



Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day	Month	Year	To	Day	Month	Year
	01	August	2019		31	July	2020

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Church Road
Swanmore
Hampshire
Postcode

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Zoe Cheatle	Chairperson		
2	James Hadfield	Treasurer		
3	Hayley Jastrzebski	Secretary		
4	Katherine Constable			
5	Emily Armstrong			
6	Katrina Gregory			
7	Daniel Lambert			
8	Carla Lambert			
9	Sarah Woodrow			
10	Alice Forty			
11	Maria Isom			
12	Sarah Hiscock		13 Nov 2019 to date	
13	Sophie Payne		13 Nov 2019 to date	
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Debbie White, Preschool Manager

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Constitution
How the charity is constituted	Trust
Trustee selection methods	Elected by current members

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Summary of the objects of the charity set out in its governing document

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 such 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

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

We aim to provide high quality Pre-School education in a stimulating and fun environment for the children in our care.

All our efforts are directed towards preparing the children for their future at School, both intellectually and socially.

As well as providing a safe and happy environment for our children, we also attempt to continually introduce stimulating new experiences for the children in order for them to develop new skills to equip them well for their start at Primary School.

The members have regard to Charities Commission guidance on public benefit when exercising any powers or duties to which the guidance is relevant

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



Summary of the main achievements of the charity during the year**Manager and Chairperson report for the AGM November 2020**

We would like to welcome you all to the meeting both virtually and in person. This has most certainly been a very challenging and diverse year.

I began my managers role with an OFSTED visit, said farewell to Debbie in December and embarked on enrolling a new member of staff as a priority.

We welcomed Fiona Ellis to our team in February who has settled well into her job role despite a very unusual year.

Covid appeared in March causing the Pre-school to register dormant for 7 weeks and came with pages of legislation to read weekly to ensure we were up to date with ever changing guidance.

This, however, gave me time to prepare our nature area to ensure it would be a safe and usable environment when we returned.

We reopened in June for 15 children per session, as the risk assessment allowed this number, for the remainder of the Summer term. The children came back to Pre-school happy and excited to see their friends.

Mrs Taylor and I organised a day at the end of August for new families to book a half an hour time slot to enable them to come and see the setting as Covid guidance did not allow us to have a normal open day. This was very successful and gave us time with the parents and children to answer questions and begin to build up close working relationships with new families. This is something we will continue to implement in the future.

We welcomed 22 new children into the Pre-school in September, all of whom have settled remarkably well and are coping with all the Covid changes.

We welcomed Angela Ward, a previous employee, onto our team as a bank staff member, to avoid incurring agency fees and to be prepared for possible staff absences due to Covid.

Our accounts manager, Elaine, will be retiring from her position in December, we wish her all the best in the future and thank her for her many years of service. We have appointed Hayley Jastrzebski as our new accounts manager who will be shadowing Elaine until December when she will take on the role permanently.

Thank you to James who has also given many years of support to the Pre-school in his role as Treasurer.

I have implemented a few changes to the Pre-school since taking the manager role. These include: -

- New opening and finishing times
- Change to sun lotion policy
- Planning and assessment adjustments

- Nature area
- Outdoor reading/writing zone
- Planting and screening
- Vegetable garden

Fundraising has been challenging this year, but we have managed to raise funds with a Christmas raffle, sponsored Autumn search and through the Christmas card scheme. We also received a donation from the parish council. We are currently using these funds to develop our reading and mark making outdoor provision with the purchase of a reading den, beanbags, and a Perspex easel.

I would like to address the implementing of the updated Model Pre-school constitution 2011. This will allow me to become a full member of the committee and the named person under our OFSTED registration and bring us up to date with the constitution.

I have been investigating the viability of converting from an unincorporated organisation to a Charitable incorporated organisation.

This process can begin once we have updated our current constitution. I would like to end with a much appreciated thank you to my staff team, Committee and parents/carers who continue to show their devotion to the Pre-school even through these difficult times.

Section E

Financial review

Brief statement of the charity's policy on reserves

We will hold funds in reserve, equivalent to four months operational expenditure, to ensure there is always adequate working capital for the efficient running of the setting.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

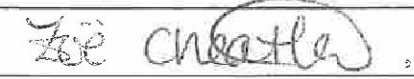

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	ZOE CHEATTLE	JAMES MADFIELD
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	11/11/2020	



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Swanmore Pre-School

**On accounts for the year
ended**

31 July 2020

**Charity no
(if any)**

801230

Set out on pages

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

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

Andrew Galliers

Date:

26-Nov-2020

Name:

Andrew Galliers

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

ACA

Address:

41 Meadway, Waterlooville, PO7 7QJ

Section B

Disclosure

Only complete if the examiner needs to highlight 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.



SWANMORE PRE-SCHOOL		801230	CC16a
Receipts and payments accounts			
For the period from	01-Aug-19	To	

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fees	103,302	-	-	103,302	100,609
Registration fees	165	-	-	165	275
Interest received	15	-	-	15	22
Sweatshirts/T-shirts	46	-	-	46	37
Fundraising	500	-	-	500	1,902
Donations	-	-	-	-	-
Refreshment/snack receipts	479	-	-	479	394
Restricted CJRS grant	-	2,287	-	2,287	-
EYPPS Fees Restricted	-	1,046	-	1,046	294
Sub total (Gross income for AR)	104,507	3,333	-	107,840	103,533
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	104,507	3,333	-	107,840	103,533
A3 Payments					
Wages and staff training	84,152	-	-	84,152	86,846
Agency staff costs	4,904	-	-	4,904	-
Rent and rates	5,687	-	-	5,687	7,170
Premises expenses	1,959	-	-	1,959	4,591
Utilities	2,098	-	-	2,098	2,214
Stationery and consumables	526	-	-	526	1,118
Telephone and internet	1,065	-	-	1,065	1,133
Advertising	693	-	-	693	391
Insurance	2,046	-	-	2,046	2,035
Subscriptions	274	-	-	274	197
Refreshments/snack costs	290	-	-	290	512
Gifts	71	-	-	71	172
Replacement equipment/toys	242	-	-	242	2,343
Computer and software	1,098	-	-	1,098	735
Cleaning and medical	444	-	-	444	313
Postage and carriage	74	-	-	74	73
Children's leaving/Christmas books	53	-	-	53	79
Library books	-	-	-	-	-
Accountancy	-	-	-	-	-
DBS costs	165	-	-	165	145
Staff clothing	368	-	-	368	504
Sundry expenses	478	-	-	478	48
Outdoor quiet area	-	-	-	-	-
EYPPS grant expenditure	-	485	-	485	143
Sub total	106,687	485	-	107,172	110,762
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	106,687	485	-	107,172	110,762
Net of receipts/(payments)	- 2,180	2,848	-	668	- 7,229
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	63,348	-	-	63,348	70,577
Cash funds this year end	61,168	2,848	-	64,016	63,348

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Lloyds bank deposit account	30,375	-	-
	Lloyds bank current account	33,442	-	-
	Petty cash	199	-	-
	Total cash funds	64,016	-	-

(agree balances with receipts and payments account(s))



Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Sundry creditors		169	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	ZOE CHEATLE	11/11/2020
	JAMES HADFIELD	11/11/2020

Swanmore Pre-School

Treasurers Report for the AGM November 2020

The preschool has had another challenging year due to a number of staff changes as well as the impact of the COVID-19 pandemic, however through careful management of costs combined with government support we have achieved a net surplus for the year of £1,186 and net cash inflow of £668.

Fee income has increased slightly compared to last year and income was also boosted by the receipt of a CJRS grant for £2,287.

Overall staff costs have increased significantly this year due to use of agency staff to cover the gaps left by staffing changes during the year.

Fundraising activities raised £500 for the year compared to £1,902 in the prior year. The reduction is due to the cancellation of a number of our larger fundraising events due to the COVID crisis. While this was disappointing, we remain extremely grateful to all those who volunteered their time and money once again to support these endeavours.

Cash reserves at year end were £64,016 (compared to £63,349 in the prior year).

Our reserves policy states that funds will be held in general reserve, equivalent to 4 months operational expenditure, to ensure there is always adequate working capital for the efficient running of the setting. Reserves are also set aside for maintenance and repairs to the school's premises.

Taking this into account, we are still in the fortunate position of having excess reserves and are financially strong.

Finally a big thank you to Elaine Beech who has once again done a great job in maintaining and controlling the preschool finances.