

Westbrook Little People

Charity No. 1029611

Trustees' Report and Unaudited Accounts

31 March 2022

The trustees present their report with the unaudited financial statements of the charity for the year ended 31 March 2022.

#### REFERENCE AND ADMINISTRATIVE DETAILS

Charity No. 1029611

Principal Office

Westbrook Hall

Tempest Avenue

Waterlooville

PO7 8NU

Address Line 5

Trustees

The following trustees served during the year:

Lisa English (Resigned 7 October 2022)

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. All staff are well qualified and strive to meet the individual needs of the children of Westbrook Little people, ensuring they get the very best start.

Being a charity pre-school, we rely on fundraising events to help support us so that we can buy additional equipment and resources to enhance the children's experience and development needs. During April 2021 to end of March 2022 we were still affected by the Covid aftereffects, and this was an extremely challenging year financially.

Due to Covid restrictions/effects, parent/carer confidence, and the cost-of-living crisis we were limited on what fundraising we could do. Westbrook Little People has done its best under 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 £10841. 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.

Similar to the last financial year, the main reasons for such a loss was that our child attendance fees decreased, some private fee paying children did not attend because of Covid and we had less children on our books - our numbers of children attending were generally much lower than we would expect.

Going forwards, we hope to see an increase in demand and parents' confidence returning. We are actively advertising our spaces for children from 1 – 4 years old and will continue to try to increase child attendance numbers. We will also be looking at a restructure of the team to save costs where we can. Westbrook Little People remain committed to serving the community of Waterlooville and giving children the best start.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

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


Statement of trustees' responsibilities in relation to the financial statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The trustees are 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 Trustees are 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 on behalf of the charity's trustees

EMontgomery



Erica Montgomery  
Trustee

19 January 2023

Westbrook Little People

Independent Examiners Report

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

I report to the trustees on my examination of the financial statements of Westbrook Little People for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act'). The trustees consider 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 financial statements 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 financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of the financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements 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 financial statements to be reached.

Stuart Hoare

ICAEW

SHCA Limited

87 London Road

Cowplain

Waterlooville

PO8 8XB

19 January 2023

Westbrook Little People  
Statement of Financial Activities  
for the year ended 31 March 2022

	Notes	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income and endowments from:				
Charitable activities	3	107,367	107,367	99,015
Other trading activities	4	-	-	177
Investments	5	4	4	19
Total		107,371	107,371	99,211
Expenditure on:				
Raising funds	6	2,943	2,943	3,638
Other	7	115,269	115,269	105,553
Total		118,212	118,212	109,191
Net gains on investments		-	-	-
Net expenditure	8	(10,841)	(10,841)	(9,980)
Transfers between funds		-	-	-
Net expenditure before other gains/(losses)		(10,841)	(10,841)	(9,980)
Other gains and losses				
Net movement in funds		(10,841)	(10,841)	(9,980)
Reconciliation of funds:				
Total funds brought forward		63,045	63,045	73,025
Total funds carried forward		52,204	52,204	63,045

Westbrook Little People

Balance Sheet

at 31 March 2022

Charity No. 1029611

		2022	2021
		£	£
Fixed assets			
Tangible assets	10	<u>1</u>	<u>1</u>
		1	1
Current assets			
Cash at bank and in hand		<u>57,869</u>	<u>66,921</u>
		57,869	66,921
Creditors: Amount falling due within one year	11	<u>(5,666)</u>	<u>(3,877)</u>
Net current assets		52,203	63,044
Total assets less current liabilities		<u>52,204</u>	<u>63,045</u>
Net assets excluding pension asset or liability		52,204	63,045
Total net assets		<u><u>52,204</u></u>	<u><u>63,045</u></u>
The funds of the charity			
Restricted funds	12		
Unrestricted funds	12		
General funds		<u>52,204</u>	<u>63,045</u>
		52,204	63,045
Reserves	12		
Total funds		<u><u>52,204</u></u>	<u><u>63,045</u></u>

Approved by the trustees on 19 January 2023

And signed on their behalf by:

Erica Montgomery

Trustee

19 January 2023

## 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.

#### 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 2021 £	Total funds 2021 £
Income and endowments from:		
Charitable activities	99,015	99,015
Other trading activities	177	177
Investments	19	19
Total	<u>99,211</u>	<u>99,211</u>
Expenditure on:		
Raising funds	3,638	3,638
Other	105,553	105,553
Total	<u>109,191</u>	<u>109,191</u>
Net income	<u>(9,980)</u>	<u>(9,980)</u>
Net income before other gains/(losses)	(9,980)	(9,980)
Other gains and losses:		
Net movement in funds	<u>(9,980)</u>	<u>(9,980)</u>
Reconciliation of funds:		
Total funds brought forward	73,025	73,025
Total funds carried forward	<u><u>63,045</u></u>	<u><u>63,045</u></u>

3 Income from charitable activities

	Unrestricted £	Total 2022 £	Total 2021 £
Child attendance fees	107,367	107,367	99,015
	<u>107,367</u>	<u>107,367</u>	<u>99,015</u>

4 Income from other trading activities

	Total 2022 £	Total 2021 £
Fund raising activities	-	177
	<u>-</u>	<u>177</u>

5 Income from investments

	Unrestricted £	Total 2022 £	Total 2021 £
Bank account interest	4	4	19
	<u>4</u>	<u>4</u>	<u>19</u>

6 Expenditure on raising funds

	Unrestricted	Total 2022	Total 2021
	£	£	£
<i>Fundraising trading costs</i>			
Fund raising activities	2,943	2,943	3,638
	<u>2,943</u>	<u>2,943</u>	<u>3,638</u>

7 Other expenditure

	Unrestricted	Total 2022	Total 2021
	£	£	£
Employee costs	92,682	92,682	89,154
Premises costs	17,157	17,157	11,505
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	-	-	956
General administrative costs	3,736	3,736	2,373
Legal and professional costs	1,694	1,694	1,565
	<u>115,269</u>	<u>115,269</u>	<u>105,553</u>

8 Net expenditure before transfers

	2022	2021
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	-	956

9 Staff costs

	2022	2021
Salaries and wages	89,233	87,135
Pension costs	1,365	1,342
	<u>90,598</u>	<u>88,477</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:

	2022	2021
	Number	Number
Direct supervision of children	8	8
	<u>8</u>	<u>8</u>

10 Tangible fixed assets

	Plant and equipment	Total
	£	£
Cost or revaluation		
At 1 April 2021	6,208	6,208
At 31 March 2022	<u>6,208</u>	<u>6,208</u>
Depreciation and impairment		
At 1 April 2021	6,207	6,207
At 31 March 2022	<u>6,207</u>	<u>6,207</u>
Net book values		
At 31 March 2022	<u>1</u>	<u>1</u>
At 31 March 2021	<u>1</u>	<u>1</u>

11 Creditors:

amounts falling due within one year

	2022	2021
	£	£
Other creditors	1,200	1,055
Accruals	4,466	2,822
	<u>5,666</u>	<u>3,877</u>

12 Movement in funds

	At 1 April 2021	Incoming resources (including other gains/losses )	Resources expended	At 31 March 2022
	£	£	£	£
Restricted funds:				
Unrestricted funds:				
General funds	63,045	107,371	(118,212)	52,204
Total funds	<u>63,045</u>	<u>107,371</u>	<u>(118,212)</u>	<u>52,204</u>

13 Analysis of net assets between funds

	Unrestricted funds	Total
	£	£
Fixed assets	1	1
Net current assets	52,203	52,203
	<u>52,204</u>	<u>52,204</u>

14 Reconciliation of net debt

	At 1 April 2021 £	Cash flows £	At 31 March 2022 £
Cash and cash equivalents	66,921	(9,052)	57,869
	<u>66,921</u>	<u>(9,052)</u>	<u>57,869</u>
Net debt	<u>66,921</u>	<u>(9,052)</u>	<u>57,869</u>

15 Commitments

*Operating lease commitments*

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

	2022 Land and buildings £	2022 Other £	2021 Land and buildings £	2021 Other £
Operating leases with expiry date:				

*Pension commitments*

	2022 £	2021 £
The pension cost charge to the charity amounted to:	<u>1,365</u>	<u>1,342</u>

Westbrook Little People  
Statement of Cash flows  
for the year ended 31 March 2022

	2022 £	2021 £
Cash flows from operating activities		
Net expenditure per Statement of Financial Activities	(10,841)	(9,980)
Adjustments for:		
Dividends, interest and rents from investments	(4)	(19)
Decrease in trade and other receivables	-	460
Increase in trade and other payables	1,789	49
Net cash used in operating activities	<u>(9,056)</u>	<u>(8,534)</u>
Cash flows from investing activities		
Dividends, interest and rents from investments	4	19
Net cash from investing activities	<u>4</u>	<u>19</u>
Net cash from financing activities	<u>-</u>	<u>-</u>
Net decrease in cash and cash equivalents	(9,052)	(8,515)
Cash and cash equivalents at the beginning of the year	66,921	75,436
Cash and cash equivalents at the end of the year	<u>57,869</u>	<u>66,921</u>
Components of cash and cash equivalents		
Cash and bank balances	57,869	66,921
	<u>57,869</u>	<u>66,921</u>

Westbrook Little People  
Detailed Statement of Financial Activities  
for the year ended 31 March 2022

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income and endowments from:			
Charitable activities			
Child attendance fees	107,367	107,367	99,015
	<u>107,367</u>	<u>107,367</u>	<u>99,015</u>
Other trading activities			
Fund raising activities	-	-	177
	<u>-</u>	<u>-</u>	<u>177</u>
Investments			
Bank account interest	4	4	19
	<u>4</u>	<u>4</u>	<u>19</u>
Total income and endowments	107,371	107,371	99,211
Expenditure on:			
Costs of other trading activities			
Fund raising activities	2,943	2,943	3,638
	<u>2,943</u>	<u>2,943</u>	<u>3,638</u>
Total of expenditure on raising funds	2,943	2,943	3,638
Employee costs			
Salaries/wages	89,233	89,233	87,135
Pension costs	1,365	1,365	1,342
Staff training	850	850	60
Staff welfare	1,234	1,234	617
	<u>92,682</u>	<u>92,682</u>	<u>89,154</u>
Premises costs			
Rent	17,100	17,100	11,276
Premises cleaning	37	37	79
Other premises costs	20	20	150
	<u>17,157</u>	<u>17,157</u>	<u>11,505</u>
General administrative costs, including depreciation and amortisation			
Depreciation of Plant and equipment	-	-	956
General insurances	766	766	664
Stationery and printing	328	328	809
Subscriptions	1,035	1,035	441
Sundry expenses	1,253	1,253	-
Telephone, fax and broadband	354	354	459
	<u>3,736</u>	<u>3,736</u>	<u>3,329</u>

Westbrook Little People  
Detailed Statement of Financial Activities

Legal and professional costs			
Audit/Independent examination fees	960	960	924
Accountancy and bookkeeping	734	734	641
	<u>1,694</u>	<u>1,694</u>	<u>1,565</u>
Total of expenditure of other costs	<u>115,269</u>	<u>115,269</u>	<u>105,553</u>
Total expenditure	118,212	118,212	109,191
Net gains on investments	-	-	-
	<u>(10,841)</u>	<u>(10,841)</u>	<u>(9,980)</u>
Net expenditure			
Net expenditure before other gains/(losses)	<u>(10,841)</u>	<u>(10,841)</u>	<u>(9,980)</u>
Other Gains	-	-	-
Net movement in funds	<u>(10,841)</u>	<u>(10,841)</u>	<u>(9,980)</u>
Reconciliation of funds:			
Total funds brought forward	63,045	63,045	73,025
Total funds carried forward	<u>52,204</u>	<u>52,204</u>	<u>63,045</u>