

Charity Registered Number
900267

North Hinksey Preschool & Childcare Clubs

Accounts

For The Year Ended
31 July 2021



North Hinksey Preschool & Childcare Clubs Charity Information

Directors and Trustees

The Directors of the charity are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees serving during the year ended 31 July 2021 are as follows:-

Trustees

Ruth Vaughan
Stuart Dashwood (Chair)
Linda Kitching (Secretary)
Ian Fitchett (Treasurer)
Karen Fitchett

Accountants

Simon Thomas
Ridgefield Consulting Ltd
2 Hinksey Court
Church Way
Oxford
Oxfordshire
OX2 9SX

Registered Office

North Hinksey Preschool and Childcare Clubs
North Hinksey Lane
North Hinksey
Oxford
OX2 0LZ

Charity Registration Number

900267

North Hinksey Preschool & Childcare Clubs Report Of The Trustees

Structure, Governance and Management

The Trustees are pleased to present their report together with the financial statements for the year ended 31 July 2021.

Covid 19

Obviously, this has been another extremely challenging year! We lost 80% of our income which came from wrap around fees. Early Years staff continued to be furloughed from September and then Ruth Vaughan (Setting Manager) and Linda Kitching (Administrator and acting Deputy) were also furloughed from November.

We re-opened in September, for all children, but with lower numbers than usual, just 36 on roll. This was a very difficult decision in part as we do NOT socially distance from the children and therefore staff and both their own families and the families of the children attending were put at risk. Without vaccines or any asymptomatic testing until February 2021 when Early Years settings became eligible.

We were also unable to show any families around the setting or settle children under the guidance until September 2020 so Ruth made a virtual tour and we have tried as best as possible to engage with new families, through increased social media as well as sending home lots of insights into the day and sharing frequently the children's memory books.

For a month through November, we had a national lockdown with restrictions being lifted for Christmas. During this lockdown we stayed open for all children but split into two groups, so children attended either Mon-Wed or Thursday and Friday.

On January 6th the UK 2021 went into its third Lockdown and yet Early Years settings were instructed by the government to stay open to all children if they were able. We decided at this point to keep the Hive open Tues-Fri and the room Mon-Fri with children in Cohorts of school starting age.

At different times over the academic year, we have had parents keep their children at home, through their choice. We have had to ask families to change sessions, and children to change groups. There have been so many new challenges to contend with, but we have done it, and now look forward to the future with new opportunities, with our aim to be the best Early Years setting we can be! This has definitely been a year of reflection and transition and we are all feeling positive about moving forward.

Pre-School Finances

We don't currently have a waiting list, all children offered places for September 2021

We had 36 children on Preschool roll until July 2021

We have not run any wrap care this year Sept 2020-July 2021

Luckily our accounts showed a healthy bank balance at the beginning of the year, allowing us cushioning for sustainability. Whilst preschool is a non- profit-making charity, we need to keep a few months running costs in accordance with the charity commissions guidelines to ensure sustainability in the face of unforeseen difficulties. See separate Reserve Policy which was this year set at Approximately £86,000.

North Hinksey Preschool & Childcare Clubs Report Of The Trustees

Wrap Care

COVID 19 forced us to close "Breakfast and After School Clubs" (Wrap care) from March 2020. We were then unable to re-start it following government guidance and through discussions with Amy Pearce, throughout this academic year 2020/21. In part this was because of the bubble system, in the school but also in the Preschool, with reduced staffing which we had previously needed to run wrap care, (reduced by 5), with now only 4 trained Early Years Practitioners; a manager; an Administrator (and acting deputy); and an apprentice.

At the beginning of March 2021, we informed North Hinksey School Governors that we were no longer in a position to run the wrap care for them. There had been increasing pressure from school parents wanting this provision to re-start and we felt it was not something we could provide at this time. In part this was because of reduced staffing; no testing; no vaccinations; the inability to charge fees if closed or if a child was selfisolating; staff only receiving 5 days sick pay; staff only being entitled to SSP if self-isolating. Unlike schools who still receive funding and staff pay and benefits, if a bubble or setting constantly closed or if the setting closed, we would not continue to be sustainable.

It was not a decision taken lightly and through working with the working party we have been supporting the school/ parents in understanding the challenges "Wrap-care" posed for us as well as identifying the change as an opportunity for school/ parents and children as well as for Preschool going forward. In June 2021, School confirmed they have signed a contract with a new breakfast and after school club provider. Preschool are now considering providing some extended hours for Preschool children to run alongside this school provision, which is suitable for our children and sustainable and manageable for current staffing levels.

Building lease

We continued to have a good working relationship with North Hinksey School. We meet virtually with the Head teacher, Amy Pearce to discuss premises issues, joint sessions, wrap care and shared policies. Following the working party, the School have asked the Oxford Diocese Schools Trust to look into refreshing our lease and we are awaiting more information on what this would entail.

30 Hours Free Nursery Education Funding

We continue to offer the 15 hours free NEF to all families and remain opted out of the extended offer of 30 free hours for working families only. We continue to allow parents to buy additional hours above the 15, as many of our current families already do. We feel this way we can accommodate more families who require our services, remain sustainable and maintain a high-quality provision. We are however starting to see families move their child to local settings providing the 30 hours NEF. This could be something we look at again in the near future, now we are no longer making surplus money from wrap care fees.

The NEF funding this year was set at £4.18 per hour for a funded 3-year-old and £5.68 for a funded 2-yearold, an increase of just 15p and 16p respectively. Funding is still inadequate across all Early Years settings as has been recorded at length in the media throughout the Pandemic. We have run at a loss month on Month throughout this year and will continue to do so over the coming months. We have had to rely on furlough payments to cover some of the shortfall from less fees, and reduced funding (less children).

North Hinksey Preschool & Childcare Clubs Report Of The Trustees

Fees

From September 2021 we will be increasing the paid fees to £6.50 per hour for a paying 3-year-old and £6.80 for a paying 2-year-old. We are also increasing the maintenance fee to £30 a full term, to cover the increased cost of cleaning, cleaning products, administration, snacks and consumables.

Staffing

This year I would like to thank staff for their continued support and motivation. They have demonstrated resilience, tenacity, loyalty and commitment to both our setting but mostly to the children and families in our care.

Sadly, we had to make the role of housekeeper redundant and therefore said goodbye to Jean Watson who had worked in the Wrap care originally and formerly as preschool housekeeper. Due to low numbers of preschool children and no breakfast or after school club this role was no longer viable.

We said good bye to Kat Hlavinkova, in September having completed her apprenticeship and securing a job at the Churchill, Julia Durbin nursery.

We also will say good bye to Lucia Boue at the end of summer term. She will have completed her level 3 apprenticeship with us and is about to take up a post as a trained level 3 Early Years Lead Practitioner at Grandpont Nursery. We wish her every success for the future.

All staff were offered voluntary redundancy on 19th May 2021 as we needed to re-issue contracts, no longer being able to offer the extended hours (due to longer providing wrap care for school age children) As some staff worked excess of 35 hours (which all we are able to now offer) we were advised by Law call that this was the process to undertake. No staff took us up on this offer. New contracts were issued.

All staff have been flexibly furloughed since November 2020. This however will cease on July 31st 2021, as the cost to us will be too great. Furlough enabled us to pay staff for the hours they were not working due to no wrap care and reduced numbers of children.

Staff have not received a pay review this year. The last pay review was February 2020 when staff were awarded a 2% increase.

Fundraising

Fundraising has been suspended due to Covid 19. Ruth applied for and received, a Grant from Oxfordshire County Council for £7,000 in September which enabled us to create our own separate pathway, from school and also to build a covered space to extend the outdoor space for the Hive, over the Christmas Holidays. Ruth also applied for a grant to buy some resources for outside, however were not successful.

Training and qualifications

Throughout this year Staff have undertaken training, during their Furloughed hours. We have completed training on the revised EYFS (Sept 2021), Assessment, Child Development, Oral Health, WellComm, SEND, as well as Designated Safeguarding and numerous other short courses which have been of particular interest to practitioners' roles.

North Hinksey Preschool & Childcare Clubs Report Of The Trustees

Future plans

As I have already said this has been a year to reflect on what we would like to be, and how can we achieve that. The revised EYFS (2021) has been an opportunity for us to consider our offer and really focus on things we would like to do better. Over the last few years running the wrap care had impacted a great deal on what we were able to provide the pre-schoolers. We are currently evaluating extended hours provision and will consider offering 30 hours again, although we will need it to not be detrimental to our sustainability.

Committee

Our committee remains in place as Stuart Dashwood -Chair, Ian Fitchett- treasurer and Linda Kitching - Secretary.

The Trustees are required to prepare the financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the Charity for that period.

Trustees must provide information about serious incidents as part of the Charity's Annual Return. Failure to do so will be regarded as a breach of legal requirements.

In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;



Trustees

North Hinksey PreSchool & Childcare Clubs

IAN FITCHETT

TREASURER

North Hinksey Preschool & Childcare Clubs Accountants' Report

Independent Examiner's report to the Trustees of North Hinksey Preschool & Childcare Clubs

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the charity for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) or under Regulation 10(1)(a) to (c) of The Charities Accounts (Scotland) Regulations 2006 (the 2006 Accounts Regulations) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- * examine the accounts under section 145 of the 2011 Act and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act);
- * follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- * state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission and is in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 386 of the Companies Act 2006 and section 44(1)(a) of the 2005 Act; and

- * to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006, section 44(1)(b) of the 2005 Act and Regulation 8 of the 2006 Accounts Regulations; and

- * which are consistent with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities

have not been met; and

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr Simon Thomas BA FCCA ACA

Ridgefield Consulting Ltd
2 Hinksey Court
Church Way
Oxford
Oxfordshire
OX2 9SX

10 November 2021

North Hinksey Preschool & Childcare Clubs
Statement Of Financial Activity - Income & Expenditure Account
for the year ended 31 July 2021

	Total £	2021 Unrestricted £	Restricted £	2020 £
Incoming Resources				
Voluntary Income	100	100	-	300
Activities for Generating Funds	167,591	167,591	-	246,508
Investment Income	12	12	-	115
Total Incoming Resources	<u>167,703</u>	<u>167,703</u>	-	<u>246,923</u>
Resources Expended				
Cost of Generating Income	(137,577)	(137,577)	-	(195,539)
Other Resources Expended	(33,648)	(33,648)	-	(33,545)
Total Resources Expended	<u>(171,225)</u>	<u>(171,225)</u>	-	<u>(229,084)</u>
(Deficit)/surplus for the year	<u>(3,522)</u>	<u>(3,522)</u>	-	<u>17,839</u>
Total Funds Brought Forward	191,106	191,106	-	173,267
Total Funds Carried Forward	<u>187,584</u>	<u>187,584</u>	-	<u>191,106</u>

**North Hinksey Preschool & Childcare Clubs
Balance Sheet
as at 31 July 2021**

	Notes	2021 £	2020 £
Fixed assets			
Tangible assets	3	34,829	43,537
Current assets			
Debtors	5	524	3,052
Cash at bank and in hand		153,131	145,417
		<u>153,655</u>	<u>148,469</u>
Creditors: amounts falling due within one year			
	6	(900)	(900)
Net current assets		<u>152,755</u>	<u>147,569</u>
Net assets		<u>187,584</u>	<u>191,106</u>
Reserves			
Income and Expenditure Account		187,584	191,106
Total Funds		<u>187,584</u>	<u>191,106</u>

The trustees are satisfied that the charity is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The trustees have not required the Charity to obtain an audit in accordance with section 476 of the Act.

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.



L Kitching
(on behalf of the Trustees)
Approved by the Trustees on

The notes on page 9 - 10 form part of these financial statements.

North Hinksey Preschool & Childcare Clubs
Notes to the Accounts
for the year ended 31 July 2021

1 Accounting policies

(a) Basis of preparation

These financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

(b) Incoming Resources

These are included in the Statement of Financial Activities (SoFA) when:

- The Charity becomes entitled to the resources;
- The trustees are virtually certain they will receive the resources;
- The monetary value can be measured with sufficient reliability.

Fee Income - is significantly lower than 2019/20 due to the impact of Covid 19.

Fee Assistance Scheme - as advertised we still offer help with fees, where financial hardship would prevent a child from attending our group.

(c) Donations & Grants

Income from donations and grants is included in incoming resources when these are receivable and the Charity has unconditional entitlement to the resources.

(d) Incoming Resources with related expenditure

Where incoming resources have related expenditure (as with fundraising), the incoming resources and related expenditure are reported gross in the SoFA.

(e) Interest Received

Interest is included when received by the Charity.

(f) Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of VAT that cannot be recovered.

(g) Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Tools & Equipment	20% reducing balance
Pre-school Equipment	20% reducing balance
Building - Log Cabin	20% reducing balance

(i) Fund Accounting

Funds held by the Charity include both unrestricted general funds and restricted funds. Unrestricted funds can be used in accordance with the charitable objects at the discretion of the Trustees whereas restricted funds can only be used for the specified purpose allocated.

North Hinksey Preschool & Childcare Clubs
Notes to the Accounts
for the year ended 31 July 2021

2 Net Income/(Outgoing) Resources	2021	2020
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	<u>8,708</u>	<u>10,885</u>

3 Tangible fixed assets	Land and buildings	Tools & Equipment	Pre-school equipment	Total
	£	£	£	£
Cost				
At 1 August 2020	<u>70,975</u>	<u>8,534</u>	<u>39,332</u>	<u>118,841</u>
At 31 July 2021	<u>70,975</u>	<u>8,534</u>	<u>39,332</u>	<u>118,841</u>
Depreciation				
At 1 August 2020	<u>34,985</u>	<u>5,299</u>	<u>35,020</u>	<u>75,304</u>
Charge for the year	<u>7,198</u>	<u>647</u>	<u>863</u>	<u>8,708</u>
At 31 July 2021	<u>42,183</u>	<u>5,946</u>	<u>35,883</u>	<u>84,012</u>
Net book value				
At 31 July 2021	<u>28,792</u>	<u>2,588</u>	<u>3,449</u>	<u>34,829</u>
At 31 July 2020	<u>35,990</u>	<u>3,235</u>	<u>4,312</u>	<u>43,537</u>

4 Taxation

North Hinksey Preschool & Childcare Clubs is a registered charity and as such is exempt from Corporation Tax.

5 Debtors and prepayments	2021	2020
	£	£
Debtors	-	2,350
Prepayments	<u>524</u>	<u>702</u>
	<u>524</u>	<u>3,052</u>

6 Creditors: amounts falling due within one year	2021	2020
	£	£
Accruals	<u>900</u>	<u>900</u>

North Hinksey Preschool & Childcare Clubs
Detailed Statement Of Financial Activity
for the year ended 31 July 2021

	Total £	2021 Unrestricted £	Restricted £	2020 £
Incoming Resources				
Voluntary Income: Donations	100	100	-	300
Activities for Generating Funds				
Fundraising	180	180	-	2,157
Coronavirus Job Retention Scheme Grants	29,795	29,795	-	27,558
Private Fees	35,278	35,278	-	122,138
Nursery Grants	84,251	84,251	-	94,605
Other Grants	18,087	18,087	-	50
Investment Income: Bank Interest Received	12	12	-	115
	<u>167,703</u>	<u>167,703</u>	<u>-</u>	<u>246,923</u>
Resources Expended				
Cost of Generating Income				
After School Club & Playscheme	-	-	-	134
Fundraising Expenses	-	-	-	540
Pre-School Expenses	714	714	-	1,830
Refreshments & School Dinners	1,975	1,975	-	4,856
Wages and salaries	134,888	134,888	-	188,179
	<u>137,577</u>	<u>137,577</u>	<u>-</u>	<u>195,539</u>
Other Resources Expended				
Employee costs:				
Staff training and welfare	577	577	-	2,121
Premises costs:				
Rates	6,747	6,747	-	4,291
Repairs and maintenance	6,551	6,551	-	1,384
Cleaning	3,082	3,082	-	5,713
	<u>16,380</u>	<u>16,380</u>	<u>-</u>	<u>11,388</u>
General administrative expenses:				
Telephone and fax	1,008	1,008	-	955
Stationery and printing	1,432	1,432	-	1,839
Subscriptions	1,261	1,261	-	1,634
Bank charges	81	81	-	50
Insurance	1,317	1,317	-	1,324
Equipment expensed	1,031	1,031	-	1,235
Software	17	17	-	19
Depreciation	8,708	8,708	-	10,884
	<u>14,855</u>	<u>14,855</u>	<u>-</u>	<u>17,940</u>
Legal and professional costs:				
Payroll & Independent examiner fee	1,467	1,467	-	1,489
Advertising and PR	369	369	-	607
	<u>1,836</u>	<u>1,836</u>	<u>-</u>	<u>2,096</u>
Total Other Resources Expended	<u>33,648</u>	<u>33,648</u>	<u>-</u>	<u>33,545</u>
Total Resources Expended	<u>171,225</u>	<u>171,225</u>	<u>-</u>	<u>229,084</u>
Surplus/(Deficit)	<u>(3,522)</u>	<u>(3,522)</u>	<u>-</u>	<u>17,839</u>

