



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	9	2019		31	8	2020

Section A Reference and administration details

Charity name

SEE-SAW PRE-SCHOOL AT WINGHAM

Other names charity is known by

Registered charity number (if any)

1022489

Charity's principal address

The Village Hall

School Lane

Wingham

Postcode

CT3 1BD

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	Mr John Somer	Secretary	1/9/19 to 14/10/19	
2	Mrs Samantha Turner	Treasurer	1/9/19 to 14/10/19	
3	Mrs Karen Kelderis			
4	Mrs Mary Winfield			
5	Mrs Nikki Crossley	Chairperson		
6	Mrs Melanie Smith			
7	Mrs Jo Guy	Treasurer		
8	Mrs Stephanie Whittaker			
9	Mr John Russell	Secretary	14/10/19 to 31/8/20	
10	Mrs Olivia Austin		14/10/19 to 31/8/20	
11	Mrs Brenda Tutani-Wason		14/10/19 to 31/8/20	
12	Mrs Hannah Bruce		14/10/19 to 31/8/20	
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)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	PLA Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected from membership of Pre-school and parent and toddler group at AGM

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- 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.

All Pre-School Policies and Procedure are reviewed regularly and any amendments are adopted at our AGM held every September/October.
The committee are responsible for the employment and appraisal of the staff.
Committee Trustees are given an introduction and a copy of roles and responsibilities for committee members upon joining, Parents are informed of the AGM in plenty of time to enable them to attend. All parents of children at the pre-school and parent and toddler groups are members and can be eligible to join the committee as trustees (only one family member at a time)

Summary of the objects of the charity set out in its governing document

To provide high quality care and education for pre-school children, working in partnership with parents. Helping children's learning and development. To add to the life and wellbeing of the community. To offer both children and parents a quality of service that promotes equality and diversity.

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)

We offer appropriate play and education and care facilities we include parents and offer opportunities for all children whatever their race, culture, religion, means or ability.

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.

Parents are encouraged to take a more active role within the setting though outings, fundraising and other pre-school events i.e. sports day, and productions. We have a parent rota system, which enables our parents to join in the fun and experience new activities with their children. Parent volunteers enables staff to give more individual support to children and ensures strong parent and preschool partnership

Summary of the main achievements of the charity during the year

We have a strong and enthusiastic team of 6 staff who provide outstanding quality care and education. We offer morning sessions from 9.15am to 1pm Monday to Friday, plus afternoon sessions from 1pm to 3pm on Monday, Wednesday, Thursday and Friday.

Our afternoon sessions are aimed at children aged at least 3 with an increased focus on learning and getting them school ready.

In total we are able to offer parents up to 28 hours of childcare a week during term time.

Our baby group which is aimed at babies up to 2 years of age, is held in a small room at the village hall, and continues to be well attended. A number of children who came to baby group have now started at the preschool. While providing the village with a much needed group for parents, it also acts to advertise the preschool to prospective parents and has helped the preschool start the new year with strong numbers.

Section E Financial review

Brief statement of the charity's policy on reserves

We regularly review the reserves policy and ensure we hold sufficient funds to ensure we can operate for one term without income and to be able to close the charity allowing for all statutory redundancy payments.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- 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.

Principal funding is from fees for attendance.

Funds are used to strengthen any areas of weakness and ensure quality, safety, equal opportunities and support staff enabling them to deliver quality care and education.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Hard copy signed	Hard copy signed
Full name(s)	Jo Guy	Sasha Titus
Position (eg Secretary, Chair, etc)	Treasurer	Chairperson
Date	18/11/20	

2019-2020 SEE-SAW PRESCHOOL ACCOUNTS REPORT

(to be paraphed and dated by both treasurer and independent examiner for the end of year report)

INCOME		To Bank	Fees	Parent & Toddler	Fund Raising	Donations	Grants	Training	Uniform	Misc Photos	From Savings Account	Total/Term current a/c excl trfr from savings	Interest	Total/Term all	Profit/Loss	
Term 1		£ 15,218.44	£ 1,948.00	£ -	£ 76.50	£ 1,362.50	£ 11,831.44	£ -	£ -	£ -		£ 15,218.44	£ 0.67	£ 15,219.11	£ 5,371.91	
Term 2		£ 10,929.43	£ 2,316.00	£ 54.00	£ 304.58	£ 40.00	£ 7,714.85	£ 500.00	£ -	£ -	£ -	£ 10,929.43	£ 0.67	£ 10,930.10	-£ 722.63	
Term 3		£ 10,826.00	£ 1,909.00	£ -	£ 55.53	£ 387.06	£ 8,474.41	£ -	£ -	£ -		£ 10,826.00	£ 0.69	£ 10,826.69	£ 5,123.46	
Term 4		£ 2,323.09	£ 1,730.00	£ 23.00	£ 72.77	£ 47.52	£ 449.80	£ -	£ -	£ -		£ 2,323.09	£ 0.77	£ 2,323.86	-£ 7,349.54	
Term 5		£ 18,609.08	£ -	£ -	£ 38.34	£ 20.00	£ 18,550.74	£ -	£ -	£ -		£ 18,609.08	£ 0.53	£ 18,609.61	£ 9,886.39	
Term 6		£ 1,947.64	-£ 85.00	£ -	£ 54.59	£ 537.00	£ 1,441.05	£ -	£ -	£ -		£ 1,947.64	£ 1.59	£ 1,949.23	-£ 11,131.23	
Sub-totals :		£ 7,818.00	£ 77.00	£ 602.31	£ 2,394.08	£ 48,462.29	£ 500.00	£ -	£ -	£ -		£ 59,853.68	£ 4.92	£ 59,858.60	Total Profit/loss	£ 1,178.36
Budgeted this year :		£ 10,800.00	£ 150.00	£ 1,000.00	£ 1,740.00	£ 46,400.00	£ -	£ 10.00	£ 100.00					60,200.00	budget	-£ 3,970.00
over/below budget :		-£ 2,982.00	-£ 73.00	-£ 397.69	£ 654.08	£ 2,062.29	£ 500.00	-£ 10.00	-£ 100.00					- 341.40	over/under	£ 5,148.36

EXPENSES		Wages	Rent	Consumables Equip/admin	Groceries	Uniform	Milk	Memb Ins & reg	Training & Recruit	Fund Raising	Trips	Misc	To Petty Cash	To Savings Account	Total/Term excl trfr to petty cash/savings	petty cash expenses	Total/Term incl petty cash exp
Term 1		£ 8,706.94	£ -	£ 711.58	£ 37.51	£ -	£ -	£ 153.80	£ 108.00	£ -	£ -	£ 50.00	£ 46.00		£ 9,767.83	£ 79.37	£ 9,847.20
Term 2		£ 8,941.70	£ 1,498.00	£ 276.15	£ 368.95	£ -	£ -	£ 50.00	£ 108.29	£ -	£ -	£ 313.38	£ 126.76		£ 11,556.47	£ 96.26	£ 11,652.73
Term 3		£ 4,421.48	£ 775.00	£ 356.30	£ 9.86	£ -	£ -	£ -	£ 36.00	£ -	£ -	£ 50.00	£ -		£ 5,648.64	£ 54.59	£ 5,703.23
Term 4		£ 8,809.73	£ 372.00	£ 221.86	£ 27.79	£ -	£ -	£ 53.88	£ 48.00	£ -	£ -	£ 100.00	£ 40.00	£ 4,000.00	£ 9,633.26	£ 40.14	£ 9,673.40
Term 5		£ 7,142.55	£ 378.00	£ 284.26	£ -	£ -	£ -	£ 718.61	£ 139.80	£ -	£ -	£ 60.00	£ -	£ 2,000.00	£ 8,723.22	£ -	£ 8,723.22
Term 6		£ 12,296.37	£ -	£ 170.41	£ -	£ 61.00	£ -	£ 205.20	£ -	£ -	£ -	£ 337.50	£ -		£ 13,070.48	£ 9.98	£ 13,080.46
Sub-totals :		£ 50,318.77	£ 3,023.00	£ 2,020.56	£ 444.11	£ 61.00	£ -	£ 440.09	£ 440.09	£ -	£ -	£ 910.88	£ 212.76		£ 58,399.90	£ 280.34	£ 58,680.24
Budgeted this year :		£ 53,500.00	£ 4,800.00	£ 2,000.00	£ 400.00	£ 20.00	£ -	£ 970.00	£ 800.00	£ 30.00	£ 150.00	£ 1,200.00				£ 300.00	64,170.00
over/below budget :		-£ 3,181.23	-£ 1,777.00	£ 20.56	£ 44.11	£ 41.00	£ -	£ 211.49	-£ 359.91	-£ 30.00	-£ 150.00	-£ 289.12				-£ 19.66	- 5,489.76

Bank Balance as per	31 August 2020	£ 5,065.26
Reserves		£ 14,072.15
Petty Cash		£ 113.22
Total Assets as at	31 August 2020	£ 19,250.63

The Treasurer
Jo Guy

The Examiner
Nick Scott-Kilvert

Total Profit/loss : £ 1,178.36

(* all white cells are to be filled manually)

	Balance at start of term	Income	Expenditure from bank account	transfers to petty cash	transfers to/from savings (+/-)	Balance at end of term column B + C -D-E-F	End of term date	Real end of term balance on bank statements	Difference Column G minus E	
TERM 1	£ 9,824.24	£ 15,218.44	£ 9,767.83	£ 46.00	£ -	£ 15,228.85	27/10/2019	£ 15,228.85	£ -	consolidated accounts
TERM 2	£ 15,228.85	£ 10,929.43	£ 11,556.47	£ 126.76	£ -	£ 14,475.05	31/12/2019	£ 14,475.05	£ -	consolidated accounts
TERM 3	£ 14,475.05	£ 10,826.00	£ 5,648.64	£ -	£ -	£ 19,652.41	23/02/2020	£ 19,652.41	£ -	consolidated accounts
TERM 4	£ 19,652.41	£ 2,323.09	£ 9,633.26	£ 40.00	-£ 4,000.00	£ 8,302.24	15/04/2020	£ 8,302.24	£ -	consolidated accounts
TERM 5	£ 8,302.24	£ 18,609.08	£ 8,723.22	£ -	-£ 2,000.00	£ 16,188.10	31/05/2020	£ 16,188.10	£ -	consolidated accounts
TERM 6	£ 16,188.10	£ 1,947.64	£ 13,070.48	£ -	£ -	£ 5,065.26	31/08/2020	£ 5,065.26	£ -	consolidated accounts

£ 59,853.68 £ 58,399.90 £ 212.76

Total year income : £	59,858.60
Total year expenditure : £	58,680.24
Total Profit/Loss 2019-2020 : £	1,178.36

The Treasurer :

Name: Jo Guy

Date: 18/11/2020

Signature: hard copy signed

The Examiner:

Name: NC Scott-Kilvert

Date: 27/03/2021

Signature: hard copy signed

Savings Account at start of term	Interest	transfer to/from savings (+/-)	Savings Account at end of term	Petty Cash at start of term	additions	expenses	Petty Cash at End of term	Actual Accounts balances I + O + S
£ 8,067.23	£ 0.67	£ -	£ 8,067.90	£ 180.80	£ 46.00	£ 79.37	£ 147.43	£ 23,444.18
£ 8,067.90	£ 0.67	£ -	£ 8,068.57	£ 147.43	£ 126.76	£ 96.26	£ 177.93	£ 22,721.55
£ 8,068.57	£ 0.69	£ -	£ 8,069.26	£ 177.93	£ -	£ 54.59	£ 123.34	£ 27,845.01
£ 8,069.26	£ 0.77	£ 4,000.00	£ 12,070.03	£ 123.34	£ 40.00	£ 40.14	£ 123.20	£ 20,495.47
£ 12,070.03	£ 0.53	£ 2,000.00	£ 14,070.56	£ 123.20	£ -		£ 123.20	£ 30,381.86
£ 14,070.56	£ 1.59	£ -	£ 14,072.15	£ 123.20	£ -	£ 9.98	£ 113.22	£ 19,250.63
£ 4.92				£ 212.76		£ 280.34	£ 19,250.63	



Charity Name	No (if any)
See-Saw Pre-School at Wingham	1022489

CC16a

Receipts and payments accounts			
For the period from	Period start date	To	Period end date
	01/09/2019		31/08/2020

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Fees - Grant paid	48,462	-	-	48,462	58,128
Fees - Self funded	7,818	-	-	7,818	9,566
Other	2,976	-	-	2,976	2,140
Fundraising	602	-	-	602	1,273
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	59,858	-	-	59,858	71,107
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	59,858	-	-	59,858	71,107
A3 Payments					
Charitable activities	57,769	-	-	57,769	60,438
Fund raising	-	-	-	-	33
Other	911	-	-	911	1,148
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	58,680	-	-	58,680	61,619
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	58,680	-	-	58,680	61,619
Net of receipts/(payments)	1,178	-	-	1,178	9,488
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	18,072	-	-	18,072	8,584
Cash funds this year end	19,250	-	-	19,250	18,072

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	5,065	-	-
	Savings Account	14,072	-	-
	Petty Cash	113	-	-
	Total cash funds	19,250	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	hard copy signed	Jo Guy	18/11/2020	
	hard copy signed	Sasha Titus	18/11/2020	



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
See-Saw Pre-School at Wingham

**On accounts for the year
ended**

12 month period ended 31 August 2020

**Charity no
(if any)**

1022489

Set out on pages

6-7

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with 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 the 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 ~~(other than that disclosed below *)~~

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 Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

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

Signed:

Hard copy signed

Date:

27/3/21

Name:

NC Scott-Kilvert

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

Fellow of the Chartered Association of Certified Accountants

Address:

Corondale, Preston Hill

Wingham

Kent CT3 1BY

Section B**Disclosure**

Only complete if the examiner needs to highlight material problems.

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