



Trustees' Annual Report for the period

From	Period start date	To	Period end date
	01 09 2019		31 08 2020

Charity name

Harting Village Pre School Group

Other names charity is known by

Registered charity number (if any)

1020939

Charity's principal address

Postcode

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Tamsin Cormack	Chair	Joined January 2020	
2	Rachel Lines	Secretary		
3	Pippa Walden Jones		Joined September 2019	
4	Joanna Clough		Joined September 2019	
5				
6	Sarah Hames			
7	Martine Hartridge	Chair	Left December 2019	
8	Jannine Simmonds			
9	Trish Walker	Treasurer		
10	Clare Dymock		Left September 2019	
11	Monika Purcel			
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)		
Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Description of the charity's trusts	
Type of governing document (eg. trust deed constitution)	Constitution adopted 20 May 1992 as amended 19 September 2007 and 27 November 2008
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by existing trustees

Additional governance issues (Optional information)	
<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	

Summary of the objects of the charity set out in its governing document	
	<p>To enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:</p> <p>(A) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;</p> <p>(B) Encouraging the study of the needs of such children and their families and promoting public interest and recognition of such needs in the local areas;</p> <p>(C) Instigating and adhering to and furthering the aims and objectives of the pre-school learning alliance.</p>
	<p>Harting pre-school actively encourages children from all sections of the</p>

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

community. Established in 1983, we are a not-for-profit charity, run by a committee of parents who are passionate about pre-school education and insist upon the best resources. Our team of qualified staff is dedicated to providing a happy learning experience in accordance with the early years foundation stage of learning.

Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Harting Preschool Committee Chair's Report

Date: 15.07.20 **Time:** 8:00 pm **Location:** Zoom Meeting

Spring 2020

- Staffing issue
- Coronavirus shutdown

Summer 2020

- Difficult year with enforced closure due to coronavirus pandemic
- 2 staff members furloughed on full pay (government assistance received for this)
- 2 staff members retained who worked throughout looking after children of key workers
- Reopened fully on 1st June for more children
- Some who attended 2 settings chose to attend their alternative setting (due to length of hours, funding or personal preference)
- Robust measures introduced to ensure safest possible environment for all children attending (socially distanced drop off and collection; regular hand washing; regular cleaning of setting, equipment and toys; limited activities available for children; smaller numbers fit with government's 'bubble' system)
- Positive feedback from staff and parents and children
- Socially distanced graduation celebration for preschool leavers

Highlights

- Outstanding leadership demonstrated by Leanne

- Kayleigh has gone above and beyond to ensure the continuity of provision, working alongside Leanne to provide childcare for our key worker children
- Enthusiastic 'can do' attitude shown by **all** staff members who have created a nurturing environment, in spite of the challenges they face, ensuring cleanliness and all restrictions are adhered to.

All were keen to return to work when preschool reopened and have worked to ensure positive relationships with children, parents and carers have continued even with social distancing measures in place

- As always, the environment and learning opportunities offered to the children are well thought out, creative, respond to the children's interests and needs, well resourced, brilliantly planned and offer opportunities to extend and support all

Areas for development

- Staff team - strength in depth; qualified members of staff
- Committee - integrated working with staff team

Report to Harting Pre-School AGM – November 2020

The cash summary of the accounts for the period 1 September 2019 to 31 August 2020 is attached for your perusal. These figures are correct and reconciled to the bank account. There were no invoices outstanding in respect of fee payments or expenses. I have provided a comparison to the last year figures as it helps to understand the impact of the Covid-19 lockdown earlier this year.

The balance for the year has decreased by £11,456. In normal times this would be a great concern, however it was anticipated as the lockdown from March 2020 meant the income from fee paying parents was reduced to zero for that period. The preschool is very lucky that it had a healthy bank balance which has ensured the staff have all been paid throughout the restrictions. The furlough scheme was used for two members of the staff for a period and this has been very useful.

A few items to note:

Income

- Fundraising is reduced from the previous year, but this is to be expected as all the fundraising opportunities in the summer term were unable to take place.
- The session payments from parents is reduced. I would have anticipated this being in the region of £23,000 without the lockdown.
- The WSCC voucher funding is quite substantially less. This is due to two factors:
 - i. the 2019 figure was inflated as there was a late payment of the voucher funding in 2018 which was not received until the next year's accounts.
 - ii. Children that would normally have started pre-school in the summer term were delayed and potentially may not have started until the following academic year.

Expenditure

- Repairs are significantly higher this year as a result of the works carried out to improve the outdoor area.
- Direct wages are comparable, but the net cost is lower due to the furlough payments received.
- Rent is reduced as the hall gave a reduction in the rates for the summer term.

Looking Forward

The numbers of children attending pre-school are good and we hope that this trend will continue. Obviously, any further closure due to the Covid-19 pandemic would impact heavily on the finances, but we have to hope this won't happen. There is a savings fund that could be used if necessary, but it would be best to avoid this if we can.

The bank balance currently stands at £15,569 (November 2020) and there are fee invoices outstanding in the region of £4,500 for sessions during the rest of this term. I anticipate that, if all remains constant, we will be in a reasonably healthy

	<p>situation by the end of the year. As the new year progresses, the numbers for next September will become known and we can forecast further.</p> <p>As always it is vitally important that we encourage people to come to the pre-school and to spread the word about what a warm and welcoming place it is to be.</p> <p>I would like to say how much I appreciate the help from Leanne who is very organised and feeds me with all the information I need in a timely manner. I would also like to thank all the staff at pre-school, they are always welcoming, and it is a pleasure to work with them.</p> <p>Many thanks Trish Walker, Treasurer</p>
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Section E	
Brief statement of the charity's policy on reserves	To hold at least one year's expenditure after allowing for West Sussex County Council grants.
Details of any funds materially in deficit	
Further financial review details (Optional information)	
<p>You may choose to include additional information, where relevant about:</p> <ul style="list-style-type: none"> the charity's principal sources of funds (including any fundraising); how expenditure has supported the key objectives of the charity; investment policy and objectives including any ethical investment policy adopted. 	

Section F	Other optional information

Section G		
The trustees declare that they have approved the trustees' report above.		
Signed on behalf of the charity's trustees		
Signature(s)		
Full name(s)	PATRICIA WALKER	
Position (eg Secretary, Chair, etc)	TREASURER	
Date	17/3/2022	



Receipts and payments accounts

CC16a

For the period from

1/9/19

To

31/8/20

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fees	17,326	0	0	17,326	19,718
West Sussex County Council	32,866	0	0	32,866	47,888
	0	0	0	0	0
Donations	1,135	0	0	1,135	2,286
	0	0	0	0	0
Government grant re JRS	3,870	0	0	3,870	0
	0	0	0	0	0
	0	0	0	0	0
Sub total(Gross income for AR)	55,197	0	0	55,197	69,892
A2 Asset and investment sales, (see table).					
Bank interest	10	0	0	10	11
	0	0	0	0	0
Sub total	10	0	0	10	11
Total receipts	55,207	0	0	55,207	69,903
A3 Payments					
Materials & other direct costs	1,115	0	0	1,115	1,306
Wages & salaries	50,610	0	0	50,610	49,655
Temporary staff	814	0	0	814	437
Staff expenses & welfare	741	0	0	741	561
Rent	5,554	0	0	5,554	9,578
Stationery, printing & postage	127	0	0	127	264
Insurance	859	0	0	859	0
Accountancy & bookkeeping	2,081	0	0	2,081	2,266
Repairs & maintenance	4,247	0	0	4,247	252
Advertising	199	0	0	199	175
Website	147	0	0	147	112
Sundry expenses	0	0	0	0	0
Licences	169	0	0	169	165
Professional fees	0	0	0	0	0
	0	0	0	0	0
Sub total	66,663	0	0	66,663	64,771
A4 Asset and investment purchases, (see table)					
	0	0	0	0	0
	0	0	0	0	0
Sub total	0	0	0	0	0
Total payments	66,663	0	0	66,663	64,771
Net of receipts/(payments)	-11,456	0	0	-11,456	5,132
A5 Transfers between funds	0	0	0	0	0
A6 Cash funds last year end	51,128	0	0	51,128	45,996
Cash funds this year end	39,673	0	0	39,673	51,128

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds				
	Current account	18,601	0	0
	deposit account	20,662	0	0
	Petty cash	410	0	0
	Total cash funds	39,673	0	0
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		0	0	0

30066

20652

410

	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		0	0
		0	0
		0	0
		0	0
		0	0

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		0	
		0	
		0	
		0	
		0	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

Patricia Walker

PATRICIA WALKER 17/3/2022



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Harting Village Pre School

**On accounts for the year
ended**

31 August 2020

**Charity no
(if any)**

1020939

Set out on pages

CC16a pages 1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**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 ("the Act").

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 (other than that disclosed below *) 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

21/3/2022

Name:

Paul New

**Relevant professional
qualification(s) or body
(if any):**

ACCA (membership number 0384551)

Address:

24 Park Road South, Havant, Hants PO9 1HB

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.