

WEST TOWN PRESCHOOL

Charity Commission Registered No: 1053421

ANNUAL REPORT AND ACCOUNTS

For the period

1st August 2020 to 31st July 2021

**West Town Preschool Playgroup
Trustee Annual Report
For the year ended 31st July 2021**

The trustees present their report and independently examined financial statements for the year ended 31st July 2021.

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
Secretary	Julanta Ivaska
Members	Munawar Bi Fakhra Kousar Grazyna Gruchel 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 2011, which was adopted at the Annual General Meeting held on 28th June 2021. 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.

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Objects and Activities

The aims of the Preschool 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 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 returned to pre-school in the Autumn with less children than usual, and with staff on reduced hours to help finances whilst the income was less. The situation quickly improved; more children enrolled and staff were able to return to their full-time hours from November 2020.

We have seen an increase in the number of children with special needs in one of our rooms, as well as children who were unable to speak any English. We have worked hard to support all children with learning or developmental delays, supporting parents through the referral process when necessary.

Staff completed an 'Understanding Autism' course to improve their knowledge in supporting children with diagnoses. Staff access courses on a regular basis to ensure they develop their professional knowledge to improve their knowledge and understanding of their role in supporting the children's learning.

The staff work very hard as a team, communicating well with each other. The support of our staff, parents and committee has been invaluable during the pandemic.

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Reserves policy

Reserves act as a cushion for any loss of income and unforeseen situations. Throughout the year the balances remained over the agreed reserves level of £70,000. It has since been agreed to increase the reserves figure to £100,000 plus redundancy payments and costs as set out above to safeguard the preschool in case there is a requirement to find new premises.

Financial Review

The Trustees are required to prepare financial statements which give a true and fair view of the financial position of the Charity. In preparing these financial statements the Trustees are required to make judgements and estimates that are reasonable and prudent. They are also responsible for safeguarding the assets of the Charity and taking reasonable steps for the prevention and detection of fraud and other irregularities. The Committee aim to apply all funds received to the charitable objects.

Receipts and Payments accounts track payments in out of the bank account and there are no adjustments made at year-end.

An analysis of income received from NEF Funding and fees shows that there has been a reduction of £19,740 compared to the previous year (12%). As this was anticipated, action was taken to reduce staffing levels / hours whilst there were less children and this led to an overall reduction in staffing costs of £27,229 over the year. Staffing levels were increased during the summer term in line with more children attending.

Costs have otherwise remained fairly constant when compared with 2019 2020 accounts year, although rent costs are higher as the school deferred payment of rent from February 2020 onwards, which was paid in March 2020.

The preschool was able to access financial support from the local authority and also the job retention scheme during the year, as follows:

- £9,306 job retention and statutory sick pay scheme
- £14,362 local authority grants

There were no fundraising activities during the year and the final closing cash balance for the year was £215,634.

Due to the amount of available funds above the reserves, the committee will be considering how best to invest in the preschool to improve the provision, such as:

- Equipment/initiatives to improve children experiences.
- Training/benefits/initiatives to improve staff retention, well-being and engagement.

WEST TOWN PRESCHOOL

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RECEIPTS AND PAYMENTS FOR THE FINANCIAL PERIOD ENDING 31ST JULY 2021

	UNRESTRICTED FUNDS	TOTAL FUNDS
	Year Ended	Year Ended
	31/07/2021	31/07/2020
<u>RECEIPTS</u>	£	£
NEF Funding	147,294	160,422
Other Funding (Local Authority)	33,058	3,151
Fees	2,781	9,967
Bank Interest	0	248
Other Income	1	81
Grants	9,306	1,495
Fund Raising and Donations	12	105
TOTAL RECEIPTS	192,452	175,469
<u>PAYMENTS</u>		
Wages inc Inland Revenue payments	(104,718)	(131,947)
Training Total	(272)	(309)
Other Staff Costs	0	(376)
Resources for Children	(1,160)	(1,835)
Resources for Setting	(980)	(555)
Resources for Outside	(486)	(144)
Food and Drink	(551)	(1,603)
Consumables	(864)	(486)
Premises	(15,752)	(9,739)
Fees and Subscriptions	(7,179)	(6,316)
Administration	(638)	(525)
Bank Charges	(242)	(467)
Other Costs	0	(96)
Fundraising	0	0
TOTAL PAYMENTS	(132,842)	(154,398)
Net of Receipts/(Payments)	59,610	21,071
Balance b/fwd	156,024	134,953
Balance c/fwd	215,634	156,024

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STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST JULY 2021

	UNRESTRICTED FUNDS AS AT 31/07/2021	TOTAL FUNDS AS AT 31/07/2020	
<u>CASH FUNDS</u>	£		
Santander (Current)	145,225	85,528	
Santander (Savings)	70,389	70,389	
Petty Cash	0	87	
Fees Float	20	20	
Total Cash Funds	215,634	156,024	
<u>OTHER ASSETS</u>			
HMRC - PAYE	Note 2	0	231
CJRS Claim	Note 3	0	632
		0	863
<u>LIABILITIES</u>			
Independent Examination		105	105
Rent	Note 4	1,200	6,000
		1,305	6,105

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 2.
.....

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 20 for £631.83 has not yet been received.
4. 2019 2020 - payment due for rent from February 2020 onwards paid 2020 2021.
2020 2021 - July 21 rent is outstanding.

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 2021

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

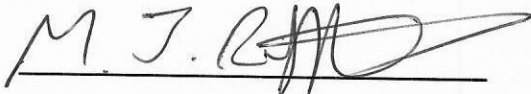
In connection with my examination, no matter has come to my attention:

- (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

18/10/2021

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