

**WORSTEAD PRE-SCHOOL**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2020**

Registered Charity no: 1041749

## WORSTEAD PRE-SCHOOL

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## WORSTEAD PRE-SCHOOL

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### General information

<b>Principal address:</b>	Worstead Pre-school Queen Elizabeth Hall Ruin Road Worstead NR28 9WH
<b>Trustees:</b>	Mrs K Plane (Chair) (Appointed 23/09/2020) Mrs J Liu (Vice Chair) (Appointed 23/09/2020) Mrs L Willoughby (Treasurer) Mrs F Day (Secretary) Mrs P Self Mrs C Gwilliam (Appointed 23/09/2020) Ms L Sandell (Resigned 08/09/2020) Mrs H Fenwick (Resigned 23/09/2020) Mrs V Nicholson (Resigned 23/09/2020)
<b>Bankers:</b>	National Westminster Bank PLC 21 Gentleman's Walk Norwich Norfolk NR2 1NA
<b>Independent examiner:</b>	A Orves FCCA FCA For and on behalf of Sexty & Co Chartered Certified Accountants and Registered Auditors 2a Church Street North Walsham NR28 9DA

## WORSTEAD PRE-SCHOOL

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### Report of the trustees for the year ended 31 August 2020

The trustees of Worstead pre-school present their annual report and financial statements for the year ended 31 August 2020 which have been prepared in accordance with the accounting policies set out in note 1 to the financial statements.

#### Structure and Management

Worstead Pre-school is a registered charity (No. 1041749), and is governed by its constitution adopted on 15 October 1992 as amended on 24 September 2019.

The management and control of Worstead Pre-school is the responsibility of the management committee whose members are also trustees.

Members are elected to the management committee and to be trustees at the Annual General Meeting and at the first Committee meeting following the Annual General Meeting at which the newly elected members of the Committee are elected they shall choose from amongst their number the members who will act as Chair, Treasurer and Vice Chair.

#### Objects and activities

The objects of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

#### Report from previous Chair (Hayley Fenwick)

Having been Vice Chair for the past year and Chair for the last few weeks I have been so impressed with how the staff at the preschool have coped in these challenging times. I appreciate that things have not been easy but you have all coped amazingly well. The Preschool is looking the best I have seen it look and I know that several other parents have commented the same. The staff all seem motivated and well prepared to provide the best opportunity for the children in their care. Their devotion does not go unrecognised. The same goes to the Committee members. My time on the Committee has allowed me to make new friends, learn new skills and I have enjoyed helping out at the fundraising events which the children enjoy immensely. I feel saddened that we have not been able to raise any funds since lockdown. I will miss everyone at the preschool and wish you all the very best for the future.

#### Report from previous Supervisor (Paula Self)

The last academic year began with 39 children on the books, this rose quickly to 45. However, the Covid pandemic put a halt to the pre-school running for approximately half a term and then a limited of children returned until the end of Summer Term.

Our biggest achievement last academic year was raising enough money to replace the paving slabs with soft tarmac in our out-door area. This has finally been completed.

I would like to thank all the staff for their hard work and all the extra responsibilities that they have had to undertake due to COVID to keep everyone safe.

I would also like to thank all the parents and carers who turned out to give me a lovely retirement send off and thank you for all the support over the last 21 years.

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## WORSTEAD PRE-SCHOOL

### Report of the trustees for the year ended 31 August 2020 continued

#### Report from current Supervisor (Clare Gwilliam)

I would like to say thank you to all committee, staff, family and friends who have helped to get the Pre-school ready for opening. The staff have been extremely helpful and supportive in my new role and I thank them for that. We have started the new term with lots government guidelines to follow and have put and will consistently be putting safety measures in place to protect staff and families from COVID 19.

Our main aim this term is the wellbeing of the staff, children, parents and carers, and with no one being able to enter the setting this has been stressful, luckily we were prepared for this with extra staff on hand to settle children and reassure families.

We have 31 children on the books and have had a busy start to the term with 9 new children and 7 new families joining us. We have worked hard to cater for new families by inviting them in after session and at weekends to give them the opportunity to look round and ask questions.

I am aware we need to make a profit and with a grant of £3,472.60 for new resources being awarded to us from Norfolk county council as part of the early years inclusion grant I am hopeful we will not have any further expenditures in this area. Myself and staff are working hard to cut costs in other areas such as a monthly general shop and making the most of Waitrose fair share collections.

I would like to say I am confident with times ahead but during unpredictable times we can't be certain, what I do know is that staff are focused and we will do the up most for the Pre-school and the families within our care.

#### Financial Report

	<u>Current</u>	<u>Business</u> (contingency fund)
Balance at Beginning of year	£34,604	£35,948
Balance at End of year	£46,034	£36,008
Balance of Petty Cash	£34	
Balance of Cashplus account	£Nil - Closed January 2020	
Our income for the year to 31 <sup>st</sup> August 20	£104,499	
Our expenditure for the year to 31 <sup>st</sup> August 20	£97,069	
Total income over expenditure	£7,430	

#### Income notes:

- Our income was higher this year, due to a very strong number of children on the books.
- We had a large number of funded 2-year olds, which has equated to more sessions.
- We received a £3,617.33 Furlough payment.
- Donations were high this year, largely due to £719 from North Walsham Community Shop and £1,427.97 from the Co-Op.
- Full funding received for Summer term, despite being closed for 6 weeks and having limited numbers for 7.5 weeks, because of Covid-19.

#### Expenditure notes:

- A good control of expenses. Regular monitoring of our financial position.
- Very limited spending during Covid-19 lock down.
- Staff costs reduced to 80% for the full Summer term.
- No major purchases.

Our main income is still Government funding.

This totalled £83,632

Income for our standard fees totalled £10,438

We raised £1,078 through fundraising this year. Much less than previous years due to Covid-19 restrictions. We raised £7,215 from other initiatives, such as uniform sales, Christmas dinner, voluntary payments, donations etc. Fundraising and donations, together with our Furlough payment, largely accounts for our profit this year.

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## WORSTEAD PRE-SCHOOL

### Report of the trustees for the year ended 31 August 2020 continued

Just to remind everyone that the Business Account (Contingency Fund) is there in case of emergencies, redundancies etc. I have calculated what we would need to cover three months trading and redundancy costs and this equates to £32,554. Therefore, I do not propose that we need to transfer anything through to this account at the current time.

Estimated Income for the year 2020-21 is: £96,793

This is down slightly down from last year, based on less children on the books. This does not include any increase in fees. It does not include any fundraising or donations. Covid-19 may continue to impact this area.

Estimated Expenses for the year 2020-21 is: £96,947

These estimated figures show Expenditure over Income of £154. There is a strong element of estimation included in the figures at this stage of the year.

#### Reserves policy

The Trustees have established a policy whereby the unrestricted funds held by the charity are maintained at such a level that the Trustees feel they would be able to continue the current activities of the charity in the event of a significant drop in income. The charity's policy is to hold sufficient reserves that cover 3 months of expenditure. At the balance sheet date the unrestricted reserves amounted to £72,276 which the Trustees consider to be satisfactory.

The Trustees are satisfied with the financial position of the charity as shown in these financial statements.

#### Public Benefit Statement

The trustees confirm that they have complied with section 17 of the Charities Act 2011 to have due regards to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

#### Risk management

The charity monitors its risk on an ongoing basis and is constantly reviewing policies in order to mitigate those risks throughout 2020 and beyond.

Internal risks are minimised by the implementation of procedures for authorization of all projects and to ensure consistent and quality delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they meet the needs of the charity.

#### Governance and internal control

Charity law 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 surplus or deficit of the charity for that year. In preparing those financial statements, the trustees have:

- selected suitable accounting policies and then applied them consistently;
- made judgments and estimates that are reasonable and prudent;
- stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepared the financial statements on the going concern basis.

The trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. 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.

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WORSTEAD PRE-SCHOOL

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Report of the trustees for the year ended 31 August 2020 continued

**Independent examiner**

Mr A Orves FCCA FCA is willing to continue as independent examiner and a proposal regarding his re-appointment will be put to the next annual general meeting.

This report was approved by the Management Committee on 01 June 2021 and signed on their behalf by:-



Mrs K Plane  
Chair of Trustees

## WORSTEAD PRE-SCHOOL

### Independent Examiner's Report to the Trustees of the Worstead Pre-school

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 August 2020 which are set out on pages 6 to 11.

#### Responsibilities and basis of report

As the charity trustees 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 charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the 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 charity 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.



A Orves FCCA FCA  
For and on behalf of Sexty & Co  
Chartered Certified Accountants and Registered Auditors  
2a Church Street  
North Walsham  
Norfolk  
NR28 9DA

Date: 01 June 2021

**WORSTEAD PRE-SCHOOL**

**Statement of Financial Activities for the year ended 31 August 2020**

	Note	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Total 2020 £	Total 2019 £
<b>Incoming resources</b>						
<b>Incoming resources from generated funds:</b>						
Activities for generating funds	2	1,078	-	-	1,078	3,344
Investment income	3	-	-	60	60	57
<b>Total incoming resources from generated funds</b>		<u>1,078</u>	<u>-</u>	<u>60</u>	<u>1,138</u>	<u>3,401</u>
Incoming resources from charitable activities	4	95,206	-	-	95,206	90,600
Other incoming resources	5	6,338	1,817	-	8,155	971
<b>Total incoming resources</b>		<u><u>102,622</u></u>	<u><u>1,817</u></u>	<u><u>60</u></u>	<u><u>104,499</u></u>	<u><u>94,972</u></u>
<b>Resources expended</b>						
<b>Costs of generating funds:</b>						
Fundraising trading cost of goods sold and other costs	6	84	-	-	84	186
<b>Total resources expended for generated funds</b>		<u>84</u>	<u>-</u>	<u>-</u>	<u>84</u>	<u>186</u>
Cost of charitable activities	7	90,296	-	-	90,296	88,749
Governance costs	8	1,268	-	-	1,268	1,249
Other resources expended	9	5,421	-	-	5,421	3,200
<b>Total resources expended</b>		<u><u>97,069</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>97,069</u></u>	<u><u>93,384</u></u>
<b>Net incoming resources for the year</b>		5,553	1,817	60	7,430	1,588
<b>Funds brought forward</b>		<u>28,898</u>	<u>-</u>	<u>35,948</u>	<u>64,846</u>	<u>63,258</u>
		34,451	1,817	36,008	72,276	64,846
<b>Transfers between funds</b>		1,817	(1,817)	-	-	-
<b>Funds carried forward</b>		<u><u>36,268</u></u>	<u><u>-</u></u>	<u><u>36,008</u></u>	<u><u>72,276</u></u>	<u><u>64,846</u></u>

**WORSTEAD PRE-SCHOOL**

**Balance Sheet as at 31 August 2020**

	Note	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Total 2020 £	Total 2019 £
<b>Fixed assets</b>						
Tangible assets	10	9,003	-	-	9,003	2,316
<b>Current assets</b>						
Debtors	11	519	-	-	519	502
Cash at bank and in hand	12	46,068	-	36,008	82,076	71,569
		<u>46,587</u>	<u>-</u>	<u>36,008</u>	<u>82,595</u>	<u>72,071</u>
<b>Current liabilities</b>						
Creditors: amounts falling due Within one year	13	13,569	-	-	13,569	8,941
		<u>33,018</u>	<u>-</u>	<u>36,008</u>	<u>69,026</u>	<u>63,130</u>
<b>Net current assets</b>						
		<u>42,021</u>	<u>-</u>	<u>36,008</u>	<u>78,029</u>	<u>65,446</u>
<b>Total assets less current liabilities</b>						
Creditors: amounts falling due after more than one year	14	5,753	-	-	5,753	600
		<u>36,268</u>	<u>-</u>	<u>36,008</u>	<u>72,276</u>	<u>64,846</u>
<b>Net assets</b>						
		<u>36,268</u>	<u>-</u>	<u>36,008</u>	<u>72,276</u>	<u>64,846</u>
<b>Charity funds</b>						
Unrestricted funds	17	36,268	-	36,008	72,276	64,846
Restricted funds	17	-	-	-	-	-
		<u>36,268</u>	<u>-</u>	<u>36,008</u>	<u>72,276</u>	<u>64,846</u>
<b>Total funds</b>						
		<u>36,268</u>	<u>-</u>	<u>36,008</u>	<u>72,276</u>	<u>64,846</u>

The notes on pages 8 to 11 form part of these financial statements.

The financial statements were approved by the Management Committee on *21 June 2021* and were signed on its behalf by:-



Mrs K Plane - Chair



Mrs L Willoughby - Treasurer

## WORSTEAD PRE-SCHOOL

### Notes forming part of the financial statements for the year ended 31 August 2020

#### 1 Accounting policies

##### a. Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. The charity constitutes a public benefit as defined by FRS 102.

##### b. Incoming resources

Income from operating activities in furtherance of the charity's objects is included in the period in which the charity is entitled to receipt.

##### c. Resources expended

Resources expended are recognised in the period in which they are incurred.

##### d. Grants

Grants are recognised in full in the Statement of Financial Activities in the year they are receivable.

##### e. Government grants

The charity received a government grant during the year in respect of the Job Retention Scheme. This was accounted for in line with the above accounting policy for grants.

##### f. Funds

###### Unrestricted funds

These comprise funds which the trustees are free to use for any purpose in furtherance of the charity's objects.

###### Restricted funds

These comprise funds which have been received but must be spent on a specific type of expenditure.

###### Designated funds

The designated fund is represented by monies held in the NatWest Reserve Account set aside as a contingency fund.

##### g. Tangible fixed assets

Individual fixed assets are capitalised at cost. Depreciation is charged at the following rates:

- Children's equipment      20% Straight Line
- Computer equipment      20% Straight Line

##### h. Debtors and creditors

Debtors and creditors with no stated interest rate are recorded at transaction price.

2. Activities for generating funds	2020 £	2019 £
Fundraising	1,078	3,344
	1,078	3,344
3. Investment income	2020 £	2019 £
Bank interest	60	57
	60	57

**WORSTEAD PRE-SCHOOL**

**Notes forming part of the financial statements for the year ended 31 August 2020 continued**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>4. Incoming resources from charitable activities</b>		
Fees	10,438	15,428
Norfolk County Council	83,632	74,109
Consumables	1,136	1,063
	95,206	90,600
	95,206	90,600
<b>5. Other incoming resources</b>		
Miscellaneous	110	671
Donations	2,311	-
Government grants – Job retention scheme	3,617	-
Grants – Equipment and playground surface	2,117	300
	8,155	971
	8,155	971
<b>6. Fundraising trading cost of goods sold and other costs</b>		
Fundraising costs	84	186
	84	186
	84	186
<b>7. Costs of charitable activities</b>		
Wages	79,060	74,765
Pensions	974	787
Training courses	1,133	190
Rent	3,490	3,959
Repairs and renewals	1,065	2,169
Children's equipment	734	2,932
Insurance	856	812
Printing, postage and stationery	1,161	1,177
Advertising	-	161
Website expenses	123	123
Telephone	1,140	1,106
Children's uniforms	427	-
Craft materials	133	568
	90,296	88,749
	90,296	88,749
<b>8. Governance costs</b>		
Independent examiners fee	1,268	1,249
	1,268	1,249
	1,268	1,249

**WORSTEAD PRE-SCHOOL**

**Notes forming part of the financial statements for the year ended 31 August 2020 continued**

<b>9.</b>	<b>Other resources expended</b>	<b>2020</b>	<b>2019</b>
		£	£
	Refreshments and staff entertainment	173	966
	Cleaning	506	469
	Subscriptions	617	35
	Miscellaneous	997	497
	Depreciation	3,128	1,164
	Bank charges	-	69
		5,421	3,200
		5,421	3,200
<b>10.</b>	<b>Fixed assets</b>		
		<b>Children's Equipment</b>	<b>Computer Equipment</b>
		£	£
	<b>Cost</b>		<b>Total</b>
			£
	At 1 September 2019	3,627	2,195
	Additions	8,915	900
	Disposals	-	-
	At 31 August 2020	12,542	3,095
		12,542	3,095
	<b>Depreciation</b>		
	At 1 September 2019	1,750	1,756
	Depreciation for the year	2,509	619
	Disposals	-	-
	At 31 August 2020	4,259	2,375
		4,259	2,375
	<b>Net Book Value</b>		
	At 31 August 2020	8,283	720
	At 31 August 2019	1,877	439
		1,877	439
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		8,283	720
		1,877	

**WORSTEAD PRE-SCHOOL**

**Notes forming part of the financial statements for the year ended 31 August 2020 continued**

	2020 £	2019 £
<b>14. Creditors – Amounts falling due after one year</b>		
Other creditors	5,753	600
	5,753	600

**15. Trustee remuneration and expenses**

None of the trustees received any remuneration during the year.

Trustees were reimbursed for minor charity expenses during the year which were individually always less than £100.

	2020 £	2019 £
<b>16. Employee emoluments</b>		
Wages	79,060	74,765
Employer's contribution to defined contribution pension schemes	974	787
	80,034	75,552

The average number of employees during the year was 9 (2019 - 8).

There are no employees who received total employee benefits of more than £60,000.

**17. Fund reconciliation**

	Balance at 1 Sep 2019	Income	Expenditure	Transfers	Balance at 31 Aug 2020
Unrestricted Funds	28,898	102,622	(97,069)	1,817	36,268
Designated Funds	35,948	60	-	-	36,008
<b>Total Unrestricted Funds</b>	64,846	102,682	(97,069)	1,817	72,276
Restricted Funds	-	1,817	-	(1,817)	-
<b>Total Funds</b>	64,846	104,499	(97,069)	-	72,276

The charity received restricted grant income during the year to be spent on fixed assets. The funds were spent in the year in full on installing an outdoor playing area surface and laptops. The grant income has been deferred and will be released to the profit and loss account over 5 years in line with the related depreciation charge of the purchased fixed assets. As all restricted funds were spent in the year an annual transfer will be made between restricted funds and unrestricted funds relating to the released grant income.

**18. Related party transactions**

There were no related party transactions during either this year or the previous year.