

Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 August 2020
for
Jigsaw Pre School

Jigsaw Pre School

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for the Year Ended 31 August 2020

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Jigsaw Pre School

Chairperson Report
for the Year Ended 31 August 2020

This year has had its challenges with the Coronavirus pandemic.

Jigsaw closed on March 20th for the national lockdown.

Many changes had to be made in the settings before they could be reopened.

Staff worked extremely hard to make sure the settings were covid safe, including undertaking thorough frequent risk assessments.

Both settings operated at reduced capacity and child numbers increased each month.

Jigsaw had to access the government furlough scheme to ensure staff retained their jobs throughout the period.

However throughout the pandemic Jigsaw has been able to obtain Grants and currently Jigsaw is in a good position financially to weather the storm into 2020-2021.

Jigsaw Pre School

Report of the Trustees for the Year Ended 31 August 2020

The trustees present their report with the financial statements of the charity for the year ended 31 August 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and public benefit statement

The charity's principal aims are to enhance the education and development of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by offering appropriate play, education and care facilities, family learning and extended hours groups.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives.

The right of parents to take responsibility for and become involved in these activities are acknowledged and encouraged and the group offers these opportunities to all children in the local area whatever their race, culture, religion, means or ability.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Executive Managers Report 2020

Jigsaw Pre School (Sproughton)

This year started as normal, however on 20th March we had to close as the country went into lockdown because of the coronavirus pandemic. We reopened on 4th June after a lot of changes had to be made (including changing opening times to fit with the school/reduced hours and reduced numbers of children attending) on a Thursday and a Friday with our executive manager and executive deputy working. In July we opened up more places and another member of staff worked as well. Jigsaw accessed the government furlough scheme allowing other staff to retain their jobs. This was accessed for one term.

Our setting at Needham Market also reopened at the same date for a small number of children again staffed by the manager and deputy manager.

The coronavirus brought many challenges, not allowing visitors into the setting, removing soft furnishings, restricting when the children brought with them. Staff wore face visors throughout sessions to protect themselves and the children. Children brought in their own snacks and drinks.

Due to not providing snacks/cooking activities etc had an impact on chargeable fees.

Full and detailed risk assessments were carried out at both sites and regularly reviewed when opening up after each lockdown – parents were kept informed of changes throughout. Due to the Covid pandemic Jigsaw was not able to run any outings or off site activities

- Jigsaw offered home learning activities via tapestry and both settings closed facebook groups on a weekly basis for all children, tailored to their ages (from 18months to school age) and stages of development. Many families took part.
- On tues 25th June we had Sports morning but no parents/carers were allowed to attend due to social distancing.
- We had a summer end of term party in the setting, and a graduation ceremony for the leavers on the Sproughton Millennium Green. (due to social distancing) Needham Market also held a short graduation ceremony on the last day of term

Thanks to our chairperson for all his hard work and to the rest of the committee for their support throughout the year, and a huge thanks to all the staff for their hard work and dedication in both settings throughout this year.

Jigsaw Pre School

Report of the Trustees for the Year Ended 31 August 2020

FINANCIAL REVIEW

Financial position

The Statement of Financial Activities for the year is set out on page 6 of the financial statements.

There was a net surplus for the year of £26,864 2019 (deficit £(6,439)).

Total funds now stand at £22,341 (2019 £(4,523)).

Investment policy and objectives

The Charity's constitution does not convey investment powers; all surplus funds are held in one or more bank deposit accounts.

Reserves policy

The charity has no formal reserves policy as it receives most of its funding from Early Years grant funding and session fees, however to cover any temporary shortfall in cash flow that may occur due to timing of receipts, a moderate balance is retained on bank deposit. Unrestricted net current surplus at the balance sheet date amounted to £22,341 (2019 deficit £(4,523)).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

The charity is registered with the Charity Commission (no. 1031071) and until 14th November 2016 was governed by a constitution adopted 9th October 1985 as amended on 20th December 1993. At the Annual General Meeting on 14th November 2016 the members ratified the adoption of a new constitution based on the 2008 model constitution produced by the Pre-School Learning Alliance. The group is a member of the Pre-School Learning Alliance.

The overall management and control of the Pre-school rests with the individual members of the Pre-school's management committee. Committee members are also the charity trustees of the Pre-school.

The Committee meets a minimum of twice a year and requires the presence of at least half of its members including at least two officers to form a quorum. All business is decided by a simple majority, each committee member having one vote. In the event of a tie, the Chair has the casting vote.

Recruitment and appointment of new trustees

The Committee (trustees) is elected from the charity's membership at each Annual General Meeting and serves for a term of one year. Committee members may be re-elected for up to maximum of ten years. The Committee comprises a minimum of 5 and a maximum of 12 members and must include the offices of Chair, Treasurer and Secretary. In addition the Committee may co-opt up to 3 further members who stand until the next AGM. No member is paid for their work as Committee member/trustee of the Charity.

There are currently 9 Committee members (trustees).

Voluntary staff

The charity benefits from the services provided by volunteers. Voluntary help is not valued for the purposes of the financial statements.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees have in place policies addressing the main operational risk areas including health and safety and safeguarding and they aim to use best practice in these areas. An appropriate level of insurance is maintained to help mitigate the main financial risks.

Jigsaw Pre School

Report of the Trustees
for the Year Ended 31 August 2020

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number
1031071

Principal address

Church Lane
Sproughton
Ipswich
Suffolk
IP8 3BB

Trustees

M Poole Chairman
Ms S Parker
Mrs L Phililips Secretary
Mrs R Laflin
Ms L Cook
Mrs L Largent Co-opted onto Committee
Mrs C Boulton Co-opted onto Committee
P Cramner Treasurer
E Cook

Independent Examiner

J. Knights ACA, BSc
Knights Lowe Chartered Accountants
Eldo House
Kempson Way
Suffolk Business Park
Bury St Edmunds
Suffolk
IP32 7AR

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland"

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which 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 Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Jigsaw Pre School

Report of the Trustees
for the Year Ended 31 August 2020

Approved by order of the board of trustees on and signed on its behalf by:

.....
M Poole - Trustee

Independent Examiner's Report to the Trustees of
Jigsaw Pre School

Independent examiner's report to the trustees of Jigsaw Pre School

I report to the charity trustees on my examination of the accounts of Jigsaw Pre School (the Trust) for the year ended 31 August 2020.

Responsibilities and basis of report

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

J. Knights ACA, BSc
Knights Lowe Chartered Accountants
Eldo House
Kempson Way
Suffolk Business Park
Bury St Edmunds
Suffolk
IP32 7AR

Date:

Jigsaw Pre School

Statement of Financial Activities
for the Year Ended 31 August 2020

		2020 Unrestricted fund £	2019 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies	2	3,177	-
Charitable activities	3		
Operation of pre-school		138,555	99,290
Total		<u>141,732</u>	<u>99,290</u>
EXPENDITURE ON			
Charitable activities	4		
Operation of pre-school		116,997	106,903
NET INCOME/(EXPENDITURE)		<u>24,735</u>	<u>(7,613)</u>
RECONCILIATION OF FUNDS			
Total funds brought forward		(4,523)	3,090
TOTAL FUNDS CARRIED FORWARD		<u><u>20,212</u></u>	<u><u>(4,523)</u></u>

The notes form part of these financial statements

Jigsaw Pre School

Balance Sheet
31 August 2020

		2020 Unrestricted fund £	2019 Total funds £
FIXED ASSETS	Notes		
Tangible assets	9	2,759	1,436
CURRENT ASSETS			
Debtors	10	1,424	356
Cash at bank		50,694	23,008
		<u>52,118</u>	<u>23,364</u>
CREDITORS			
Amounts falling due within one year	11	(34,665)	(29,323)
		<u>17,453</u>	<u>(5,959)</u>
NET CURRENT ASSETS/(LIABILITIES)			
		<u>20,212</u>	<u>(4,523)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>20,212</u>	<u>(4,523)</u>
NET ASSETS/(LIABILITIES)			
		<u>20,212</u>	<u>(4,523)</u>
FUNDS	12		
Unrestricted funds		20,212	(4,523)
TOTAL FUNDS		<u>20,212</u>	<u>(4,523)</u>

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
M Poole - Trustee

.....
P Cramner - Trustee

Notes to the Financial Statements
for the Year Ended 31 August 2020

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to 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 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are presented in sterling which is the functional currency of the charity.

The accounts are rounded to the nearest pound.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Going concern

The deficit position has been caused by taking on the additional setting in 2016. When this decision was made the Trustees understood that it would take at least 5 years for the funding and costs to settle down. Having reviewed the cashflow forecasts the Trustees are of the opinion that, despite the deficit position, no significant material uncertainties exist regarding the charity's ability to continue as a going concern for the foreseeable future.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of paragraph 3.17(d);
- the requirements of paragraphs 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c).

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Local authority funding grants are accounted for in the financial period to which the grants relate.

Notes to the Financial Statements - continued
for the Year Ended 31 August 2020

1. ACCOUNTING POLICIES - continued

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Fixtures and fittings	- 4 years straight line
Computer equipment	- 3 years straight line

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds are unrestricted funds which have been designated for specific purposes by the trustees.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Lease commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Financial instruments

Financial assets and financial liabilities are recognised with the charity becomes party to the contractual provisions of the instrument. All financial assets and liabilities are initially measured at transaction price (including transaction costs).

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Jigsaw Pre School

Notes to the Financial Statements - continued
for the Year Ended 31 August 2020

2.	DONATIONS AND LEGACIES		2020	2019
			£	£
	Donations		3,177	-
			<u> </u>	<u> </u>
3.	INCOME FROM CHARITABLE ACTIVITIES		2020	2019
		Activity	£	£
	Pre-school fees	Operation of pre-school	31,824	32,473
	Grants	Operation of pre-school	106,731	66,817
			<u> </u>	<u> </u>
			138,555	99,290
			<u> </u>	<u> </u>
	Grants received, included in the above, are as follows:			
			2020	2019
			£	£
	Suffolk County Council		99,336	65,456
	Coronavirus Job Retention Scheme		7,395	-
	Creeping St Mary Pre-School		-	1,361
			<u> </u>	<u> </u>
			106,731	66,817
			<u> </u>	<u> </u>
4.	CHARITABLE ACTIVITIES COSTS			
		Direct Costs	Support costs	Totals
		£	£	£
	Operation of pre-school	97,895	19,102	116,997
		<u> </u>	<u> </u>	<u> </u>
5.	INDEPENDENT EXAMINER'S REMUNERATION		2020	2019
			£	£
	Fees payable for the independent examination		1,903	1,908
	Other fees payable to the independent examiner		2,129	1,174
			<u> </u>	<u> </u>
			4,032	3,082
			<u> </u>	<u> </u>

Jigsaw Pre School

Notes to the Financial Statements - continued
for the Year Ended 31 August 2020

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2020 nor for the year ended 31 August 2019.

Trustees' expenses

No trustee received reimbursement for expenses incurred in their role as trustee and Committee member.

7. STAFF COSTS

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

	2020	2019
Operation of the Pre-school	<u>12</u>	<u>10</u>

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

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Charitable activities	
Operation of pre-school	99,290
EXPENDITURE ON	
Charitable activities	
Operation of pre-school	106,903
NET INCOME/(EXPENDITURE)	<u>(7,613)</u>
RECONCILIATION OF FUNDS	
Total funds brought forward	3,090
TOTAL FUNDS CARRIED FORWARD	<u><u>(4,523)</u></u>

Jigsaw Pre School

Notes to the Financial Statements - continued
for the Year Ended 31 August 2020

9. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 September 2019	2,555	1,379	3,934
Additions	2,613	-	2,613
At 31 August 2020	<u>5,168</u>	<u>1,379</u>	<u>6,547</u>
DEPRECIATION			
At 1 September 2019	1,344	1,154	2,498
Charge for year	1,161	129	1,290
At 31 August 2020	<u>2,505</u>	<u>1,283</u>	<u>3,788</u>
NET BOOK VALUE			
At 31 August 2020	<u>2,663</u>	<u>96</u>	<u>2,759</u>
At 31 August 2019	<u>1,211</u>	<u>225</u>	<u>1,436</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade debtors	<u>1,424</u>	<u>356</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade creditors	374	2,881
Taxation and social security	8,247	4,862
Other creditors	26,044	21,580
	<u>34,665</u>	<u>29,323</u>

Deferred income

Other creditors includes income received for future periods and is deferred where the conditions attached to the income have not yet been met

	1 September 2019 £	Deferred this year £	Released this year £	31 August 2020 £
Local authority grants	<u>15,909</u>	<u>21,138</u>	<u>(15,909)</u>	<u>21,138</u>

Jigsaw Pre School

Notes to the Financial Statements - continued
for the Year Ended 31 August 2020

12. MOVEMENT IN FUNDS

	At 1.9.19 £	Net movement in funds £	At 31.8.20 £
Unrestricted funds			
General fund	(4,523)	24,735	20,212
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>(4,523)</u>	<u>24,735</u>	<u>20,212</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	141,732	(116,997)	24,735
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>141,732</u>	<u>(116,997)</u>	<u>24,735</u>

Comparatives for movement in funds

	At 1.9.18 £	Net movement in funds £	At 31.8.19 £
Unrestricted funds			
General fund	3,090	(7,613)	(4,523)
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>3,090</u>	<u>(7,613)</u>	<u>(4,523)</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	99,290	(106,903)	(7,613)
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>99,290</u>	<u>(106,903)</u>	<u>(7,613)</u>

Jigsaw Pre School

Notes to the Financial Statements - continued
for the Year Ended 31 August 2020

12. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.9.18 £	Net movement in funds £	At 31.8.20 £
Unrestricted funds			
General fund	3,090	17,122	20,212
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>3,090</u>	<u>17,122</u>	<u>20,212</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	241,022	(223,900)	17,122
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>241,022</u>	<u>(223,900)</u>	<u>17,122</u>

13. EMPLOYEE BENEFIT OBLIGATIONS

The charity operates a defined benefit pension scheme. Contributions paid and recognised in the Statement of Financial Activities totalled £1,047 (2019: £768). There was a liability of £320 (2019: £267) outstanding at the year end.

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 August 2020.

Jigsaw Pre School

Detailed Statement of Financial Activities
for the Year Ended 31 August 2020

	2020 £	2019 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	3,177	-
Charitable activities		
Pre-school fees	31,824	32,473
Grants	106,731	66,817
	138,555	99,290
Total incoming resources	141,732	99,290
EXPENDITURE		
Charitable activities		
Wages	89,374	76,008
Social security	348	19
Pensions	1,048	768
Hire of plant and machinery	1,664	1,560
Equipment	1,754	1,882
Children's entertaining	-	223
Catering and refreshments	3,053	2,407
School trips	400	-
Staff training and courses	254	119
	97,895	82,986
Support costs		
Management		
Rent, rates and water	4,936	6,431
Insurance	1,531	1,687
Light and heat	326	1,039
Telephone	1,976	2,333
Postage and stationery	1,073	1,165
Advertising	180	-
Website & computer costs	276	361
Repairs and maintenance	1,432	1,616
Sundry expenses	1,298	1,576
	13,028	16,208
Finance		
Bank charges	211	216
Interest payable on overdue tax	63	-
	274	216

This page does not form part of the statutory financial statements

Jigsaw Pre School

Detailed Statement of Financial Activities
for the Year Ended 31 August 2020

	2020 £	2019 £
Finance		
Other		
Fixtures and fittings	1,161	486
Computer equipment	129	211
	<hr/>	<hr/>
	1,290	697
Governance costs		
Independent examination	1,903	1,908
Payroll and CJRS claims	2,129	1,174
Registration and licence fees	410	395
Legal and professional fees	68	3,319
	<hr/>	<hr/>
	4,510	6,796
Total resources expended	<hr/>	<hr/>
	116,997	106,903
Net income/(expenditure)	<hr/>	<hr/>
	24,735	(7,613)
	<hr/>	<hr/>

This page does not form part of the statutory financial statements