

# Trustees' annual report

## for the period



CHARITY COMMISSION  
FOR ENGLAND AND WALES

010919 Period end date 310820

Charity name BIRCOTES PRE-SCHOOL.

Charity No  
(if any)

1038773

Period start da

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide pre-school activities for children aged 2 to 5 years.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Provision of full day and sessional care and education for children aged 2 to 5 years, both funded and non-funded.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have had regard to the Charity's Commissions public benefit guidance and there have been no departures.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	

Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>At beginning of the school year, we were able to support both funded and non funded children and were nearly at full capacity. We had begun to start fundraising for our outdoor maths and literature storage units.</p> <p>The world pandemic of Covid19 hit and Pre-school was closed as per government guidelines from the 23<sup>rd</sup> March. We re-opened for children of Keyworker parents on the 6<sup>th</sup> June with a total of 6 children per day.</p> <p>All fundraising and projects were suspended for the remainder of the school year. We were still able to hold a Graduation Event for the children still able to attend.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

	SORP reference	
Review of the charity's financial position at the end of the period	Para 1.21	Despite the financial difficulties effecting all charities throughout the Covid19 crisis, The charity's financial incoming exceeded expenditure of £26,226.74 (this includes an early funding payment from Notts Early Childhood Services for Autumn Term 2020 of £24,987.96)
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to the extent to cover anticipated and unanticipated events.
Amount of reserves held	Para 1.22	Reserves held at 31/08/2019 were cash at bank and in hand £40,284.68. (this includes an early funding payment from Notts Early Childhood Services for Autumn Term 2020 of £24,987.96)
Reasons for holding zero reserves	Para 1.22	N/A

Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
The charity's principal sources of funds (including any fundraising)	Para 1.47	There principle source of funds is from Nottinghamshire Early Childhood Services in the form of funded 2yr olds, 3/4yr olds.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	The drop in child numbers attending the Pre-school will effect it's income.
Other		

Description of charity's trusts:	SORP reference	The charity is a non-profit making trust our only activity is operating a pre-school.
Type of governing document (trust deed, royal charter)	Para 1.25	Early Years Alliance Constitution (formerly PLA Constitution).
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Members are nominated and seconded at AGM. Suitability and DBS is through Ofsted EY2 applications.
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### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Charity name	Bircotes Pre-school
Other name the charity uses	
Registered charity number	1038773
Charity's principal address	Thoresby Close, Harworth, DONCASTER. DN11 8RJ



## Reference and Administrative details

(cont)

## Corporate trustees – names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
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Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

**Additional information (optional)**

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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**Other optional information**

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) 

	
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Full name(s) 

Anike - Drummond-Phillips	Joanna Arnold
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Position (eg Secretary,  
Chair, etc)

Secretary	Treasurer
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Date 

25.06.2021
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STATEMENT OF ACCOUNTS  
September 2019 to August 2020

	2018/2019	2019/2020		2018/2019	2019/2020
	£	£		£	£
<b>Expenditure</b>			<b>Income</b>		
Wages/Pension	£76,175.95	£76,434.97	Fees	£10,812.56	£6,158.25
Pension	£1,569.78		Early Year's Fees	£90,574.83	£104,846.38
Insurance/ Subs	£3,234.16	£3,042.79	Other Grants		£149.31
Expendables	£4,416.52	£3,541.27	Fund Raising	£1,254.68	£1,043.93
New Equip	£5,728.80	£2,177.53	Donations	£4,773.71	£241.00
Rates/ Lease/ Utilities	£2,112.37	£3,757.73	Bank Interest	£3.24	£5.51
Miscellaneous	£4,533.40	£957.96	Miscellaneous	£160.00	£4,700.30
External Activities	£1,012.69	£1,125.69	Children's T-Shirts		£120.00
			<b>Excess Expenditure over Income</b>		
<b>Excess Income over Expenditure</b>	£8,795.35	£26,226.74			
<b>Total</b>	<b>£107,579.02</b>	<b>£117,264.68</b>	<b>Total</b>	<b>£107,579.02</b>	<b>£117,264.68</b>

**Balance Sheet as at the end of August 2019**

	£	£		£	£
Opening Bank Balance Current Account	£3,545.25	£12,401.09	Closing Bank Balance Current Account	£12,401.09	£33,633.76
Opening Bank Balance Deposit Account	£1,624.30	£1,627.54	Closing Bank Balance Deposit Account	£1,627.54	£6,633.05
Petty Cash Float	£93.04	£29.31	Petty Cash Float	£29.31	£17.87
Excess Brought Down	£8,795.35	£26,226.74			
<b>Total</b>	<b>£14,057.94</b>	<b>£40,284.68</b>	<b>Total</b>	<b>£14,057.94</b>	<b>£40,284.68</b>

Income Breakdown  
September 2019 - August 2020

Month	FEES	2yr & 3/4yr FUNDING	FUND RAISING	OTHER GRANTS	BANK DONATIONS	INTEREST	CHILDRE N'S T- SHIRTS	MISC/ UTILITY REFUNDS	TOTAL
<b>2019</b>									
September	£1,081.25	£5,991.26	£0.00	£0.00	£0.00	£0.81	£75.00	£0.00	£7,148.32
October	£545.65	£12,118.53							£12,664.18
November	£792.25		£84.50					£1,157.68	£2,034.43
December	£551.85	£6,629.35	£699.57		£40.00	£0.81			£7,921.58
<b>2020</b>									
January	£1,073.25	£5,690.97	£450.00		£65.00		£15.00		£7,294.22
February	£1,253.25	£7,005.31	£20.10	£149.31			£7.50	£2.58	£8,438.05
March	£840.25	£8,571.14	£12.50		£136.00		£7.50	£140.00	£9,707.39
April		£32,463.53				£2.11		£3,366.40	£35,832.04
May								£12.06	£12.06
June	£25.00					£1.78			£26.78
July		£1,388.33					£15.00		£1,403.33
August		£24,987.96						£21.58	£25,009.54
<b>Total</b>	£6,162.75	£104,846.38	£1,266.67	£149.31	£241.00	£5.51	£120.00	£4,700.30	£117,491.92
Contra	£4.50		£222.74						
<b>Total</b>	£6,158.25	£104,846.38	£1,043.93	£149.31	£241.00	£5.51	£120.00	£4,700.30	£117,264.68

Expenditure Breakdown  
September 2019 - August 2020

Month	WAGES/ Nest	INS/ SUBS/ FEES	EXPEND-ABLES	NEW EQUIP/ T- SHIRTS	RATES/ LEASE/ UTILITIES	MISC	EXTERNAL SERVICES/ TRAINING	FUND RAISING	FEE REFUND	TOTAL
<b>2019</b>										
September	£6,533.57	£107.58	£533.06	£1,315.34	£1,932.48	£3.50	£100.00	£74.75	£0.00	£10,600.28
October	£6,078.37	£107.58	£484.99	£25.92	£132.17	£200.05	£5.99			£7,035.07
November	£6,162.61	£107.58	£465.94	£93.86	£148.18	£246.17	£215.70	£7.99		£7,448.03
December	£6,186.70	£390.00	£214.02	£203.40	£212.98	£16.12		£135.00		£7,358.22
<b>2020</b>										
January	£6,127.45	£7.39	£233.56	£255.27	£194.80	£132.00	£60.00		£4.50	£7,014.97
February	£6,450.28	£760.97	£418.91	£205.75	£281.09	£23.33				£8,140.33
March	£6,371.27	£976.27	£609.06		£256.83	£55.20	£720.00	£5.00		£8,993.63
April	£6,456.62	£155.10	£13.00	£28.00	£172.42	£48.05				£6,873.19
May	£6,151.33	£107.58	£13.00		£93.01	£24.00				£6,388.92
June	£6,882.75	£107.58	£169.69	£49.99	£93.15	£76.11				£7,379.27
July	£6,512.00	£107.58	£107.46		£132.53	£66.23				£6,925.80
August	£6,522.02	£107.58	£278.58		£108.09	£67.20	£24.00			£7,107.47
<b>Total</b>	£76,434.97	£3,042.79	£3,541.27	£2,177.53	£3,757.73	£957.96	£1,125.69	£222.74	£4.50	£91,265.18
Contra								£222.74	£4.50	
<b>Total</b>	£76,434.97	£3,042.79	£3,541.27	£2,177.53	£3,757.73	£957.96	£1,125.69	£0.00	£0.00	£91,037.94

	Year 2018/2019	Year 2019/2020
<b>Income</b>		
<b>Fees</b>		
Fees from Students	£10,812.56	£6,158.25
Fees from Education Authority	£90,574.83	£104,846.38
<b>Total</b>	<b>£101,387.39</b>	<b>£111,004.63</b>
<b>Other Grants</b>		
Training Profession Development Refund	£0.00	£149.31
<b>Donations</b>	<b>£4,773.71</b>	<b>£241.00</b>
<b>Fund Raising</b>		
Xmas Party	£428.35	£481.31
External Fundraising Xmas		£575.27
Easter	£26.74	£0.00
Summer Fair	£655.96	£0.00
Mothers Day		£7.50
Tempest Photos	£87.23	-£74.75
General Fundraising	£0.00	£18.00
Clothes Bank	£56.40	£36.60
	<b>£1,254.68</b>	<b>£1,043.93</b>
<b>Bank Interest</b>	<b>£3.24</b>	<b>£5.51</b>
<b>Childrens T-Shirts</b>	<b>£135.00</b>	<b>£120.00</b>
<b>Miscellaneous</b>		
DBS Refund	£25.00	£0.00
Waterplus Refund		£1,157.68
SSE Solar Panels		£36.22
HMRC Job Retention Scheme		£3,366.40
Training		£140.00
	<b>£160.00</b>	<b>£4,700.30</b>

(This includes Autumn 2020 EYCC Funding of £24,987.96)

	Year 2018/2019	Year 2019/2020
<b>Expenditure</b>		
<b>Wages</b>		
Staff (inc Pension Conts)	£76,175.95	£76,434.97
Pension Conts	£1,569.78	
Insurance/Licenses/Subscriptions	£77,745.73	£76,434.97
<b>Insurance and Subscriptions</b>		
PLA Insurance/Buildings	£1,838.90	£1,847.11
Britannia Subscription (Alarm/Fire Systems)		£360.00
Ofsted	£35.00	£35.00
Ours Schools App	£286.80	£216.00
ICO	£35.00	£35.00
Norton Safeware	£84.99	£89.99
Schoolswire	£298.80	£0.00
Teachers to Parents	£378.67	£240.00
Accountant	£150.00	£150.00
Twinkle Monthly Subs		£22.17
Notts Fire Safety		£47.52
Ten Town	£126.00	
<b>Total</b>	<b>£3,234.16</b>	<b>£3,042.79</b>
<b>Expendables</b>		
Food Activities	£1,367.95	£734.12
Cleaning/Materials	£983.82	£1,018.11
Creative Materials	£453.40	£305.42
Maintenance	£1,331.78	£1,483.62
External Cleaning - Refuse Collect etc.,	£177.71	
Garden Activities	£101.86	
<b>Total</b>	<b>£4,416.52</b>	<b>£3,541.27</b>
<b>New Equipment</b>		
Outdoor	£359.59	£274.15
Computer & Equipment	£169.98	£230.27
Large Toys/Resources	£1,050.77	£163.00
Kitchen/Staff Room/Storage	£209.86	£251.14
Educational Activities	£71.98	£19.99
Alarm/Security/Keys/Signs	£17.00	£28.00
Furniture Office/Education (Internal Classroom)	£2,961.12	£800.00
T-Shirts Staff/Children	£367.50	£320.00
Sundries	£440.00	£90.98
<b>Total</b>	<b>£5,647.80</b>	<b>£2,177.53</b>

#### Rates/ Lease/ Utilities

Phone	£272.40	276.14
Mobile	£158.28	147.82
Broadband	£267.84	229.15
Elec (-SSE Solar repayment £36.22)	£1,156.11	1042.22
Rates	£25.00	0
VAT	£232.74	230.29
BDC		
Waterplus (£1154.68 Refunded Total for Year £677.43)		1832.11
	<b>£2,112.37</b>	<b>£3,757.73</b>

#### Miscellaneous

Stationery	£368.83	£192.41
Postage	£78.51	£75.94
Printing	£586.06	£689.61
Sundries	£3,500.00	£0.00
	<b>£4,533.40</b>	<b>£957.96</b>

#### External Services/ Training

External Activity Providers (i.e debutots)	£220.00	£0.00
Training	£720.40	£904.00
DBS Checks	£52.29	£8.10
Sundries	£20.00	£213.59
	<b>£1,012.69</b>	<b>£1,125.69</b>



Section A

Independent Examiner's Report

Report to the trustees/  
members of

BIRCOTES PRE-SCHOOL

On accounts for the year  
ended

AUGUST 2020

Charity no  
(if any)

1038773

Set out on pages

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [ ] if not applicable.*

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

Basis of independent  
examiner's statement

My examination was carried out in accordance with 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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent  
examiner's statement**

In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

*\* Please delete the words in the brackets if they do not apply.*

Signed: Tracy Crowe Date: 19/3/21

Name: TRACY CROWE

Relevant professional qualification(s) or body (if any):

CPFA

Address:

BANTLEY HALL  
SOUTH PARADE  
BANTLEY, DMO1 6JH

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).