

LOWER WILLINGDON PRE-SCHOOL NURSERY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

LOWER WILLINGDON PRE-SCHOOL NURSERY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mrs Deborah Broady
Mrs S Hammond
Ms H Miller-Cook
Ms D Field
Ms K Adams
Mrs J Jones
Ms L Doughty-Lee
Ms G Game
Mrs A E Francis (Appointed 18 November 2021)
Miss E Sewell (Appointed 18 November 2021)
Mrs H Elmer (Appointed 18 November 2021)
N M H Gordon (Appointed 18 December 2021)

Charity number

1032239

Principal address

c/o Willingdon County Primary School
Rapsons Road
Eastbourne
East Sussex
BN20 9RJ

Independent examiner

Alastair Towler BFP ACA DChA
18 Hyde Gardens
Eastbourne
East Sussex
BN21 4PT

LOWER WILLINGDON PRE-SCHOOL NURSERY

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LOWER WILLINGDON PRE-SCHOOL NURSERY

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2022

The trustees present their report and accounts for the year ended 31st August 2022.

The accounts have been prepared in accordance with the Charities Act 2011 on the Receipts and Payments basis and comply with the charity's constitution.

Structure, Governance and Management.

The charity is governed by a constitution dated 22 September 1993 and laid down by the Pre-School Learning Association (PLA). The constitution and policies are reviewed each year and, if need be, amended and re-approved at the Annual General Meeting (AGM).

The trustees who served during the year were:

Debbie Broady (Chair)	
Joanne Jones	
Sonya Hammond	
Victoria Portwin	(Resigned 31/08/2022)
Sarah Marshall-Hill	(Resigned 31/08/2022)
Nicola Ward	(Resigned 31/08/2022)
Gemma Game	
Hayley Miller-Cook	
Danielle Field	
Louise Doughty-Lee	
Kay Adams	
Alice Francis	(Appointed 18/11/2021)
Emma Sewell	(Appointed 18/11/2021)
Hannah Elmer	(Appointed 18/11/2021)
Natascha Gordon	(Appointed 18/11/2021)

Each year new trustees can be nominated for service for a period of one year. These nominations are made before the AGM, with a maximum of 12 (excluding the 4 designated posts). If too many nominations are received, then the trustees are selected by a vote at the AGM, in accordance with the PLA and policy documents of the Pre-School.

The Pre-School nursery is affiliated to Willingdon CP School and operates from a shared site with the school.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. The Pre-School follows the advice set out by the Charity Commission with regard to safeguarding its cash and bank accounts against fraud and these procedures are set out in the charity's finance policy.

Objectives and Activities.

The trustees have paid due regard to public benefit guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The charity's objects are defined by the policy documents and are to provide care and education for children aged 2-8 in the form of pre-school, breakfast club, lunch club and after school club.

Achievements and Performance.

We are very much a Pre-School and it is our main aim is to prepare the children for school. We also run a small group for toddlers, babies and mothers and this group provides a good stepping stone into Pre-School.

LOWER WILLINGDON PRE-SCHOOL NURSERY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

The pre-school has had a much more positive and 'normal' year this year which has been a great relief since the pandemic. Virtually all of the staff and children returned to the setting for their usual working hours and although bubbles needed to be reintroduced for relatively short periods of time at BC and ASC when Covid-19 cases rose in the school during the winter months, it did not result in any of the setting having to close its service.

This year Lisa Pack (Deputy Manager – SENCO) left to go on her maternity leave and we were delighted to hear that she had her baby girl at the end of the summer term. Both Lisa and her daughter are doing really well and we look forward to Lisa returning at some point during the next academic year.

The pre-school continues to work very closely with the school and although Covid delayed the transition visits, which would normally start in January, to Easter this year, the older children still managed to have weekly opportunities to go over to the school. Their visits were limited to outside during term 5 but it was great to be both inside and out in term 6. As always, it was a valuable experience for the children to experience the school activities and become accustomed to the routines in the school. This gave all the children, regardless of whether or not they were going to Willingdon Primary School, the chance to familiarise themselves with expectations of being at 'big school'.

Further details of the charity's achievements are contained within the minutes of the AGM, a copy of which is sent to the Charity Commission each year along with the charity's annual return.

Financial Review

Overall, income in the year was up on last year as a result of an increase in the number of children attending and being open for the full year. Expenditure increased compared to last year in line with being open again for the full year this year.

This year has seen only running repairs and maintenance undertaken. Staff costs remain our largest cost. The overall result for this year was a surplus of £837.

The Pre-School holds reserves on deposit in the form of a contingency fund. This fund must hold enough funds to enable the charity to continue on another site in the event that there is damage to the main building which would prevent it operating there. The fund must also hold sufficient funds to make redundancy payments to the staff members in the event that the Pre-School was forced to close permanently. The Contingency Fund currently stands at £55,000 which equates to just over 3 months general running costs. Reserves are currently within the Committee's requirement of 3 to 6 months running costs.

LOWER WILLINGDON PRE-SCHOOL NURSERY

TRUSTEES' REPORT (CONTINUED) *FOR THE YEAR ENDED 31 AUGUST 2022*

The trustees believe that there are no material uncertainties regarding the charity's ability to continue as a going concern.

Approved on behalf of the Board of Trustees

Debbie Broady (Chair)
Trustee

Dated: 24 November 2022

LOWER WILLINGDON PRE-SCHOOL NURSERY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF LOWER WILLINGDON PRE-SCHOOL NURSERY

I report to the trustees on my examination of the accounts of Lower Willingdon Pre-School Nursery (the charity) for the year ended 31 August 2022.

Responsibilities and basis of report

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

I have completed my examination. I confirm that no 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 charity as required by section 130 of the 2011 Act; or
- 2 the accounts do not accord with those records.

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.

Alastair Towler BFP ACA DChA

18 Hyde Gardens
Eastbourne
East Sussex
BN21 4PT

Dated:

LOWER WILLINGDON PRE-SCHOOL NURSERY
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2022

	2022		2021	
	£	£	£	£
Incoming Receipts				
Breakfast Club		33,691		27,165
After School Club		37,205		31,529
Fund Raising				
Sports Day	192		1,297	
Hats, T-Shirts and Book sales	730		895	
Photographs	648		-	
Trips and Christmas party	258		160	
Christmas and Summer Fairs	1,018		305	
Music in the Park	415		373	
Miscellaneous	1,372		368	
		<u>4,633</u>		<u>3,398</u>
Other Receipts				
Bank interest received	10		44	
Mother and Toddlers' group	613		8	
Government and other grants	2,250		21,388	
Nursery subscriptions and fees	126,214		107,627	
Donations and Gift Aid	325		973	
		<u>129,412</u>		<u>130,040</u>
Total Incoming Receipts		<u><u>204,941</u></u>		<u><u>192,132</u></u>
Outgoing Payments:				
Classroom activities		2,482		2,699
Mother and Toddlers		364		-
Insurance		676		1,795
Cleaning		2,845		2,603
Gifts, Parties and Outings		436		-
Milk, Tea, Coffee and water		615		360
Miscellaneous		2,641		2,576
Printing, Postage, Stationery and Advertising		1,201		1,682
Hire of Hall, stalls and rent		133		133
Telephone and internet		614		691
Toys, books and equipment		999		1,305
Training		818		1,069
Staff wages and pensions		181,002		172,358
Light, heat and water		2,027		2,236
Garden Project (Fixed assets)		-		24,000
Fixtures and fitting additions		100		310
Cost of Hats, T-shirts and books sold		611		820
Repairs and maintenance, building expenses		1,082		745
Computer costs		2,662		2,526
Independent Examination		900		870
Legal Fees		-		(37)
Staff Uniforms		-		-
After school & breakfast club expense		1,895		1,699
Bank charges		1		-
Christmas fair expenses		-		-
Total Payments		<u>204,104</u>		<u>220,440</u>
Excess of Payments over Receipts		837		(28,308)
Bank balances at 1 September 2021		58,394		86,702
Bank balances at 31 August 2022		<u><u>59,231</u></u>		<u><u>58,394</u></u>

**LOWER WILLINGDON PRE-SCHOOL NURSERY
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2022**

	2022		2021	
	£	£	£	£
Fixed Assets				
Leasehold Building at cost	135,450		135,450	
Depreciation brought forward	(50,639)		(46,124)	
Less: Depreciation in year	(4,515)		(4,515)	
		80,296		84,811
Equipment		25,696		25,596
		105,992		110,407
Cash and Bank Accounts				
Deposit account	55,000		55,000	
Current account	3,751		2,800	
Equals/Fairfx Prepaid Cards	480		594	
Cash in hand	-		-	
	59,231		58,394	
Liabilities				
Building project re outside garden area	-		-	
Independent examiner's fees	948		894	
	948		894	
Net Current Assets		58,283		57,500
Total Assets Less Current Liabilities		164,275		167,907

The accounts were approved by the trustees on

D Broady (Chairperson)
Trustee

Notes to the accounts

1. None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year. No trustees were reimbursed any expenses during the year.

2. Some of the trustees' children attended the Nursery School during the year. The trustees paid the full standard fees for attendance.