

WEST TOWN PRESCHOOL

Charity Commission Registered No: 1053421

ANNUAL REPORT AND ACCOUNTS

For the period

1st August 2019 to 31st July 2020

**West Town Preschool Playgroup
Trustee Annual Report
For the year ended 31st July 2020**

The trustees present their report and independently examined financial statements for the year ended 31st July 2020.

Reference and Administrative Details:

Registered Name:	West Town Pre-school Playgroup	
Charity No:	1053421	
Operational Address:	West Town Primary Academy Midland Road West Town Peterborough PE3 6DD	
Trustees at date of Report:	Chair Person	Izabela Wozniak
	Vice Chair	Geraldine Powell
	Members	Adewale Adeoye Munawar Bi Aysha Hussain Julanta Ivaska Ismat Nawaz
Bankers:	Santander Bank	
Independent Examiner:	Mark J Ruffles & Co 4 Baron Court Werrington Peterborough PE4 7ZE	

Structure Governance and Management

This is a membership organisation governed by the model Pre-school Learning Alliance Constitution 2005, which was adopted at the Annual General Meeting held on 5th June 2008. Members can be parents or guardians of all children who attend playgroup or other interested individuals approved by the Committee. Committee members are appointed / confirmed at the Annual General Meeting. All Committee members give their time on a voluntary basis and receive no remuneration or other benefits.

Objects and Activities

The aims are, as set out in the constitution, to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

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- (a) Offering appropriate play, education and care facilities;
- (b) Encouraging the study of the needs of the 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.

Public benefit

The trustees and staff give careful consideration to the Charity Commission's guidance on public benefit when setting objectives and planning activities. All families within the local community are encouraged to use our services. Fees are kept low so that our childcare remains affordable to all. All children are eligible for Nursery Education Funding, which is provided by the Local Authority, the term after they become 3 years old.

Achievements and Performance

We continue to meet EYFS legal requirements, and we are now using 'Tapestry' and each child have a personal online learning journey which records, photos, observations, and comments in line with the Early Years Foundation stage, which will build a record of your child's experiences during their time with us. This also helps us to clearly see the children development, and parents can participate in their child's learning.

Unfortunately, due to the pandemic we were unable to continue with our outings and trips, such as walks around the local area visiting shops, the post office, etc. It was also more difficult to meet and invite parents to the sessions we have offered previously, such as stay and play sessions and book café. We had to cancel our March consultation day ahead of closing the pre-school on March 23rd to ensure our staff and children were kept safe.

During lockdown Children on Early Help were supported via the phone for SEN review meetings and the families were contacted every week to see how they are getting on. We kept in contact with our other families regularly to check how they were. We supported one family by taking food parcels to them, and two other families were supported by food parcels donated by the church a previous staff member attended.

In May we started to prepare to reopen following the government guidance on how to do so safely and we had to change our opening times to fit in with the school. This meant that some of our plans for the year had to be cancelled. We created bubbles which resulted in a reduced number of places available. We prioritised places for children of key workers, SEN children and school children but some families decided not to return due to their concerns about Covid.

As less children enrolled for September 2020 the preschool had to make some difficult decisions regarding reduction of staff hours, which took effect from the Autumn term. In addition, the contract with our apprentice was not renewed and two leavers were not replaced. However, things have improved since and staff were able to return to their full-time hours from November 2020.

The staff work hard as a team and they communicate well with each other. We are grateful to the staff, committee and parents for their understanding and support throughout the pandemic.

WEST TOWN PRESCHOOL
Registered Charity No: 1053421

RECEIPTS AND PAYMENTS FOR THE FINANCIAL PERIOD ENDING 31ST JULY 2020

	UNRESTRICTED FUNDS	TOTAL FUNDS
	Year Ended	Year Ended
	31/07/2020	31/07/2019
<u>RECEIPTS</u>	£	£
NEF Funding	160,422	180,718
Other Funding	3,151	1,316
Fees	9,967	12,559
Bank Interest	248	216
Other Income	1,576	19
Fund Raising and Donations	105	242
TOTAL RECEIPTS	175,469	195,070
 <u>PAYMENTS</u>		
Wages inc Inland Revenue payments	(131,947)	(124,925)
Training Total	(309)	(1,103)
Other Staff Costs	(376)	(371)
Resources for Children	(1,835)	(3,003)
Resources for Setting	(555)	(742)
Resources for Outside	(144)	(14)
Food and Drink	(1,603)	(3,428)
Consumables	(486)	(447)
Premises	(9,739)	(13,249)
Fees and Subscriptions	(6,316)	(7,981)
Administration	(525)	(735)
Bank Charges	(467)	(305)
Other Costs	(96)	0
Fundraising	0	0
TOTAL PAYMENTS	(154,398)	(156,303)
Net of Receipts/(Payments)	21,071	38,767
Balance b/fwd	134,953	96,186
Balance c/fwd	156,024	134,953

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STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST JULY 2020

	UNRESTRICTED FUNDS AS AT 31/07/2020	TOTAL FUNDS AS AT 31/07/2019
<u>CASH FUNDS</u>	£	
Santander (Current)	85,528	64,486
Santander (Savings)	70,389	70,177
Petty Cash	87	270
Fees Float	20	20
Total Cash Funds	156,024	134,953
<u>OTHER ASSETS</u>		
HMRC - PAYE	Note 2 231	0
CJRS Claim	Note 3 632	0
	863	0
<u>LIABILITIES</u>		
July PAYE Payment	0	783
Independent Examination	105	105
Rent	Note 4 6,000	0
	6,105	888

I approve the Receipts and Payments Accounts set out on page 1 and above and confirm that all relevant records and information has been made available for their preparation.

Signed on behalf of the Trustees:

Wozniak I
Signature

IZABELA WOZNIAK
Name

NOTES

1. No trustees received remuneration or reimbursements in the period above.
2. PAYE is in credit by £230.78 due to SMP recovery.
3. CJRS Claim for July for £631.83 has not yet been received.
4. Rent has not been paid since February 2020 due to lockdown. It has been agreed that payment can be deferred until the new academic year.

This independent examiners report relates to the accounts of

WEST TOWN PRESCHOOL

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Accounts are prepared for the period ended 31st July 2020

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this period under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act;
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

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 you as 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 matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met;

Or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Date

09/10/2020

Mark Ruffles & Co
4 Baron Court
Werrington
Peterborough
PE4 7ZE