

Shepherdswell Pre-school



**SHEPHERDSWELL PRE-SCHOOL
FINANCIAL STATEMENTS
31 AUGUST 2020**

Charity Number 1020790

BURGESS HODGSON LLP

Chartered Accountants
Camburgh House
27 New Dover Road
Canterbury
Kent
CT1 3DN

SHEPHERDSWELL PRE-SCHOOL
FINANCIAL STATEMENTS
YEAR ENDED 31 AUGUST 2020

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SHEPHERDSWELL PRE-SCHOOL**TRUSTEES AND PROFESSIONAL ADVISERS**

Registered charity name Shepherdswell Pre-school

Charity number 1020790

Correspondence address Shepherdswell Village Hall
Cox Hill
Shepherdswell
Dover
Kent
CT15 7NN

Trustees Mrs G Caister-Softley
Mrs K Cook
Mrs J Vinten
Mrs K McArdle
Mrs V Beamont
Mrs H Austin

Independent Examiner Mr M D Laughton
Burgess Hodgson LLP
Chartered Accountants
Camburgh House
27 New Dover Road
Canterbury
Kent
CT1 3DN

Bankers Lloyds Bank
43 Sandgate Road,
Folkestone,
CT20 1RZ

SHEPHERDSWELL PRE-SCHOOL

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 AUGUST 2020

The trustees present their report and the financial statements of the charity for the year ended 31 August 2020.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of trustees and professional advisers on page 1 of the financial statements.

THE TRUSTEES

The trustees who served the charity during the period were as follows:

Mrs Jessica Vinten

Mrs Gemma Caister-Softley

Mrs Kat McArdle

Mrs Vicki Beamont (appointed 16 October 2019)

Mrs Hannah Austin (appointed 16 October 2019)

Mrs Katie Cook (appointed 16 October 2019)

Mr Craig Redman (resigned 16 October 2019)

Mrs Polly Lockie (resigned 16 October 2019)

Mrs Alexandra Jenkins (resigned 16 October 2019)

Mrs Samantha Vaughan (resigned 16 October 2019)

Mrs Lisa Grace (resigned 16 October 2019)

Mr Stephen Smith (resigned 23 February 2020)

STRUCTURE, GOVERNANCE AND MANAGEMENT

The governing document of the charity is the constitution dated 20 May 2015 which is based on the Pre-school Learning Alliance standard 2011 constitution for pre-schools.

The trustees are appointed in line with the charity's constitution.

The day to day running of the charity is undertaken by appointed staff.

RISK MANAGEMENT

The trustees have produced a risk register and actively review the risks faced by the charity. The trustees have examined all risks, including financial risk, operational risk and business risk and confirm that procedures to mitigate significant risks are regularly reviewed and where necessary revised.

OBJECTIVES AND ACTIVITIES

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.

Shepherdswell Pre-school plans its activities within the framework of the Early Years Foundation Stage. The qualified and experienced staff provide a variety of well-prepared activities each day to help the children learn and develop through play. The children are supported in developing their potential at their own pace and the children's happiness and welfare comes first at all times.

SHEPHERDSWELL PRE-SCHOOL

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 AUGUST 2020

PUBLIC BENEFIT

The Trustees consider that the charity activities, as set out in its Objectives and Activities, are in the public benefit. The Trustees confirm they have complied with their duty in section 4 of the Charities Act 2006 to have due regard to the guidance published by the Charity Commission for England and Wales in relation to public benefit provision.

ACHIEVEMENTS AND PERFORMANCE

The Chair thanks all the Red Ladies and the Committee for their hard work and support over this very different and challenging year. Sadly, this has been a very unfortunate year for all; none of us ever imagined we'd be hit with a global pandemic bringing so many challenges and life changes to us all.

The Committee Members who joined us last year had so many proactive eager fundraising ideas which we were not able to achieve due to the unforeseen Lock Down of 2020.

In September 2019 we began using focus weeks for each child. This has encouraged more parent participation of the children's learning at home which in turn contributes to their development and progress at Pre-school.

The school year began with a great start, we held several Fundraising events which were a huge success, The Halloween Disco, The Christmas Play and Fayre, and the Race Night. We also received the Co-op grant again this year which enabled us to replace our multi port CD player and headphones and CD player for musical activities and stories. We updated our outdoor role play resources pots, pans bowls etc. The money also went to building repairs in particular the roof and bathroom fittings. All was going so well until we were sadly hit by Covid 19.

This brought about many huge adjustments and challenges for us all. The Pre-school closed on the 20th March 2020 when the National Lock Down was announced.

Due to Lock Down the preparations and readiness for the Easter Fayre to be held on 21st March 2020 had to be cancelled, this being one of our biggest fun raising events. The Committee had discussions around organising virtual fundraising events, such as quiz nights, competitions for the children including creative craft and colouring competitions, nature trails, sponsored walks etc., although the challenges around Covid 19 restrictions did not make these easily viable.

The Pre-school reopened on 1st June 2020, for just ten children per session, procedures were put in place to keep both children and staff as safe as practicably possible allowing adequate space within the Pre-school for the children to have a little normality and routine back in their lives after the lockdown period.

After the Covid-19 closure we focused on children's well-being and confidence to help them resettle back into their routine. Children have adapted extremely well to the new setting layout and rules and are making good progress across the board.

We kept parents notified and up to date with the ever changing situation by email as per KCC's requirements.

We applied for a Grant from Dover District Council but were turned down as the Village Hall had received this grant funding, however this meant we did not have to pay any rent for the rest of the financial year.

We have had two Red Ladies resign in August this year, Megan Preskett and Lauren Hillary so we say goodbye and thankyou for their Red Lady input over their time spent with us.

SHEPHERDSWELL PRE-SCHOOL

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 AUGUST 2020

We continue to ensure all of the Committee Members DBS checks are up to date. We have Members who will be standing down and new Members keen to join the Committee who have begun DBS applications in preparation. All Pre-school policies have been updated, reviewed and uploaded for parents ease of access and viewing on our newly designed Pre-school website.

We continue to stay in touch with our parents through our Facebook social media page informing of any news and we continued to monitor Covid 19 situation in preparation for new school year reopening in September 2020.

FINANCIAL REVIEW

Income for the year was £109,886 (2019: £132,029). KCC vouchers were lower this year due to a timing difference with the final receipt for the year being received on 2 September 2020. The Parental fees have decreased from £29,355 to £14,020 this year due to the Coronavirus pandemic forcing the Pre-school to close from 20 March to 1 June, opening with only 10 children thereafter. As a result of the pandemic fundraising income has also decreased this year due to events being cancelled.

Expenditure for the year was £105,464 (2019: £134,188). The expenditure has decreased in line with the decrease in income due to the closure of the Pre-school for 10 weeks and reduced capacity thereafter. Rent was reduced this year due to the Village Hall receiving funding from the local Council meaning the Pre-school did not need to pay rent from April until August. Legal fees were significantly lower due to the prior year including fees for legal advice on the building lease. Insurance costs were higher this year due to the timing of building insurance for 2019/20 and 2020/21 both being paid during the year.

Overall the charity achieved a surplus of £4,422 for the current year (2019: deficit of £2,159).

PLANS FOR THE FUTURE

We are focusing this year on children and their families and staff's well-being. Keeping up to date with information regarding Covid-19 and keeping up an enhanced cleaning regime.

We are looking at new and different ways to fundraise as our Halloween and Christmas events cannot be held in the hall.

Currently a parent has offered to hold a raffle for us, and we have designed a shopping bag to sell to raise funds.

We would like to thank all of those wonderful Mums on the Committee and will be sad to say Good bye to the ones who's children have moved up to Primary School.

We say Farewell to the members standing down who are - Gemma Caister Softley (Chair), Katie Cook, Kat McArdle, Vicki Beamont, and wish our remaining Members, Jess Vinten (Treasurer) and Hannah Austin (Secretary) all the very best for the next Preschool Year.

RESERVES POLICY

The trustees have considered the reserve level required based on the ongoing needs of the charity, and currently have agreed that the reserves level should represent approximately 3-6 months expenditure. At the balance sheet date, the reserves represented approximately 3 months expenditure.

The reserves policy is reviewed at Trustee meetings on an ongoing basis. The trustees are actively looking for areas to decrease costs and increase income and ensure that all debts are paid as they fall due.

SHEPHERDSWELL PRE-SCHOOL

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 AUGUST 2020

STATEMENT OF RESPONSIBILITIES OF THE TRUSTEES

The trustees are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare 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 of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements 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 that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

Signed on behalf of the trustees

Mrs Gemma Caister-Softley
Chair

Mrs J Vinten
Treasurer

12 January 2021

SHEPHERDSWELL PRE-SCHOOL

INDEPENDENT EXAMINER'S REPORT TO THE TRSUTEES OF SHEPHERDSWELL PRE-SCHOOL

YEAR ENDED 31 AUGUST 2020

I report on the accounts of the charity for the year ended 31 August 2020 which are set out on pages 7 to 10.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees 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) and that an independent examination is needed.

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

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to 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. 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 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

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

Mark D Laughton FCCA CTA

Burgess Hodgson LLP
Camburgh House
27 New Dover Road
Canterbury
Kent
CT1 3DN

28 January 2021

SHEPHERDSWELL PRE-SCHOOL
STATEMENT OF RECEIPTS AND PAYMENTS
YEAR ENDED 31 AUGUST 2020

		Restricted Funds	Unrestricted Funds	Total Funds 2020	Total Funds 2019
	Note	£	£	£	£
INCOMING RESOURCES					
Incoming resources from charitable activities:					
Nursery Fees	2	-	96,238	96,238	120,905
Grants and donations	3	9,272	4,370	13,642	11,117
Other Income	4	-	6	6	7
TOTAL INCOMING RESOURCES		9,272	100,614	109,886	132,029
RESOURCES EXPENDED					
Charitable activities	5	(9,272)	(96,192)	(105,464)	(134,188)
TOTAL RESOURCES EXPENDED		(9,272)	(96,192)	(105,464)	(134,188)
NET INCOMING / (OUTGOING) RESOURCES		-	4,422	4,422	(2,159)
TOTAL FUNDS BROUGHT FORWARD		-	22,677	22,677	24,836
TOTAL FUNDS CARRIED FORWARD		-	27,099	27,099	22,677

All of the above amounts relate to continuing activities.

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

SHEPHERDSWELL PRE-SCHOOL**STATEMENT OF ASSETS AND LIABILITIES****31 AUGUST 2020**

	Unrestricted Funds	Total Funds 2020	Total Funds 2019
Note	£	£	£
ASSETS			
Cash at Bank	27,031	27,031	22,677
Cash in Hand	68	68	-
Debtors	-	-	547
TOTAL ASSETS	27,099	27,099	23,224
Represented by:			
General Funds	27,099	27,099	23,224
Restricted Funds	-	-	-
	27,099	27,099	23,224
LIABILITIES			
HMRC Liability	644	644	-
Pension Creditor	205	205	300
	849	849	300

TRUSTEES RESPONSIBILITIES IN RELATION TO FINANCIAL STATEMENTS

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 2011. The Trustees have taken advantage of the provisions that apply to small charities and have prepared a Statement of Receipts and Payments Account and Statement of Assets and Liabilities which are set out on pages 7-8.

These financial statements were approved by the trustees and authorised for issue on the 12 January 2021 and are signed on their behalf by:

Mrs Gemma Caister-Softley
Chair

Mrs J Vinten
Treasurer

SHEPHERDSWELL PRE-SCHOOL**NOTES TO THE FINANCIAL STATEMENTS****31 AUGUST 2020****1. BASIS OF ACCOUNTING**

The financial statements have been prepared under the "Receipts & Payments" basis as allowed for charities with income less than £250,000.

2. PRE-SCHOOL FEES

	Restricted Funds	Unrestricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£	£
KCC vouchers	-	82,218	82,218	91,550
Parents	-	14,020	14,020	29,355
	<u>-</u>	<u>96,238</u>	<u>96,238</u>	<u>120,905</u>

3. GRANTS AND DONATIONS

	Restricted Funds	Unrestricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£	£
Fundraising	-	3,936	3,936	5,121
SENIF Grants	7,335	-	7,335	4,496
Other Grants	1,937	434	2,371	1,500
	<u>9,272</u>	<u>4,370</u>	<u>13,642</u>	<u>11,117</u>

4. OTHER INCOME

	Restricted Funds	Unrestricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£	£
Interest received	-	6	6	7
	<u>-</u>	<u>6</u>	<u>6</u>	<u>7</u>

SHEPHERDSWELL PRE-SCHOOL**NOTES TO THE FINANCIAL STATEMENTS****31 AUGUST 2020****5. COST OF CHARITABLE ACTIVITIES**

	Restricted Funds	Unrestricted Funds	Total Funds 2019	Total Funds 2019
	£	£	£	£
Salaries and National Insurance	9,272	82,206	91,478	109,991
Employee Pensions	-	1,092	1,092	3,026
Training	-	426	426	946
Rent and Utilities	-	4,850	4,850	7,472
Insurance	-	1,438	1,438	624
Building Repairs	-	445	445	353
Garden Expenses	-	-	-	1,318
Play Equipment	-	364	364	1,581
Other Equipment	-	440	440	830
Cleaning Materials	-	731	731	1,025
Refreshments	-	625	625	1,187
Postage and Stationery	-	1,156	1,156	1,672
Subscriptions and Registrations	-	976	976	729
Professional fees	-	911	911	1,418
Legal fees	-	71	71	1,127
Fundraising activities and costs	-	130	130	648
Sundry Expenses	-	331	331	241
	9,272	96,192	105,464	134,188

6. PAYMENTS TO TRUSTEES

No remuneration, pensions or expenses were paid to Trustees during the year (2019: Nil).