

WEST TOWN PRESCHOOL

Charity Commission Registered No: 1053421

ANNUAL REPORT AND ACCOUNTS

For the period

1st August 2022 to 31st July 2023

**West Town Preschool Playgroup
Trustee Annual Report
For the year ended 31st July 2023**

The trustees present their report and independently examined financial statements for the year ended 31st July 2023.

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:	Chairperson	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

The preschool has been in regular communication with the head teacher regarding the tenancy agreement, and we are pleased to confirm that we have secured a new tenancy from July 2024 to July 2027. We have a good relationship with the school, working very closely with the Safeguarding Officer, SENCO, and reception class teachers.

The preschool rooms are now fully booked, with the appropriate staff-to-child ratios. Full day sessions have significantly benefited the children, with children settling in easier and achieving more throughout the day. Our staff have been able to build closer relationships with the children, better supporting their learning and development and any additional needs.

We have three members of staff working towards Level 3 childcare qualifications, while the remainder of the team has already achieved a Level 3 qualification. The rest of the staff are already qualified at Level 3. The Manager and Deputy manager continue to work closely together to achieve the preschool goals, and support staff, children, and parents.

Each member of staff has undergone training in Special Educational Needs and Behaviour Management during half-term breaks. Additionally, they are up to date with mandatory First Aid,

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Food Hygiene, and Safeguarding Training. Staff are encouraged and supported to enhance their professional development through access to training courses, ensuring they remain up to date with requirements and continuously improve their knowledge and understanding of their role in supporting children's learning.

We are proud to have been selected by Early Years to participate in a pilot scheme for sing and learn, for which we will receive a grant. The preschool received positive feedback when Early Years visited to observe the children's progress.

The autism team has visited the preschool to help staff, which has worked well. We have also had visits from OT, Physio, and Speech and Language, and we have received a lot of positive feedback on how well the setting are dealing with children with additional needs.

Although this year has presented challenges, due to the growing number of children with special needs and more children attending, our dedicated team has successfully supported the children through their time at preschool and starting school. Staff have supported children and families who are unable to communicate in English and where children have learning or developmental delays. Peterborough Early Years Team and the school have complimented the preschool on getting the right support in place before children start school, which has a significant impact on the child's transition into school life. The manager's ongoing SENCO Level 3 training will help her to gain more knowledge and confidence in supporting children and families to access the help they need.

We are continuing to use 'Tapestry' and every child has a personal online learning journey which records photos, observations, and comments, which will build a record of the child's experiences during their time with us. This also helps us to clearly see the children's development, and parents can participate in the children's learning, sharing comments, photos, and videos from home. Tapestry has streamlined some of our work, allowing us to spend more quality time with the children.

We are slowly introducing more parents' involvement and pre-school is encouraging parents to join different sessions, for example 'Stay and Play' where parents are invited to spend time with their children at pre-school and share their experiences. We were also able to invite parents to Mother's and Father's Day. We have finished the year with a lovely graduation for the school leavers. We hold parents' consultation days over the phone and in the setting. We have had visits this year from the police, zoo lab, road safety and the children seemed to really enjoy this. We took the children out for walks and visited the Maltings to sing songs to the elderly at Easter.

We continue to work closely with the school's reception class teacher which helps the children to settle easier when transitioning into reception class, and also provides families of children with special needs the opportunity to share information to help the school to prepare.

Early Years have fed back that they are very impressed with the setting. It has been rewarding for the team to receive acknowledgement for their hard work and to know that they are making a difference to the community.

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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 reserves level, currently set at £123,068. 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.

The total receipts figures increased by £30,458 compared to the previous year. This was a result of increased SEND funding to support children with additional needs (from £9,653 last year to £31,812 this year) and increases in NEF funding rates. Interest rates on the savings account have also improved and we received £3,532 interest.

The total payments figure has also increased to £179,007 (an increase of £19,064 from last year). The main increase can be seen in staffing costs following the recruitment of two staff on temporary appointments to support higher needs within the setting and to reduce the pressure of existing staff, but also due to the 6.6% increase in National Living Wage.

Spending across all other areas has also increased because of inflation. The school also introduced a new charge for utilities with effect from September 2022 (gas, electricity, and water) which cost an additional £1,818 over the year.

Overall, the preschool made a surplus of £40,792, leaving a final closing cash balance for the year of £285,825.

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

Signature: *Wozniak ?*

Full Name: *Izabela Wozniak*

Date: *01/05/2024*

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RECEIPTS AND PAYMENTS FOR THE FINANCIAL PERIOD ENDING 31ST JULY 2023

	UNRESTRICTED FUNDS Year Ended 31/07/2023	TOTAL FUNDS Year Ended 31/07/2022
<u>RECEIPTS</u>	£	£
NEF Funding	169,752	163,949
Other Funding (Local Authority)	31,812	9,914
Fees	14,301	14,502
Bank Interest	3,532	146
Other Income	81	734
Grants	0	0
Fund Raising and Donations	321	96
TOTAL RECEIPTS	<u>219,799</u>	<u>189,341</u>
<u>PAYMENTS</u>		
Wages inc Inland Revenue payments	(136,919)	(126,317)
Training Total	(1,504)	(551)
Other Staff Costs	(909)	(179)
Resources for Children	(6,143)	(4,961)
Resources for Setting	(2,947)	(3,702)
Resources for Outside	(244)	(283)
Food and Drink	(1,217)	(769)
Consumables	(1,168)	(1,170)
Premises	(15,685)	(12,366)
Fees and Subscriptions	(9,610)	(7,620)
Administration	(1,846)	(1,267)
Bank Charges	(619)	(516)
Other Costs	(196)	(199)
Fundraising	0	(43)
TOTAL PAYMENTS	<u>(179,007)</u>	<u>(159,943)</u>
Net of Receipts/(Payments)	40,792	29,398
Balance b/fwd	245,032	215,634
Balance c/fwd	<u>285,824</u>	<u>245,032</u>

WEST TOWN PRESCHOOL

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STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST JULY 2023

	UNRESTRICTED FUNDS AS AT 31/07/2023	TOTAL FUNDS AS AT 31/07/2022
<u>CASH FUNDS</u>		
	£	
Santander (Current)	111,757	174,400
Santander (Savings)	174,067	70,535
Petty Cash	0	97
Total Cash Funds	285,824	245,032
<u>OTHER ASSETS</u>		
HMRC - PAYE	0	0
PCC - Summer 2023 NEF Funding	1,617	0
Zig Zag - Photo Commission	0	153
	1,617	153
<u>LIABILITIES</u>		
Independent Examination	105	105
Tandem Payroll	293	0
Zero Dry Time	225	0
	623	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:

[Signature]
.....
Signature

Isabela Wozniak
.....
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 2023

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

M. J. Ruffles

Date

02/11/2023

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