

Westbrook Little People

Charity No. 1029611

Trustees' Report and Unaudited Accounts

31 March 2023

The trustees present their report with the unaudited financial statements of the charity for the year ended 31 March 2023.

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)

Erica Montgomery

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, enthusiastic, committed, and strive to meet the individual needs of our little people, ensuring they get the very best start.

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.

FINANCIAL REVIEW

Westbrook Little People has had a good financial year despite the last two years running at a loss. With a new Chair, Committee, and Management team, we have ended the year in profit. Our aim each year is to break even, and we are fortunate enough to now not only be in profit but have a full reserve fund. We are currently financially viable.

Our Setting rent was also generously temporarily reduced to give us breathing space to formulate a new plan and enact more prudent financial management. The success for this year has been down to cutting costs and increasing revenue.

In addition, we have enjoyed some good fundraising events which has allowed us to purchase the best equipment and resources for our children.

We plan to ensure we are financially viable so that we can continue to provide a great education to the children in our community.

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

Erica Montgomery
Trustee
06 June 2023

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 2023 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
06 June 2023

Westbrook Little People
Statement of Financial Activities
for the year ended 31 March 2023

	Notes	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income and endowments from:				
Charitable activities	3	126,239	126,239	107,367
Other trading activities	4	356	356	-
Investments	5	181	181	4
Total		126,776	126,776	107,371
Expenditure on:				
Raising funds	6	5,394	5,394	2,943
Charitable activities	7	331	331	-
Other	8	111,785	111,785	115,269
Total		117,510	117,510	118,212
Net gains on investments		-	-	-
Net income/(expenditure)		9,266	9,266	(10,841)
Transfers between funds		-	-	-
Net income/(expenditure) before other gains/(losses)		9,266	9,266	(10,841)
Other gains and losses				
Net movement in funds		9,266	9,266	(10,841)
Reconciliation of funds:				
Total funds brought forward		52,204	52,204	63,045
Total funds carried forward		61,470	61,470	52,204

Westbrook Little People

Balance Sheet

at 31 March 2023

Charity No. 1029611

		2023	2022
		£	£
Fixed assets			
Tangible assets	10	1	1
		<u>1</u>	<u>1</u>
Current assets			
Cash at bank and in hand		64,221	57,869
		<u>64,221</u>	<u>57,869</u>
Creditors: Amount falling due within one year	11	(2,752)	(5,666)
Net current assets		<u>61,469</u>	<u>52,203</u>
Total assets less current liabilities		<u>61,470</u>	<u>52,204</u>
Net assets excluding pension asset or liability		<u>61,470</u>	<u>52,204</u>
Total net assets		<u><u>61,470</u></u>	<u><u>52,204</u></u>
The funds of the charity			
Restricted funds	12		
Unrestricted funds	12		
General funds		61,470	52,204
		<u>61,470</u>	<u>52,204</u>
Reserves	12		
Total funds		<u><u>61,470</u></u>	<u><u>52,204</u></u>

Approved by the trustees on 06 June 2023

And signed on their behalf by:

Erica Montgomery

Trustee

06 June 2023

for the year ended 31 March 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.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

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
---------------------	-------------------

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 2022 £	Total funds 2022 £
Income and endowments from:		
Charitable activities	107,367	107,367
Investments	4	4
Total	<u>107,371</u>	<u>107,371</u>
Expenditure on:		
Raising funds	2,943	2,943
Other	115,269	115,269
Total	<u>118,212</u>	<u>118,212</u>
Net income	<u>(10,841)</u>	<u>(10,841)</u>
Net income before other gains/(losses)	(10,841)	(10,841)
Other gains and losses:		
Net movement in funds	<u>(10,841)</u>	<u>(10,841)</u>
Reconciliation of funds:		
Total funds brought forward	63,045	63,045
Total funds carried forward	<u><u>52,204</u></u>	<u><u>52,204</u></u>

3 Income from charitable activities

	Unrestricted £	Total 2023 £	Total 2022 £
Child attendance fees	126,239	126,239	107,367
	<u>126,239</u>	<u>126,239</u>	<u>107,367</u>

4 Income from other trading activities

	Unrestricted	Total 2023	Total 2022
	£	£	£
Fund raising activities	356	356	-
	<u>356</u>	<u>356</u>	<u>-</u>

5 Income from investments

	Unrestricted	Total 2023	Total 2022
	£	£	£
Bank account interest	181	181	4
	<u>181</u>	<u>181</u>	<u>4</u>

6 Expenditure on raising funds

	Unrestricted	Total 2023	Total 2022
	£	£	£
<i>Fundraising trading costs</i>			
Fund raising activities	5,394	5,394	2,943
	<u>5,394</u>	<u>5,394</u>	<u>2,943</u>

7 Expenditure on charitable activities

	Unrestricted	Total 2023	Total 2022
	£	£	£
<i>Expenditure on charitable activities</i>			
Fundraising expenses	331	331	-
<i>Governance costs</i>			
	<u>331</u>	<u>331</u>	<u>-</u>

8 Other expenditure

	Unrestricted	Total 2023	Total 2022
	£	£	£
Employee costs	92,499	92,499	92,682
Premises costs	14,741	14,741	17,157
General administrative costs	2,737	2,737	3,736
Legal and professional costs	1,808	1,808	1,694
	<u>111,785</u>	<u>111,785</u>	<u>115,269</u>

Westbrook Little People
Notes to the Accounts

9 Staff costs

	2023	2022
Salaries and wages	88,115	89,233
Pension costs	1,420	1,365
	<u>89,535</u>	<u>90,598</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:

	2023	2022
	Number	Number
Direct supervision of children	7	8
	<u>7</u>	<u>8</u>

10 Tangible fixed assets

	Plant and equipment	Total
	£	£
Cost or revaluation		
At 1 April 2022	6,208	6,208
At 31 March 2023	<u>6,208</u>	<u>6,208</u>
Depreciation and impairment		
At 1 April 2022	6,207	6,207
At 31 March 2023	<u>6,207</u>	<u>6,207</u>
Net book values		
At 31 March 2023	<u>1</u>	<u>1</u>
At 31 March 2022	<u>1</u>	<u>1</u>

11 Creditors:

amounts falling due within one year

	2023	2022
	£	£
Other creditors	-	1,200
Accruals	2,752	4,466
	<u>2,752</u>	<u>5,666</u>

12 Movement in funds

	At 1 April 2022	Incoming resources (including other gains/losses) £	Resources expended £	At 31 March 2023 £
Restricted funds:				
Unrestricted funds:				
General funds	52,204	126,776	(117,510)	61,470
Total funds	<u>52,204</u>	<u>126,776</u>	<u>(117,510)</u>	<u>61,470</u>

13 Analysis of net assets between funds

	Unrestricted funds £	Total £
Fixed assets	1	1
Net current assets	61,469	61,469
	<u>61,470</u>	<u>61,470</u>

14 Reconciliation of net debt

	At 1 April 2022 £	Cash flows £	At 31 March 2023 £
Cash and cash equivalents	57,869	6,352	64,221
	<u>57,869</u>	<u>6,352</u>	<u>64,221</u>
Net debt	<u>57,869</u>	<u>6,352</u>	<u>64,221</u>

15 Commitments

Operating lease commitments

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

	2023 Land and buildings £	2023 Other £	2022 Land and buildings £	2022 Other £
Operating leases with expiry date:				

Pension commitments

	2023 £	2022 £
The pension cost charge to the charity amounted to:	<u>1,420</u>	<u>1,365</u>

Westbrook Little People
Statement of Cash flows
for the year ended 31 March 2023

	2023 £	2022 £
Cash flows from operating activities		
Net income/(expenditure) per Statement of Financial Activities	9,266	(10,841)
Adjustments for:		
Dividends, interest and rents from investments	(181)	(4)
(Decrease)/Increase in trade and other payables	(2,914)	1,789
Net cash provided by/(used in) operating activities	<u>6,171</u>	<u>(9,056)</u>
Cash flows from investing activities		
Dividends, interest and rents from investments	181	4
Net cash from investing activities	<u>181</u>	<u>4</u>
Net cash from financing activities	<u>-</u>	<u>-</u>
Net increase/(decrease) in cash and cash equivalents	6,352	(9,052)
Cash and cash equivalents at the beginning of the year	57,869	66,921
Cash and cash equivalents at the end of the year	<u>64,221</u>	<u>57,869</u>
Components of cash and cash equivalents		
Cash and bank balances	64,221	57,869
	<u>64,221</u>	<u>57,869</u>

Westbrook Little People
Detailed Statement of Financial Activities
for the year ended 31 March 2023

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income and endowments from:			
Charitable activities			
Child attendance fees	126,239	126,239	107,367
	<u>126,239</u>	<u>126,239</u>	<u>107,367</u>
Other trading activities			
Fund raising activities	356	356	-
	<u>356</u>	<u>356</u>	<u>-</u>
Investments			
Bank account interest	181	181	4
	<u>181</u>	<u>181</u>	<u>4</u>
Total income and endowments	126,776	126,776	107,371
Expenditure on:			
Costs of other trading activities			
Fund raising activities	5,394	5,394	2,943
	<u>5,394</u>	<u>5,394</u>	<u>2,943</u>
Total of expenditure on raising funds	5,394	5,394	2,943
Charitable activities			
Fundraising expenses	331	331	-
	<u>331</u>	<u>331</u>	<u>-</u>
Total of expenditure on charitable activities	331	331	-
Employee costs			
Salaries/wages	88,115	88,115	89,233
Pension costs	1,420	1,420	1,365
Staff training	1,056	1,056	850
Staff welfare	1,908	1,908	1,234
	<u>92,499</u>	<u>92,499</u>	<u>92,682</u>
Premises costs			
Rent	14,511	14,511	17,100
Premises cleaning	80	80	37
Other premises costs	150	150	20
	<u>14,741</u>	<u>14,741</u>	<u>17,157</u>
General administrative costs, including depreciation and amortisation			
Depreciation of Plant and equipment	-	-	-
Bank charges	184	184	-

Westbrook Little People
Detailed Statement of Financial Activities

General insurances	1,138	1,138	766
Stationery and printing	156	156	328
Subscriptions	425	425	1,035
Sundry expenses	285	285	1,253
Telephone, fax and broadband	549	549	354
	<u>2,737</u>	<u>2,737</u>	<u>3,736</u>
Legal and professional costs			
Audit/Independent examination fees	960	960	960
Accountancy and bookkeeping	848	848	734
	<u>1,808</u>	<u>1,808</u>	<u>1,694</u>
Total of expenditure of other costs	<u>111,785</u>	<u>111,785</u>	<u>115,269</u>
Total expenditure	117,510	117,510	118,212
Net gains on investments	-	-	-
	<u>9,266</u>	<u>9,266</u>	<u>(10,841)</u>
Net income/(expenditure)			
Net income/(expenditure) before other gains/(losses)	9,266	9,266	(10,841)
Other Gains	-	-	-
	<u>9,266</u>	<u>9,266</u>	<u>(10,841)</u>
Net movement in funds			
Reconciliation of funds:			
Total funds brought forward	52,204	52,204	63,045
Total funds carried forward	<u>61,470</u>	<u>61,470</u>	<u>52,204</u>