 Analysis of net assets between funds

	Unrestricted funds £	Total £
Fixed assets	1	1
Net current assets	63,044	63,044
	<u>63,045</u>	<u>63,045</u>

15 Reconciliation of net debt

	At 1 April 2020 £	Cash flows £	At 31 March 2021 £
Cash and cash equivalents	75,436	(8,515)	66,921
	<u>75,436</u>	<u>(8,515)</u>	<u>66,921</u>
Net debt	<u>75,436</u>	<u>(8,515)</u>	<u>66,921</u>

16 Commitments

Operating lease commitments

Annual commitments under non-cancellable operating leases are as follows:

	2021 Land and buildings £	2021 Other £	2020 Land and buildings £	2020 Other £
Operating leases with expiry date:				

Pension commitments

	2021 £	2020 £
The pension cost charge to the charity amounted to:	<u>1,342</u>	<u>1,240</u>

Westbrook Little People
Statement of Cash flows
for the year ended 31 March 2021

	2021 £	2020 £
Cash flows from operating activities		
Net expenditure per Statement of Financial Activities	(9,980)	(212)
Adjustments for:		
Depreciation of property, plant and equipment	956	1,206
Dividends, interest and rents from investments	(19)	(89)
Decrease in trade and other receivables	460	38
Increase in trade and other payables	49	882
Net cash (used in)/provided by operating activities	<u>(8,534)</u>	<u>1,825</u>
Cash flows from investing activities		
Dividends, interest and rents from investments	19	89
Net cash from investing activities	<u>19</u>	<u>89</u>
Net cash from financing activities	<u>-</u>	<u>-</u>
Net (decrease)/increase in cash and cash equivalents	(8,515)	1,914
Cash and cash equivalents at the beginning of the year	75,436	73,522
Cash and cash equivalents at the end of the year	<u>66,921</u>	<u>75,436</u>
Components of cash and cash equivalents		
Cash and bank balances	66,921	75,436
	<u>66,921</u>	<u>75,436</u>

Westbrook Little People
Detailed Statement of Financial Activities
for the year ended 31 March 2021

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income and endowments from:			
Charitable activities			
Child attendance fees	99,015	99,015	110,413
	<u>99,015</u>	<u>99,015</u>	<u>110,413</u>
Other trading activities			
Fund raising activities	177	177	338
	<u>177</u>	<u>177</u>	<u>338</u>
Investments			
Bank account interest	19	19	89
	<u>19</u>	<u>19</u>	<u>89</u>
Total income and endowments	99,211	99,211	110,840
Expenditure on:			
Costs of other trading activities			
Fund raising activities	3,638	3,638	4,452
	<u>3,638</u>	<u>3,638</u>	<u>4,452</u>
Total of expenditure on raising funds	3,638	3,638	4,452
Employee costs			
Salaries/wages	87,135	87,135	85,724
Pension costs	1,342	1,342	1,240
Staff training	60	60	756
Staff welfare	617	617	867
	<u>89,154</u>	<u>89,154</u>	<u>88,587</u>
Premises costs			
Rent	11,276	11,276	12,674
Premises cleaning	79	79	65
Other premises costs	150	150	-
	<u>11,505</u>	<u>11,505</u>	<u>12,739</u>
General administrative costs, including depreciation and amortisation			
Depreciation of Plant and equipment	956	956	1,206
General insurances	664	664	425
Stationery and printing	809	809	571
Subscriptions	441	441	736
Telephone, fax and broadband	459	459	590
	<u>3,329</u>	<u>3,329</u>	<u>3,528</u>
Legal and professional costs			

Westbrook Little People
Detailed Statement of Financial Activities

Audit/Independent examination fees	924	924	936
Accountancy and bookkeeping	641	641	810
	<u>1,565</u>	<u>1,565</u>	<u>1,746</u>
Total of expenditure of other costs	<u>105,553</u>	<u>105,553</u>	<u>106,600</u>
Total expenditure	109,191	109,191	111,052
Net gains on investments	-	-	-
	<u>(9,980)</u>	<u>(9,980)</u>	<u>(212)</u>
Net expenditure			
Net expenditure before other gains/(losses)	<u>(9,980)</u>	<u>(9,980)</u>	<u>(212)</u>
Other Gains	-	-	-
	<u>(9,980)</u>	<u>(9,980)</u>	<u>(212)</u>
Net movement in funds			
Reconciliation of funds:			
Total funds brought forward	73,025	73,025	73,237
Total funds carried forward	<u>63,045</u>	<u>63,045</u>	<u>73,025</u>

Westbrook Little People

Charity No. 1029611

Trustee's Report and Unaudited Accounts

31 March 2021

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To provide a safe, secure and fun learning and play environment for preschool children.

The trustees has had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity.

ACHIEVEMENTS AND PERFORMANCE

Westbrook Little People is a charity based organisation, led by a voluntary management committee. The staff are well qualified and strive to meet the individual needs of our little people, ensuring they get the very best start. Staff training is extremely important to us. Being a charity pre-school, we rely on fundraising events to help support us and buy additional equipment and resources that are required to assist the children's development needs. Unfortunately due to Covid, this has been an extremely challenging year, making fundraising and day to day management difficult.

We started the year with our first lockdown, following government guidelines there was no other option than to close. Our staff kept in contact with families, providing support and carried out a huge amount of online training. By June the pre-school managed to reopen for the children that required places, which were very few. Due to many parents and carers being at home, a majority of parents decided to keep their children safe and at home. The staff continued to serve the community through to summer 2020, caring for those children who needed places and by supporting those who were kept at home. Keyworkers had continuous contact with parents to ensure children's learning was maintained.

The return in September saw parent's confidence was still very low and many children had moved on to start school. This meant numbers remained minimal. As the term past, there was a gradual increase in children attending and the staff even managed a fundraising event in the autumn term.

Due to Covid restrictions, there were so many limitations to what we could do. The management committee were unable to fundraise as normal which was unfortunate. This year has been all about survival and safety. Westbrook Little People has done its best under extremely difficult circumstances.

FINANCIAL REVIEW

Westbrook Little People had a very unfortunate financial year. Due to Covid and circumstances beyond our control, we ended the year with a huge loss of £9,980.00. Our aim each year is to break even and we are fortunate enough to have funds that will cover this loss from previous year's profits allowing us to remain financially viable.

The main reason for such a loss was that our child attendance fees decreased by £11,368.00. Many of our private fee paying children did not attend because of Covid. Our expenses remained similar. Wages and pensions were slightly more as the minimum wage increased, along with pension costs, therefore leaving a huge gap between income and expenditure. Additionally, our numbers of children attending were generally much lower than we would expect.

It's been an extremely tough year and did everything possible to reduce costs, we couldn't use the furlough scheme due to early years funding. With practically no fundraising due to restrictions, it's made it a very difficult all round. Going forwards, we hope to see an increase in demand and parents confidence returning. We will continue to try and increase child attendance numbers.

RESERVES POLICY

Westbrook Little People Management Committee, as trustees of the charity, are committed to fulfil their responsibilities to the Charity Commission, and as employers and childcare service providers. We aim to ensure our responsibilities to our staff and families are fulfilled and as such identify the need to hold reserves in case of emergencies and to fulfil our legal responsibilities as employers and to ensure the charity is effective.

Procedures

We have identified using advice and guidance from Services for Young Children (SfYC), that three months contingency should be sufficient for emergencies.

Contingency will include all running cost, plus staff redundancy.

Redundancy packages in line with minimum requirements will be calculated using advice from ACAS, LAWCALL and Government websites, once calculated these amounts where possible will be held in a reserve account with the contingency.

Where there is a short fall, the committee will endeavour to build such reserves, but only after their charitable responsibilities have been met, so as not to fail to meet the aims of the charity.

All reserves shall be reviewed, either yearly or when major changes happen which could impact on the reserves amount to ensure it continues to meet the changing needs and circumstances e.g. employing temporary staff to cover long term sick absence or rent increases.

Any large projects where fundraising will need to be prolonged and money saved over a period of time will be identified and held in the reserve account.

Short term deficits in the cash flow budget, for example money required before funding is received.

The reserves policy will be set out in the trustees' annual report to ensure it continues to meet the changing needs and circumstances e.g. employing temporary staff to cover long term sick absence or rent increases.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Westbrook Little People
Trustees Annual Report

The charity has a standard registration with a governing document being a scheme of the charity commission dated 2nd August 2016

The methods adopted for the recruitment and appointment of new trustees is from parents of the children attending the preschool

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. The Trustee is also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed

Lisa English
Trustee
07 December 2021

Westbrook Little People

Independent Examiners Report

Independent Examiner's Report to the trustee of Westbrook Little People

I report to the trustees on my examination of the accounts of Westbrook Little People for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

Responsibilities and basis of report

As the charity's trustee you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011('the Act'). The trustee considers that an audit is not required for this year under the Charities Act 2011, s.144(2) (the 2011 Act) and that an independent examination is needed.

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 examiner's statement

I have completed my examination. I can 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:

- the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts did 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.

Stuart Hoare A.C.A.

ICAEW

SHCA Limited

87 London Road

Cowplain

Waterlooville

PO8 8XB

07 December 2021

Westbrook Little People
Statement of Financial Activities
for the year ended 31 March 2021

	Notes	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income and endowments from:				
Charitable activities	3	99,015	99,015	110,413
Other trading activities	4	177	177	338
Investments	5	19	19	89
Total		99,211	99,211	110,840
Expenditure on:				
Raising funds	6	3,638	3,638	4,452
Other	7	105,553	105,553	106,600
Total		109,191	109,191	111,052
Net gains on investments		-	-	-
Net expenditure	8	(9,980)	(9,980)	(212)
Transfers between funds		-	-	-
Net expenditure before other gains/(losses)		(9,980)	(9,980)	(212)
Other gains and losses				
Net movement in funds		(9,980)	(9,980)	(212)
Reconciliation of funds:				
Total funds brought forward		73,025	73,025	73,237
Total funds carried forward		63,045	63,045	73,025

Westbrook Little People

Balance Sheet

at 31 March 2021

Charity No. 1029611

		2021	2020
		£	£
Fixed assets			
Tangible assets	10	1	957
		<u>1</u>	<u>957</u>
Current assets			
Debtors	11	-	460
Cash at bank and in hand		66,921	75,436
		<u>66,921</u>	<u>75,896</u>
Creditors: Amount falling due within one year	12	(3,877)	(3,828)
Net current assets		63,044	72,068
Total assets less current liabilities		<u>63,045</u>	<u>73,025</u>
Net assets excluding pension asset or liability		63,045	73,025
Total net assets		<u><u>63,045</u></u>	<u><u>73,025</u></u>
The funds of the charity			
Restricted funds	13		
Unrestricted funds	13		
General funds		63,045	73,025
		<u>63,045</u>	<u>73,025</u>
Reserves	13		
Total funds		<u><u>63,045</u></u>	<u><u>73,025</u></u>

Approved by the trustees on 07 December 2021

And signed on their behalf by:

Lisa English

Trustee

07 December 2021

for the year ended 31 March 2021

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities 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 the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Fund accounting

Unrestricted funds These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.

Designated funds These are unrestricted funds earmarked by the trustees for particular purposes.

Revaluation funds These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.

Restricted funds These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.

Income with related expenditure Where income has related expenditure the income and related expenditure is reported gross in the SoFA.

Donations and legacies Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.

Tax reclaims on donations and gifts Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.

Donated services and facilities These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.

Volunteer help The value of any volunteer help received is not included in the accounts.

Investment income This is included in the accounts when receivable.

Gains/(losses) on revaluation of fixed assets This includes any gain or loss resulting from revaluing investments to market value at the end of the year.

Gains/(losses) on investment assets This includes any gain or loss on the sale of investments.

Expenditure

Recognition of expenditure Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Expenditure on raising funds These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.

Expenditure on charitable activities These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.

Grants payable All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.

Governance costs These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.

Other expenditure These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from tax on its charitable activities.

Tangible fixed assets and depreciation

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

Plant and equipment	25% Straight line
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Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the charity pays fixed contributions into a separate entity. Once the contributions have been paid the charity has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the charity in independently administered funds.

Receipt of donated goods, facilities and services

All donated goods, facilities and services received are recognised within incoming resources and expenditure at an estimate of the value to the charity.

2 Statement of Financial Activities - prior year

	Unrestricted funds 2020 £	Total funds 2020 £
Income and endowments from:		
Charitable activities	110,413	110,413
Other trading activities	338	338
Investments	89	89
Total	<u>110,840</u>	<u>110,840</u>
Expenditure on:		
Raising funds	4,452	4,452
Other	106,600	106,600
Total	<u>111,052</u>	<u>111,052</u>
Net income	<u>(212)</u>	<u>(212)</u>
Net income before other gains/(losses)	(212)	(212)
Other gains and losses:		
Net movement in funds	<u>(212)</u>	<u>(212)</u>
Reconciliation of funds:		
Total funds brought forward	73,237	73,237
Total funds carried forward	<u><u>73,025</u></u>	<u><u>73,025</u></u>

3 Income from charitable activities

	Unrestricted £	Total 2021 £	Total 2020 £
Child attendance fees	99,015	99,015	110,413
	<u>99,015</u>	<u>99,015</u>	<u>110,413</u>

4 Income from other trading activities

	Unrestricted	Total 2021	Total 2020
	£	£	£
Fund raising activities	177	177	338
	<u>177</u>	<u>177</u>	<u>338</u>

5 Income from investments

	Unrestricted	Total 2021	Total 2020
	£	£	£
Bank account interest	19	19	89
	<u>19</u>	<u>19</u>	<u>89</u>

6 Expenditure on raising funds

	Unrestricted	Total 2021	Total 2020
	£	£	£
<i>Fundraising trading costs</i>			
Fund raising activities	3,638	3,638	4,452
	<u>3,638</u>	<u>3,638</u>	<u>4,452</u>

7 Other expenditure

	Unrestricted	Total 2021	Total 2020
	£	£	£
Employee costs	89,154	89,154	88,587
Premises costs	11,505	11,505	12,739
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	956	956	1,206
General administrative costs	2,373	2,373	2,322
Legal and professional costs	1,565	1,565	1,746
	<u>105,553</u>	<u>105,553</u>	<u>106,600</u>

8 Net expenditure before transfers

	2021	2020
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	956	1,206

Westbrook Little People
Notes to the Accounts

9 Staff costs		
Salaries and wages	87,135	85,724
Pension costs	1,342	1,240
	<u>88,477</u>	<u>86,964</u>

No employee received emoluments in excess of £60,000.

The average monthly number of full time equivalent employees during the year was as follows:

	2021	2020
	Number	Number
Direct supervision of children	8	9
	<u>8</u>	<u>9</u>

10 Tangible fixed assets

	Plant and equipment	Total
	£	£
Cost or revaluation		
At 1 April 2020	6,208	6,208
At 31 March 2021	<u>6,208</u>	<u>6,208</u>
Depreciation and impairment		
At 1 April 2020	5,251	5,251
Depreciation charge for the year	956	956
At 31 March 2021	<u>6,207</u>	<u>6,207</u>
Net book values		
At 31 March 2021	<u>1</u>	<u>1</u>
At 31 March 2020	<u>957</u>	<u>957</u>

11 Debtors

	2021	2020
	£	£
Other debtors	-	460
	<u>-</u>	<u>460</u>

12 Creditors:

amounts falling due within one year

	2021	2020
	£	£
Other creditors	1,055	234
Accruals and deferred income	2,822	3,594
	<u>3,877</u>	<u>3,828</u>

13 Movement in funds

	At 1 April 2020	Incoming resources (including other gains/losses) £	Resources expended £	At 31 March 2021 £
Restricted funds:				
Unrestricted funds:				
General funds	73,025	99,211	(109,191)	63,045
Revaluation Reserves:				
Total funds	<u>73,025</u>	<u>99,211</u>	<u>(109,191)</u>	<u>63,045</u>

14 Analysis of net assets between funds

	Unrestricted funds £	Total £
Fixed assets	1	1
Net current assets	63,044	63,044
	<u>63,045</u>	<u>63,045</u>

15 Reconciliation of net debt

	At 1 April 2020 £	Cash flows £	At 31 March 2021 £
Cash and cash equivalents	75,436	(8,515)	66,921
	<u>75,436</u>	<u>(8,515)</u>	<u>66,921</u>
Net debt	<u>75,436</u>	<u>(8,515)</u>	<u>66,921</u>

16 Commitments

Operating lease commitments

Annual commitments under non-cancellable operating leases are as follows:

	2021 Land and buildings £	2021 Other £	2020 Land and buildings £	2020 Other £
Operating leases with expiry date:				

Pension commitments

	2021 £	2020 £
The pension cost charge to the charity amounted to:	<u>1,342</u>	<u>1,240</u>

Westbrook Little People
Statement of Cash flows
for the year ended 31 March 2021

	2021 £	2020 £
Cash flows from operating activities		
Net expenditure per Statement of Financial Activities	(9,980)	(212)
Adjustments for:		
Depreciation of property, plant and equipment	956	1,206
Dividends, interest and rents from investments	(19)	(89)
Decrease in trade and other receivables	460	38
Increase in trade and other payables	49	882
Net cash (used in)/provided by operating activities	<u>(8,534)</u>	<u>1,825</u>
Cash flows from investing activities		
Dividends, interest and rents from investments	19	89
Net cash from investing activities	<u>19</u>	<u>89</u>
Net cash from financing activities	<u>-</u>	<u>-</u>
Net (decrease)/increase in cash and cash equivalents	(8,515)	1,914
Cash and cash equivalents at the beginning of the year	75,436	73,522
Cash and cash equivalents at the end of the year	<u>66,921</u>	<u>75,436</u>
Components of cash and cash equivalents		
Cash and bank balances	66,921	75,436
	<u>66,921</u>	<u>75,436</u>

Westbrook Little People
Detailed Statement of Financial Activities
for the year ended 31 March 2021

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income and endowments from:			
Charitable activities			
Child attendance fees	99,015	99,015	110,413
	<u>99,015</u>	<u>99,015</u>	<u>110,413</u>
Other trading activities			
Fund raising activities	177	177	338
	<u>177</u>	<u>177</u>	<u>338</u>
Investments			
Bank account interest	19	19	89
	<u>19</u>	<u>19</u>	<u>89</u>
Total income and endowments	99,211	99,211	110,840
Expenditure on:			
Costs of other trading activities			
Fund raising activities	3,638	3,638	4,452
	<u>3,638</u>	<u>3,638</u>	<u>4,452</u>
Total of expenditure on raising funds	3,638	3,638	4,452
Employee costs			
Salaries/wages	87,135	87,135	85,724
Pension costs	1,342	1,342	1,240
Staff training	60	60	756
Staff welfare	617	617	867
	<u>89,154</u>	<u>89,154</u>	<u>88,587</u>
Premises costs			
Rent	11,276	11,276	12,674
Premises cleaning	79	79	65
Other premises costs	150	150	-
	<u>11,505</u>	<u>11,505</u>	<u>12,739</u>
General administrative costs, including depreciation and amortisation			
Depreciation of Plant and equipment	956	956	1,206
General insurances	664	664	425
Stationery and printing	809	809	571
Subscriptions	441	441	736
Telephone, fax and broadband	459	459	590
	<u>3,329</u>	<u>3,329</u>	<u>3,528</u>
Legal and professional costs			

Westbrook Little People
Detailed Statement of Financial Activities

Audit/Independent examination fees	924	924	936
Accountancy and bookkeeping	641	641	810
	<u>1,565</u>	<u>1,565</u>	<u>1,746</u>
Total of expenditure of other costs	<u>105,553</u>	<u>105,553</u>	<u>106,600</u>
Total expenditure	109,191	109,191	111,052
Net gains on investments	-	-	-
	<u>(9,980)</u>	<u>(9,980)</u>	<u>(212)</u>
Net expenditure			
Net expenditure before other gains/(losses)	<u>(9,980)</u>	<u>(9,980)</u>	<u>(212)</u>
Other Gains	-	-	-
Net movement in funds	<u>(9,980)</u>	<u>(9,980)</u>	<u>(212)</u>
Reconciliation of funds:			
Total funds brought forward	73,025	73,025	73,237
Total funds carried forward	<u>63,045</u>	<u>63,045</u>	<u>73,025</u>