



Southwater Village Hall Pre-School

Report & Accounts

For The Year Ended 31 August 2021

Miller Robinson Ltd
Accountants & Business Consultants

Southwater Village Hall Pre School

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Year Ended 31 August 2021

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Southwater Village Hall Pre School

GENERAL INFORMATION

Year Ended 31 August 2021

Trustees

Lisa Cunningham (chair)
Lucy Dunn (secretary)
Andrew Meredith (treasurer)
Mairi Sleight (nominated person)
Melissa Allenby
Piers Lockhart
Phil Stenning

Address

Church Lane
Southwater
Horsham
West Sussex
RH13 9BT

Charity Number

1027293

Bankers

National Westminster Bank plc
47 Carfax
Horsham
West Sussex
RH12 1YZ

Independent examiner

Miller Robinson & Company
2 Kings Courts
Harwood Road
Horsham
West Sussex
RH13 5UR

Southwater Village Hall Pre School

REPORT OF THE TRUSTEES

Year Ended 31 August 2021

The trustees submit their report and accounts for the year ended 31 August 2021.

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.

Southwater Village Hall Pre School

REPORT OF THE TRUSTEES

Year Ended 31 August 2021

Chair Person Report for Southwater Village Hall Preschool AGM held 16th November 2021

This time last year, we opened our AGM in the middle of a second lockdown. Following a turbulent year in 2020, we were very fortunate that all our committee members volunteered to remain on committee for a further year into 2021. We were predicting financial losses, facing a recruitment challenge and were planning how our preschool children could celebrate Christmas while staying Covid secure. It was clear the challenges we faced in 2020 were set to continue. I therefore thank each and every individual committee member for choosing to stay on to serve on committee for a further year, knowing the difficult decisions and workload this would bring.

We welcomed new staff members to the team and successfully navigated our way through the guidance to provide a Christmas celebration for the children. It was different but provided the children with the opportunity to celebrate Christmas, with fantastic Father Christmas volunteers spotted walking along the road during outside play. The staff team demonstrated a determination to provide the best possible time for the children and for this, I thank them greatly.

We continued to liaise with the Village Hall Committee concerning the fundraising and installation of an outdoor shelter in the large dedicated play area. This work is ongoing and will provide the opportunity for the children to spend even more time outside protected from the elements.

A further lockdown affected the Spring Term of 2021. Families were torn when we had to announce one week before headcount day that West Sussex County Council were taking the stance 'of business as usual' which in quick summary forced families to make a difficult decision. Follow central Government guidance to stay at home, or lose their child's funding for the Spring term. An incredibly difficult time created for parents, and equally a worrying time for us as the trustees of the charity with both facing potential financial losses. Thankfully, very close to headcount day, West Sussex County Council finally confirmed funding would not be removed if families chose to remain at home. A relief all round following such a conflicting situation for young families.

In March committee reviewed both the wages and the preschool fees. It is a careful balance meeting the increasing minimum wage while trying to keep fees as low as possible for parents. Many families at this time were experiencing financial uncertainty so we were delighted to be able to freeze the fees for Lunch Link to try and ease the financial burden many faced.

April was a cause for celebration. Our dedicated manager, Heather Clarke, reached 25 years of service at Southwater Village Hall Preschool. I am sure over these years she has seen many, many changes. Yet she has always risen to any challenge thrown at her. Having been involved myself with preschool since 2005 I can tell you first and foremost without any doubt whatsoever, every decision Heather makes is based on what is best for the children. I am delighted to have witnessed Heather reaching this milestone of 25 years' service. It is clear the preschool is very close to her heart. Once again I would like to take this opportunity to thank you, Heather, for your outstanding service and the care and support you have given to so many families over the years in our community.

Committee continued to seek out grants to assist with the cost of PPE and for new equipment. We had some success and some failures with various applications. Donations, however small, greatly support our preschool, and I urge everyone to donate what they can when the call for help comes from the staff, be it antibacterial wipes donations or raising some sponsorship money for your child at their next event. Every penny really does count.

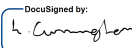
In July we said goodbye to the children moving on to big school. Staff again navigated the Covid guidance in place at that time and provided a great graduation day for our leavers. The staff team have displayed great endurance since the pandemic hit, successfully finding ways to make things work for the benefit of the children in their care, juggling huge additional cleaning without extending their working hours and providing all our children with the best preschool experience possible. All staff found themselves suddenly classed as Key Workers despite this never being predicted or expected and really did step up, working in challenging and worrying circumstances, putting themselves and their families in a difficult situation. At peak pandemic staff provided close, nurturing care to our children despite the risks involved. For this, all of our committee members and I are incredibly thankful. They really are a dedicated team who work incredibly hard every day.

After the summer break, the Business Plan was reviewed, a job that is completed annually. Following West Sussex's commitment to continue funding through the pandemic, and the incredibly generous rent break provided by the Village Hall Committee, I am very pleased to say that as we step down, our committee can now confirm a more positive financial position compared to that reported at last year's AGM. Andrew, our Treasurer, will outline the details shortly; however, I would like to take this opportunity to recognise the work Andrew has put into his position as Treasurer over many years. The support and knowledge he has provided preschool has been fantastic and before he steps down from his role this evening I would like to acknowledge the service he has provided preschool. A thank you does not feel enough, but on behalf of Heather, the staff and the committee members who have worked alongside you, a huge thank you.

I would also like to thank Amanda, Fiona, and their team at Miller Robinson & Company for their support and service. Despite supporting many clients through the pandemic, they have assisted us when we have needed it. I do not underestimate how difficult it must be working with an annually changing committee at preschool!

With the new school year now well underway, Southwater Village Hall Preschool is on a stronger financial footing. We have successfully secured a new qualified staff member and have members of the staff team completing an apprenticeship and Level 3 qualification. We have demand higher than we can currently supply which speaks volumes for the popularity of the setting and its staff. With further recruitment, we hope to be able to open additional sessions as the year progresses.

As some of our current committee member's step down this evening, I would like to welcome the incoming team and wish them all the best for the coming year. We hopefully face more settled times ahead and I look forward to Southwater Village Hall Preschool going from strength to strength.

Chair Person 
Southwater Village Hall Preschool Committee

Southwater Village Hall Pre School

STATEMENT OF FINANCIAL ACTIVITIES

Year Ended 31 August 2021

	31/08/2021 £	31/08/2020 £
Incoming resources		
Incoming resources from generated funds:		
(a) Voluntary income		
Donations	1,216	739
Grants receivable	1,648	1,299
Covid grants	11,115	0
	<u>13,979</u>	<u>2,038</u>
(b) Activities for generating funds:		
Income from fund raising events and activities	<u>1,916</u>	<u>405</u>
(c) Investment income:		
Bank deposit interest	<u>3</u>	<u>69</u>
	<u>15,898</u>	<u>2,512</u>
Incoming resources from charitable activities:		
Fees - Free entitlement	85,879	85,031
Fees - Non funded	27,998	21,143
Milk refunds	252	1,260
Uniform sales	254	313
	<u>114,383</u>	<u>107,747</u>
Total incoming resources	<u>130,281</u>	<u>110,259</u>
Resources expended		
Cost of generating funds:		
Expenses of fund raising events and activities	<u>0</u>	<u>0</u>
Charitable activities:		
Salaries including social security	90,155	92,519
Staff training and welfare	920	-37
Rent of village hall	0	6,293
Purchase of uniforms	494	519
Equipment	744	1,533
Consumables	1,115	1,088
Milk	754	609
Books	0	0
Insurance	872	681
Administration	3,675	3,760
Events	0	189
Memberships and subscriptions	135	145
Bank charges	194	184
Sundry expenses	1,441	1,167
DBS	97	101
Depreciation	205	246
	<u>100,801</u>	<u>108,997</u>
Total resources expended	<u>100,801</u>	<u>108,997</u>
Net incoming resources	29,480	1,262
Total funds brought forward	<u>93,030</u>	<u>91,768</u>
Total funds carried forward	<u>122,510</u>	<u>93,030</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 2021**

	Note	31/08/2021 £	31/08/2020 £
Fixed assets			
Tangible assets	1	<u>933</u>	<u>1,138</u>
Current assets			
Debtors	2	507	507
Cash at bank and in hand		<u>143,729</u>	<u>116,810</u>
		<u>144,236</u>	<u>117,317</u>
Creditors: amounts falling due within one year	3	- 22,659	- 25,425
Net current assets		<u>121,577</u>	<u>91,892</u>
Total assets less liabilities		<u>122,510</u>	<u>93,030</u>
Represented by:			
Unrestricted funds		<u>122,510</u>	<u>93,030</u>

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

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 11/15/2021
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Andrew Meredith
Treasurer

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 11/15/2021
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The accounting policies on page 7 and notes on page 8 form part of these accounts.

Southwater Village Hall Pre School

ACCOUNTING POLICIES

Year Ended 31 August 2021

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.

Southwater Village Hall Pre School**NOTES TO THE FINANCIAL ACCOUNTS****Year Ended 31 August 2021**

1. Tangible assets	Play equipment £	Office equipment £	Total £
Cost			
At 1 September 2020	10,697	3,100	13,797
Additions		0	0
At 31 August 2021	<u>10,697</u>	<u>3,100</u>	<u>13,797</u>
Depreciation			
At 1 September 2020	10,366	2,293	12,659
Charge for the year	60	145	205
At 31 August 2021	<u>10,426</u>	<u>2,438</u>	<u>12,864</u>
Net book value			
At 31 August 2021	<u>271</u>	<u>662</u>	<u>933</u>
At 31 August 2020	<u>331</u>	<u>807</u>	<u>1,138</u>

2. Debtors	31/08/2021 £	31/08/2020 £
Prepayments and accrued income	507	507

	31/08/2021 £	31/08/2020 £
3. Creditors: amounts due within one year		
Payroll taxes	740	686
Accrued expenses	0	0
Deferred income	<u>21,919</u>	<u>24,739</u>
	<u>22,659</u>	<u>25,425</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.

Southwater Village Hall Pre School

INDEPENDENT EXAMINER'S REPORT

Year Ended 31 August 2021

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 2021 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

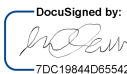
In connection with my examination, no matter has come to my attention:

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.

DocuSigned by:

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Amanda Miller
Miller Robinson & Company
2 Kings Court
Harwood Road
Horsham
West Sussex
RH13 5UR

Date **12.11.21**