

WORSTEAD PRE-SCHOOL

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2022

Registered Charity no: 1041749

WORSTEAD PRE-SCHOOL

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WORSTEAD PRE-SCHOOL

General information

Principal address:

Worstead Pre-school
Queen Elizabeth Hall
Ruin Road
Worstead
NR28 9WH

Trustees:

Mrs H Pilkington (Chair) (Appointed 28/12/2022)
Mrs E Brown (Secretary) (Appointed 02/11/2021)
Mrs D Dean (Treasurer) (Appointed 25/10/2022)
Mrs L Willoughby (Resigned 25/10/2022)
Mrs K Plane (Resigned 28/12/2022)

Bankers:

National Westminster Bank PLC
21 Gentleman's Walk
Norwich
Norfolk
NR2 1NA

Independent examiner:

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

Report of the trustees for the year ended 31 August 2022

The trustees of Worstead pre-school present their annual report and financial statements for the year ended 31 August 2022 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 Chair (Hayley Pilkington)

I have taken over from Kirsty. I haven't been in post very long as chair so I am still learning the ropes. The staff are very experienced in what they do so I have full trust in them.

We have had a very quiet year compared to previous. We are very low on child numbers and we are trialling new ways to encourage our intake i.e. changing our opening hours to accommodate working parents. I hope that these new offers will create more children coming into our pre-school.

The lease has now been finalised and we are building better relations with the village hall

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WORSTEAD PRE-SCHOOL

Report of the trustees for the year ended 31 August 2022 continued

Report from Supervisor (Clare Gwilliam)

The year seems to be going quickly as we are already approaching March.

We are sadly losing one of our highly valued members of staff due to low numbers of children and not enough hours, we wish Emma all the very best in her new adventure and I'm sure everyone will agree we will miss her very much.

We have been busy trying to come up with ways to encourage new families and help our existing families, one way is to open for longer so we are now open from 8 – 4 every day. We have been talking about opening for school holidays to existing children, but this needs further investigation to ensure its going to work.

The number of children on our books is currently 25, unfortunately due to some family circumstances we will be losing two this year, so for obvious reasons we need to make up our numbers.

Bethany and Emma A have been busy giving the outside area a much needed tidy up and move around and I would like to extend my thanks to them both for their creative ideas and hard work it really has made all the difference to the preschool, and the children are enjoying playing outside.

Its lovely to have Sally back and I hope she is enjoying being back as much as we are enjoying having her.

Adele continues to be busy supporting families and ensuring every child is included and has equal opportunities. As a SENCO (special education needs co Ordinator) she is always on hand to help children and families get the best support and works hard to ensure this happens when it is needed.

Myself and Karen have been working on the policies and have finally completed the safeguarding policy to a high standard and look forward to receiving our safer accreditation.

All policies are being reviewed by all staff so we continue to work towards making the pre-school the best it can be for the children and families in our care.

Thank you everyone.

Clare Gwilliam

Financial Report from Pre-School Administrator (Karen Norfolk)

	<u>Current</u>	<u>Business</u> (contingency fund)
Balance at Beginning of year	£58,563	£36,012
Balance at End of year	£34,780	£36,029
Balance of Petty Cash	£220	
Our income for the year to 31 st August 22	£74,939	
Our expenditure for the year to 31 st August 22	£97,133	
Total expenditure over income	£22,194	

Income notes:

- Our income is lower this year, due a large number of children transitioning to school and lack of new registration.
- Fundraising raised £975.75
- Full funding received.

Expenditure notes:

- A good control of expenses. Regular monitoring of our financial position.
- The rise in employee costs due to NLW
- Rise in rental totalling £6,710.50
- Rise in expenditure due to needed to renew resources.

Our main income is still Government funding.
This totalled £41,320.81

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WORSTEAD PRE-SCHOOL

Report of the trustees for the year ended 31 August 2022 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 £36,012. Therefore, I do not propose that we need to transfer anything through to this account at the current time.

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 £93,195 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 2021 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.

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 23 February 2023 and signed on their behalf by:-

Mrs H Pilkington
Chair of Trustees

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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 2022 which are set out on pages 5 to 10.

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: 23 February 2023

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Statement of Financial Activities for the year ended 31 August 2022

	Note	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Total 2022 £	Total 2021 £
Incoming resources						
Incoming resources from generated funds:						
Activities for generating funds	2	976	-	-	976	1,858
Investment income	3	-	-	17	17	4
Total incoming resources from generated funds		976	-	17	993	1,862
Incoming resources from charitable activities	4	69,567	-	-	69,567	108,111
Other incoming resources	5	4,379	-	-	4,379	6,671
Total incoming resources		74,922	-	17	74,939	116,644
Resources expended						
Costs of generating funds:						
Fundraising trading cost of goods sold and other costs	6	-	-	-	-	354
Total resources expended for generated funds		-	-	-	-	354
Cost of charitable activities	7	90,413	725	-	91,138	87,938
Governance costs	8	1,363	-	-	1,363	1,175
Other resources expended	9	4,632	-	-	4,632	5,533
Total resources expended		96,408	725	-	97,133	95,000
Net incoming resources for the year		(21,486)	(725)	17	(22,194)	21,644
Funds brought forward		57,183	725	36,012	93,920	72,276
		35,697	-	36,029	71,726	93,920
Transfers between funds		-	-	-	-	-
Funds carried forward		35,697	-	36,029	71,726	93,920

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Balance Sheet as at 31 August 2022

	Note	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Total 2022 £	Total 2021 £
Fixed assets						
Tangible assets	10	4,243	-	-	4,243	6,464
Current assets						
Debtors	11	1,398	-	-	1,398	588
Cash at bank and in hand	12	35,000	-	36,029	71,029	95,050
		<u>40,641</u>	<u>-</u>	<u>36,029</u>	<u>76,670</u>	<u>95,638</u>
Current liabilities						
Creditors: amounts falling due Within one year	13	4,944	-	-	4,944	4,547
Net current assets		<u>35,697</u>	<u>-</u>	<u>36,029</u>	<u>71,726</u>	<u>91,091</u>
Total assets less current liabilities		35,697	-	36,029	71,726	97,555
Creditors: amounts falling due after more than one year	14	-	-	-	-	3,635
Net assets		<u><u>35,697</u></u>	<u><u>-</u></u>	<u><u>36,029</u></u>	<u><u>71,726</u></u>	<u><u>93,920</u></u>
Charity funds						
Unrestricted funds	17	35,697	-	36,029	71,726	93,195
Restricted funds	17	-	-	-	-	725
Total funds		<u><u>35,697</u></u>	<u><u>-</u></u>	<u><u>36,029</u></u>	<u><u>71,726</u></u>	<u><u>93,920</u></u>

The notes on pages 7 to 10 form part of these financial statements.

The financial statements were approved by the Management Committee on 23 February 2023 and were signed on its behalf by:-

Mrs H Pilkington - Chair

Mrs D Dean - Treasurer

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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 government grants during the prior 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.

		2022	2021
2. Activities for generating funds		£	£
Fundraising		976	1,858
		976	1,858
		976	1,858
	Designated Funds		
3. Investment income		2022	2021
		£	£
Bank interest	17	17	4
		17	4
		17	4

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4.			2022	2021
			£	£
Incoming resources from charitable activities				
	Fees		25,740	15,189
	Norfolk County Council		43,417	91,531
	Consumables		410	1,391
			<u>69,567</u>	<u>108,111</u>
			<u><u>69,567</u></u>	<u><u>108,111</u></u>
5.	Unrestricted	Restricted	2022	2021
		Funds	Funds	£
		£	£	£
Other incoming resources				
	Miscellaneous	2,108	-	2,108
	Donations	154	-	154
	Other grants	2,117	-	2,117
		<u>4,379</u>	<u>-</u>	<u>4,379</u>
		<u><u>4,379</u></u>	<u><u>-</u></u>	<u><u>6,671</u></u>
Other grants include £2,117 released from deferred income.				
6.			2022	2021
			£	£
Fundraising trading cost of goods sold and other costs				
	Fundraising costs		-	354
			<u>-</u>	<u>354</u>
			<u><u>-</u></u>	<u><u>354</u></u>
7.	Unrestricted	Restricted	2022	2021
		Funds	Funds	£
		£	£	£
Costs of charitable activities				
	Wages	73,189	-	73,189
	Pensions	881	-	881
	Training Courses	1,918	-	1,918
	Rent	7,071	-	7,071
	Repairs and renewals	3,084	-	3,084
	Children's equipment	85	725	810
	Insurance	1,023	-	1,023
	Printing, postage and stationery	905	-	905
	Advertising	166	-	166
	Website expenses	-	-	123
	Telephone	856	-	856
	Children's uniforms	-	-	1,254
	Craft materials	1,235	-	406
		<u>90,413</u>	<u>725</u>	<u>91,138</u>
		<u><u>90,413</u></u>	<u><u>725</u></u>	<u><u>87,938</u></u>
8.			2022	2021
			£	£
Governance costs				
	Independent examiners fee		1,363	1,175
			<u>1,363</u>	<u>1,175</u>
			<u><u>1,363</u></u>	<u><u>1,175</u></u>

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9. Other resources expended		2022 £	2021 £
Refreshments and staff entertainment		317	283
Cleaning		398	424
Subscriptions		1,007	1,113
Miscellaneous		292	1,174
Depreciation		2,618	2,539
		<u>4,632</u>	<u>5,533</u>
10. Fixed assets			
	Children's Equipment £	Computer Equipment £	Total £
Cost			
At 1 September 2021	12,542	3,095	15,637
Additions	-	396	396
Disposals	-	-	-
At 31 August 2022	<u>12,542</u>	<u>3,491</u>	<u>16,033</u>
Depreciation			
At 1 September 2021	6,618	2,555	9,173
Depreciation for the year	2,358	259	2,617
Disposals	-	-	-
At 31 August 2022	<u>8,976</u>	<u>2,814</u>	<u>11,790</u>
Net Book Value			
At 31 August 2021	<u>5,924</u>	<u>540</u>	<u>6,464</u>
At 31 August 2022	<u>3,566</u>	<u>677</u>	<u>4,243</u>
11. Debtors		2022 £	2021 £
Fees		24	13
Prepayments		627	575
Taxation and social security		747	-
		<u>1,398</u>	<u>588</u>
12. Cash at bank and in hand		2022 £	2021 £
NatWest - Current Account		34,780	58,563
NatWest - Reserve Account		36,029	36,012
Petty Cash		220	475
		<u>71,029</u>	<u>95,050</u>
13. Creditors – Amounts falling due within one year		2022 £	2021 £
Trade creditors		70	-
Other creditors		3,634	2,414
Taxation and social security		-	893
Accruals		1,240	1,240
		<u>4,944</u>	<u>4,547</u>

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	2022	2021
	£	£
14. Creditors – Amounts falling due after one year		
Other creditors	-	3,635
	-	3,635
	-	3,635

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.

	2022	2021
	£	£
16. Employee emoluments		
Wages	73,189	71,299
Employer's contribution to defined contribution pension schemes	881	574
	74,070	71,873
	74,070	71,873

The average number of employees during the year was 8 (2021 - 9).

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

17. Fund reconciliation

	Balance at 1 Sep 2021	Income	Expenditure	Transfers	Balance at 31 Aug 2022
Unrestricted Funds	57,183	74,922	(96,408)	-	35,697
Designated Funds	36,012	17	-	-	36,029
Total Unrestricted Funds	93,195	74,939	(96,408)	-	71,726
Restricted Funds	725	-	(725)	-	-
Total Funds	93,920	74,939	(97,133)	-	71,726

Designated Funds

Designated funds are held in the Business Reserve Account in case of emergencies, redundancies etc. These funds should cover three months trading and redundancy costs. At the year end the balance was equalled the estimate of such costs at £36,014 and therefore no transfer to the account was required.

Restricted Funds

Tesco Community Grant: To help/fund The Forest School which enables children to do more learning outside, to challenge, take risk and help with wellbeing and emotional support. The grant was used during the year to purchase forest school equipment such as hammers, saws and balsa wood for 2-4 year olds.

18. Related party transactions

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