

# Chairman's report for the AGM Period Sept 2020/ AUG 2021

## Introduction

It is always a bit surreal writing this report as by the time I come to do it we are almost at the end of another year however the year we are reporting on saw us locking down as a nation for the second time with the pre-school being closed to the majority of children until March 2021 when restrictions were finally lifted.

Settling the children back into pre-school where so many had their routines broken and managing continued staff absence due to COVID was a challenge.

I want to take this opportunity to thank the staff of the setting for how they have approached and managed when the COVID-19 pandemic began and the continuous changes set out.

This has shown that setting leadership by the Manager is robust and they have a remarkable team.

## Committee

I would like to take this opportunity to thank our committee members and praise the continuing efforts who supported the setting in 2020/2021. We continued to run limited events following the COVID guidelines. Joe and her team of volunteer knitters and crafters have done a fantastic job in keeping our fundraising efforts going.

A reminder to all parents/carers that we are a charity run setting which relies on a committee of volunteers in order to stay open, regardless of the strength of the finances and how well we perform with Ofsted, without a committee the setting cannot run. We always welcome interest from new committee members whatever skills and time they can offer.

Although we do meet the charity commission guidelines of requiring a minimum of 3 trustees our constitution as devised by the Early Years alliance states that all committee members must be trustees and at least 60% of these must be parents. We agreed at the last AGM to apply to the early years alliance to reduce the minimum number of trustees in our constitution from 5 to 3 and reduce the condition that at least 60% have to be parents. We are awaiting confirmation of this. As well as this we are applying for the charity to becoming a Ltd charity and awaiting the outcome of this.

As I said at the last AGM I am stepping down as chair and trustee of the preschool due to personal reasons. I have only continued for the past two

years due to COVID. So as of the 1<sup>st</sup> of September the pre-school will no longer have a chair and we will be advertising and looking for somebody to take on the role. If anybody is interested in taking on this role can you please speak to Tracey

## Provision

Preschool places are being filled again. There were no spaces in Caterpillar class and limited spaces in Teddy class so the preschool continues to be successful. The team continued to work hard to provide a fulfilling environment for all children helped by the investment in facilities and activities.

## Financing

It was looking like we had spent more money than we received but this was largely due to us repainting the pre-school which is something we are required to do under the terms of our lease. However we received a refund from HMRC which readdressed the balance. It should be noted that this was a one off refund. With this in mind I have asked the pre-school management to be prudent in the next 12 months as basis costs are predicted to rise as is the minimum wage however our grant is not due to be increased significantly though I predict these will have a short term negative impact on our finance so we need to insure that this is not sustained and the pre-school remains viable. However we continue to have good reserves.

Our staff do SO much for our Pre-school and my hope going forward is that all parents appreciate just how much the staff do to support their children's learning journey. We have an amazing team looking after our children. THANK YOU!!!

# Odiham Pre-School (Leapfrogs)

## Financial Activities Comparison

September 2020 - August 2021

	TOTAL	
	SEP 2020 - AUG 2021	SEP 2019 - AUG 2020 (PY)
<b>Income</b>		
Bank Interest	4.49	21.57
Fees Receivable	44,467.50	35,245.85
Sale of Uniforms	718.50	560.00
<b>Unrestricted Income</b>		
Donations - Consumables	3,936.70	2,865.00
Early Years Grants	136,079.53	130,970.23
Fundraising	2,893.00	2,476.71
Gift Aid	345.31	
Grants and Donations	2,622.91	13,794.29
<b>Total Unrestricted Income</b>	<b>145,877.45</b>	<b>150,106.23</b>
<b>Total Income</b>	<b>£191,067.94</b>	<b>£185,933.65</b>
<b>TOTAL</b>	<b>£191,067.94</b>	<b>£185,933.65</b>
<b>Expenditures</b>		
Bad Debts		136.00
Bank Charges	82.50	120.66
Children's Food Items	3,118.67	2,344.47
Children's Party Expenses	277.23	74.94
Classroom Equipment	5,564.10	6,683.26
Cleaning	3,095.22	2,343.35
Communications	1,257.98	735.03
Equipment from Fundraising	0.00	1,181.61
Fundraising Expenses	1,398.32	362.86
Health & Safety	1,065.43	528.81
Insurance	1,474.80	1,433.30
Light & Heat	3,894.20	2,018.85
Payroll Expenses	<b>0.00</b>	<b>156.60</b>
Payroll Service	300.32	643.40
Pets	737.08	567.37
Printing & Office Supplies	2,518.64	2,110.71
Rent, Rates & Water	1,066.88	749.50
Repairs & Maintenance	8,616.61	1,049.17
Salaries and wages	149,343.25	144,679.62
Staff uniforms		36.42
Sundry Expenses	56.90	108.00
Teaching Aids	113.67	893.49
Training - Staff	889.98	126.93
Uniforms	681.26	423.95
<b>Total Expenditures</b>	<b>£185,553.04</b>	<b>£169,508.30</b>
<b>NET OPERATING INCOME</b>	<b>£5,514.90</b>	<b>£16,425.35</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>£5,514.90</b>	<b>£16,425.35</b>

# Odiham Pre-School (Leapfrogs)

## Balance Sheet As of August 31, 2021

	TOTAL	
	AS OF AUG 31, 2021	AS OF AUG 31, 2020 (PY)
Fixed Asset		
Tangible assets		
Equipment & Materials		
Depreciation	-2,000.00	-2,000.00
Original Cost	2,000.00	2,000.00
<b>Total Equipment &amp; Materials</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Tangible assets</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total Fixed Asset</b>	<b>£0.00</b>	<b>£0.00</b>
Cash at bank and in hand		
Lloyds TSB Current Account	42,195.52	36,238.85
Lloyds TSB Deposit Account	45,046.02	45,041.53
<b>Total Cash at bank and in hand</b>	<b>£87,241.54</b>	<b>£81,280.38</b>
Debtors		
Accounts Receivable	-5,423.68	-4,667.88
<b>Total Debtors</b>	<b>£ -5,423.68</b>	<b>£ -4,667.88</b>
Current Assets		
Petty Cash	455.86	146.32
Provision for Bad Debts	-300.00	-300.00
<b>Total Current Assets</b>	<b>£155.86</b>	<b>£ -153.68</b>
<b>NET CURRENT ASSETS</b>	<b>£81,973.72</b>	<b>£76,458.82</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>£81,973.72</b>	<b>£76,458.82</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>£81,973.72</b>	<b>£76,458.82</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£81,973.72</b>	<b>£76,458.82</b>
Charity funds		
Opening Bal Equity	10,818.82	10,818.82
Retained Earnings	65,640.00	49,214.65
Surplus/(Deficit)	5,514.90	16,425.35
<b>Total Charity funds</b>	<b>£81,973.72</b>	<b>£76,458.82</b>



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Odiham Preschool (Leapfrogs)

On accounts for the year  
ended

31 August 2021

Charity no  
(if any)

1060119

Set out on pages

The following pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2021

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

*Clive Manby*

Date:

11 June 2022

Name:

Clive Manby

Relevant professional  
qualification(s) or body  
(if any):

B. Com; CA(SA) – Chartered Accountant

Address:

25 Elvetham Heath, Fleet, Hampshire, UK


**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

At the AGM in July 2021, the Committee were happy with the continued adoption of the 2011 Model constitution and agreed to submit a request to the Early Year's Alliance to reduce the minimum number of Trustees in our constitution from 5 to 3.  
Furthermore, application was made to remove the condition that at least 60% of the trustees need to be parents as well as changing the Charity's status to that of a Limited Charity.  
This submission has been made, but we are still awaiting the outcome.