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Southwater Village Hall Pre-School

Report & Accounts

For The Year Ended 31 August 2020

Miller Robinson Ltd
Accountants & Business Consultants

Southwater Village Hall Pre School

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Year Ended 31 August 2020

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Address
Church Lane
Southwater
Horsham
West Sussex
RH12 9DT

Charity Number
1027293

Bankers
National Westminster Bank plc
47 Chertsey
Horsham
West Sussex
RH12 1Y2

Independent examiner
Miller Robinson & Company
Lionel House
20 Fishbank Road
Southwater
West Sussex
RH12 9LA

Southwater Village Hall Pre School

GENERAL INFORMATION

Year Ended 31 August 2020

Trustees

Lisa Cunningham (chair)
Lucy Dunn (secretary)
Andrew Meredith (treasurer)
Mairi Sleight (nominated person)
Melissa Allenby
Piers Lockhart
Phil Stenning
Emma Reader (stepped down February 2020)
Rebecca Powell (stepped down February 2020)

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Charity Number

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Bankers

National Westminster Bank plc
47 Carfax
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West Sussex
RH12 1YZ

Independent examiner

Miller Robinson & Company
Lintot House
20 Fairbank Road
Southwater
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RH13 9LA

REPORT OF THE TRUSTEES

Year Ended 31 August 2020

The trustees submit their report and accounts for the year ended 31 August 2020.

Constitution

The charity is governed by its constitution which follows the format recommended by the Early Years Alliance.

Objects

The charity is established 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.

Organisation

Southwater Village Hall Pre-School was established in 1974 with the purpose of providing pre-school education to those below the statutory school age. The Pre-school is run on a day to day basis by a manager who is supported by ten staff.

With the support of the trustees they are committed to a funded programme of continuing professional development and work very hard to achieve this. In addition the manager and trustees regularly review policies to ensure that the charity is working in line with current good practice and changing legislation.

The trustees, including the officers, are elected or appointed on annual basis. The trustees met periodically in the year under review. Between meetings, the officers of the charity conduct its affairs and report their actions at the next meeting of the trustees.

Trustees

The names of the present trustees (committee members) are stated on page 2 and are parents of children attending pre-school. All trustees/committee members have to complete DBS checks before their election can be confirmed.

Reserves policy

In line with the recommendations of the Charity Commission, the Pre-school has a reserve equivalent to approximately four month's expenses.

Public benefit

The trustees confirm they have referred to the Charity Commission's guidance on public benefit when reviewing the charity's aims, objectives and services and consider how the current and any proposed services and facilities will contribute to them.

Review of the year

During the last 12 months, the pre-school has enjoyed another active year as described in the chair persons report.

REPORT OF THE TRUSTEES

Year Ended 31 August 2020

Chair Report for Southwater Village Hall Preschool AGM - 17th November 2020

It is hard to believe a year has passed already. In November 2019, our main focus was reviewing and updating our business plan with particular focus on recruitment, staff retention and marketing strategy. To quote from the business plan from autumn 2019, "The preschool is currently in a healthy financial position and has sufficient funds in excess of the reserves required by the Early Years' Alliance funding policy to allow it manage a significant financial shock". Little did we know what was coming.

Committee continued to meet monthly, managing staff resignations, recruitment, assisting with the Christmas party preparation, reviewing fees, wages, and making grant applications. Recruitment was a challenge and continues to be so. It would appear the sector is struggling to attract and retain strong, qualified and experienced staff.

We received some welcomed news in the spring term - we were awarded a grant for two mud kitchens and received the go-ahead for accessing the new, much larger and dedicated playground. Committee are researching grants to assist with installing shelters to allow flexible use in all weathers.

Then the pandemic struck. Despite all our efforts and the dedication of staff, preschool closed its doors to all but key worker children in March. As parents made decisions based on what was best for their child, the demand for key worker places dropped considerably and preschool closed completely in April.

At this time, the volume of information, guidance and Government publications (both from central and local) was immense. Quite often these documents were released very late at night with their content directly impacting the following day. Staff were initially furloughed despite the rules surrounding this remaining unclear at that time. It took the Government more than a month to clarify the arrangements, as initially it appeared that settings like ours could make use of the Coronavirus Job Retention Scheme whilst still receiving Free Entitlement Funding. As we suspected, this was always too good to be true. Most staff were unfurloughed and worked from home for some weeks until the demand returned and we opened preschool's doors once more.

My thanks go to all of our staff and committee members for the way they faced the challenges, managed the workload and persevered in trying times. For the staff team, it was uncharted waters to be classed as a key worker and sadly for some, the personal challenges they faced for themselves and their families has meant we have seen fantastic, long serving staff step down from their roles since the start of the pandemic.

It would be remiss of me not to highlight two individuals who dedicated ridiculous amounts of their time and really did go above and beyond to steer preschool through the storm. Heather Clarke and Andrew Meredith, our treasurer, have excelled and I really cannot thank them enough.

My thanks must also go to the committee of The Village Hall. During this time, they have their own guidance to adhere to concerning hiring out the building. They have worked closely with us to enable thorough risk assessments to be completed and to help us ensure we are Covid secure. They have very kindly provided financial support in the form of a break in rent. At a time when all sectors are experiencing financial uncertainty, this offer is very generous.

For now, the outlook is reasonably optimistic with losses expected for the year 2020/2021 but with the expectation that reserves will be above the threshold to enable us to keep operating. Much will depend on the number of children on role during the spring and summer term 2021. Committee's aim is to operate preschool in a way that allows it to remain Covid secure whilst meeting all Ofsted, safeguarding, employment and health and safety requirements, keeping to tight budgets, which are reviewed monthly in our Zoom meetings.

We will continue to seek out grants where we can, although at this time they are few and far between. Fundraising has taken a back seat and this is something we need to look at. If anyone would like to volunteer to assist with fundraising plans, please do come forward.

With a second lockdown underway, we all wait to see how the pandemic situation plays out. We remain open and Covid secure thanks to the dedicated and hardworking staff.

Lisa Cunningham

Chair Person

Southwater Village Hall Preschool Committee

STATEMENT OF FINANCIAL ACTIVITIES

Year Ended 31 August 2020

	31/08/2020 £	31/08/2019 £
Incoming resources		
Incoming resources from generated funds:		
(a) Voluntary income		
Donations	739	118
Grants receivable	1,299	9,817
	<u>2,038</u>	<u>9,935</u>
(b) Activities for generating funds:		
Income from fund raising events and activities	405	1,801
(c) Investment income:		
Bank deposit interest	69	84
	<u>2,512</u>	<u>11,820</u>
Incoming resources from charitable activities:		
Fees - Free entitlement	85,031	94,263
Fees - Non funded	21,143	32,469
Milk refunds	1,260	846
Uniform sales	313	381
	<u>107,747</u>	<u>127,959</u>
Total incoming resources	<u>110,259</u>	<u>139,779</u>
Resources expended		
Cost of generating funds:		
Expenses of fund raising events and activities	0	326
Charitable activities:		
Salaries including social security	92,519	92,837
Staff training and welfare	-37	458
Rent of village hall	6,293	8,266
Purchase of uniforms	519	861
Equipment	1,533	1,361
Consumables	1,088	2,202
Milk	609	1,472
Books	0	60
Insurance	681	861
Administration	3,760	4,922
Events	189	614
Memberships and subscriptions	145	236
Bank charges	184	228
Sundry expenses	1,167	571
DBS	101	157
Depreciation	246	121
	<u>108,997</u>	<u>115,227</u>
Total resources expended	<u>108,997</u>	<u>115,553</u>
Net incoming resources	1,262	24,226
Total funds brought forward	91,768	67,542
Total funds carried forward	<u>93,030</u>	<u>91,768</u>

The accounting policies on page 7 and notes on page 8 form part of these accounts.


Southwater Village Hall Pre School

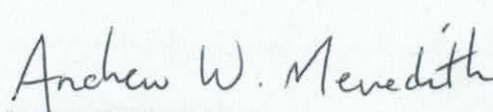
STATEMENT OF ASSETS AND LIABILITIES

Year Ended 31 August 2020

	Note	31/08/2020 £	31/08/2019 £
Fixed assets			
Tangible assets	1	1,138	549
Current assets			
Debtors			
Cash at bank and in hand	2	507	317
		116,810	109,601
		117,317	109,918
Creditors: amounts falling due within one year	3	- 25,425	- 18,699
Net current assets		91,892	91,219
Total assets less liabilities		93,030	91,768
Represented by:			
Unrestricted funds		93,030	91,768

The financial statements on pages 5 to 8 were approved by the trustees on and were signed on behalf of the Trustees by:


Lisa Cunningham
Chair


Andrew Meredith
Treasurer

The accounting policies on page 7 and notes on page 8 form part of these accounts.

ACCOUNTING POLICIES

Year Ended 31 August 2020

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)

Basis of accounting

The financial statements have been prepared under the historical cost convention.

Funds

The charity accounts for incoming and outgoing resources as unrestricted funds provided the use of the funds has not been specified by the donor. Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Tangible fixed assets

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value of each asset over its expected useful life on the written down value basis, as follows:

Play equipment - 18% per annum

Office equipment - 18% per annum

Incoming resources

Income other than voluntary donations is included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Voluntary donations are recognised on receipt.

Resources expended

All expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of the resources. Fundraising costs are those costs incurred in seeking voluntary contributions.

NOTES TO THE FINANCIAL ACCOUNTS

Year Ended 31 August 2020

1. Tangible assets	Play equipment £	Office equipment £	Total £
Cost			
At 1 September 2019	10,697	2,265	12,962
Additions		835	835
At 31 August 2020	<u>10,697</u>	<u>3,100</u>	<u>13,797</u>
Depreciation			
At 1 September 2019	10,294	2,119	12,413
Charge for the year	72	174	246
At 31 August 2020	<u>10,366</u>	<u>2,293</u>	<u>12,659</u>
Net book value			
At 31 August 2020	<u>331</u>	<u>807</u>	<u>1,138</u>
At 31 August 2019	<u>403</u>	<u>146</u>	<u>549</u>

2. Debtors	31/08/2020 £	31/08/2019 £
Prepayments and accrued income	507	317

3. Creditors: amounts due within one year	31/08/2020 £	31/08/2019 £
Payroll taxes	686	731
Accrued expenses	0	425
Deferred income	<u>24,739</u>	<u>17,543</u>
	<u>25,425</u>	<u>18,699</u>

4. Trustees' remuneration and expenses

None of the trustees received any remunerations or expenses during the year under review or in the previous year.

INDEPENDENT EXAMINER'S REPORT

Year Ended 31 August 2020

Independent Examiner's Report to the Trustees of Southwater Village Hall Pre-School

I report to the trustees on the accounts of the charity for the year ended 31 August 2020 which are set out on pages 5 to 8.

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 commission 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 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:

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 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

to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Amanda Miller
Miller Robinson & Company
Lintot House
20 Fairbank Road
Southwater
West Sussex
RH13 9LA

Date 31.10.20