

WEST TOWN PRESCHOOL

Charity Commission Registered No: 1053421

ANNUAL REPORT AND ACCOUNTS

For the period

1st August 2021 to 31st July 2022

**West Town Preschool Playgroup
Trustee Annual Report
For the year ended 31st July 2022**

The trustees present their report and independently examined financial statements for the year ended 31st July 2022.

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	Julanta Ahmed
		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 carefully consider 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 have a great relationship with the school, working very closely with the school Safeguarding Officer, SENCO and reception class teachers. We have signed a formal lease which takes us to July 2024.

We seem to have overcome the issues caused by Covid-19 with higher numbers of children enrolling in September 2021, and more children joining the year. Changing to full day sessions during Covid-19 period has really benefited the children. Full days have resulted in children settling in easier and achieving more throughout the day, providing staff with greater opportunities to build close relationships with the children, whilst teaching and supporting their learning and development, and any additional needs.

The year has been challenging due to the increasing numbers of children with additional needs in both rooms, with some children unable to speak English. We have worked hard to support children who are having some learning or developmental delays, helping parents through the referral process when necessary.

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Practitioners are completing ongoing training to improve their knowledge in supporting children with diagnoses and other additional needs. They have also accessed other training opportunities to ensure they are up to date with requirements and have better knowledge and understanding of their role in supporting children's learning. Each staff member is supported by the management team to enhance their professional development.

We use 'Tapestry' which provides every child with a personal online learning journey, recording photos, observations and comments to build a record of their experience at preschool. Tapestry also helps us to clearly see the children's development, and parents can participate in the children's learning by sharing comments, photos and videos from home.

We are slowly starting to re-introduce parents' involvement in pre-school by encouraging them to join different sessions, for example a 'Stay and Play' session. We are hoping to start different activities in the coming months.

We continue to work closely with the reception class teacher in school as this really helps the children to settle when transitioning into reception. This provides the opportunity for both preschool and families of children with additional needs to share information and concerns before the child starts school. In turn the school can better prepare their environment for children to have a smoother transition.

Reserves policy

Reserves act as a cushion for any loss of income and unforeseen situations. Throughout the year the balances remained over the reserves level, currently set at £110,902. Reserves are calculated using the amounts needed to settle any redundancy payments in case of an unplanned closure, plus £100,000 has been set aside to help towards the cost of new premises if these are needed.

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 from NEF Funding and fees shows that there has been a 19% increase compared to the previous year. This follows on from a 12% reduction the previous year but still doesn't match the income levels before the pandemic.

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Overall, income reduced by £3,111 when compared with the accounts for year ending 2021, when the furlough scheme and other Covid grants helped the preschool to sustain income levels.

Staffing costs have risen by £21,599 over the year. The preschool recruited a part-time member of staff in April 2021 and the full cost of this is showing in this year's accounts, but also there have been two pay increases. The first was in September 2021 following the customary pay review, and then there was another increase in April 2022 to adjust for the large increase in National Living Wage (6.6%). There has been a further increase in hourly rates in September 2022.

Spending on children's resources and other equipment for the setting has risen in the past year but all other costs have remained reasonably constant.

The final closing cash balance for the year was £245,032.

This Report has been approved by the Trustees and has been signed on their behalf by:

Signature:  Full Name: Izabela Wozniak
Date: 22/5/23

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RECEIPTS AND PAYMENTS FOR THE FINANCIAL PERIOD ENDING 31ST JULY 2022

	UNRESTRICTED FUNDS	TOTAL FUNDS
	Year Ended	Year Ended
	31/07/2022	31/07/2021
<u>RECEIPTS</u>	£	£
NEF Funding	163,949	147,294
Other Funding (Local Authority)	9,914	33,058
Fees	14,502	2,781
Bank Interest	146	0
Other Income	734	1
Grants	0	9,306
Fund Raising and Donations	96	12
TOTAL RECEIPTS	189,341	192,452
<u>PAYMENTS</u>		
Wages inc Inland Revenue payments	(126,317)	(104,718)
Training Total	(551)	(272)
Other Staff Costs	(179)	0
Resources for Children	(4,961)	(1,160)
Resources for Setting	(3,702)	(980)
Resources for Outside	(283)	(486)
Food and Drink	(769)	(551)
Consumables	(1,170)	(864)
Premises	(12,366)	(15,752)
Fees and Subscriptions	(7,620)	(7,179)
Administration	(1,267)	(638)
Bank Charges	(516)	(242)
Other Costs	(199)	0
Fundraising	(43)	0
TOTAL PAYMENTS	(159,943)	(132,842)
Net of Receipts/(Payments)	29,398	59,610
Balance b/fwd	215,634	156,024
Balance c/fwd	245,032	215,634

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STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST JULY 2022


	UNRESTRICTED FUNDS AS AT 31/07/2022	TOTAL FUNDS AS AT 31/07/2021
<u>CASH FUNDS</u>	£	
Santander (Current)	174,400	145,225
Santander (Savings)	70,535	70,389
Petty Cash	97	0
Fees Float	0	20
Total Cash Funds	<u>245,032</u>	<u>215,634</u>
 <u>OTHER ASSETS</u>		
HMRC - PAYE	0	0
Zig Zag - Photo Commission	153	0
	<u>153</u>	<u>0</u>
 <u>LIABILITIES</u>		
Independent Examination	105	105
	<u>105</u>	<u>105</u>

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:


.....

Signature


.....

Name

NOTES

1. No trustees received remuneration or reimbursements in the period above.

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 2022

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

31/10/2022

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