

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

**Thatcham Preschool**

**Accounts to year end 31 March 2022**

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

30<sup>th</sup> January 2023

**Thattham Pre School**  
**Income & Expenditure Account Year End 31 March 2022**

	<b>2022</b>	<b>2021</b>
<b>Income</b>		
Funding	£ 90,027	£ 102,548
Fees	£ 7,949	£ 5,060
Fund Raising	£ -	£ -
Other income - Uniform	£ 82	£ 408
Other income - HMRC JRS	£ -	£ 10,567
Other income - HMRC SSP	£ 829	£ 297
Other income - WBDC EYS Grant	£ 3,000.00	£ 10,000
Interest - NBS	£ 116	£ 65
	<u>£ 102,001</u>	<u>£ 128,945</u>
<b>Expenditure</b>		
Net Wages	£ 78,745	£ 84,113
PAYE & NIC	£ 2,619	£ 2,745
Payroll Deductions - WBC	£ -	£ -
Pension - NEST	£ 2,565	£ 2,103
	<u>£ 83,929</u>	<u>£ 88,961</u>
Rent	£ 11,671	£ 12,954
Commercial card (food/kitchen)	£ 4,564	£ 3,162
Training	£ 180	£ -
Preschool clothing	£ 643	£ 728
Accountancy & Payroll	£ 675	£ 755
Telephone & internet/website	£ 354	£ 392
PHS/OCS/rentokil Group	£ 239	£ 354
Early Years Alliance Insurance	£ 1,166	£ 1,140
Parking/Mileage	£ 179	£ -
Bank Charges	£ 15	£ -
Equipment	£ -	£ 68
Ofstead/subscriptions	£ 35	£ 35
Storage	£ 791	£ 779
Activities/Equipment	£ 57	£ 89
Computer/Software	£ 694	£ 694
	<u>£ 105,190</u>	<u>£ 110,109</u>
<b>EXCESS OF INCOME OVER EXPENDITURE</b>	<b>(3,189)</b>	<b>£ 18,836</b>
Bank Balances Carried Forward	£ 71,238	
<b>Comprising</b>		
Current Account A - 31st March 2022	£ 49,478	
Newbury Building Society	£ 21,690	
Cash in hand	<u>£ 70</u>	
Total Banks	<u>£ 71,238</u>	



# 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 2021-2022 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:



**Thatcham Pre-School**  
Registered Charity No 900111



## Managers Report

19<sup>th</sup> April 2021- 7<sup>th</sup> April 2022

Preschool reopened 19<sup>th</sup> April 2021 after the Easter holiday. The children and staff took part in Thatcham Town Council Flowers for Recovery in Thatcham Broadway following the global pandemic, which was a nice positive start to the new term.

The children enjoyed creating flowers and were able to visit the Broadway with their families to see their work displayed for the public to enjoy.

In May the children were thrilled to have had a visit from a fire engine and were able to climb onto to it and parents were invited to join in on the fun and take pictures of the children with the fire engine.

Unfortunately due to staff member having Covid Preschool was asked to remain closed from the 11<sup>th</sup> June to the 21<sup>st</sup> June 2021.

On 29<sup>th</sup> June 2021 Ofsted carried out an inspection. Unfortunately, due to concerns the inspector had over wider safeguarding knowledge we were awarded an inadequate. The Local Authority, Committee, and Parents were notified of the outcome. Parents were very supportive and expressed their confidence in the staff and the setting. Steps to improve staffs knowledge, ability and confidence to demonstrate their knowledge were taken.

The last day of term and the leavers party was held on the 21<sup>st</sup> July 2021.

Preschool reopened after the summer holidays on the 2<sup>nd</sup> September 2021.

We adopted the New EYFS Framework, Development matters as required. The new Framework and updated tapestry also seemed to contribute to reducing workload for staff as recording and tracking children's learning and development was simplified without compromising quality.

We also said goodbye to Kayleigh and Melissa who moved on to pursue new opportunities. Hayley Bryant (level 3 qualified) joined the team. It was decided that we only required employing one new member of staff at this time due to the current numbers.

October, we teamed up with Thatcham Libraries initiative to encourage families and children to spend time looking at and reading books together. Preschool and parents collected packs and followed a new book each week.

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

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

Mobile ☎: 07831 611145



**Thatcham Pre-School**  
Registered Charity No 900111



In November we asked parents for voluntary contributions of fruit or vegetables for snack time to help reduce costs. Preschool took the decision to provide fruit and veg both in the morning and afternoon in order to ensure every child that attends the setting has access to a healthy snack.

There was an increase in Covid cases in November so parents were reminded to follow government guidelines regarding Covid.

On the 8<sup>th</sup> November Ofsted reinspected the Preschool and the final report was published in December 21 awarding Preschool with a Good. Staff and parents were very pleased with the outcome.

Jodie started her DFE Early Years Professional Development Programme.

17<sup>th</sup> December 2021 was the children's Christmas party and last day of term.

We reopened in January 2022 with no issues, however on the 18<sup>th</sup> February 2022 as did many schools we closed due to the red weather warning issued as we were unable to open up safely.

March saw a rise in Covid cases within and connected to Preschool so preschool requested items from home such as books and toys not be brought into the setting and extra cleaning measures were put in place and parents reminded of symptoms to look out for and the correct guidance to follow to hinder the spread of the virus within the setting.

Last day of term was the 7<sup>th</sup> April 2022.

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

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

Mobile ☎: 07831 611145

## **Health and Safety/Risk Report**

**April 2021-2022**

### **Main 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 daily.

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.

A stair gate is at the entrance to ensure children can't access the doors as they have a push bar opening mechanism.

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**

Fire alarms are checked weekly by Thatcham Town Council

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

Fire extinguishers are situated

Reception area

- Carbon dioxide – electrical and flammable-by fire exit to car park tested 2019
- Foam – front porch and fire exit door to garden – tested 2019

Kitchen

- Fire blanket
- Small carbon dioxide extinguisher by door above fridge

### **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.

New Covid restrictions introduced from March 2020 onwards (see risk assessment)

### **Committee**

New Committee to be appointed and roles to be clarified and regular meetings to be held.

Covid hindered holding meetings and the recruitment process to replace the current Chairperson who remained on.

Clair McCartney continued to provide regular updates regarding bank balances, incomings and outgoings.

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

Unpaid invoices are being followed up promptly to prevent parents becoming behind with their bill. If invoices remain unpaid the child's place is revoked. If funded, their hours will be reduced to their funded hours to prevent parents running up a bill they are unable to pay and prevent a financial strain on the preschool. It is not viable for Pre-school to effectively provide free childcare.

### **Additional supporting documents**

Completed Early years Model Setting Risk assessment April 2020

The Burdwood Community Centre Fire Risk Assessment June 2019

Fire and Emergency Evacuation Plan – for Burwood Community Centre