

CHARMINSTER PRE-SCHOOL

**ANNUAL REPORT AND UNAUDITED
FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 JULY 2021

Registered Charity No 1019866

E d w a r d s & K e e p i n g

Chartered Accountants

CHARMINSTER PRE-SCHOOL

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CHARMINSTER PRE-SCHOOL

REFERENCE AND ADMINISTRATIVE DETAILS

Constitution

The charity was established by constitution dated 16 July 1992 (amended 6 November 2011) and its objects are to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

Charminster Pre-School is a community run pre-school accessible to children and families from all sections of the local community. We offer a friendly classroom environment where learning is encouraged through play, providing high quality care and education, working in partnership with parents and carers to help children learn and develop.

Charminster Pre-School registered as a charity on 22 April 1993 (No 1019866) and is governed by the constitution of the Pre-school Learning Alliance , which was most recently revised October 2008. It is managed by an elected committee of carers.

The committee of trustees serving during the year were as follows;

Committee/Trustees

Chairperson	Jonathan Hancock (Appointed 10/12/17, Resigned 07/10/20) Emma Norman (Appointed 07/10/20)
Vice Chairperson	Laura Trowbridge (Appointed 02/10/19, Resigned 06/10/21) Becky Hewish (Appointed 06/10/21)
Treasurer	Simon Pengelly (Appointed 02/10/19, Resigned 06/10/21) Hilary Davies (Appointed 06/10/21)
Secretary	Linda Taylor (Appointed 02/10/19, Resigned 07/10/20) Jess Cutler (Appointed 07/10/20, Resigned 02/03/22) Sophie Sherry (Appointed 02/03/22)
Safeguarding	Simon Munt (Appointed 02/10/19, Resigned 07/10/20) Louisa Swabey-Payne (Appointed 07/10/20, Resigned 12/10/21)
General committee members	Sam Mercer (Resigned 31/10/20) Becky Hewish Samantha Daunton (Appointed 02/10/19, Resigned 07/10/20) Jodie Philpott (Appointed 02/10/19, Resigned 07/10/20) Karen Bennett (Appointed 02/10/19, Resigned 07/10/20) Rachel Shaw (Appointed 01/11/20) Sophie Sherry (Appointed 07/10/20) Kelly Rigler (Appointed 07/10/20, Resigned 03/03/21) Donna Barnes (Appointed 18/11/21)

CHARMINSTER PRE-SCHOOL

REFERENCE AND ADMINISTRATIVE DETAILS (CONTINUED)

Charity's principal office

West Hill
Charminster
Dorchester
Dorset
DT2 9RD

Independent Examiner

S J Hough FCA
Messrs Edwards and Keeping
Unity Chambers
34 High East Street
Dorchester
Dorset
DT1 1HA

CHARMINSTER PRE-SCHOOL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2021

The trustees present their annual report and financial statements of the Charity for the year ended 31 July 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed dated 16 July 1992 (amended 6 November 2011), the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

Objectives and activities for the public benefit

The pre-school was created to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups. It does this by providing a community run pre-school accessible to children and families from all sections of the local community. We offer a friendly classroom environment where learning is encouraged through play, providing high quality care and education, working in partnership with parents and carers to help children learn and develop.

Review of Activities and Achievements

Despite another period of severe disruption and restrictions due to the Covid-19 pandemic, the pre-school had a successful year. One product of Covid-19 measures that had a positive impact upon the pre-school, its children and staff, was the increase in time spent in outdoor play and learning. The pre-school intends to make the outdoor spaces its focus for future fundraising and grant applications to develop and improve them for their increased daily use. The pre-school suffered a week of closure due to Covid-19 cases in February 2021 but it was a testament to the strength of the measures put in place that there were only three reported cases in total during this time.

On 31st October 2020 the pre-school had a change of leadership. After seven years, Samantha Mercer resigned from the pre-school and we welcomed the deputy, Rachel Shaw, in to the role of pre-school leader. Sally Porter became the deputy pre-school leader. This brought about the changes to the pre-school's approaches to the learning environments, resources as well as observation, assessment and teaching methods with Curiosity Approach and Planning in the Moment principles adopted. These changes produced positive results which have been seen and felt by the children, parents and teachers.

This year the committee continued to raise funds, a lot of it virtually, to continue the maintenance and improvement of the settings provision. However, the funds raised were significantly lower than previous years due to the restrictions on opportunities available for fundraising events as a result of Covid-19 measures. The money raised has been spent on a new cabin which has enabled small groups of children to have a quiet, cosy and dedicated space to use. There are plans to develop this space further in to a sensory retreat to increase its usage and purpose for children attending the pre-school. Unfortunately, the planned kitchen renovation had to be carried forward due to being let down by booked tradesmen and the continued Covid-19 restrictions. The pre-school is hopeful that 2021/22 will bring further easing of the Covid-19 restrictions enabling more fundraising opportunities and the ability to welcome and engage with parents and carers in the pre-school.

CHARMINSTER PRE-SCHOOL

REPORT OF THE TRUSTEES (CONTINUED)

Financial review

During the year the pre-school generated funding and fees of £161,272 (2020: £160,687) and incurred expenditure of £149,970 (2020 : £149,577), generating a surplus of £11,302 (2020: £11,110). At the year end, the pre-school had reserves of £102,833 (2020 : £91,531) of which £nil was held for restricted purposes (2020 : £nil).

The pre-school is predominantly funded through the EYSFF (Early years single funding formula) but also raises funds by applying for grants and fundraising events throughout the year.

Policy on Reserves

The trustees' aim is to maintain a sufficient level of reserves to enable it to carry out its charitable objectives for the foreseeable future. At the end of the year the reserves held totalled £102,833. The trustees propose to maintain the pre-school reserves at a level which is at least equivalent to three months operational expenditure and ideally nearer to six months operational expenditure. The building is likely to need replacement in the long term and reserves need to be accumulated for this purpose. The trustees intend to continue building reserves through fundraising events as detailed above.

Structure, governance and management

The trust is a charity, constituted under the constitution of the Pre-school learning alliance. It is a registered charity number 1019866. The charity is managed by an elected committee of carers which meets about eight times a year. Potential new trustees are invited to attend a committee meeting and are elected when there is a vacancy. The charity's formal positions (Chairperson, Treasurer and Secretary) are appointed annually at the annual general meeting in October. The quorum for committee meetings is half of the members. The Chairperson does not vote unless there is a split, at which point the Chairperson has the casting vote.

The charity employs a play leader (also qualified in special needs), a deputy play leader, 8 early years practitioners, a part time administrator and a part time accounts administrator. The setting also benefits from a voluntary helper.

CHARMINSTER PRE-SCHOOL

REPORT OF THE TRUSTEES (CONTINUED)

Charity law requires the trustees to prepare statements of account for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources for that period. In preparing those financial statements, the trustees are required to:-

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Value assets and liabilities in accordance with the Statement of Recommended Practice Accounting by Charities;
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation;

The trustees are responsible for keeping proper accounting records which are sufficient to show and explain the charity's transactions and to disclose with reasonable accuracy at any time the financial position of the Charity, and to enable them to ensure that any statement of account comply with the requirements of the Charity (Accounts and Reports) Regulations 2000. They 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.

Approved by the Committee of Management on 4th May 2022

and signed on its behalf by Hilary Davies, Treasurer

CHARMINSTER PRE-SCHOOL

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st July 2021 which are set out on pages 7 to 10.

Responsibilities and basis of report

As the charity's trustees 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 Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- (2) the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

18th May 2022

S J Hough FCA
Messrs Edwards and Keeping
Unity Chambers
34 High East Street
Dorchester
Dorset
DT1 1HA

CHARMINSTER PRE-SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2021

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income				
Funding	122,434	-	122,434	110,245
Fees (including administration fees)	23,622	-	23,622	20,850
Grants	5,515	3,125	8,640	26,145
General fundraising	5,106	-	5,106	1,530
Donations	436	-	436	461
Children's uniforms	709	-	709	318
Forest School	271	-	271	945
Miscellaneous	20	-	20	47
Bank interest	34	-	34	146
Total income	158,147	3,125	161,272	160,687
Expenses				
Wages	106,459	3,125	109,584	118,003
Pension contributions (including employee)	6,148	-	6,148	6,984
Maintenance	12,304	-	12,304	1,437
Cleaning	3,399	-	3,399	3,288
Utilities	4,103	-	4,103	3,763
Insurance	1,973	-	1,973	1,973
Toys and books	826	-	826	558
Materials for children	1,271	-	1,271	1,594
Subscriptions	905	-	905	1,253
Stationery	922	-	922	1,117
Provisions	755	-	755	780
Forest school expenses	29	-	29	17
Training	185	-	185	2,272
Furniture and equipment	5,075	-	5,075	3,412
Children's uniform	376	-	376	371
Staff uniform	419	-	419	306
Miscellaneous	259	-	259	502
Trips and special occasions	259	-	259	359
Payroll fees	705	-	705	706
Accountancy	120	-	120	170
Fund raising costs	353	-	353	712
Total expenses	146,845	3,125	149,970	149,577
Net surplus	11,302	-	11,302	11,110
Transfer between funds	-	-	-	-
Funds brought forward	91,531	-	91,531	80,421
Funds carried forward	102,833	-	102,833	91,531

CHARMINSTER PRE-SCHOOL

BALANCE SHEET AS AT 31 JULY 2021

	2021		2020	
	£	£	£	£
Current assets				
Cash at bank - Co-op current account	73,448		62,166	
Cash at bank - Co-op reserve account	29,346		29,311	
Petty cash	39		54	
Current assets less current liabilities		102,833		91,531
Total assets		102,833		91,531
Funds				
Unrestricted funds		102,833		91,531
Restricted funds		-		-
		102,833		91,531

The financial statements were approved by the board on 4th May 2022

Signed on behalf of board of trustees

Hilary Davies, Treasurer

CHARMINSTER PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2021

1 Accounting Policies

Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the notes to these accounts. The financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (issued in October 2019) (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern. The charity holds 6 months reserves and has set a prudent budget.

Income recognition

All incoming resources are recognised once the charity has received the resources.

Grants and donations are recognised when the funds are received into the charity's bank account.

Investment income

Interest on funds held on deposit is included when received.

Expenditure recognition

Liabilities are recognised as expenditure as soon as the funds have been issued.

All expenditure is accounted for on a receipts basis. All expenses are allocated or apportioned to the applicable expenditure headings.

Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

Governance costs

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to external examinations.

Cost of generating funds

The costs of generating funds consists of expenditure incurred for fund raising events.

Cash and cash equivalents

Cash at bank and in hand consists entirely of cash balances held with the trust's bankers.

CHARMINSTER PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS CONTINUED FOR THE YEAR ENDED 31 JULY 2021

2 Investment income	2021	2020
	£	£
Deposit interest received	34	146

All the investment income is attributable to unrestricted funds.

3 Analysis of expenditure	Support and governance costs	2021	2020
Activity	costs	Total	Total
	£	£	£
Independent examiner	120	120	170

4 Analysis of staff costs and the cost of key management personnel

Staff costs	2021	2020
	£	£
Gross wages, salaries and benefits in kind	112,725	119,540
Employer's National Insurance costs	386	2,480
Pension costs	2,621	2,967
	115,732	124,987
Average number of employees (head count)	9	12

No employees had employee benefits in excess of £Nil (2020 : Nil).

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2020 : Nil). Four trustees were reimbursed expenses totalling £37.20 during the year (2020 : Five trustees were reimbursed expenses totalling £246.75). No charity trustee received payment for professional or other services supplied to the charity (2020 : Nil).

The key management personnel of the charity comprise the trustees and the play leader.

The total employee benefits of the key management personnel of the charity was £18,191 (2020 : £27,624).

5 Analysis of charitable funds

Fund name	Fund balances brought forward	Income	Expenditure	Fund transfers	Fund balances carried forward
	£	£	£	£	£
Unrestricted funds	91,531	158,147	146,845	-	102,833
Restricted funds	-	3,125	3,125	-	-
Total funds	91,531	161,272	149,970	-	102,833

The restricted fund relates to a ring fenced grant.

The unrestricted funds are available to be spent for any purposes of the charity.

6 Related Party Transactions

There are no related party transactions that require disclosure.