

# Trustees Annual Report

## Charities Commission Year 2019-2020 (1.8.19 – 31.7.20)

### Queen's Park Pre-School Group

East Way, Bournemouth, BH8 9PU

### Charity No. 1039718

Charity structure: unincorporated organisation

Constitution adopted 18<sup>th</sup> June 1994, as amended 14.7.94, 9.11.94,.4.2.03, 18.12.07

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#### Structure, Governance and Management

List of trustees 2019-2020: Rosa Trout (chair), Sara Adeney, Chris Murphy, Rosemary Griffiths, Raf Frias Robles

#### 1.0 Charitable objectives

To advance the education of children below compulsory school age by:

##### 1.1 Providing safe, stimulating and age-appropriate play experiences along with the support and help of adults to extend their social and emotional development and promote their physical and intellectual growth.

The Pre-School provided experiences for the children adhering to the statutory Early Years Foundation Stage Framework.

##### 1.2 Helping to develop their confidence, self-esteem and independence which will enable them to move forward with ease into the infant school.

Transfer forms were shared with local feeder schools. Staff attended the annual local authority transition evening to discuss individual children. The majority of children had achieved the age appropriate level in personal, social and emotional development, ensuring that they were ready to successfully transition into their reception class.

##### 1.3 Recognizing that parents are the first and foremost educators of their children.

Regular engagement took place with parents. Initial contact was made with parents/carers and 'getting to know you' records were completed.

As a committee we complied with the charitable objectives

#### 2.0 Financial Review

2.1 The Preschool aimed to maintain a 2% reserve from income in order to allow for role number variations.

2.2 See also separate accounts.

2.3 Following the financial irregularities reported in 2018, the Preschool has taken a cautious approach to rebuilding financial stability over the last 12 months.

**2.4** The treasurer and trustees have worked closely with the new manager and existing staff and have implemented much higher levels of financial scrutiny. During 2019, in order to closely track expenditure, the treasurer maintained financial control with all transactions and, other than petty cash, spending authority was removed from the pre-school manager and reduced to request level only.

### **3.0 Other**

**3.1** Staff continued to work hard to rebuild the confidence of the parents and community during 2019 and as a result, the number of children attending increased.

**3.2** Following recruitment of the new manager, in September 2019 the committee carried out induction and ensured that new financial measures were in place to reduce any further risk.

**3.3** Following the outbreak of Covid-19, in March 2020, Queens Park Preschool offered places to vulnerable children and those of critical workers, however, due to lack of take up, it was considered unviable to remain open. Staff continued to work from home and undertook online training and personal development.

**3.4** The preschool reopened in June 2020 following the national pandemic lockdown. Due to parental concerns relating to the spread of the virus, the number of children attending was significantly reduced.

**Queens Park Pre School**

**Accounts  
For the Year Ended 31st July 2020**

**Blue Roof Accountants  
Throop Business Park  
Throop Road  
Bournemouth  
Dorset  
BH8 0DQ**

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For the Year Ended 31st July 2020  
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Queens Park Pre School  
For the Year Ended 31st July 2020  
Statement of Profit and Loss

	2020		2019	
	£	£	£	£
Income:				
Funding		93,553		120,708
Fees		9,507		29,587
SMP Recovered		581		-
Employment Allowance		2,540		-
Other Income		178		-
Insurance Proceeds		-		25,000
		<u>106,359</u>		<u>175,295</u>
Less Expenses:				
Resources	340		2,618	
Repairs and Renewals	-		402	
Agency Fees	8,614		8,974	
Refreshments	-		167	
Cleaning	-		150	
Gross Wages	67,786		134,761	
Pension Costs	771		1,051	
Employer NI Contribution	2,540		2,217	
Payroll Fees	527		-	
Bank Charges	143		227	
Telephone and Internet	4,459		1,747	
Training Fees	805		-	
Clothing	303		-	
Advertising	151		-	
Rates	-		346	
Accountancy Fees	804		1,824	
Professional Fees	3,308		2,386	
Motor Expenses	-		95	
Subscriptions	-		80	
Consumable Fees Refunded	460		1,149	
		<u>91,011</u>		<u>158,194</u>
Net Surplus		<u><u>15,348</u></u>		<u><u>17,101</u></u>

Queens Park Pre School  
 For the Year Ended 31st July 2020  
 Statement of Financial Position

	2020		2019	
	£	£	£	£
<b>Current Assets:</b>				
Lloyds Bank	26,159		20,164	
Natwest	395		983	
		<u>26,554</u>		<u>21,147</u>
<b>Current Liabilities:</b>				
Trade Creditors	2,017		2,167	
Uncashed Cheques	1,430		5,968	
Trustees Loan	5,524		5,524	
Outstanding Wages	2,669		8,489	
Accountancy Accrual	-		1,074	
Accountancy Accrual Blue Roof	804		499	
		<u>12,444</u>		<u>23,721</u>
Net Assets		<b>14,110</b>	-	<b>2,574</b>
<b>Capital and Reserves:</b>				
Opening Balance	-	2,574	15,459	
Prior Year Adjustment		1,336	-	
Net Surplus		15,348	17,101	
Less Misappropriated Funds		-	35,134	
		<u><b>14,110</b></u>	<u>-</u>	<u><b>2,574</b></u>

**Queens Park Pre School  
For the Year Ended 31st July 2020  
Independent Examiner's Report to the Trustees**

We report on the accounts for the year ended 31st July 2020 which are set out on pages 1 and 2

**Respective Responsibilities of Trustees and Examiner**

The Trustees of the Charity are responsible for the preparation of the accounts. The Trustees of the Charity consider that an audit is not required for this year, under section 43 (2) of the Charities Act 1993 and that an independent examination is required.

It is our responsibility to;

Examine the Accounts (under Section 43 (3) (a) of the 1993 Act) for the Year Ended 31st July 2020

To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 43 (7)(b) of the 1993 Act) and

To state whether particular matters have come to our attention.

**Basis of Independent Examiner's Report**

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes the 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 you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required by an audit, and consequently we do not express an audit opinion on the view given by the accounts

**Independent Examiner's Statement**

We are satisfied that the Trustees have taken the appropriate steps to protect the Pre School in the future.

We also confirm that in our belief the preparation of accounts and the accounting records comply with the accounting requirement of the 1993 Act.

*Blue Roof Accountants*

Blue Roof Accountants  
Throop Business Park  
Throop Road  
Bournemouth  
Dorset  
BH8 0DQ

30th March 2021

**Queens Park Pre School**

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