



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	April	2020		31	March	2021

Section A Reference and administration details

Charity name

Sonning Common Preschool

Other names charity is known by

N/A

Registered charity number (if any)

1028702

Charity's principal address

Grove Road

Sonning Common

Postcode

RG4 9RH

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Merlin Meyer	Acting Chair		
2	Gayle Rolfe	Treasurer	01/09/20 – 31/10/20	
3	Rebecca Champion	Secretary/Acting treasurer	11/11/20 – 31/08/21	
4	Alex Viljoen	Acting vice chair		
5	Mayzie James			
6	Clare Saunders			
7	Paul Constantine		01/12/20 – 31/08/21	
8	Jess Constantine		01/12/20 – 31/08/21	
9	KatYoung		01/12/20 – 31/08/21	
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by 2 other committee members

Additional governance issues (Optional information)

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

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

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

To run a community preschool providing childcare for up to 30 hours per week.

Preschool open 9am – 3pm, Monday – Friday during school term time (38 weeks of the year).

Parents can claim funded hours or pay for sessions themselves until their child becomes eligible for funding.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Preschool provision for local children aged from 2 – 5 prior to attending school.

Section E Financial review

Brief statement of the charity's policy on reserves

Sufficient reserves kept to cover redundancy pay, in the event of permanent preschool closure.

Details of any funds materially in deficit

Further financial review details (Optional information)

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

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

M Meyer

Full name(s)

Merlin Meyer

Position (eg Secretary, Chair, etc)

Acting Chair

Date

29/01/22

**Sonning Common Pre-School
Charity
Reports and Accounts**

31 March 2021

Radford & Sergeant Ltd
1 Prospect Street
Caversham
Reading
RG4 8JB

Sonning Common Pre-School

Contents of the Financial Statements for the Year ended 31 March 2021

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Sonning Common Pre-School

Trustees Report for the Year ended 31 March 2021

The trustees present the report and accounts for the year ended 31 March 2021.

Registered Charity number **1028702**

Principal address

Grove Road
Sonning Common
Reading
RG4 9RJ

Principal activities

The charity's principal activity during the year is a pre school for children.

Trustees

Clare Saunders	Trustee
Mayzie James	Trustee
Paul Constantine	Trustee
Jess Constantine	Trustee
Kat Young	Trustee
Merlin Meyer	Trustee and Chair
Alexandra Viljoen	Acting Vice Chair
Gayle Rolfe	Treasurer - 10/09/20 - 31/10/20
Rebecca Champion	Secretary/ Acting Treasurer

Independent examiner

Kim Swain
Radford & Sergeant Ltd
1 Prospect Street
Caversham
Reading
RG4 8JB

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document - Constitution adopted 9 June 1993 and amended 1 November 1993 as amended 12 January 2009.

Charities Status

This report has been prepared in accordance with the Charities Act 2011.

Sonning Common Pre-School

Trustees Annual Report (continued) for the Year ended 31 March 2021

OBJECTIVES AND ACTIVITIES

To run a community preschool providing childcare for up to 30 hours per week.

Preschool open 9am - 3pm, Monday - Friday during school term time (38 weeks of the year.)

Parents can claim funded hours or pay for sessions themselves until their child becomes eligible for funding.

ACHIEVEMENT AND PERFORMANCE

Preschool provision for local children aged 2 - 5 prior to attending school.

FINANCIAL REVIEW

Sufficient reserves kept to cover redundancy pay, in the event of permanent preschool closure.

Approved by order of the board of Trustees on 31 October 2022 and signed on its behalf by:

.....
Merlin Meyer- Chair

Sonning Common Pre-School

Independent Examiner's Report to the Trustees of Sonning Common Pre-School

I report on the accounts of the pre-school for the year to 31 March 2021, which are set out on pages four to eight.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's report

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 gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Charities act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements
 - of the Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Kim Swain MA (Oxon) FCA
Radford & Sergeant Ltd
1 Prospect Street
Caversham
Reading
RG4 8JB

31 October 2022

Sonning Common Pre-School

Statement of Financial Activities for the Year ended 31 March 2021

	Note	Unrestricted Funds 2021 £	Unrestricted Funds 2020 £
Income		147,139	166,194
Cost of Income		(6,594)	(15,452)
Gross Profit		<u>140,545</u>	<u>150,742</u>
Administrative expenses		(120,321)	(140,076)
Operating Surplus/ (Deficit)	2	<u>20,224</u>	<u>10,666</u>
Reserves brought forward		74,686	64,020
Reserves carried forward	2	<u><u>94,910</u></u>	<u><u>74,686</u></u>

The notes form part of these financial statements

Sonning Common Pre-School

Balance Sheet 31 March 2021

	Note	2021 £	2020 £
Fixed Assets			
Tangible Assets	4	7,900	7,279
Current Assets			
Debtors		-	-
Bank and cash balances		88,966	66,954
		<u>88,966</u>	<u>66,954</u>
Creditors			
Amounts falling due within one year	6	(1,738)	(567)
		<u>87,228</u>	<u>66,387</u>
Net Current Assets			
		<u>95,128</u>	<u>73,666</u>
NET ASSETS			
		<u>94,912</u>	<u>74,688</u>
Capital and reserves			
Income and expenditure account	7	94,912	74,688
		<u>94,912</u>	<u>74,688</u>
TOTAL FUNDS			
		<u>94,912</u>	<u>74,688</u>

The financial statements were approved by the Board of Trustees on 31 October 2022 and were signed on its behalf by

.....
Merlin Meyer - Chair

The notes form part of these financial statements

Sonning Common Pre-School

Statement of Cash Flows for the Year ended 31 March 2021

	2021 Unrestricted Funds £	2020 Unrestricted Funds £
Cash flows from operating activities		
Net incoming/ (outgoing) per SOFA	20,224	10,666
Less expenditure on fixed assets	(417)	-
Add back depreciation of fixed assets	1,036	790
Decrease / (Increase) in debtors	-	60
(Decrease) / Increase in creditors	1,171	270
Total Incoming Resources	<u>22,014</u>	<u>11,786</u>
Total cash as at 1 April 2020	66,954	56,189
Total cash as at 31 March 2021	<u><u>88,968</u></u>	<u><u>67,975</u></u>

The notes form part of these financial statements

Sonning Common Pre-School

Notes to the Financial Statements for the Year ended 31 March 2021

1 Accounting policies

1.1 Basis of preparation

The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts and with the Regulations' "true and fair view" provisions and the Charities SORP(FRS102).

1.2 Income recognition

Pre school fees are recognised when they are paid and income from fundraising activities is recognised when received

1.3 Expenditure recognition

Expenditure is accounted for on an accruals basis. Bank interest is accounted for when received.

Stocks

The Preschool holds no stock

Pensions

The charity has an auto-enrolment pension scheme

Tangible fixed assets

These are capitalised if they can be used for more than one year and cost at least £100. Assets are recorded at initial cost and depreciation is provided at the following annual rates in order to write off each asset over its

Property improvements	15 years
Computer Equipment	4 years

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable activities at the discretion of the trustees. To date the pre school has not received any restricted funds and all funds are used purely for the day to day running of the pre school

Restricted funds can only be used for particular purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

	2021 £	2020 £
2 Operating Profit		
This is stated after charging:		
Depreciation of owned fixed assets	<u>1,036</u>	<u>790</u>
	<u>1,036</u>	<u>790</u>
3 Staff Costs		
Wages and Salaries	<u>103,069</u>	<u>113,867</u>
	<u>103,069</u>	<u>113,867</u>
The average monthly number of employees during the year was as follows:		
Pre School Staff	<u>10</u>	<u>11</u>

No employee received emoluments in excess of £60,000.

Sonning Common Pre-School

Notes to the Financial Statements - continued for the Year ended 31 March 2021

4 Tangible Fixed Assets

	Computer Equipment £	Property improvements £	Total Fixed Assets £
Cost			
At 1 April 2020	1,240	10,475	11,715
Additions	-	417	417
At 31 March 2021	<u>1,240</u>	<u>10,892</u>	<u>12,132</u>
Depreciation			
At 1 April 2020	92	3,104	3,196
Charge for the year	310	726	1,036
At 31 March 2021	<u>402</u>	<u>3,830</u>	<u>4,232</u>
Net Book Value			
At 31 March 2021	<u>838</u>	<u>7,061</u>	<u>7,900</u>
At 31 March 2020	<u>1,148</u>	<u>7,371</u>	<u>8,519</u>

5 Bank and cash balances

	2021 £	2020 £
CAF Current	39,911	18,636
CAF Fund Raising	9,979	9,260
CAF Liquidity Account	39,037	39,019
Petty Cash Tin	39	39
	<u>88,966</u>	<u>66,954</u>

6 Creditors: Amounts Falling Due within one year

Other taxes and social security costs	490	-
Other creditors - book keeping and year end accounts	1,248	567
	<u>1,738</u>	<u>567</u>

7 Income and Expenditure

	At 1 April 2020 £	Incoming resources £	Resources expended £	At 31 March 2021 £
Income and Expenditure	74,688	147,139	(126,915)	94,913
Total Funds	<u>74,688</u>	<u>147,139</u>	<u>(126,915)</u>	<u>94,913</u>

Sonning Common Pre-School

Detailed Income and Expenditure Account for the Year ended 31 March 2021

	2021 £	2020 £
Incoming Resources		
Income		
Basic Fees	102,481	101,533
Additional Fees	27,625	57,004
Fund Raising	2,223	7,334
Bank Interest	261	323
Furlough Income	14,549	-
Total Incoming resources	147,139	166,194
	<hr/>	<hr/>
	147,139	166,194
	<hr/>	<hr/>
Resources Expended		
Cost of Sales		
Activities and Materials	1,255	4,748
Fundraising Costs	-	3,103
Kids Food	4,897	7,034
Consumables	442	567
	<hr/>	<hr/>
	6,594	15,452
Administrative Expenses		
Employee Costs:		
Wages and Salaries	103,069	113,867
Pensions	1,267	5,818
Staff and Recruitment (CRB)	-	145
Staff training and welfare	10	880
	<hr/>	<hr/>
	104,346	120,710
Premises Costs:		
General Premises, floor and painting	1,872	2,721
Light and heat	2,582	2,293
Cleaning	458	398
	<hr/>	<hr/>
	4,912	5,412
General administrative expenses:		
Telephone and fax	719	856
Stationery and printing and post	64	838
Small Equipment	459	703
Subscriptions (Early years and PLA)	898	312
Forest School Costs	-	1,276
Bank charges	133	115
Insurance	3,341	3,014
New Office Equipment/ IT	2,409	1,686
Depreciation	1,036	1,008
Sundry Expenses	1,229	2,485
	<hr/>	<hr/>
	10,288	12,293
Legal and Professional costs		
Accountancy fees	690	565
Payroll fees	85	1,096
Advertising and PR	-	-
Other legal and professional ICO	-	-
	<hr/>	<hr/>
	775	1,661
	<hr/>	<hr/>
Total Administrative Expenses	120,321	140,076
	<hr/>	<hr/>
Total Resources Expended	126,915	155,528
	<hr/>	<hr/>
Net Surplus/(Deficit)	20,224	10,666
	<hr/>	<hr/>

**Sonning Common Pre-School
Charity
Reports and Accounts**

31 March 2021

Radford & Sergeant Ltd
1 Prospect Street
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Sonning Common Pre-School

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Sonning Common Pre-School

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The trustees present the report and accounts for the year ended 31 March 2021.

Registered Charity number **1028702**

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The charity's principal activity during the year is a pre school for children.

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Paul Constantine	Trustee
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Kat Young	Trustee
Merlin Meyer	Trustee and Chair
Alexandra Viljoen	Acting Vice Chair
Gayle Rolfe	Treasurer - 10/09/20 - 31/10/20
Rebecca Champion	Secretary/ Acting Treasurer

Independent examiner

Kim Swain
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STRUCTURE, GOVERNANCE AND MANAGEMENT

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Sonning Common Pre-School

Trustees Annual Report (continued) for the Year ended 31 March 2021

OBJECTIVES AND ACTIVITIES

To run a community preschool providing childcare for up to 30 hours per week.

Preschool open 9am - 3pm, Monday - Friday during school term time (38 weeks of the year.)

Parents can claim funded hours or pay for sessions themselves until their child becomes eligible for funding.

ACHIEVEMENT AND PERFORMANCE

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FINANCIAL REVIEW

Sufficient reserves kept to cover redundancy pay, in the event of permanent preschool closure.

Approved by order of the board of Trustees on 31 October 2022 and signed on its behalf by:

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Merlin Meyer- Chair

Sonning Common Pre-School

Independent Examiner's Report to the Trustees of Sonning Common Pre-School

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Respective responsibilities of trustees and examiner

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It is my responsibility to:

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

Basis of independent examiner's report

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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 130 of the Charities act; and
 - to prepare accounts which accord with the accounting records and 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 of the accounts to be reached

Kim Swain MA (Oxon) FCA
Radford & Sergeant Ltd
1 Prospect Street
Caversham
Reading
RG4 8JB

31 October 2022

Sonning Common Pre-School

Statement of Financial Activities for the Year ended 31 March 2021

	Note	Unrestricted Funds 2021 £	Unrestricted Funds 2020 £
Income		147,139	166,194
Cost of Income		(6,594)	(15,452)
Gross Profit		<u>140,545</u>	<u>150,742</u>
Administrative expenses		(120,321)	(140,076)
Operating Surplus/ (Deficit)	2	<u>20,224</u>	<u>10,666</u>
Reserves brought forward		74,686	64,020
Reserves carried forward	2	<u><u>94,910</u></u>	<u><u>74,686</u></u>

The notes form part of these financial statements

Sonning Common Pre-School

Balance Sheet 31 March 2021

	Note	2021 £	2020 £
Fixed Assets			
Tangible Assets	4	7,900	7,279
Current Assets			
Debtors		-	-
Bank and cash balances		88,966	66,954
		<u>88,966</u>	<u>66,954</u>
Creditors			
Amounts falling due within one year	6	(1,738)	(567)
Net Current Assets		<u>87,228</u>	<u>66,387</u>
NET ASSETS		<u>95,128</u>	<u>73,666</u>
Capital and reserves			
Income and expenditure account	7	94,912	74,688
TOTAL FUNDS		<u>94,912</u>	<u>74,688</u>

The financial statements were approved by the Board of Trustees on 31 October 2022 and were signed on its behalf by

.....
Merlin Meyer - Chair

The notes form part of these financial statements

Sonning Common Pre-School

Statement of Cash Flows for the Year ended 31 March 2021

	2021 Unrestricted Funds £	2020 Unrestricted Funds £
Cash flows from operating activities		
Net incoming/ (outgoing) per SOFA	20,224	10,666
Less expenditure on fixed assets	(417)	-
Add back depreciation of fixed assets	1,036	790
Decrease / (Increase) in debtors	-	60
(Decrease) / Increase in creditors	1,171	270
Total Incoming Resources	<u>22,014</u>	<u>11,786</u>
Total cash as at 1 April 2020	66,954	56,189
Total cash as at 31 March 2021	<u><u>88,968</u></u>	<u><u>67,975</u></u>

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Sonning Common Pre-School

Notes to the Financial Statements for the Year ended 31 March 2021

1 Accounting policies

1.1 Basis of preparation

The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts and with the Regulations' "true and fair view" provisions and the Charities SORP(FRS102).

1.2 Income recognition

Pre school fees are recognised when they are paid and income from fundraising activities is recognised when received

1.3 Expenditure recognition

Expenditure is accounted for on an accruals basis. Bank interest is accounted for when received.

Stocks

The Preschool holds no stock

Pensions

The charity has an auto-enrolment pension scheme

Tangible fixed assets

These are capitalised if they can be used for more than one year and cost at least £100. Assets are recorded at initial cost and depreciation is provided at the following annual rates in order to write off each asset over its

Property improvements	15 years
Computer Equipment	4 years

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable activities at the discretion of the trustees. To date the pre school has not received any restricted funds and all funds are used purely for the day to day running of the pre school

Restricted funds can only be used for particular purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

	2021 £	2020 £
2 Operating Profit		
This is stated after charging:		
Depreciation of owned fixed assets	<u>1,036</u>	<u>790</u>
	<u>1,036</u>	<u>790</u>
3 Staff Costs		
Wages and Salaries	<u>103,069</u>	<u>113,867</u>
	<u>103,069</u>	<u>113,867</u>
The average monthly number of employees during the year was as follows:		
Pre School Staff	<u>10</u>	<u>11</u>

No employee received emoluments in excess of £60,000.

Sonning Common Pre-School

Notes to the Financial Statements - continued for the Year ended 31 March 2021

4 Tangible Fixed Assets

	Computer Equipment £	Property improvements £	Total Fixed Assets £
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Additions	-	417	417
At 31 March 2021	<u>1,240</u>	<u>10,892</u>	<u>12,132</u>
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At 31 March 2021	<u>402</u>	<u>3,830</u>	<u>4,232</u>
Net Book Value			
At 31 March 2021	<u>838</u>	<u>7,061</u>	<u>7,900</u>
At 31 March 2020	<u>1,148</u>	<u>7,371</u>	<u>8,519</u>

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CAF Current	39,911	18,636
CAF Fund Raising	9,979	9,260
CAF Liquidity Account	39,037	39,019
Petty Cash Tin	39	39
	<u>88,966</u>	<u>66,954</u>

6 Creditors: Amounts Falling Due within one year

Other taxes and social security costs	490	-
Other creditors - book keeping and year end accounts	1,248	567
	<u>1,738</u>	<u>567</u>

7 Income and Expenditure

	At 1 April 2020 £	Incoming resources £	Resources expended £	At 31 March 2021 £
Income and Expenditure	74,688	147,139	(126,915)	94,913
Total Funds	<u>74,688</u>	<u>147,139</u>	<u>(126,915)</u>	<u>94,913</u>

Sonning Common Pre-School

Detailed Income and Expenditure Account for the Year ended 31 March 2021

	2021 £	2020 £
Incoming Resources		
Income		
Basic Fees	102,481	101,533
Additional Fees	27,625	57,004
Fund Raising	2,223	7,334
Bank Interest	261	323
Furlough Income	14,549	-
Total Incoming resources	<u>147,139</u>	<u>166,194</u>
	<u>147,139</u>	<u>166,194</u>
Resources Expended		
Cost of Sales		
Activities and Materials	1,255	4,748
Fundraising Costs	-	3,103
Kids Food	4,897	7,034
Consumables	442	567
	<u>6,594</u>	<u>15,452</u>
Administrative Expenses		
Employee Costs:		
Wages and Salaries	103,069	113,867
Pensions	1,267	5,818
Staff and Recruitment (CRB)	-	145
Staff training and welfare	10	880
	<u>104,346</u>	<u>120,710</u>
Premises Costs:		
General Premises, floor and painting	1,872	2,721
Light and heat	2,582	2,293
Cleaning	458	398
	<u>4,912</u>	<u>5,412</u>
General administrative expenses:		
Telephone and fax	719	856
Stationery and printing and post	64	838
Small Equipment	459	703
Subscriptions (Early years and PLA)	898	312
Forest School Costs	-	1,276
Bank charges	133	115
Insurance	3,341	3,014
New Office Equipment/ IT	2,409	1,686
Depreciation	1,036	1,008
Sundry Expenses	1,229	2,485
	<u>10,288</u>	<u>12,293</u>
Legal and Professional costs		
Accountancy fees	690	565
Payroll fees	85	1,096
Advertising and PR	-	-
Other legal and professional ICO	-	-
	<u>775</u>	<u>1,661</u>
Total Administrative Expenses	<u>120,321</u>	<u>140,076</u>
Total Resources Expended	<u>126,915</u>	<u>155,528</u>
Net Surplus/(Deficit)	<u>20,224</u>	<u>10,666</u>