

**REGISTERED CHARITY NUMBER 1025503**

**MAIDEN ERLEGH PRE-SCHOOL**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 AUGUST 2020**

# **MAIDEN ERLEGH PRE-SCHOOL**

**A member of the Pre-school Learning Alliance  
Registered Charity No: 1025503  
Ofsted Registration No: 148665**

**The Silverdale Centre  
Maiden Erlegh Campus  
Off Silverdale Road  
Earley  
Reading  
Berkshire  
RG6 7HS**

## **FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 AUGUST 2020**

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**MAIDEN ERLEGH PRE-SCHOOL  
TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31 AUGUST 2020**

The trustees of Maiden Erlegh Pre-school present their annual report and unaudited accounts for the year ended 31 August 2020 and confirm that they comply with the requirements of the Charities Act 2011, the trust deed and the Charities SORP 2005.

**Management Committee Charity Trustees 2019-2020**

Trustee name	Office	Date appointed	Date resigned
Hemant Khanna	Chair (current)	8 October 2020	
Ashok Negi	Secretary	8 October 2020	
David Spedding	Treasurer	1 September 2017	
Rachel Carter	Payroll liason	8 October 2020	
John Micklewhite	Named Senior Officer for Safeguarding	16 June 2015	
Delyth Edwards	Fundraiser	15 July 2019	
Shilpa Krishnamraju	Fundraiser	8 October 2020	
Claire Smith	Chair (resigned)	20 November 2018	8 October 2020
Louise Workman	Secretary	23 September 2019	8 October 2020
Yuer Lee	Secretary	20 November 2018	23 September 2019
Anil Madineni	Payroll Liaison	15 July 2019	8 October 2020

**Structure, Governance and Management**

Maiden Erlegh Pre-school is a member of the Pre-school Learning Alliance, the largest provider of pre-school education in the country.

We are a small community group managed by parents through a committee, which is elected annually at an Annual General Meeting held in October. Appointed trustees are nominated by outgoing committee members. All trustees give their time freely and receive no remuneration or benefits.

We are governed by a constitution adopted on 14 February 2011 and updated in July 2014.

The committee manages the administration of the Pre-school and employs the staff. Day to day running of the Pre-school is overseen by the manager Claire Bartlett who is accountable to the trustees. Staff are responsible for the children in their care and for the planning and preparation of the educational programme and daily activities, in compliance with The Early Years Foundation Stage (EYFS).

We are registered with Ofsted and are inspected approximately every 3 years by them. No prior notice is given of inspections but parents may be asked for their comments during the inspection and will be able to read a copy of the Inspection Report. We last had a visit from Ofsted in January 2015 and received an overall Good rating.

The Pre-school is a registered charity and conforms to the requirements of the Charity Commission. We are a non-profit making group and aim to provide Pre-school education at a price affordable to the local community.

We are an equal opportunity organisation and are committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. We will make reasonable adjustments to meet the needs of staff or pupils who are or become disabled.



**MAIDEN ERLEGH PRE-SCHOOL  
TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31 AUGUST 2020  
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Our Pre-school is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. The Pre-school has a childcare protection policy which includes carrying out DBS checks for members of staff.

The Pre-school rents the rooms in which it facilitates Early Years education and childcare from Earley Town Council.

### **Aims and Objectives**

Maiden Erlegh Pre-school's key objective is to provide first class early years education to children under statutory school age in the surrounding area.

The group's curriculum provides all children with continuity and progression in pre-school learning through structured play activities, games, creativity and exploration in order to enhance each child's learning in the following areas: personal social and emotional development, communication language and literacy skills, mathematical development, knowledge and understanding of the world, physical and creative development.

We aim:

- to provide learning experiences through a variety of play opportunities;
- to develop social skills such as taking turns, sharing, playing together, respect for other people and property and a sense of right and wrong;
- to encourage children to communicate with other children and adults beyond the home, to develop listening skills and be able to express themselves verbally;
- to encourage children to be happy, independent and confident as part of a group, to have a sense of self worth and pride in their own abilities;
- to encourage children to enjoy books and stories, songs and rhymes;
- to provide mark making opportunities;
- to encourage children to develop number skills, counting, shapes and sizes;
- to encourage children to respect reasonable authority and take instructions;
- to encourage children to have a lively and enquiring mind;
- to encourage children to have an interest in, and understanding of, the world around them, both natural and man made;
- to develop a child's skills in handling tools and materials, e.g. mark making, cutting out;
- to help children learn physical control and coordination;
- to ease the transition of young children from home to school;
- to develop and inspire children's creativity, through exploration of media and materials, music, dance and imaginative play.

We adhere to the aims and objectives of the Pre-school Learning Alliance and support their aim 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.

In setting our objectives and planning our activities our committee have given careful consideration to the guidance issued by the Charity Commission on public benefit principles. Trustees' objectives are based on public need in the area of childcare and education. The public benefit of these activities is in the access to affordable, local childcare provision. The committee also provides greater involvement for parents.

**MAIDEN ERLEGH PRE-SCHOOL  
TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31 AUGUST 2020  
- continued -**

**Chair Persons Report 2020**

All things considered, the pre-school has had a positive year, the numbers attending the have been excellent to the point that we are full on many sessions and the provision of education continues at a good level at all age groups.

I would like to congratulate and thank all the staff particularly those who were involved in the re-opening of the pre-school at the end of last term., without the commitment and courage shown by these staff we wouldn't have been able to provide a service. They should be proud of what they have achieved during the pandemic.

Claire (the Pre School Manager), with the support of Sasi, has tirelessly led the team through what has been and continues to be extremely difficult and unprecedented year. Both Claire and Sasi have risen to every challenge and have been able to come up with solutions, even when no clear answer to a problem exists. Everything they do and have done is for the good of the pre-school and the children who attend. The staff have been managed fantastically well by Claire, the children are at the centre of everything the Staff do which I believe makes the setting both busy and successful.

I would like to thank all of the committee members, who continue to voluntarily give up their time to support the Preschool.

**Key Achievements for 2020;**

Maiden Erlegh Pre-School is a registered charity and a non-profit organisation, committee members help with (amongst other things) planning & holding fundraising activities as the funding we receive from the government does not cover all our expenses, The pre-school is mainly funded by fees charged for each session attended by each child. The majority of these fees are paid by Wokingham Borough Council, with the rest paid by parents whose children have not yet reached the term following their 3<sup>rd</sup> birthday (when they become eligible for local authority funding).

At this point I would normally report on all the fundraising events that the committee have organised this year (such as easter egg hunts, world food day, graduation photos etc) but unfortunately this hasn't been possible due to COVID-19 restrictions. Hopefully we will be able to begin some COVID safe fundraising activities this year.

In addition to fundraising activities the committee meet on a regular basis to review and discuss the running of the setting and as result of this year's meetings, we have managed to;

- Replace the fencing on the outside play area.
- Purchase new equipment for the pre-school, such as circle time rug and outside seating.
- Employing two new members of staff (1 member of staff to replace a part time practitioner who left over the summer and 1 additional member of staff employed to support us with the increased work loads caused by managing the pre-school through the pandemic)
- Supporting the Manager in ensuring that the pre-school has been able to safely reopen, both this term and last. And overcoming all the challenges that have arisen as part of this.
- Arranging staff pay rises and bonuses
- Staff Appraisals



**MAIDEN ERLEGH PRE-SCHOOL  
TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31 AUGUST 2020  
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**2019 Financial Results**

The Pre-school made a loss of (£2,002) for the year ended 31 August 2019, this was adverse from the prior year's profit of £12,222 due to the reinvestment of funds into securing our staff increased wages and the effect of increased pension contributions.

This result is lower than anticipated as at the end of July 2019 we had to defer an additional £6,123 of grant funding that was assigned to the Autumn 2019 term based on projected head count data. That amount is reported in our 2020 results.

**2020 Financial Forecast**

The Pre-school made a profit of £915 for the year ended 31 August 2020, this was £2,917 favourable to the prior year's loss.

Due to the roll forward of funding from July 2019, the Pre-School started the year in a very strong financial position.

The Committee listened to feedback from staff in relation to the amount of pay that was offered, compared to other local settings and took part in a benchmarking exercise to find a standardised pay range that we should apply to the pre-school.

As a result of this benchmarking exercise, there was a pay rise across the team in November 2019.

**Future Levels of Funding**

The past two terms government grant funding has been paid at a higher rate than normal, than we would have been able to claim with our actual headcount of funded children. There is a high risk that future funding will not be made at the same census rates, but at the lower actual attendance.

**Fundraising in 2019/2020**

We started off the 2019 Autumn term with some new fundraising ideas which lead to an increase in fundraising income from the Halloween party £114, Facebook donations £84 and a one-off parent donation of £70.

The Christmas Fayre and party raised £379 combined with Mother's Day gifts £32 and World book day £14 and Amazon Smile £10 gave a total fundraising amount of £543.

Unfortunately due to the Covid-19 restrictions in the Spring and Summer terms, we missed out on the Easter Fayre, World Food Day and Graduation photos, which are normally well supported events that would have doubled our fundraising total.

**Areas to invest**


We are looking to replace our outdoor play equipment, by applying for additional funding from various charitable groups who support projects in our local area. Quotations have been gathered from specialist suppliers and we are progressing with our applications to secure funds to proceed with the works to redevelop the outdoor play area.

MAIDEN ERLEGH PRE-SCHOOL  
TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31 AUGUST 2020  
- continued -

**Declaration**

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

Signed on behalf of the charity's trustees:

  
.....  
Hemant Khanna - Chairperson

22/06/.....2021

**INDEPENDENT EXAMINER'S REPORT TO THE  
TRUSTEES OF MAIDEN ERLEGH PRE-SCHOOL**

I report on the accounts of the Trust for the year ended 31 August 2020 which are set out on pages 7 to 9.

**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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

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 give 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 to comply with the accounting requirements of the 2011 Acthave 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.

Innovation House  
Molly Millars Close  
Wokingham  
Berkshire  
RG41 2RX

.....22/06/..... 2021

  
Pardeep Kakar  
KEAL & ASSOCIATES  
Chartered Certified Accountants



**MAIDEN ERLEGH PRE-SCHOOL**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 AUGUST 2020**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2020</b>	<b>Total 2019</b>
<b>Receipts</b>				
Fees and grants	104,587.34	-	104,587.34	98,992.46
Donations and sponsorship	154.00	-	154.00	52.00
Fundraising activities	542.63	-	542.63	1,315.13
Photographs	23.00	-	23.00	374.00
Bank interest	77.76	-	77.76	82.08
Other Income	10.00	-	10.00	110.00
<b>Total receipts</b>	<u>105,394.73</u>	<u>-</u>	<u>105,394.73</u>	<u>100,925.67</u>
<b>Payments</b>				
Staff costs	90,423.24	-	90,423.24	85,987.73
Rent	9,201.60	-	9,201.60	11,923.59
Materials and equipment	1,764.91	-	1,764.91	1,359.15
Administration	1,900.88	-	1,900.88	1,825.03
Fundraising activities	17.00	-	17.00	296.26
Photographs	0	-	0	146.90
Staff training	121.00	-	121.00	880.20
Website and publicity	63.99	-	63.99	65.99
Administration Equipment	987.28	-	987.28	442.46
<b>Total payments</b>	<u>104,479.90</u>	<u>-</u>	<u>104,479.90</u>	<u>102,927.31</u>
<b>Net receipts/(expenditure)</b>	<u>£914.83</u>	<u>-</u>	<u>£914.83</u>	<u>(£2,001.64)</u>

**MAIDEN ERLEGH PRE-SCHOOL**  
**BALANCE SHEET AT 31 AUGUST 2020**

		2020		2019
<b>Current Assets</b>				
Payroll account		2,981.87		4,211.40
Bank current account		67,036.27		61,438.32
Bank deposit account		23,655.46		23,721.58
Petty cash		1,554.90		1,243.62
		<u>95,228.50</u>		<u>90,614.92</u>
<b>Current assets</b>				
Amounts recoverable	£ -		£ -	
	=====		=====	
<b>Current liabilities</b>				
Prepaid income	32,333.99		28,635.24	
Creditors	408.00		408.00	
	<u>£32,741.99</u>	(32,741.99 )	<u>£29,043.24</u>	(29,043.24)
	=====		=====	
Net assets		<u>£62,486.51</u>		<u>61,571.68</u>
		=====		=====
Represented by:-				
Unrestricted funds:				
Accumulated funds brought forward	61,393.05		63,394.69	
Excess/(deficit) of receipts over payments	914.83		(2,001.64)	
	<u>                    </u>	62,307.88	<u>                    </u>	61,393.05
Restricted funds				
Accumulated funds brought forward	178.63		178.63	
(Deficit) of receipts over payments	-		-	
	<u>                    </u>	178.63	<u>                    </u>	178.63
Total funds		<u>£62,486.51</u>		<u>£61,571.68</u>
		=====		=====

The financial statements were approved by the trustees on 22<sup>nd</sup> June 2021 and are signed on their behalf by:

David Spedding  
David Spedding – Treasurer

**MAIDEN ERLEGH PRE-SCHOOL**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 AUGUST 2020**

**1. ACCOUNTING POLICIES**

**Basis of accounting**

The accounts have been prepared under the historical cost convention on a going concern basis and in accordance with the Financial Reporting Standards as applicable to charities.

**Fixed assets**

Purchases of toys and similar items are written off as expenditure as they are considered to have a short working life.

The premises are occupied under a short tenancy agreement and any costs for building improvements are written off as expenditure as they are incurred.

**2. TRUSTEES' REMUNERATION**

No remuneration was paid out of charity funds to the trustees or persons connected to them in this financial year.

**3. EMPLOYEE NUMBERS**

The average number of persons employed by the school during the year amounted to 8 (2019:8).

**4. TAXATION**

The charity is exempt from Tax on its charitable activities.