

MOUNT SCAR CYGNETS
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020
CHARITY NO: 1014564

MOUNT SCAR CYGNETS

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2020

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MOUNT SCAR CYGNETS

LEGAL AND ADMINISTRATIVE INFORMATION

The trustees present their report and the unaudited financial statements for the year ended 31 August 2020 and confirm they comply with the requirements of the Charities Act 2011, the governing document and the Statement of Recommended Practice: Accounting and Reporting by Charities issued March 2005 (SORP 2005) and Statement of Recommended Practice applicable to charities in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015).

Reference and Administrative Information

Charity Name:	Mount Scar Cygnets
Charity Registration Number:	1014564
OFSTED Number:	153459
Operational Address:	Mount Scar School SWANAGE BH19 2EY

Trustees

The trustees who served during the year were as follows:

Richard Lloyd - Chairperson	Resigned as Chair
Kristian Berry - Chairperson	Appointed
Tom Strudwick - Treasurer	Resigned
Elaine Bugler - Treasurer	Appointed
Rachel Stacey - Secretary	Resigned
Stefanie Turley - Secretary	Appointed
Richard Lloyd	Appointed
Marlene Guela	Appointed
Sharon James	Appointed
Alison Eastcott	Resigned
Danielle Hardy	
Jane Tillyard	Resigned
Jemma Bentley	Resigned
Laura Burden	Resigned
Victoria Lloyd	Resigned
Steve Pritchard	

Independent Examiners

Mark Haigh FMAAT ATT
HardingRedmans
Chartered Accountants
Bridge House
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SWANAGE
BH19 1DX

MOUNT SCAR CYGNETS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2020

OBJECTIVES AND ACTIVITIES

Mount Scar Cygnets operates under the Pre-school Learning Alliance Pre-school Constitution 2008. The pre-school registered as a charity on 29 September 1999.

Our aims

The aim of the charity is to enhance the development and education of children primarily up to the statutory school age by:

- i equipping the children with the necessary skills to become confident and independent individuals.
- ii providing quality care and education within a safe and stimulating environment, and offering a full and balanced curriculum in order to meet a child's individual needs.
- iii promoting equal opportunities for all children and their families whatever their race, culture, religion, means and ability.
- iv instigating and adhering to the aim of the Pre-school Learning Alliance.

Ensuring our activities deliver our aims

We review our aims, objectives and activities each year. The review looks at what we have achieved and the outcomes of our work in the previous twelve months.

We have complied with the duty in section 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission when reviewing our aims and objectives and in planning our future activities.

Our objectives

Objectives for the year under review:

The main objectives for the year in addition to achieving our specified aims were:

- a) **Financial Review.** Continue to develop financial policies and systems to ensure that we have enough funds for specific projects and to ensure the reserves policy remains appropriate.
- b) **Standard of education and care.** To maintain our outstanding rating from Ofsted and to continue professional development for all staff.
- c) **Capacity.** Without children attending there is no income. Maximum effort is to be made to operate at capacity by increasing numbers attending.
- d) **To provide** a budget for the year to enable financial planning.
- e) **Training** opportunities for trustees to attend committee training courses.

In setting our objectives and planning our activities, the trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education and on fee-charging.

Strategies for achieving objectives

For the voluntary board of trustees and committee members to work in partnership with key stakeholders including:

- a) Dorset Council Early Years and Childcare Service.
- b) Staff.
- c) Parents.
- d) Other voluntary groups such as Children's Centre and other pre-schools.
- e) Swanage Primary School.

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Significant activities contributing to the achievement of these objectives

There are a range of strategies employed in meeting the objectives previously stated. These include:

- a) inviting parents into the setting at regular intervals.
- b) operational meetings with staff.
- c) evaluation of funding opportunities and submission to those opportunities identified most suitable.
- d) trustees meetings to identify and set the strategic development of the setting.

Measures used to assess the achievement of objectives.

- a) strategic objectives are agreed at trustee meetings and minuted. The achievement of actions are assessed at trustee meetings.
- b) quality childcare provision and objectives are reviewed regularly by the team leaders through day-to-day reviews, staff meetings, etc.
- c) parents are invited to discuss with staff their child's development at any time to ensure objectives of education and care are kept high and are specific in special circumstances.

Restrictions on activities

The manner in which the charity operates is clearly defined in the constitution and as a result there are no significant restrictions.

ACHIEVEMENTS AND PERFORMANCES

During the year the charity has made significant and substantial progress. These include:

- a) improvements in childcare standards.
- b) development of staff team/roles, investment in new equipment/resources
- c) successful fund raising and social events enhancing the engagement of parents
- d) developing effective financial management and control systems to ensure financial sustainability

FINANCIAL REVIEW

Principal funding sources

The charity's main revenue is in the form of early years funding for providing free places to three and four year olds in the local area. This funding comes direct from the local authority. Fees are also paid by parents.

The charity's total receipts during the year amounted to £104,453 (2019: £88,179).

Total expenditure amounted to £84,497 (2018: £82,299) leaving a surplus of £19,956 (2019: surplus £5,880) for the year. The trustees continue to attempt to widen the funding base and control general expenditure.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2020

Reserves Policy

The trustees regularly examine the charity's requirement for unrestricted reserves in light of the main risks it faces. The trustees believe that unrestricted funds not committed should be no less than £10,500.

The reserves are needed to meet the working capital requirements of the charity and the trustees are confident that following the implementation of the various plans set out below that this target can be met without any negative impact on the quality of care and education of the children.

Plans for future periods

General. Mount Scar Cygnets has identified the requirement for long-term goals and short-term objectives. The definition of a short-term objective is one that should be achieved within the next twelve month period.

Long-term goals. The long-term goals enable the Mount Scar Cygnets' strategy to be achieved.

Parental involvement. Parental involvement is needed to help the charity survive. Appeals continue to be made to the parents to become more involved and as a result an increased number of new trustees have been recruited. This is an encouraging sign. Feedback from parents is actively encouraged to enable continued improvement and allow the organisation to achieve its full potential.

Image. To maintain our outstanding status and standards. This will ensure we operate at maximum capacity for both staff and children alike with no risk of shortfall. To improve website, ensuring it is up to date and provides a professional image of the setting.

Short-term objectives. The short-term objectives are the in-year targets.

Financial review. Continue to develop financial policies and systems to ensure financial sustainability.

Standard of education and care. To maintain our outstanding rating from Ofsted and to continue professional development for all staff.

Capacity. Without children attending the school there is no income. Maximum effort is to be made to operate at capacity by increasing numbers attending.

Training opportunities for trustees to attend committee training courses.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Mount Scar Cygnets is a member of the Pre-school Learning Alliance (2008) Constitution.

Organisational structure

The charity is run by a voluntary board of trustees and committee members which aims to be as representative as it can in its make up of the surrounding community and we have been fortunate to have had a good quality and quantity of volunteers.

Trustees are responsible for all strategic decisions and the direction and policies of the charity. When necessary the board will seek the advice from outside specialist organisations such as ACAS, Information Commissioner, Ofsted, etc. The charity has a trustee board of a minimum of three members which meets at least each half term.

The committee will sometimes delegate authority to smaller sub-groups for particular tasks. These sub-groups meet separately only for the purpose of the delegated task and will report back progress to the committee.

Operational decisions are delegated mainly to the management team of Mount Scar Cygnets. These include matters such as how to run an effective pre-school on a day-to-day basis within all legal, financial, and other parameters. If the management team has concerns or is unable to resolve an issue they will contact the chairperson in the first instance or another trustee if the chairperson is unavailable. Some matters might be brought to the attention of the whole committee if there was learning to be extracted (e.g. learning from complaints, health and safety issues, etc.). The management team are responsible for developing the skills and working practices of the staff to ensure that the objectives set by the trustees are met.

Related organisations and related parties

The charity's main relationship is with Dorset Council Early Years and Childcare Service which both provides direction and, where the business case is made, additional grants/funding to meet the objectives defined by the Government. There were no related party transactions between trustees and other organisations in the year.

Recruitment, appointment, induction and training of trustees

The constitution allows the committee to be formed from parent members, affiliate members and a staff representatives. It can be difficult to recruit enough parents as committee members so it is a hugely positive to be able to draw members from elsewhere which brings a varied mix of skills

Induction of new trustees is the responsibility of the new chairperson of the committee. An EY2 form is to be completed by each new trustee and where necessary a disclosure and barring service (DBS) check. All trustees are issued a welcome pack in which the role of the committee is documented along with the responsibilities of the officer positions. Any formal training required by the committee will be identified during the year and attended as required.

MOUNT SCAR CYGNETS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2020

Risk management

The trustees have a risk management strategy which comprises:

- an ongoing review of the risks the charity may face;
- the establishment of systems and procedures to mitigate those risks identified in the plan; and
- the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

Particular attention has focused on non-financial risks arising from fire, health and safety of children, staff and visitors and food hygiene. The principal risks regarding children are primarily offset through DBS checks and a high level of awareness among nursery staff. Training is given to staff to control these risks. Financial risks are mitigated by a robust reserves policy and the continuing search for funding of all items of major expenditure together with applications for general funding by way of grants. The financial performance of the charity is regularly reviewed by trustees. Internal control risks are minimised by the implementation of procedures for authorisation of transactions above a pre-determined level set by the trustees. All procedures and policies are periodically reviewed to ensure that they continue to meet the needs of the charity.

Volunteers

The charity is run by a voluntary board of trustees who make all strategic and some operational decisions.

It can be difficult to raise voluntary support as a general rule although there is a stalwart core and staff who have been relied upon to help with fund raising activities, etc.

RESPONSIBILITIES OF THE TRUSTEES

The trustees are responsible for preparing the trustees report and the financial statements in accordance with applicable law and regulations.

The trustees are required under the Charities Act 2011 to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity's financial activities during the year and of its position at the end of the year. In preparing those financial statements, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make sound judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue on that basis.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with applicable laws and regulations. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are required to comply with the duty in section 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission, and in particular its supplementary guidance on advancing education and on fee-charging when reviewing the charity's aims and objectives and in planning its future activities.

Approved by the trustees on 26 June 2021 and signed on its behalf by

Kristian Berry
Chairperson

Elaine Bugler
Treasurer

MOUNT SCAR CYGNETS

INDEPENDENT EXAMINER'S REPORT

REPORT TO THE TRUSTEES OF MOUNT SCAR CYGNETS

On the accounts for the Year Ended 31 August 2020 (Charity no: 1014564) as set out on page 8.

I report to the trustees on my examination of the accounts of Mount Scar Cygnets ("the Trust's") for the year ended 31 August 2020.

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.

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 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.

**Bridge House
Court Road
SWANAGE**

Mark Haigh FMAAT ATT
HardingRedmans
Chartered Accountants

30 June 2021

MOUNT SCAR CYGNETS
RECEIPTS AND PAYMENTS ACCOUNT
YEAR ENDED 31 AUGUST 2020

	2020			2019
	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
Receipts				
Pre-school & Grants	98,470	-	-	98,470
Fund raising, donations & gifts	2,058	-	-	2,058
Other Income	239	-	-	239
JRS Grants	3,673			3,673
Bank interest	13	-	-	13
Total receipts	104,453	-	-	104,453
Payments				
Wages and salaries	73,724	-	-	73,724
Repairs and renewals	330	-	-	330
Postage, stationery, adverts and telephone	1,284	-	-	1,284
Rent, insurance, light and heat	2,657	-	-	2,657
Educational materials, play materials and snacks	1,846	-	-	1,846
Subscriptions and Ofsted membership	366	-	-	366
Outings and fund raising costs	243	-	-	243
Safeguarding, food hygiene and first aid courses	510	-	-	510
Accountancy	594	-	-	594
Computer	-	-	-	-
Bookkeeping and payroll services	546	-	-	546
	2,397	-	-	2,397
Total payments	84,497	-	-	84,497
Net of receipts/(payments)	19,956	-	-	19,956
Cash funds last year end	26,330	-	-	26,330
Cash funds this year end	46,286	-	-	46,286
Cash funds				
HSBC community current account	37,787	-	-	37,787
HSBC community savings account	8,449	-	-	8,449
Petty cash	50	-	-	50
Total cash funds	46,286	-	-	46,286

This Receipts and Payments account was approved by the trustees on 26 June 2021.

Kristian Berry
Chairperson

Elaine Bugler
Treasurer