

Shepherdswell Pre-school



SHEPHERDSWELL PRE-SCHOOL

FINANCIAL STATEMENTS

31 AUGUST 2023

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 2023

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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 S Finch
J Vinten
P Reid
A Stevens
D James
C Plews

Independent Examiner Alexander Baker
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 2023

The trustees present their report and the financial statements of the charity for the year ended 31 August 2023.

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:

D James

J Vinten

S Finch

C Plews (appointed 30th November 2022)

A Stevens (appointed 30th November 2022)

P Reid (appointed 30th November 2022)

H Austin (resigned 30th November 2022)

N Johnson (resigned 30th November 2022)

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.

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.

SHEPHERDSWELL PRE-SCHOOL

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 AUGUST 2023

ACHIEVEMENTS AND PERFORMANCE

The Chair thanks all the Red ladies and the Committee for their hard work and support over the year as we are still dealing with the children's Personal Social Emotional Development difficulties from the pandemic.

The school year began with high numbers of funded children, very few fee payers. This year our fundraising was good. We held a Race night that generated £756, we also held our annual Christmas performance which raised a further £653, we also held our Easter Fayre which raised £735, our Sponsored Bounce also raised £336.

We continued to be partnered with the Co-op for their community fund and received a payment of £1,201.

In September we were joined by 2 new red ladies, Cassie and Molly. Cassie has since been trained and has taken over as SENCO. Nat is now qualified as a level 3 and Polly has been doing her EYITT training. In January we concentrated on the staff's wellbeing and advertised for a new member of staff as Lauren left so Charlie joined us.

Further to our trial of Tapestry for our learning journeys, this has now been fully adopted and is more economic and less time consuming for the staff.

After Covid 19 we continue to focus on the children's well-being, confidence and Personal Social Emotional Development skills. We continue to ensure all the Committee Members DBS checks are up to date. This year we had changes to the committee, Sarah Finch stepped down from Chair, although remained on the committee and was replaced by Davina James. The Secretary Hannah Austin stepped down and was replaced by Paula Reid and Nancy Johnson stepped down due to their children no longer attending the preschool. We also retained Jessica Vinten as Treasurer and Cara Plews joined the committee.

The preschool policies continue to be updated as and when required and are updated to the preschool website in order that parents can access them.

We continue to update our parents through Facebook social media page and WhatsApp. informing them of any news.

FINANCIAL REVIEW

Income for the year was £143,516 (2022: £139,671).

Expenditure for the year was £156,070 (2022: £135,280).

Overall the charity sustained a deficit of £12,554 for the current year (2022: surplus of £4,391).

PLANS FOR THE FUTURE

We are continuing to embed tapestry. We are looking to continue our fundraising events starting with a Halloween Disco followed by our Christmas play and would also like to hold a Race night in the new year. The climbing frame in the garden has been replaced and we have had a new storage shed, shed repairs and general maintenance has been carried out.

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 1.5 months expenditure, however there was a receipt on the 4th of September which would have increased this to approximately 2 months if it had been received before the year end.

SHEPHERDSWELL PRE-SCHOOL

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 AUGUST 2023

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.

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.

D James
Chair

J Vinten
Treasurer

October 2023

SHEPHERDSWELL PRE-SCHOOL

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

YEAR ENDED 31 AUGUST 2023

I report on the accounts of the charity for the year ended 31 August 2023 which are set out on pages 6 to 9.

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.

Alexander Baker BSc ACA

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27 New Dover Road
Canterbury
Kent
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SHEPHERDSWELL PRE-SCHOOL
STATEMENT OF RECEIPTS AND PAYMENTS
YEAR ENDED 31 AUGUST 2023

		Restricted Funds	Unrestricted Funds	Total Funds 2023	Total Funds 2022
	Note	£	£	£	£
INCOMING RESOURCES					
Incoming resources from charitable activities:					
Nursery Fees	2	-	124,057	124,057	129,230
Grants and donations	3	14,418	4,965	19,383	10,440
Other Income	4	-	76	76	1
TOTAL INCOMING RESOURCES		14,418	129,098	143,516	139,671
RESOURCES EXPENDED					
Charitable activities	5				
		(14,418)	(141,652)	(156,070)	(135,280)
TOTAL RESOURCES EXPENDED		(14,418)	(141,652)	(156,070)	(135,280)
NET INCOMING / (OUTGOING) RESOURCES		-	(12,554)	(12,554)	4,391
TOTAL FUNDS BROUGHT FORWARD		-	31,950	31,950	27,559
TOTAL FUNDS CARRIED FORWARD		-	19,396	19,396	31,950

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 2023**

	Unrestricted Funds	Total Funds 2023	Total Funds 2022
	£	£	£
ASSETS			
Cash at Bank	19,396	19,396	31,870
Cash in Hand	-	-	80
Debtors	-	-	-
TOTAL ASSETS	<u>19,396</u>	<u>19,396</u>	<u>31,950</u>
 Represented by:			
General Funds	19,396	19,396	31,950
Restricted Funds	-	-	-
	<u>19,396</u>	<u>19,396</u>	<u>31,950</u>
 LIABILITIES			
HMRC Liability	847	847	1,017
Pension Creditor	435	435	429
Other Liabilities	15	15	-
	<u>1,297</u>	<u>1,297</u>	<u>1,446</u>

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 6-7.

These financial statements were approved by the trustees and authorised for issue on the 31 October 2023 and are signed on their behalf by:

D James
Chair

J Vinten
Treasurer

October 2023

SHEPHERDSWELL PRE-SCHOOL**NOTES TO THE FINANCIAL STATEMENTS****31 AUGUST 2023****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 2023	Total Funds 2022
	£	£	£	£
KCC vouchers	-	97,927	97,927	86,520
Parents	-	26,130	26,130	42,710
	<u>-</u>	<u>124,057</u>	<u>124,057</u>	<u>129,230</u>

3. GRANTS AND DONATIONS

	Restricted Funds	Unrestricted Funds	Total Funds 2023	Total Funds 2022
	£	£	£	£
Fundraising	-	4,548	4,548	4,127
SENIF Grants	7,418	-	7,418	5,025
Other Grants	7,000	417	7,417	1,288
	<u>14,418</u>	<u>4,965</u>	<u>19,383</u>	<u>10,440</u>

4. OTHER INCOME

	Restricted Funds	Unrestricted Funds	Total Funds 2023	Total Funds 2022
	£	£	£	£
Interest received	-	76	76	1
	<u>-</u>	<u>76</u>	<u>76</u>	<u>1</u>

SHEPHERDSWELL PRE-SCHOOL**NOTES TO THE FINANCIAL STATEMENTS****31 AUGUST 2023****5. COST OF CHARITABLE ACTIVITIES**

	Restricted Funds	Unrestricted Funds	Total Funds 2023	Total Funds 2022
	£	£	£	£
Salaries and National Insurance	14,418	113,813	128,231	112,112
Employee Pensions	-	1,813	1,813	1,584
Training	-	1,074	1,074	1,346
Rent and Utilities	-	8,550	8,550	7,045
Insurance	-	2,096	2,096	894
Building Repairs	-	777	777	420
Garden Expenses	-	1,020	1,020	788
Play Equipment	-	2,341	2,341	1,552
Other Equipment	-	1,412	1,415	1,187
Cleaning Materials	-	1,931	1,931	1,595
Refreshments	-	1,589	1,589	1,101
Postage and Stationery	-	1,304	1,304	1,801
Subscriptions and Registrations	-	790	790	862
Professional fees	-	1,979	1,979	1,945
Fundraising activities and costs	-	436	436	294
Sundry Expenses	-	727	727	756
	14,418	141,652	156,070	135,280

6. PAYMENTS TO TRUSTEES

No remuneration, pensions or expenses were paid to Trustees during the year (2022: Nil).