

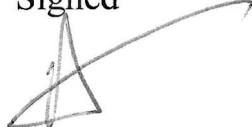
Jo McAllister MAAT AATQB
Bookkeeping & Accountancy
4 Danvers Close, Thatcham, Berkshire, RG19 3XT
07879 626645 bookkeepingjo@yahoo.com

Thatcham Preschool

Accounts to year end 31 March 2021

I have checked the accounts and associated transactions and all appear to be transparent and accountable.

Signed

A handwritten signature in black ink, consisting of a stylized 'J' and 'M' with a long horizontal stroke extending to the right.

Jo McAllister

24th January 2021

Thatcham Pre School
Income & Expenditure Account Year End 31 March 2021

	2021	2020
Income		
Funding	£ 102,548	£ 80,890
Fees	£ 5,060	£ 18,218
Fund Raising	£ -	£ 440
Other income - Uniform	£ 408	£ 31
Other income - HMRC JRS	£ 10,567	
Other income - HMRC SSP	£ 297	
Other income - WBDC Covid Grant	£ 10,000	
Interest - NBS	£ 65	£ 121
	<u>£ 128,945</u>	<u>£ 99,700</u>
Expenditure		
Net Wages	£ 84,113	£ 78,738
PAYE & NIC	£ 2,745	£ 3,095
Payroll Deductions - WBC	£ -	£ 446
Pension - NEST	£ 2,103	£ 2,030
	<u>£ 88,961</u>	<u>£ 84,308</u>
Rent	£ 12,954	£ 11,554
Commercial card (food/kitchen)	£ 3,162	£ 2,407
Training	£ -	£ 815
Brigade clothing	£ 728	£ 524
Accountancy	£ 755	£ 150
Telephone & internet/website	£ 392	£ 398
Payroll Processing	£ -	£ 620
PHS/OCS/rentokil Group	£ 354	£ 409
Early Years Alliance	£ 1,140	£ -
Parking/Mileage	£ -	£ 417
Equipment	£ 68	£ -
Ofstead/subscriptions	£ 35	£ 1,125
Storage	£ 779	£ 779
Activities/Equipment	£ 89	£ 110
Computer/Software	£ 694	£ 586
	<u>£ 110,109</u>	<u>£ 104,600</u>
EXCESS OF INCOME OVER EXPENDITURE	£ 18,836	(4,899)
Bank Balances Brought Forward	£ 55,770	£ 42,074
Bank Balances Carried Forward	£ 55,632	£ 55,770
Comprising		
Current Account A - 31st March 2020	£ 33,987	£ 34,260
Newbury Building Society	£ 21,574	£ 21,510
Cash in hand	£ 70	£ -
Total Banks	£ 55,632	£ 55,770



Thatcham Pre-School

Registered Charity No 900111



Trustees Report

Trustees:

Chair - Becki Stannett-Daborn

Treasurer - (Awaiting paperwork)

Secretary - Sarah Inch

Committee Member - Orsolya Sirok

Manager - Sara Whitford

Deputy Manager - Jodie Conyard

Address: Burdwood Community Centre

Whealers Green Way

Thatcham

RG18 4LB

Bankers: HSBC

6 Northbrook Street

Newbury Berkshire

RG14 1DT

Newbury Building Society

4 High Street

Thatcham

RG19 3JD

Structure, governance and management

The charity was formed under a constitution adopted in March 1993, amended in July 1996 and May 2012. Our constitution was adopted from the Preschool learning Alliance.

Objectives and activities

The objective of the charity is to provide a safe happy environment, providing rich learning experiences to enhance the development and education of children, primarily under statutory school age. Through exploration and play helping them to reach their early years goals as set out in the EYFS covering the seven areas of learning.

Finances

Finances remain healthy and a reserves account is adequately full to cover any costs in the event of the closure of Pre-School, including staff redundancies, these are held in the Newbury Building Society.

Finances were prepared for financial year 2020-2021 by our Administrator Clair McCartney and were checked by an independent Jo McAllister MAAT Bookkeeping & Accountancy.

Please see manager report and safeguarding report for an overview of the year:



Thattham Pre-School
Registered Charity No 900111



Managers Report April 2020-2021

We looked into reopening in June but the demand for a place at this time was not enough to make reopening financially viable and the decision was made to remain closed.

All staff remained furloughed for the period and we were happy to welcome children and staff back to Preschool in September. Thorough risk assessments were completed and shared with staff before returning. Everyone familiarised themselves with the government guidelines and the risk assessment for the building created by the Thattham Town Council to whom we hire our building.

The re-opening went smoothly and we encountered no issues. All children seemed very familiar already with the use of sanitizer and had no trouble following the new extra hygiene measures in place.

We renewed Michelle's contract with reduced hours in September as we no longer required someone for the initial position. Michelle later received an opportunity to work one to one with a child in a school and decided this was more suited for her skillset. We felt it unnecessary to replace her at this time.

We have had no confirmed case of COVID-19 among, either the children or the staff. One parent tested positive and advice was sought from the DFE who conformed no action was required and the child completed the isolation period before returning. Two members of staff have had to isolate on a number of occasions after being contacted by track and trace, neither developed symptoms.

No Christmas party was held this year.

In January Preschool opened as normal but due to a new lockdown and school closures forming part of that, 12 children remained absent due to parental decision not to send their child in. It was made clear we were open for all, not just key workers. We contacted parents via email, text tapestry and Facebook.

Thattham Pre-School is committed to safeguarding and promoting the welfare of children.

Burdwood Community Centre, Wheelers Green Way
Thattham, Berkshire RG19 4YA

Mobile ☎: 07831 611145



Health and Safety/Risk Report

Safeguarding

Safeguarding remains a priority as always. Risk assessments have been carried out to ensure Preschool is a safe environment taking into consideration newly required precautions and adjustments required due to the Covid19 pandemic and communication with outside professionals including children services has still carried on via video and conference calls where face to face was not possible.

Children who are considered vulnerable have been encouraged to attend and those that haven't they have been contacted and their social worker has been informed to ensure the child and family are still receiving support and regular contact with some form of outside agency.

Building

Thatcham Town council are in charge of building maintenance.

Each morning the premises are inspected for any obvious signs of damage which would be reported to Thatcham town council. Minor issues such as obstructions to the building would be cleared away by staff and if need be reported to the council. Toys are checked and cleaned regularly with cleaning solutions suitable for preventing the spread of Covid.

The building has a fully enclosed garden and regular headcounts are carried out when coming in and out of the garden.

A stairgate is used to prevent access to the kitchen and direct access to the front door.

An allergy list is displayed by the snack area which is checked on a daily basis and updated with any changes.

PAT testing is carried out by Thatcham town council.

Fire safety

We carry out termly fire drills and keep logs recording these drills any delays, issues or actions that need to be taken.

Fire alarms are situated:

- door to the garden
- Opposite door

Fire extinguishers are situated

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Thatcham Pre-School

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Reception area

- Water – wood, paper, textiles
- Carbon dioxide – electrical and flammable

Kitchen

- Fire blanket

Main room (entry by door and exit to the garden)

- Water – wood, paper, textiles

Extinguishers and alarms are maintained by Thatcham Town Council.

Staffing and visitors

Staffing levels are kept in line with child adult ratio and where possible an extra member of staff. In line with new safer recruitment and new legislation, references and DBS checks will be completed before the new member of staff is employed.

All existing staff have DBS certificates and references on file.

Volunteers, parents, and non-staff on the premises are never left unsupervised. Only staff may enter the toilet area. Parents wishing to take their child to the toilet in between sessions are asked to use the disabled toilet.

Committee

Committee and roles to be clarified and regular meetings to be held. (Due to Covid and parental obligations meetings have not been held)

A Treasurer needs to be appointed and she will liaise with our administrator ensuring finances remain healthy. (Ongoing)

Regular updates regarding bank balances, incomings and outgoings will be discussed at meetings. As well as discussing fundraising ideas and targets for the rest of the year.

The reserves account to maintain enough money to allow for redundancies and debts in the event of the Preschool closing.

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