

WEST TOWN PRESCHOOL

Charity Commission Registered No: 1053421

ANNUAL REPORT AND ACCOUNTS

For the period

1st August 2023 to 31st July 2024

**West Town Preschool Playgroup
Trustee Annual Report
For the year ended 31st July 2024**

The trustees present their report and independently examined financial statements for the year ended 31st July 2024.

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
		Sally Jacklin
		Inna Klochko
		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.

Achievements and Performance

The preschool has secured a new tenancy agreement, effective from July 2024 to July 2027. We maintain a strong relationship with the school and work closely with the Safeguarding Officer, SENCO, and reception class teachers.

Our children numbers have grown, and the preschool rooms are fully booked, with staffing levels meeting the required child-to-staff ratios. We have continued with full-day sessions, which have proven highly beneficial for children. This structure helps them achieve more throughout the day and progress better across all areas of development. It also benefits staff, allowing them to build stronger relationships with the children, support their learning and development, and address additional needs.

Currently, three staff members hold Level 2 qualifications, with one nearing the completion of her Level 3 qualification. The rest of the team is qualified at Level 3 or higher. The management team continue to work closely together to achieve the preschool's goals, supporting staff, children, and parents. There have been some staff changes during the year, but these have not impacted the children and have had a positive effect on the preschool, benefiting both the children and the team.

Staff are up to date with First Aid, Food Hygiene, Safeguarding Training, and The Prevent Duty. Additionally, one staff member has completed the SENCO Level 3 qualification, enhancing our ability to support children with additional needs. We were selected by the Early Years Team to participate in the Early Years Professional Development Programme, which has had a positive impact on new ideas for mathematics, literacy, and personal, social, and emotional development. Staff are supported in their professional development through various training courses designed to enhance their knowledge and understanding of their roles, including an online learning platform available from the Early Years Alliance.

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To support staff in both rooms, we have appointed an Early Years Leader with extensive experience and knowledge. This has resulted in staff feeling more valued and has improved overall well-being.

We continue to work closely with Occupational Therapists, Physiotherapists, Health Visitors, Speech and Language Therapists, and Portage who support us with the special educational needs of children attending our preschool. We have received positive feedback from the SEN Team, Early Years Team, and other professionals, such as Paediatricians and Portage staff, who are recommending us to families in the community. This is rewarding for our team.

This year, we have seen a significant increase in the number of children with special needs across both rooms with 10 EHCPs being completed to support children throughout their time at preschool and transition to school. We have also supported children and parents with no English. We have worked hard to support children with learning or development delays, helping parents through the referral process when necessary. These efforts have been praised by the Peterborough Early Years Team and schoolteachers, as it ensures children have support in place for starting school.

We are in receipt of SEN funding which enables us to allocate resources and time effectively to support the individual needs of each child. Our staff's enhanced knowledge from training allows us to identify any children who are not meeting their milestones earlier and take appropriate action to support them and their families.

We are introducing more parents' involvement by encouraging participation in activities such as "Stay and Play" sessions, where parents can spend time with their children at preschool. We also invited parents to Mother's and Father's Day and ended the year with a graduation ceremony for school leavers. Additionally, we hold parents' consultation days both in person and over the phone.

We continue to work closely with the school's reception class teacher, which helps children transition more smoothly into reception. This has been particularly beneficial for families of children with additional needs, allowing parents to share important information which helps the school to prepare their environment to support each child.

Over the summer, we renovated our preschool with natural resources, including new flooring, resources and storage units. This has positively impacted how children settle in and learn. The transformation has been met with compliments from the school, parents, and professionals. We are continuing to improve our outdoor area with our grass being changed so far. We now have a small office which helps with staff well-being and serves as a confidential meeting area for parents and professionals.

During her annual visit, our Early Years Adviser was very impressed with the preschool environment, noting there were many inviting opportunities for language development. She was pleased to see how the children engaged in indoor and outdoor activities with enthusiasm, and how the preschool embraces all cultures and nationalities, fostering a sense of well-being.

We thank our Committee and parents for their support throughout the year.

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Reserves policy

Throughout the year, the Preschool finances remained over the designated reserves level of £125,935. This reserve includes funds necessary for potential redundancy payments in the event of an unplanned closure, along with an additional £100,000 earmarked for future premises costs if required. The lease for our current premises has been extended for another three years, so this additional provision is a proactive step for long-term planning.

Financial Review

The Trustees are responsible for preparing financial statements that provide a true and fair view of the Charity's financial position. In doing so, they must make judgements and estimates that are both reasonable and prudent. Additionally, the Trustees are tasked with safeguarding the Charity's assets and taking appropriate measures to prevent and detect fraud and other irregularities. The Trustees are committed to applying all received funds towards the charitable objectives.

As the preschool's income has surpassed the £250,000 threshold, it has transitioned from preparing Receipts and Payments accounts to accruals accounting. Accruals accounts must adhere to the Statement of Recommended Practice (Charities SORP), offering a much clearer picture of the Charity's finances throughout the year. The financial statements for the periods 2022-2023 and 2023-2024 have been adjusted to accruals accounting by ensuring transactions are allocated to the correct period, rather than just tracking when they appeared in the bank account. Additionally, qualifying assets (over £250) have been identified and included in the balance sheet.

Total receipts for the year increased by £45,892 compared to the previous period. This rise was primarily driven by an additional £41,463 in Nursery Education Funding (NEF). The preschool's interest income also increased to £8,667 from £3,532 in the previous year, due to generally higher interest rates.

Expenditure for the year increased by £18,354, totaling £197,077. This increase was mainly due to a £17,325 rise in staffing costs following a restructure of the pay scale, which also reflected the 9.7% increase in the National Living Wage.

Overall, the preschool achieved a surplus of £73,668, resulting in a final cash balance of £358,014. The majority of this surplus has been reinvested to enhance both the indoor and outdoor environments of the preschool, which has already contributed positively to the learning experience for the children.

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

Signature: 

Full Name: Izabela Wozniak

Date: 01/05/2025

WEST TOWN PRESCHOOL

CHARITY COMMISSION REGISTERED NO: 1053421

STATEMENT OF FINANCIAL ACTIVITIES

For the Period 1st August 2023 to 31st July 2024

	NOTE	UNRESTRICTED FUNDS THIS YEAR	RESTRICTED FUNDS THIS YEAR	TOTAL FUNDS THIS YEAR	TOTAL FUNDS LAST YEAR
<u>INCOMING RESOURCES</u>	3	£	£	£	£
Income from:					
Donations	A1	0	0	0	4
Charitable activities	A2	262,078	0	262,078	216,186
Other trading activities	A3	0	0	0	77
Investments	A4	8,667	0	8,667	3,532
Total		<u>270,745</u>	<u>0</u>	<u>270,745</u>	<u>219,799</u>
<u>RESOURCES EXPENDED</u>	5	£	£	£	£
Expenditure on:					
Raising funds	B1	0	0	0	0
Charitable activities	B2	(197,077)	0	(197,077)	(178,723)
Total		<u>(197,077)</u>	<u>0</u>	<u>(197,077)</u>	<u>(178,723)</u>
Net incoming/outgoing resources		<u>73,668</u>	<u>0</u>	<u>73,668</u>	<u>41,076</u>
Transfers between funds		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net movement in funds		<u>73,668</u>	<u>0</u>	<u>73,668</u>	<u>41,076</u>
Reconciliation of funds:					
Total funds brought forward		284,346	0	284,346	243,270
Total funds carried forward		358,014	0	358,014	284,346

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BALANCE SHEET AS AT 31ST JULY 2024

	NOTE	UNRESTRICTED FUNDS THIS YEAR £	RESTRICTED FUNDS THIS YEAR	TOTAL FUNDS THIS YEAR	TOTAL FUNDS LAST YEAR
<u>FIXED ASSETS</u>					
Tangible Fixed Assets	8	3,118	0	3,118	309
Total Fixed Assets		3,118	0	3,118	309
<u>CURRENT ASSETS</u>					
£					
Debtors and prepayments	9	68	0	68	0
Cash at Bank and in Hand	10	357,067	0	357,067	285,824
Total Current Assets		357,135	0	357,135	285,824
<u>CREDITORS</u>					
Amount Falling Due Within One Year	11	(2,239)	0	(2,239)	(1,787)
TOTAL NET ASSETS OR LIABILITIES		358,014	0	358,014	284,346
<u>FUNDS OF THE CHARITY</u>					
Restricted income funds		0	0	0	0
Unrestricted funds		358,014	0	358,014	284,346
TOTAL FUNDS		358,014	0	358,014	284,346

The notes on pages 3 - 8 form part of these financial statements.

Signed on behalf of the Trustees:

Signature *[Signature]* Name 12abela Wozniak Date 01/05/2025

WEST TOWN PRESCHOOL

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NOTES TO THE ACCOUNTS

For the Period 1st August 2023 to 31st July 2024

NOTE 1 – BASIS OF PREPARATION

The accounts have been prepared in accordance with the applicable accounting standards and comply with SORP FRS102 and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There are no material uncertainties related to events or conditions that cast doubt on the charity's ability to continue as a going concern.

The accounts present a true and fair view and the accounting policies adopted are those outlined in Note 2.

No material prior year errors have been identified in the reporting period.

NOTE 2 – ACCOUNTING POLICIES

2.1 INCOME

Recognition of Income	These are included in the Statement of Financial Activities (SoFA) when the charity becomes legally entitled to the resources and the amount can be quantified with reasonable accuracy.
Offsetting	There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted under FRS 102 SORP or FRS 102.
Grants and Donations	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
Volunteer Help	The value of any voluntary help is not included in the accounts.
Income from interest	This is included in the accounts when receivable.

2.2 EXPENDITURE AND LIABILITIES

Resources Expended	Expenditure and liabilities are recognised in the period to which they relate.
Governance Costs	Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. This includes cost of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

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NOTES TO THE ACCOUNTS

For the Period 1st August 2023 to 31st July 2024

Support Costs

Support costs are those costs that, whilst necessary to deliver an activity, do not themselves produce or constitute a direct charitable activity. Support costs include administration functions such as accounting, payroll, and IT.

2.3 FUNDS

All incoming and outgoing resources are allocated to the fund to which they relate.

Unrestricted Funds

Unrestricted funds can be used in accordance with charitable objectives at the discretion of the Trustees.

Restricted Funds

Restricted funds are those funds where the donor has placed a restriction of use that is narrower than the general objects of the charity.

2.4 ASSETS

Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and cost at least £250. They are valued at cost or, if gifted, at the value to the charity on receipt.

Depreciation

Depreciation of fixed assets is provided at the rates shown below so as to write off their costs over their expected useful life, as follows:

	<u>Rate</u>	<u>Basis</u>
Equipment	20% p.a.	Straight line

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NOTES TO THE ACCOUNTS For the Period 1st August 2023 to 31st July 2024

NOTE 3 - ANALYSIS OF INCOME

	Unrestricted Funds £	Restricted Funds £	Total This Year £	Total Last Year £
A1 Donations				
Donations and gifts	-	-	-	4
Grants from government/other charities	-	-	-	-
Total Donations	-	-	-	4
A2 Charitable Activities				
Nursery Education Funding	211,215	-	211,215	169,752
Local Authority Funding	29,604	-	29,604	31,812
Fees from Parents	16,435	-	16,435	14,301
Other Income	4,824	-	4,824	321
Total charitable Activities	262,078	-	262,078	216,186
A3 Other Trading Activities				
Fundraising	-	-	-	77
Total Trading Activities	-	-	-	77
A4 Income from Investments				
Interest Income	8,667	-	8,667	3,532
			-	
Total Income from Investments	8,667	-	8,667	3,532
TOTAL INCOME	270,745	-	270,745	219,799

NOTE 4 - ANALYSIS OF RECEIPTS OF GOVERNMENT GRANTS/OTHER CHARITIES

No government grants were received in the reporting period.

WEST TOWN PRESCHOOL

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NOTES TO THE ACCOUNTS

For the Period 1st August 2023 to 31st July 2024

NOTE 5 - ANALYSIS OF EXPENDITURE

B1 Expenditure of Raising funds	Unrestricted Funds £	Restricted Funds £	Total £	Prior year £
Fundraising Expenses	0	0	0	0
Total Expenditure Raising funds	0	0	0	0

B2 Expenditure on Charitable Activities

Direct Charitable Activities

Wages including PAYE and Pensions	(153,405)	0	(153,405)	(136,080)
Other Staff Costs	(1,871)	0	(1,871)	(2,418)
Preschool Resources & Activities	(10,517)	0	(10,517)	(9,401)
Premises	(13,819)	0	(13,819)	(15,910)
Consumables	(2,441)	0	(2,441)	(2,385)
Other costs	(3,953)	0	(3,953)	(1,391)
Bank Charges	(633)	0	(633)	(662)
Depreciation	(831)	0	(831)	(103)

Support Costs

Professional Fees	(7,825)	0	(7,825)	(8,423)
Administration	(1,628)	0	(1,628)	(1,845)

Governance

Governance	(154)	0	(154)	(105)
Total Charitable Activities	(197,077)	0	(197,077)	(178,723)

B3 Other Trading Activities				
	0	0	0	0
Total Trading Activities	0	0	0	0

TOTAL EXPENDITURE	(197,077)	0	(197,077)	(178,723)
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NOTE 6 - DETAILS OF CERTAIN ITEMS OF EXPENDITURE

Note 6.1 - Fees for Examination of the accounts

	This Year £	Last Year £
Independent examiner's fees	108	105
Assurance services other than audit or independent examination	0	0
Tax advisory fees	0	0
Other fees paid to independent examiner, e.g. financial advice, consultancy, accountancy services)		0
Total	108	105

WEST TOWN PRESCHOOL

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NOTES TO THE ACCOUNTS

For the Period 1st August 2023 to 31st July 2024

NOTE 7 – PAID EMPLOYEES

Note 7.1 – Staff Costs

	This Year £	Last Year £
Salaries and Wages	133,581	122,611
Social Security Costs	16,850	11,387
Workplace Pension Costs	2,974	2,082
Other employee Benefits	0	0
Total	153,405	136,080

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000.

Note 7.2 – Average Head Count in the Year

	This Year No	Last Year No
Charitable Activities	9	9

NOTE 8 – TANGIBLE FIXED ASSETS

Cost or Valuation	Preschool Equipment £
At the beginning of the year	516
Additions	3,640
Disposals	-
At end of the year	4,156
Depreciation	
At beginning of the year	206
Disposals	
Depreciation	831
At end of the year	1,037
Net book value	
Net book value at the beginning of the year	309
Net book value at the end of the year	3,118

NOTE 9 – DEBTORS AND PREPAYMENTS

	This Year £	Last Year £
Fees from Parents	0	0
Prepayments/Accrued income	68	0
Totals	68	0

There are no debtors recoverable in more than 1 year included in the above figures.

WEST TOWN PRESCHOOL

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NOTES TO THE ACCOUNTS For the Period 1st August 2023 to 31st July 2024

NOTE 10 – CASH AT BANK AND IN HAND

	This Year £	Last Year £
Santander Current	174,145	111,757
Santander Savings	182,734	174,067
Petty Cash	188	0
Totals	357,067	285,824

NOTE 11 – CREDITORS AND ACCRUALS

	This Year £	Last Year £
Trade creditors	1,544	697
Accruals and deferred income	108	105
PAYE / NI Contributions	587	985
Totals	2,239	1,787

There are no creditors payable in more than 1 year included in above figures.

NOTE 12 – TRANSACTIONS WITH TRUSTEES AND RELATED PARTIES

None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or related entity.

No trustee expenses have been incurred.

This independent examiners report relates to the accounts of

WEST TOWN PRESCHOOL

Charity Commission Registered No: 1053421

Accounts are prepared for the period ended 31st July 2024

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 Mark J. Ruffles

Date 30/10/24

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