

**DORIS VENNER PRE-SCHOOL**

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 AUGUST 2020**

**DORIS VENNER PRE-SCHOOL**

**LEGAL AND ADMINISTRATIVE DETAILS**

Trustees

Becky Horton  
Peter Churchill  
Maria churchill

Principal Address

The Venner Community Centre  
The Manor Drive  
Worcester Park  
Surrey  
KT4 7LG

Charity Registration Number

1036207

Accountants

Emma Millard AAT  
64 Cumberland Drive  
Chessington  
Surrey  
KT9 1HH

Bankers

Barclays Bank PLC  
165, Central Road  
Worcester Park  
Surrey  
KT4 8DS

**DORIS VENNER PRE-SCHOOL**

**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31 AUGUST 2020**

|          |   | <u>Unrestricted<br/>Funds</u> | <u>Restricted<br/>Funds</u> | <u>Total<br/>Funds</u> | <u>Prior Year<br/>Total<br/>Funds</u> |
|----------|---|-------------------------------|-----------------------------|------------------------|---------------------------------------|
| <b>A</b> | <b>Incoming Resources</b>                               |                               |                             |                        |                                       |
| A1       | Incoming resources from generated funds                 |                               |                             |                        |                                       |
| A1a      | Voluntary Income  | 194,823                       | 0                           | 194,823                | 234,614                               |
| A1b      | Activities for generating funds                         | 14,444                        | 0                           | 14,444                 | 5,442                                 |
| A1c      | Investment income                                       | 292                           | 0                           | 292                    | 149                                   |
| A2       | Incoming resources from charitable activities           | 51,984                        | 0                           | 51,984                 | 108,785                               |
|          | Total incoming resources                                | <u>£261,543</u>               | <u>£0</u>                   | <u>£261,543</u>        | <u>£348,990</u>                       |
| <b>B</b> | <b>Resources Expended</b>                               |                               |                             |                        |                                       |
| B1       | Costs of generating funds                               |                               |                             |                        |                                       |
| B1a      | Fundraising trading: cost of goods sold and other costs | -234                          | 0                           | -234                   | 1,274                                 |
| B2       | Charitable activities                                   | 263,161                       | 0                           | 263,161                | 285,223                               |
|          | Total resources expended                                | <u>£262,927</u>               | <u>£0</u>                   | <u>£262,927</u>        | <u>£286,497</u>                       |
|          | Net incoming/outgoing resources before transfers        | -1,384                        | 0                           | -1,384                 | 62,493                                |
|          | Total funds brought forward                             | <u>183,912</u>                | <u>0</u>                    | <u>183,912</u>         | <u>121,419</u>                        |
|          | Total funds carried forward                             | <u>£182,528</u>               | <u>£0</u>                   | <u>£182,528</u>        | <u>£183,912</u>                       |

**DORIS VENNER PRE-SCHOOL**

**BALANCE SHEET AS AT 31 AUGUST 2020**

|  | <u>Notes</u> | <u>2020</u> | <u>2019</u> |
|--|--------------|-------------|-------------|
| <b>A</b>                                       |              |             |             |
| <b><u>Current assets</u></b>                   |              |             |             |
| A1 Stock of uniforms                           | 5            | 2,721       | 2,194       |
| A2 Debtors                                     |              | 0           | 0           |
| A3 Cash at bank and in hand                    |              | 185,405     | 184,775     |
|  |              | <hr/>       | <hr/>       |
| Total current assets                           |              | 188,126     | 186,969     |
| <b>B</b>                                       |              |             |             |
| <b><u>Liabilities</u></b>                      |              |             |             |
| Creditors: amounts falling due within one year | 6            | 5,598       | 3,057       |
|  |              | <hr/>       | <hr/>       |
| Net current assets                             |              | 182,528     | 183,912     |
|  |              | <hr/>       | <hr/>       |
| Total assets less current liabilities          |              | £182,528    | £183,912    |
|  |              | <hr/>       | <hr/>       |
| <b>C</b>                                       |              |             |             |
| <b><u>The funds of the charity</u></b>         |              |             |             |
| C1 Restricted income funds                     |              | 0           | 0           |
| C2 Unrestricted income funds                   |              | 182,528     | 183,912     |
|  |              | <hr/>       | <hr/>       |
| <u>Total charity funds</u>                     |              | £182,528    | £183,912    |
|  |              | <hr/>       | <hr/>       |

The financial statements were approved by the board of trustees on ..... and were signed by:

Trustee

**DORIS VENNER PRE-SCHOOL**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 AUGUST 2020**

1 **ACCOUNTING POLICIES**

**Basis of preparation of financial statements**

The financial statements have been drawn up under the historical cost convention and in accordance with applicable accounting standards and the Charities Statement of Recommended Practice on Accounting.

2 **INCOMING RESOURCES**

**Grants**

The total of grants received was £234,228.85. All of this grant was received from the Royal Borough of Kingston upon Thames.

**Parents' fees**

Parents fees represents the total amount collected from parents in the year.

3 **TRUSTEES REMUNERATION**

None of the trustees received any remuneration or benefits during the year. Expenses fully incurred on the charity's business were reimbursed when claimed.

4 **TAXATION**

Doris Venner Pre-School is a registered charity and its activities fall within the exemptions under the Income and Corporation Taxes Act 1988.

5 **STOCKS**

The stock of uniforms is valued at the lower of cost and net realisable value.

6 **CREDITORS**

|                        | <b><u>2019</u></b> | <b><u>2019</u></b> |
|------------------------|--------------------|--------------------|
| Creditors and accruals | £5,598             | £3,057             |

7 **RESERVES**

|                    | <b><u>1 SEPTEMBER</u></b> | <b><u>MOVEMENT</u></b> | <b><u>31 AUGUST</u></b> |
|--------------------|---------------------------|------------------------|-------------------------|
|                    | <b><u>2019</u></b>        | <b><u>IN THE</u></b>   | <b><u>2020</u></b>      |
|                    |                           | <b><u>YEAR</u></b>     |                         |
| Restricted Funds   | 0                         | 0                      | 0                       |
| Unrestricted Funds | 183,912                   | -1,384                 | 182,528                 |
|                    | <b>£183,912</b>           | <b>-£1,384</b>         | <b>£182,528</b>         |

The financial reserves policy is under review at an indicative value of £75,000 and will be confirmed.

**DORIS VENNER PRE-SCHOOL**

**INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31 AUGUST 2020**

| <b>A</b> | <b>Incoming Resources</b>  | <b><u>2020</u></b> | <b><u>2019</u></b> |
|----------|--|--------------------|--------------------|
| A1       | Incoming resources from generated funds                                |                    |                    |
| A1a      | Voluntary Income   |                    |                    |
|          | Grants   | 193,460            | 234,229            |
|          | Donations  | 1,363              | 385                |
|          |  | <hr/>              | <hr/>              |
|          |  | 194,823            | 234,614            |
| A1b      | Activities for generating funds  |                    |                    |
|          | Fund raising activities  | 1,519              | 4,956              |
|          | Uniforms   | 628                | 284                |
|          | Milk money   | 86                 | 202                |
|          | Lunch club   | 12,100             | 27,455             |
|          | Christmas Fayre  | 0                  | 0                  |
|          | Photos and DVDs  | 111                | 0                  |
|          |  | <hr/>              | <hr/>              |
|          |  | 14,444             | 32,897             |
| A1c      | Investment Income  |                    |                    |
|          | Bank interest  | 292                | 149                |
| A2       | Incoming resources from Charitable Activities                          |                    |                    |
|          | Parental fees  | 51,474             | 79,715             |
|          | New Starter Registrations  | 510                | 835                |
|          | Outings  | 0                  | 780                |
|          | Other  | 0                  | 0                  |
|          |  | <hr/>              | <hr/>              |
|          |  | 51,984             | 81,331             |
|          | <b>Total incoming resources</b>  | <hr/>              | <hr/>              |
|          |  | 261,544            | 348,990            |
|          | Total resources expended - (see page 10)                               | <hr/>              | <hr/>              |
|          |  | 262,927            | 286,497            |
|          | Net incoming/outgoing resources before transfers                       | <hr/>              | <hr/>              |
|          |  | -1,384             | 62,493             |
|          | Gross transfers between funds  | <hr/>              | <hr/>              |
|          |  | 0                  | 0                  |
|          | <b>Net incoming resources before other recognised gains and losses</b> | <hr/>              | <hr/>              |
|          |  | -£1,384            | £62,493            |

**DORIS VENNER PRE-SCHOOL**

**INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31 AUGUST 2020**

|     |                                      |        |                    |         |                    |
|-----|--------------------------------------|--------|--------------------|---------|--------------------|
| B1  | Costs of generating funds            |        | <b><u>2020</u></b> |         | <b><u>2019</u></b> |
| B1a | Costs of generating voluntary income |        |                    |         |                    |
|     | Fund raising expenses                |        | 292                |         | 0                  |
|     | Uniforms                             |        |                    |         |                    |
|     | Opening Stocks                       | 2,194  |                    | 2,189   |                    |
|     | Add: Purchases                       | 0      |                    | 1,279   |                    |
|     | Less: Closing Stocks                 | -2,721 | -526               | -2,194  | 1,274              |
|     | Christmas Fayre                      |        | 0                  |         | 0                  |
|     |                                      |        | <hr/>              | <hr/>   |                    |
|     |                                      |        |                    | -234    | 1,274              |
| B2  | Charitable activities                |        |                    |         |                    |
|     | Salaries and National Insurance      |        | 232,544            |         | 224,746            |
|     | Secretarial services                 |        | 3,289              |         | 3,592              |
|     | Educational supplies                 |        | 8,680              |         | 8,472              |
|     | Staff Entertainment                  |        | 429                |         | 1,124              |
|     | Other staff costs                    |        | 366                |         | 136                |
|     | Hire of hall                         |        | 7,375              |         | 34,640             |
|     | Training                             |        | 410                |         | 740                |
|     | Refreshments                         |        | 954                |         | 887                |
|     | Outings and entertainment            |        | 693                |         | 2,485              |
|     | Milk                                 |        | 200                |         | 200                |
|     | Insurance                            |        | 557                |         | 530                |
|     | Telephone                            |        | 1,065              |         | 893                |
|     | Stationery and photocopying          |        | 771                |         | 1,315              |
|     | Computer equipment and software      |        | 1,652              |         | 1,694              |
|     | Cleaning materials                   |        | 1,145              |         | 827                |
|     | Advertising                          |        | 0                  |         | 0                  |
|     | Repairs & maintenance                |        | 1,576              |         | 0                  |
|     | Accountancy                          |        | 480                |         | 480                |
|     | Subscriptions                        |        | 426                |         | 329                |
|     | Bank charges                         |        | 446                |         | 363                |
|     | Other                                |        | 104                |         | 1,770              |
|     |                                      |        | <hr/>              | <hr/>   |                    |
|     |                                      |        |                    | 263,161 | 285,222            |
|     |                                      |        |                    | <hr/>   | <hr/>              |
|     | <b>Total resources expended</b>      |        | <b>£262,927</b>    |         | <b>£286,497</b>    |



**DORIS VENNER PRE-SCHOOL  
REPORT OF THE COMMITTEE  
FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2020**

The Trustees submit their annual report, together with the financial statements of the charity, for the year ended 31<sup>st</sup> August 2020, which comply with the current statutory requirements of the charity's governing document.

**Reference and administration**

The charity's name is Doris Venner Pre-School and its registered number is 1036207.

**Structure, governance and management**

Doris Venner Pre-School is a registered charity which adopted its current constitution on 12<sup>th</sup> March 2013 and became a registered charity on 15<sup>th</sup> April 1994.

The overall direction of the charity is determined by the trustees, who are also members of the committee of management. The committee of management is responsible for the day to day management of the charity's activities.

New officers are elected to the committee by voting for a nominated person at the annual general meeting. Trustees, if required, are then nominated from this committee and voted for in a similar manner.

Trustees and committee members receive no remuneration from the charity for their services as trustees and committee

Parents are also encouraged to support the committee in other areas such as fund raising, admissions and the arrangement of a parent rota.

**Objectives and activities**

The charity was set up to help maintain the pre-school. The children attending the Pre School are drawn from the local community and consist of those who can pay session fees, require special needs, and those that are under privileged. The fees charged, together with the grants received for eligible children, are used primarily to pay staff salaries, rent of the premises, relevant liability insurance & business insurance & equipment & materials suitable for registered children.

Any funds raised through charitable events are used to purchase additional materials, books, equipment, run educational trips and miscellaneous expenses relating to the running of the Pre School.

**Financial review**

The reserves as at 31<sup>st</sup> August 2020 were £182,528. The charity maintains sufficient reserves to meet any debts as they fall due.

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy, the financial position of the charity and to enable them to both ascertain the financial position of the charity and to ensure that the financial statements comply with applicable legislation, regulations and the trust deeds. 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.