

# Chaddlewood Pre-school Committee AGM

10<sup>th</sup> November 2021

19:30

Zoom

## Attendees:

Glenn Jordan, Jane Bartlett, Lyn Helliwell, Tracey Hill, Charlotte Christie, Chloe Parsons, Michelle Hay, Fern De Beer, Claire Dunstan, Georgina Thomas, Jersey Brzoza, Rebecca Sandercock, Alison Green, Nikki Smith, Steph Burns, Nicola Beswetherick, Sarah Saunders, Claire Kerswill.

### 1. Welcome

Welcome from Glenn Jordan. Thanked all for attendees for joining.

### 2. Matters Arising from last years' minutes

No matters arising. All agreed for Glenn Jordan to sign off the minutes.

### 3. Chairpersons' report

No matters arising. Been into setting a few times for new parents welcome and to see Jane. Thanked staff for their continued hard work and dedication in very continually difficult circumstances. No concerns have been raised by parents etc. Staff seem content when Glenn has visited

### 4. Finance report

#### Financial report for annual period 31 March 21

We have made a loss of £2,900 in this financial period

#### Income – £209,221 - £22,336 less than the previous year due to covid shutdown

We received £14,200 a grant from Plymouth City Council do support us through covid.

£26,510 from HMRC JRS

We also received £4866 from the co-op community fund which contributed towards the safety flooring and fencing at the bungalow.

#### Expenditure – £212,120 - £38,465 less than the previous year.

Wages, tax and N.I. expenditure lower due to covid.

Also council tax payments suspended due to covid.

Expenditure on premises higher due to safety flooring and fencing

## 5. Managers' report

### Manager's report AGM- April 2020-March 2021

This year as you can imagine has been full of ups and downs and has been difficult for so many of us in so many different ways. We have however tried under difficult circumstances to ensure that the children in our care receive the best learning in opportunities. The children have taken a while to settle as you can imagine it has been difficult for them too.

We currently employ 16 members of staff and have seen some changes though out the year. We have lost staff members Kimberley Hartnett who had only been with us a short time. We have also seen 2 members of our staff team have babies. Shannon, Archie in July and Charlotte, Evie-Rose in September. We have employed Rebekka Arcos who works in both preschool and Woodies and has recently been appointed Room leader in Woodies.

There have also been successes to celebrate Victoria Methven who has completed level 2 in behaviour that challenges in young children, Kelly Tomlinson who has completed her level 2 Early Years Educator and Shauna Toy who is due to complete her level 2 apprenticeship next month. Tracey Hill who has completed qualifications in Risk assessment and COSHH and Internet safety and myself who has completed performance management and level 2 qualification in Leadership and Management. This in addition to many staff updating paediatric first Aid, Food Hygiene, Child protection and fire warden training. Natalie Atkins had also taken up the role as Wellbeing Champion in our setting and does a fantastic job in checking in on us and our wellbeing.

We currently have 42 children on role. We currently have 6 children on our waiting list to start with us between January and July 2021. We also said goodbye to 37 children who went to school.

We have had a meeting with the Foundation teachers to discuss transition and try and offer as much information as possible in their different/difficult start at 'Big' school. I also continue to meet with Sarah King each term to enhance our links with the school.

We engaged with our children as much as we could during lockdown through phone calls a zoom meeting, through Tapestry and Facebook. We put fun activities onto our Facebook platform and tapestry with some amount of success and interaction from our families. These platforms are truly becoming a lifeline to communicate with families. In September 2021 we returned and continue to take precautions to keep us safe from Covid 19.

Over lockdown Claire Kerswill, Sarah Aubury and I have managed to create some wonderful spaces and complete jobs which we would find it difficult to do so during term time. We have managed to very nearly complete our Forest School in the bungalow, and I believe there maybe an addition of a pet in the future. In the hut we have created a place for our allotment which should be resourced soon with money from the CO-OP Local Community Fund. We have painted fences, moved furniture, made a path so families can access our setting safely through the garden, adapted our setting to new ways of working and cleaned ( and continue to clean) all toys daily within an inch of their lives. This has also not been possible without the aid of our husbands and families to help us with our 'ideas'

We have also been nominated as a breast-feeding friendly space by Plymouth Latch on group and we are advertised as having the breast feeding friendly kite mark on their website.

Unfortunately, we have been unable to complete much fundraising this year but will continue to hold a Christmas and Easter raffle to raise some much-needed funds.

Unfortunately, we have not had any visits from Plymouth City Council, Early Years or from the Safeguarding team, therefore there are no reports to share this year. These teams have been cut significantly and will offer help and advice by phone and meetings but not unfortunately through visits to our setting.

We have also been unable to evaluate our setting as in previous years, but I will endeavour to do this before the academic year has ended.

### **Plans for the future**

Safety flooring in bungalow to replace slabs  
Canopy over sand pit in bungalow  
Allotment in Hut

Finally, I would like to thank the staff team who have been instrumental in supporting me in my role and their continued enthusiasm in their roles to provide the best learning outcomes for the children. Also, I would like to thank Lyn and Tracey who continue to support me, all without whom we would not have the fantastic preschool and out of school club we have today.

## **6. Woodies Out of School Club report**

After being off due to Covid-19 for 5 months, I worked from home. Emails were sent out to the parents to start the school year in September 2020, for the breakfast and afterschool club. There was a demand for spaces but due to being in bubbles we had to cap the spaces at 30, so we could do 2 bubbles of 15. The children took to the bubbles really well and once they knew the new routine, they followed it amazingly. The staff got the children out as soon as they could on to the playground in their bubbles. The Out of school club has at long last been working with the preschool as a team, everything is shared. In September 2020 Rebekka took on the role as room leader, and has worked wonders with the staff moral and creating a great partnership with the preschool. We were very busy up until we finished at Christmas.

In January 2021 as we were due to return Boris decided to put everyone in to another Lockdown. Myself, Jane and Lyn discussed how we could continue to have preschool and the breakfast and afterschool running safely. It was decided this wasn't possible as we couldn't follow the same bubbles as the school. And Boris had made it clear that Early years should remain open to all. So we closed on the 5th January 2021.

We reopened Woodies at the beginning of March 2021 and we stayed in our bubbles with a maximum of 30 children.

## **7. Nomination of Committee Members**

All members stood down from previous roles.

Glenn Jordan, Michelle Hay, Charlotte Christie, Alison Green, Claire Dunstan and Georgina Thomas all elected unanimously.

### **Roles**

**Chairperson:** Glenn Jordan, proposed and seconded by Lyn Helliwell

**Vice-Chairperson:** *unfilled*

**Secretary:** Michelle Hay, proposed and seconded by Claire Kerswill

**Treasurer:** Charlotte Christie, proposed and seconded by Michelle Hay

## **8. Date of next meeting**

AGM – TBC Nov 2022

Committee Meeting – TBC Jan 2022

Meeting closed at 19:57.

Registered Charity No: 1026785

**REPORT AND ACCOUNTS**

for the annual financial period ended  
31st March, 2021

for

**CHADDLEWOOD PRE-SCHOOL**

# **CHADDLEWOOD PRE-SCHOOL**

## **INDEX TO THE FINANCIAL STATEMENTS**

**for the annual period to 31st March, 2021**

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# **CHADDLEWOOD PRE-SCHOOL**

## **Legal and Administrative Information**

### **Trustees**

Glenn Jordan	Chairperson
Joanne Barnes	Treasurer
Michelle Hay	Secretary
Carrie Bickford	
Chloe Parsons	
Jenny Jeffers	
Zuzana Bernardova	
Becky Flynn	Appointed Nov 20
Charlotte Christie	Appointed Nov 20
Katie Beasley	Appointed Nov 20
Taina Mucunabata	Resigned Nov 20
Natalie Atkins	Resigned Nov 20
Sarah O'Neill	Resigned Nov 20
Laura Petherick	Resigned Nov 20

### **Principal Office**

Chaddlewood Pre-School,  
Hemerdon Heights, Plympton,  
Plymouth PL7 2EU

### **Accountants**

Vickery Accounting Services  
Patto Owriak, Allen Park  
St. Kew Highway, Bodmin  
Cornwall PL30 3AR

### **Bankers**

Santander,  
Bootle,  
Merseyside  
L30 4GB

# **CHADDLEWOOD PRE-SCHOOL**

## **REPORT OF THE TRUSTEES for the annual period to 31st March, 2021**

The trustees present their report along with the financial statements of the charity for the twelve month period ended 31st March, 2021. The financial statements have been prepared in accordance with the accounting policies set out on page 7 and the recommendations of the Statement of Recommended Practice - Accounting and Reporting by Charities.

### **CONSTITUTION AND OBJECTS**

Chaddlewood Pre-school is a registered charity No. 1026785, registered on 7th October, 1993.

The objects of the charity are the provision of pre-school childcare for children in the Chaddlewood area.

### **ORGANISATION**

The trustees who have served during the period under review and since the period end are set out on page 2.

### **TRUSTEES' RESPONSIBILITIES**

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 charity's state of affairs during the financial period and of its financial position at the end of the period.

In preparing those accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993.

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.

Approved by the trustees and signed on their behalf by:

.....

Dated:.....May, 2021

**REPORT TO THE TRUSTEES OF**  
**CHADDLEWOOD PRE-SCHOOL**  
**for the annual period to 31st March, 2021**

**Respective Responsibilities of Trustees and Examiner**

As the Charity's Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to our attention.

**Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

**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 41 of the Act and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met: or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding on the accounts to be reached.

Signed:.....

M. Vickery  
Vickery Accounting Services

8th June, 2021



# CHADDLEWOOD PRE-SCHOOL

## Statement of Financial Activities (including an Income and Expenditure Account)

for the annual period to 31st March, 2021

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<b>Incoming Resources</b>				
Activities to further the charity's objects:				
Local authority grants, trust grants and sundry	-	164,198	<b>164,198</b>	141,851
Fees for play activities	8,043	-	<b>8,043</b>	26,430
1-1 Funding	-	3,736	<b>3,736</b>	728
Woodies	24,574	-	<b>24,574</b>	55,680
Trips and Activities	-	-	-	998
Activities to generate funds:				
Fundraising activities	3,401	-	<b>3,401</b>	1,588
Meals	1,807	-	<b>1,807</b>	3,657
Refunds	700	-	<b>700</b>	387
Bank Interest	224	-	<b>224</b>	238
Sundry	2,539	-	<b>2,539</b>	-
<b>Total Incoming Resources</b>	<b>41,287</b>	<b>167,934</b>	<b>209,221</b>	<b>231,557</b>
<b>Resources Expended</b>				
Wages	-	161,897	<b>161,897</b>	175,337
Tax and E'ers NI	1,247	-	<b>1,247</b>	15,639
Pension	4,755	-	<b>4,755</b>	5,824
Materials	-	794	<b>794</b>	820
Rent and Rates	9,700	-	<b>9,700</b>	10,910
Water Rates	475	-	<b>475</b>	571
Premises	6,002	390	<b>6,392</b>	3,434
Heat and Power	1,501	-	<b>1,501</b>	1,874
Refreshments and Milk	-	3,966	<b>3,966</b>	7,082
Telephone	998	-	<b>998</b>	1,092
Trips and Visits	-	329	<b>329</b>	1,431
Planning	607	-	<b>607</b>	1,041
Administration	1,204	-	<b>1,204</b>	1,772
Insurance	1,787	-	<b>1,787</b>	2,345
Training	-	238	<b>238</b>	824
Cleaning/Refuse	3,056	-	<b>3,056</b>	3,244
Registrations/Leases & Memberships	2,109	-	<b>2,109</b>	1,694
Repairs and Renewals	193	-	<b>193</b>	215
Health & Safety	-	322	<b>322</b>	445
Woodies	818	-	<b>818</b>	2,004
Professional Fees	3,412	-	<b>3,412</b>	4,525
Fundraising Expenses	43	-	<b>43</b>	364
Uniform - Staff	516	-	<b>516</b>	1,547
Miscellaneous	438	-	<b>438</b>	561
Depreciation	5,325	-	<b>5,325</b>	5,992
<b>Total Resources Expended</b>	<b>44,186</b>	<b>167,934</b>	<b>212,120</b>	<b>250,585</b>
<b>Net Outgoing Resources:</b>				
<b>Net movement in Funds</b>	<b>-2,899</b>	<b>-</b>	<b>-2,900</b>	<b>-19,028</b>
<b>Total Funds at 1st April 2020</b>	<b>98,780</b>	<b>-</b>	<b>98,780</b>	<b>117,809</b>
<b>Total Funds at 31st March 2021</b>	<b>95,881</b>	<b>-</b>	<b>95,880</b>	<b>98,780</b>

# CHADDLEWOOD PRE-SCHOOL

## BALANCE SHEET AS AT 31ST MARCH, 2021

	Notes	£ 31/03/2021	£ 31/03/2020
<b>FIXED ASSETS</b>			
Tangible Assets	9	1,822	4,787
<b>CURRENT ASSETS</b>			
Cash at Bank & in Hand	3	109,440	108,740
Debtors & Prepayments	11	<u>1,955</u>	<u>4,726</u>
		111,395	113,466
<b>CREDITORS AND ACCRUALS:</b>			
Amounts falling due within one year	12	<u>17,337</u>	<u>19,473</u>
<b>NET CURRENT ASSETS :</b>		94,058	93,994
<b>TOTAL ASSETS LESS CURRENT LIABILITIES:</b>		<u><u>95,880</u></u>	<u><u>98,780</u></u>
<b>CAPITAL AND RESERVES</b>			
Income and Expenditure Account		<u><u>95,880</u></u>	<u><u>98,780</u></u>

ON BEHALF OF THE TRUSTEES:

:-Signed by Trustee

:-Print Name

Approved by the Trustees on: June, 2021.

# CHADDLEWOOD PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS for the annual period to 31st March, 2021

### 1. ACCOUNTING POLICIES:

#### Accounting convention

The financial statements have been prepared under the historical cost convention and on an Accruals basis, in accordance with the Statement of Recommended Practice(2005), the Financial Standard for Smaller Entities (effective April 2008) and the Charities Act 1993.

#### Expenditure

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which can not be recovered.

#### Unrestricted Funds

Unrestricted funds are donations, fees income and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

#### Designated Funds

Designated funds are unrestricted funds earmarked by the management committee for particular purposes.

#### Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

### 2. DONATIONS

			31/03/2021	31/03/2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
General donations	-	-	-	-
	-	-	-	-

### 3. CURRENT ASSETS: Cash and Bank

	31/03/2021	31/03/2020
	£	£
Cash at Bank:		
Current Account-Santander	88,480	48,231
Shawbrook - 60 Day Notice	20,947	60,476
Cash in Hand	13	33
	<b>109,440</b>	<b>108,740</b>

### 4. TRANSACTIONS WITH THE TRUSTEES

During the year the charity did not reimburse trustees' expenditure.

# CHADDLEWOOD PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS for the annual period to 31st March, 2021

### 5. INCOMING RESOURCES

	Unrestricted	Restricted	31/03/2021 Total	31/03/2020 Total
	£	£	£	£
Local authority grants, trust grants and sundry	-	164,198	<b>164,198</b>	141,851
Fees for play activities	8,043	-	<b>8,043</b>	26,430
1-1 Funding	-	3,736	<b>3,736</b>	728
Woodies	24,574	-	<b>24,574</b>	55,680
Trips and Activities	-	-	-	998
Fundraising activities	3,401	-	<b>3,401</b>	1,588
Hotlunch	1,807	-	<b>1,807</b>	3,657
Refunds	700	-	<b>700</b>	387
Bank Interest	224	-	<b>224</b>	238
Sundry	2,539	-	<b>2,539</b>	-
	<b>41,287</b>	<b>167,934</b>	<b>206,681</b>	<b>231,557</b>

### 6. DIRECT CHARITABLE EXPENDITURE

	Unrestricted General Fund	Restricted Fund	31/03/2021 Total Funds	31/03/2020 Total Funds
	£	£	£	£
Wages	0	161,897	<b>161,897</b>	175,337
Tax and E'ers NI	1,247	-	<b>1,247</b>	15,639
Pension	4,755	-	<b>4,755</b>	5,824
Materials	-	794	<b>794</b>	820
Rent and Rates	9,700	-	<b>9,700</b>	10,910
Water Rates	475	-	<b>475</b>	571
Premises	6,002	390	<b>6,392</b>	3,434
Heat and Power	1,501	-	<b>1,501</b>	1,874
Refreshments and Milk	-	3,966	<b>3,966</b>	7,082
Telephone	998	-	<b>998</b>	1,092
Trips and Visits	-	329	<b>329</b>	1,431
Planning	607	-	<b>607</b>	1,041
Administration	1,204	-	<b>1,204</b>	1,772
Insurance	1,787	-	<b>1,787</b>	2,345
Training	-	238	<b>238</b>	824
Cleaning/Refuse	3,056	-	<b>3,056</b>	3,244
Registrations, Leases & Memberships	2,109	-	<b>2,109</b>	1,694
Repairs and Renewals	193	-	<b>193</b>	215
Health & Safety	-	322	<b>322</b>	445
Woodies	818	-	<b>818</b>	2,004
Professional Fees	3,412	-	<b>3,412</b>	4,525
Fundraising Expenses	43	-	<b>43</b>	364
Uniform - Staff	516	-	<b>516</b>	1,547
Miscellaneous	438	-	<b>438</b>	561
Depreciation	5,325	-	<b>5,325</b>	5,992
	<b>44,186</b>	<b>167,934</b>	<b>212,120</b>	<b>250,585</b>

# CHADDLEWOOD PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS for the annual period to 31st March, 2021

### 7. NET INCOMING RESOURCES FOR THE YEAR

	Unrestricted General Fund	31/03/2021	31/03/2020
This is stated after charging:	£	£	£
Auditors Remuneration	451	<b>451</b>	436
Depreciation	5,325	<b>5,325</b>	5,992
	<b>5,776</b>	<b>5,776</b>	6,428

### 8. STAFF COSTS AND NUMBERS

Staff costs were as follows:	31/03/2021	31/03/2020
	£	£
Salaries and wages	<b>161,897</b>	175,337
Tax and National Insurance	<b>1,247</b>	15,639
Pension	<b>4,755</b>	5,824
	<b>167,899</b>	190,976

No employee received emoluments of more than £60,000

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	31/03/2021	31/03/2020
	No	No
Administration and Support	<b>1</b>	1
Management	<b>2</b>	2
Childcare	<b>9</b>	9
	<b>12</b>	12

### 9 TANGIBLE FIXED ASSETS:

For valuation purposes, depreciation is calculated at the following annual rates, in order to write off each asset over its estimated useful life:

Fixtures and Fittings 20% on a straight line basis.  
Equipment 25% on a straight line basis.

	Fixtures & Fittings £	Equipment £	Total £
<b>Cost</b>			
Brought Forward	22,960	18,445	<b>41,405</b>
Additions	1,027	1,334	<b>2,361</b>
Fully Depreciated	-	-	-
As at 31st March, 2021	<b>23,987</b>	<b>19,779</b>	<b>43,766</b>
<b>Depreciation</b>			
Brought Forward	20,653	15,966	<b>36,619</b>
Charge for the period	2,512	2,813	<b>5,325</b>
Fully Depreciated	-	-	-
As at 31st March, 2021	<b>23,165</b>	<b>18,779</b>	<b>41,944</b>
<b>Net Book Value:</b>			
As at 31st March, 2021	<b>822</b>	<b>1,001</b>	<b>1,822</b>
<b>Net Book Value:</b>			
As at 1st April, 2020	<b>2,307</b>	<b>2,479</b>	<b>4,786</b>

# CHADDLEWOOD PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS for the annual period to 31st March, 2021

### 10. TAXATION

The charity is exempt from corporation tax on its charitable activities.

### 11. DEBTORS AND PREPAYMENTS: Amounts falling due within one year

	31/03/2021	31/03/2020
	£	£
<b>Debtors</b>		
Milk Grant	513	81
Fees	1,011	2,821
Furlough	393	-
<b>Prepayments</b>		
Subscriptions and Memberships	38	38
Insurance	-	1,787
	<b>1,955</b>	<b>4,726</b>

### 12. CREDITORS: Amounts falling due within one year:

	31/03/2021	31/03/2020
	£	£
<b>Creditors</b>		
Professional Fees	451	436
Wages	15,607	14,901
Tax	-	3,106
Pension	459	479
Other	820	551
<b>Accruals</b>		
	-	-
	<b>17,337</b>	<b>19,473</b>

### 13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
Tangible fixed assets	1,822	-	-	1,822
Current assets	111,395	-	-	111,395
Current liabilities	17,337	-	-	17,337
Net assets @ 31st March, 2021	<b>95,880</b>	<b>-</b>	<b>-</b>	<b>95,880</b>

### 14. MOVEMENTS IN FUNDS

Restricted Funds	At 01/04/20	Incoming Resources	Outgoing Resources	Transfers	At 31/03/21
	£	£	£	£	£
Grant - Early Years Funding (PCC)	-	119,917	119,917	-	-
Grant - HMRC JRS	-	26,510	26,510	-	-
Grant - 1:1 Funding - Staff	-	3,736	3,736	-	-
Grant - PCC Discretionary Business	-	14,200	14,200	-	-
Grant - Co-op	-	1,878	1,878	-	-
Grant - Apprentice Initiative	-	500	500	-	-
Grant - WFRU	-	693	693	-	-
<b>Total Restricted Funds</b>	<b>-</b>	<b>167,434</b>	<b>167,434</b>	<b>-</b>	<b>-</b>
<b>Total Unrestricted Funds</b>	<b>98,780</b>	<b>41,287</b>	<b>44,186</b>	<b>-</b>	<b>95,880</b>
<b>Total Funds</b>	<b>98,780</b>	<b>208,721</b>	<b>211,620</b>	<b>-</b>	<b>95,880</b>

## **CHADDLEWOOD PRE-SCHOOL**

### **NOTES TO THE FINANCIAL STATEMENTS for the annual period to 31st March, 2021**

#### **15. CAPITAL COMMITMENTS**

The charity has no capital commitments as at 31st March 2021 or 31st March 2020.

#### **16. PURPOSES OF RESTRICTED FUNDS**

<b>Grant - Early Years Funding (PCC)</b>	For the support of the provision of child care.
<b>Grant - PCC 1:1 Funding</b>	To provide support for a child who required 1 to 1 care.
<b>Grant - WFRU</b>	This grant is to support the provision of daily milk for the children.
<b>Grant - HMRC JRS</b>	Funding for furloughed employees to support wage payments
<b>Grant - PCC Discretionary Business</b>	To support business expenses during the Covid restrictions.
<b>Grant - PCC Outside Environment</b>	For the improvement of the building's outside environment.
<b>Grant - Co-op</b>	Funding for outside area's safety flooring
<b>Grant - Apprentice Initiative</b>	To support the cost of an apprentice.

These notes form part of the financial statements

Registered Charity No: 1026785

**REPORT AND ACCOUNTS**

for the annual financial period ended  
31st March, 2021

for

**CHADDLEWOOD PRE-SCHOOL**



# **CHADDLEWOOD PRE-SCHOOL**

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**for the annual period to 31st March, 2021**

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# **CHADDLEWOOD PRE-SCHOOL**

## **Legal and Administrative Information**

### **Trustees**

Glenn Jordan	Chairperson
Joanne Barnes	Treasurer
Michelle Hay	Secretary
Carrie Bickford	
Chloe Parsons	
Jenny Jeffers	
Zuzana Bernardova	
Becky Flynn	Appointed Nov 20
Charlotte Christie	Appointed Nov 20
Katie Beasley	Appointed Nov 20
Taina Mucunabata	Resigned Nov 20
Natalie Atkins	Resigned Nov 20
Sarah O'Neill	Resigned Nov 20
Laura Petherick	Resigned Nov 20

### **Principal Office**

Chaddlewood Pre-School,  
Hemerdon Heights, Plympton,  
Plymouth PL7 2EU

### **Accountants**

Vickery Accounting Services  
Patto Owriak, Allen Park  
St. Kew Highway, Bodmin  
Cornwall PL30 3AR

### **Bankers**

Santander,  
Bootle,  
Merseyside  
L30 4GB

# **CHADDLEWOOD PRE-SCHOOL**

## **REPORT OF THE TRUSTEES for the annual period to 31st March, 2021**

The trustees present their report along with the financial statements of the charity for the twelve month period ended 31st March, 2021. The financial statements have been prepared in accordance with the accounting policies set out on page 7 and the recommendations of the Statement of Recommended Practice - Accounting and Reporting by Charities.

### **CONSTITUTION AND OBJECTS**

Chaddlewood Pre-school is a registered charity No. 1026785, registered on 7th October, 1993.

The objects of the charity are the provision of pre-school childcare for children in the Chaddlewood area.

### **ORGANISATION**

The trustees who have served during the period under review and since the period end are set out on page 2.

### **TRUSTEES' RESPONSIBILITIES**

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 charity's state of affairs during the financial period and of its financial position at the end of the period.

In preparing those accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993.

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.

Approved by the trustees and signed on their behalf by:

.....

Dated:.....May, 2021

**REPORT TO THE TRUSTEES OF**  
**CHADDLEWOOD PRE-SCHOOL**  
**for the annual period to 31st March, 2021**

**Respective Responsibilities of Trustees and Examiner**

As the Charity's Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to our attention.

**Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

**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 41 of the Act and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met: or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding on the accounts to be reached.

Signed:.....

M. Vickery  
Vickery Accounting Services

8th June, 2021

# CHADDLEWOOD PRE-SCHOOL

## Statement of Financial Activities (including an Income and Expenditure Account)

for the annual period to 31st March, 2021

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<b>Incoming Resources</b>				
Activities to further the charity's objects:				
Local authority grants, trust grants and sundry	-	164,198	<b>164,198</b>	141,851
Fees for play activities	8,043	-	<b>8,043</b>	26,430
1-1 Funding	-	3,736	<b>3,736</b>	728
Woodies	24,574	-	<b>24,574</b>	55,680
Trips and Activities	-	-	-	998
Activities to generate funds:				
Fundraising activities	3,401	-	<b>3,401</b>	1,588
Meals	1,807	-	<b>1,807</b>	3,657
Refunds	700	-	<b>700</b>	387
Bank Interest	224	-	<b>224</b>	238
Sundry	2,539	-	<b>2,539</b>	-
<b>Total Incoming Resources</b>	<b>41,287</b>	<b>167,934</b>	<b>209,221</b>	<b>231,557</b>
<b>Resources Expended</b>				
Wages	-	161,897	<b>161,897</b>	175,337
Tax and E'ers NI	1,247	-	<b>1,247</b>	15,639
Pension	4,755	-	<b>4,755</b>	5,824
Materials	-	794	<b>794</b>	820
Rent and Rates	9,700	-	<b>9,700</b>	10,910
Water Rates	475	-	<b>475</b>	571
Premises	6,002	390	<b>6,392</b>	3,434
Heat and Power	1,501	-	<b>1,501</b>	1,874
Refreshments and Milk	-	3,966	<b>3,966</b>	7,082
Telephone	998	-	<b>998</b>	1,092
Trips and Visits	-	329	<b>329</b>	1,431
Planning	607	-	<b>607</b>	1,041
Administration	1,204	-	<b>1,204</b>	1,772
Insurance	1,787	-	<b>1,787</b>	2,345
Training	-	238	<b>238</b>	824
Cleaning/Refuse	3,056	-	<b>3,056</b>	3,244
Registrations/Leases & Memberships	2,109	-	<b>2,109</b>	1,694
Repairs and Renewals	193	-	<b>193</b>	215
Health & Safety	-	322	<b>322</b>	445
Woodies	818	-	<b>818</b>	2,004
Professional Fees	3,412	-	<b>3,412</b>	4,525
Fundraising Expenses	43	-	<b>43</b>	364
Uniform - Staff	516	-	<b>516</b>	1,547
Miscellaneous	438	-	<b>438</b>	561
Depreciation	5,325	-	<b>5,325</b>	5,992
<b>Total Resources Expended</b>	<b>44,186</b>	<b>167,934</b>	<b>212,120</b>	<b>250,585</b>
<b>Net Outgoing Resources:</b>				
<b>Net movement in Funds</b>	<b>-2,899</b>	<b>-</b>	<b>-2,900</b>	<b>-19,028</b>
<b>Total Funds at 1st April 2020</b>	<b>98,780</b>	<b>-</b>	<b>98,780</b>	<b>117,809</b>
<b>Total Funds at 31st March 2021</b>	<b>95,881</b>	<b>-</b>	<b>95,880</b>	<b>98,780</b>

# CHADDLEWOOD PRE-SCHOOL

## BALANCE SHEET AS AT 31ST MARCH, 2021

	Notes	£ 31/03/2021	£ 31/03/2020
<b>FIXED ASSETS</b>			
Tangible Assets	9	1,822	4,787
<b>CURRENT ASSETS</b>			
Cash at Bank & in Hand	3	109,440	108,740
Debtors & Prepayments	11	<u>1,955</u>	<u>4,726</u>
		111,395	113,466
<b>CREDITORS AND ACCRUALS:</b>			
Amounts falling due within one year	12	<u>17,337</u>	<u>19,473</u>
<b>NET CURRENT ASSETS :</b>		94,058	93,994
<b>TOTAL ASSETS LESS CURRENT LIABILITIES:</b>		<u><u>95,880</u></u>	<u><u>98,780</u></u>
<b>CAPITAL AND RESERVES</b>			
Income and Expenditure Account		<u><u>95,880</u></u>	<u><u>98,780</u></u>

ON BEHALF OF THE TRUSTEES:

: -Signed by Trustee

: -Print Name

Approved by the Trustees on: June, 2021.

# CHADDLEWOOD PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS for the annual period to 31st March, 2021

### 1. ACCOUNTING POLICIES:

#### Accounting convention

The financial statements have been prepared under the historical cost convention and on an Accruals basis, in accordance with the Statement of Recommended Practice(2005), the Financial Standard for Smaller Entities (effective April 2008) and the Charities Act 1993.

#### Expenditure

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which can not be recovered.

#### Unrestricted Funds

Unrestricted funds are donations, fees income and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

#### Designated Funds

Designated funds are unrestricted funds earmarked by the management committee for particular purposes.

#### Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

### 2. DONATIONS

			31/03/2021	31/03/2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
General donations	-	-	-	-
	-	-	-	-

### 3. CURRENT ASSETS: Cash and Bank

	31/03/2021	31/03/2020
	£	£
Cash at Bank:		
Current Account-Santander	88,480	48,231
Shawbrook - 60 Day Notice	20,947	60,476
Cash in Hand	13	33
	<b>109,440</b>	<b>108,740</b>

### 4. TRANSACTIONS WITH THE TRUSTEES

During the year the charity did not reimburse trustees' expenditure.

# CHADDLEWOOD PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS for the annual period to 31st March, 2021

### 5. INCOMING RESOURCES

	Unrestricted	Restricted	31/03/2021 Total	31/03/2020 Total
	£	£	£	£
Local authority grants, trust grants and sundry	-	164,198	<b>164,198</b>	141,851
Fees for play activities	8,043	-	<b>8,043</b>	26,430
1-1 Funding	-	3,736	<b>3,736</b>	728
Woodies	24,574	-	<b>24,574</b>	55,680
Trips and Activities	-	-	-	998
Fundraising activities	3,401	-	<b>3,401</b>	1,588
Hotlunch	1,807	-	<b>1,807</b>	3,657
Refunds	700	-	<b>700</b>	387
Bank Interest	224	-	<b>224</b>	238
Sundry	2,539	-	<b>2,539</b>	-
	<b>41,287</b>	<b>167,934</b>	<b>206,681</b>	<b>231,557</b>

### 6. DIRECT CHARITABLE EXPENDITURE

	Unrestricted General Fund	Restricted Fund	31/03/2021 Total Funds	31/03/2020 Total Funds
	£	£	£	£
Wages	0	161,897	<b>161,897</b>	175,337
Tax and E'ers NI	1,247	-	<b>1,247</b>	15,639
Pension	4,755	-	<b>4,755</b>	5,824
Materials	-	794	<b>794</b>	820
Rent and Rates	9,700	-	<b>9,700</b>	10,910
Water Rates	475	-	<b>475</b>	571
Premises	6,002	390	<b>6,392</b>	3,434
Heat and Power	1,501	-	<b>1,501</b>	1,874
Refreshments and Milk	-	3,966	<b>3,966</b>	7,082
Telephone	998	-	<b>998</b>	1,092
Trips and Visits	-	329	<b>329</b>	1,431
Planning	607	-	<b>607</b>	1,041
Administration	1,204	-	<b>1,204</b>	1,772
Insurance	1,787	-	<b>1,787</b>	2,345
Training	-	238	<b>238</b>	824
Cleaning/Refuse	3,056	-	<b>3,056</b>	3,244
Registrations, Leases & Memberships	2,109	-	<b>2,109</b>	1,694
Repairs and Renewals	193	-	<b>193</b>	215
Health & Safety	-	322	<b>322</b>	445
Woodies	818	-	<b>818</b>	2,004
Professional Fees	3,412	-	<b>3,412</b>	4,525
Fundraising Expenses	43	-	<b>43</b>	364
Uniform - Staff	516	-	<b>516</b>	1,547
Miscellaneous	438	-	<b>438</b>	561
Depreciation	5,325	-	<b>5,325</b>	5,992
	<b>44,186</b>	<b>167,934</b>	<b>212,120</b>	<b>250,585</b>



# CHADDLEWOOD PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS for the annual period to 31st March, 2021

### 7. NET INCOMING RESOURCES FOR THE YEAR

	Unrestricted General Fund	31/03/2021	31/03/2020
This is stated after charging:	£	£	£
Auditors Remuneration	451	<b>451</b>	436
Depreciation	5,325	<b>5,325</b>	5,992
	<b>5,776</b>	<b>5,776</b>	6,428

### 8. STAFF COSTS AND NUMBERS

Staff costs were as follows:	31/03/2021	31/03/2020
	£	£
Salaries and wages	<b>161,897</b>	175,337
Tax and National Insurance	<b>1,247</b>	15,639
Pension	<b>4,755</b>	5,824
	<b>167,899</b>	190,976

No employee received emoluments of more than £60,000

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	31/03/2021	31/03/2020
	No	No
Administration and Support	<b>1</b>	1
Management	<b>2</b>	2
Childcare	<b>9</b>	9
	<b>12</b>	12

### 9 TANGIBLE FIXED ASSETS:

For valuation purposes, depreciation is calculated at the following annual rates, in order to write off each asset over its estimated useful life:

Fixtures and Fittings 20% on a straight line basis.  
Equipment 25% on a straight line basis.

	Fixtures & Fittings	Equipment	Total
	£	£	£
<b>Cost</b>			
Brought Forward	22,960	18,445	<b>41,405</b>
Additions	1,027	1,334	<b>2,361</b>
Fully Depreciated	-	-	-
As at 31st March, 2021	<b>23,987</b>	<b>19,779</b>	<b>43,766</b>
<b>Depreciation</b>			
Brought Forward	20,653	15,966	<b>36,619</b>
Charge for the period	2,512	2,813	<b>5,325</b>
Fully Depreciated	-	-	-
As at 31st March, 2021	<b>23,165</b>	<b>18,779</b>	<b>41,944</b>
<b>Net Book Value:</b>			
As at 31st March, 2021	<b>822</b>	<b>1,001</b>	<b>1,822</b>
<b>Net Book Value:</b>			
As at 1st April, 2020	<b>2,307</b>	<b>2,479</b>	<b>4,786</b>

# CHADDLEWOOD PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS for the annual period to 31st March, 2021

### 10. TAXATION

The charity is exempt from corporation tax on its charitable activities.

### 11. DEBTORS AND PREPAYMENTS: Amounts falling due within one year

	31/03/2021	31/03/2020
	£	£
<b>Debtors</b>		
Milk Grant	513	81
Fees	1,011	2,821
Furlough	393	-
<b>Prepayments</b>		
Subscriptions and Memberships	38	38
Insurance	-	1,787
	<b>1,955</b>	<b>4,726</b>

### 12. CREDITORS: Amounts falling due within one year:

	31/03/2021	31/03/2020
	£	£
<b>Creditors</b>		
Professional Fees	451	436
Wages	15,607	14,901
Tax	-	3,106
Pension	459	479
Other	820	551
<b>Accruals</b>		
	-	-
	<b>17,337</b>	<b>19,473</b>

### 13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
Tangible fixed assets	1,822	-	-	1,822
Current assets	111,395	-	-	111,395
Current liabilities	17,337	-	-	17,337
Net assets @ 31st March, 2021	<b>95,880</b>	<b>-</b>	<b>-</b>	<b>95,880</b>

### 14. MOVEMENTS IN FUNDS

	At 01/04/20	Incoming Resources	Outgoing Resources	Transfers	At 31/03/21
	£	£	£	£	£
<b>Restricted Funds</b>					
Grant - Early Years Funding (PCC)	-	119,917	119,917	-	-
Grant - HMRC JRS	-	26,510	26,510	-	-
Grant - 1:1 Funding - Staff	-	3,736	3,736	-	-
Grant - PCC Discretionary Business	-	14,200	14,200	-	-
Grant - Co-op	-	1,878	1,878	-	-
Grant - Apprentice Initiative	-	500	500	-	-
Grant - WFRU	-	693	693	-	-
<b>Total Restricted Funds</b>	<b>-</b>	<b>167,434</b>	<b>167,434</b>	<b>-</b>	<b>-</b>
<b>Total Unrestricted Funds</b>	<b>98,780</b>	<b>41,287</b>	<b>44,186</b>	<b>-</b>	<b>95,880</b>
<b>Total Funds</b>	<b>98,780</b>	<b>208,721</b>	<b>211,620</b>	<b>-</b>	<b>95,880</b>

## **CHADDLEWOOD PRE-SCHOOL**

### **NOTES TO THE FINANCIAL STATEMENTS for the annual period to 31st March, 2021**

#### **15. CAPITAL COMMITMENTS**

The charity has no capital commitments as at 31st March 2021 or 31st March 2020.

#### **16. PURPOSES OF RESTRICTED FUNDS**

<b>Grant - Early Years Funding (PCC)</b>	For the support of the provision of child care.
<b>Grant - PCC 1:1 Funding</b>	To provide support for a child who required 1 to 1 care.
<b>Grant - WFRU</b>	This grant is to support the provision of daily milk for the children.
<b>Grant - HMRC JRS</b>	Funding for furloughed employees to support wage payments
<b>Grant - PCC Discretionary Business</b>	To support business expenses during the Covid restrictions.
<b>Grant - PCC Outside Environment</b>	For the improvement of the building's outside environment.
<b>Grant - Co-op</b>	Funding for outside area's safety flooring
<b>Grant - Apprentice Initiative</b>	To support the cost of an apprentice.

These notes form part of the financial statements