

TOLLESHUNT KNIGHTS PRESCHOOL

CHARITY REGISTRATION NUMBER: 1029105

STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 30 APRIL 2021

S J COPELAND FCCA
COPELAND EVE - Certified Accountants
Elmdale Peldon Road
Little Wigborough
Colchester
CO5 7RB

TOLLESHUNT KNIGHTS PRESCHOOL

STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 30 APRIL 2021

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TOLLESHUNT KNIGHTS PRESCHOOL

ANNUAL REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 30 APRIL 2021**

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name	Tolleshunt Knights Preschool
Charity Registered Number	1029105
Address of Principal Office	Tolleshunt Knights Village Hall, Top Road, Tolleshunt Knights, Maldon, Essex CM9 8EU

Trustees

The Trustees who served during the year and to the date of this report were as follows:

Justine Davies	May 2020 - Present
Kate Axtell - Chair	May 2020 - Present
Amy Sutton	May 2020 - Present
Helen Bond - Secretary	May 2020 – Present
Jessica Wyatt – Treasurer	July 2017 - Present
Kate Axtell	May 2019 – May 2020
Mario Debono	May 2018 - Present
Jennifer Swift	July 2017 – Present
Melissa Ford	September 2020 - Present

Principal Officer	Kate Axtell, Chair
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Bankers	Barclays Bank, 59 Newland Street, Witham, Essex CM8 2AJ
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Independent Examiners	S J Copeland FCCA, Copeland Eve – Certified Accountants Elmdale, Peldon Rd, Little Wigborough, Colchester, CO5 7RB
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TOLLESHUNT KNIGHTS PRESCHOOL

ANNUAL REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 30 APRIL 2021(CONTINUED)**

STRUCTURE GOVERNANCE AND MANAGEMENT

a. **Governing Document**

The Charity is governed by the constitution, adopted at our AGM on 1 May 2012.

b. **Methods adopted for recruitment and appointment of Trustees**

In line with our constitution a maximum of twelve trustees are to be appointed at any one time. Recruitment is carried out throughout the year and parents/guardians of children who attend are asked to join. Trustees are appointed at the Annual General Meeting, being proposed and seconded accordingly. However, they can also be appointed during the year at normal committee meetings by pre-elected members.

c. **Policies and Procedures adopted for the induction and training of Trustees**

A committee file is maintained with all trustee details and each trustee is approved by Ofsted, who undertake a suitability check for each trustee. Roles are allocated on the committee and trustees are informed of their obligations towards the preschool and any liabilities, which could be incurred. Training is undertaken on the job.

d. **Organisational Structure of the Charity**

There are currently eight trustees on our committee. Trustee/committee meetings are held every 4-5 weeks throughout the year with the Annual General Meeting being held in April. There are three main posts, Chair, Treasurer and Secretary.

Wider Network

e. We are a preschool but we are not joined with any other preschool; however, we do hold membership of the Early Years Alliance.

f. **Related Parties**

No trustees were remunerated for their work in this role on behalf of the charity.

g. **Statement of Major Risks**

Being a preschool brings a variety of risks associated with the hiring of a village hall and working with young children. We adopt policies each year that outline our procedures to be followed in all areas and aspects of preschool life. These policies are reviewed by our management committee of elected trustees and our staff each year and are put forward to the parents/guardians of children who attend for their approval. These policies cover all the risk areas such as Health and Safety, Fire Risk and Intruder Procedures. If a problem occurs at preschool, the risk is reassessed and steps are undertaken to keep the risk at a low level. We do have risk assessments on aspects of the hall, regularly carry out fire drills with the children and ensure that staff who have contact with the children are vetted and DBS checked accordingly. The policies are an evolving document and are updated accordingly.

OBJECTIVES AND ACTIVITIES

The aims of the Tolleshunt Knights Preschool are:

1. To provide high quality care and education for children primarily below statutory school age
2. To work in partnership with parents to help children learn and develop
3. To add to the life and well-being of its local community
4. To offer children and their parents a service that promotes equality and values diversity

These activities are considered to be for the public benefit and in running the Charity the Trustees have regard for the Charity Commission guidance on public benefit.

ACHIEVEMENTS AND PERFORMANCE

This year has been a challenging year due to the unexpected pandemic Covid-19. The trustees have continued to focus on operational priorities for the preschool, following a number of staff changes and the continuation of full-day sessions. The student numbers have increased significantly this is a result of working hard to promote the preschool within the local community. The trustees and staff have raised funds through a series of non contact events, including Cake sales throughout the year, social media fundraising, online raffles which were used to purchase new Laptops and Tablets for children's use, new equipment and uniform for staff, along with continuing courses required to continue effective learning. Staff supervision meetings have continued and a review has been undertaken of staff skills and training needs. Due to Covid-19 disruption and restrictions we have been unable to hold any personal events that we would normally hold throughout the year, parents have been extremely supportive and understanding at this challenging time. We have implemented new Policies and Procedures specifically for Covid-19. We were able to remain open throughout the pandemic for children of Key-worker and critical workers.

FINANCIAL REVIEW

The Charity's financial position is as set out in the Balance Sheet on page 7 and is considered ok.

Reserves Policy

We hold an amount of approximately £23,000 which covers us for any potential redundancy payments should the preschool be unable to remain open.

PLANS FOR FUTURE PERIODS

Our objectives for the next year are to improve the financial sustainability, improve the quality of the setting and maintain the committee composition. We will achieve these objectives by focusing on promotion of the preschool through advertising, e-marketing, social media and attending relevant community events. Fundraising will continue and we will be reinstating events to include parents and families of the local community. We will re-invest monies from fundraising in the personal development of staff, and the continuation of upgrading our equipment and facilities. We will work more closely with parents to involve them with the committee and look to delegate roles and responsibilities.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The 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 and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;

- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material 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 operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust Deed. The Trustees 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.

As far as the Trustees are aware, we have taken all the steps that we ought to have taken as Trustees to ensure there is no relevant information of which the charity's independent examiners are unaware.

K Axtell

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CHAIRMAN

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DATE

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF THE TOLLESHUNT KNIGHTS PRESCHOOL
FOR THE YEAR ENDED 30 APRIL 2021

I report on the accounts of the Charity for the year ended 30 April 2021, which are set out on pages 6 and 7.

Respective responsibilities of the 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 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;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state 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 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 our 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 2011 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
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

S J Copeland FCCA
Copeland Eve – Certified Accountants
Elmdale Peldon Rd
Little Wigborough
Colchester
CO5 7RB

S J Copeland

TOLLESHUNT KNIGHTS PRESCHOOL

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 APRIL 2021

	<u>Unrestricted</u> <u>Fund</u> <u>General</u> <u>Fund</u> <u>2021</u> £	<u>Unrestricted</u> <u>Fund</u> <u>General</u> <u>Fund</u> <u>2020</u> £
INCOMING RESOURCES		
Fees	14,971	14,626
Grant Funded Fees	55,076	68,578
Fund Raising	6,080	7,654
Donations	127	100
Milk Grant	33	73
Bank Interest Received	14	47
Uniform	0	0
Sundry Income	0	0
Commission	63	125
Asset Disposal	0	0
TOTAL INCOMING RESOURCES	76,364	91,203
RESOURCES EXPENDED		
Wages	76,041	70,513
Village Hall Hire	7,956	6,054
Equipment	1,285	1,549
Insurance	720	719
Stationery and Printing	310	575
Advertising	0	123
Outings	0	450
Payroll Fees	540	540
Sundry Expenses	400	963
Crafts and Snacks	471	623
Professional Fees	50	50
Telephone and Internet	101	20
Staff Training/Uniform	580	1,589
Fund Raising Expenses	600	3,398
Christmas Entertaining	0	0
Staff Other	208	255
Covid Cleaning	725	
TOTAL RESOURCES EXPENDED	89,987	87,421
NET INCOMING/(OUTGOING) RESOURCES BEING THE NET MOVEMENTS IN FUNDS	-13,623	3,782
FUND BALANCES BROUGHT FORWARD	54,757	50,972
FUND BALANCES CARRIED FORWARD	41,134	54,757

TOLLESHUNT KNIGHTS PRESCHOOL

BALANCE SHEET
AS AT 30 APRIL 2021

	<u>2021</u>	<u>2020</u>
	£	£
CURRENT ASSETS		
Bank Current Account	17,963	21,341
Bank Deposit Account	22,648	32,633
Cash in Hand	523	780
NET ASSETS	<u>41,134</u>	<u>54,754</u>
FUNDS		
Unrestricted Funds:		
General Fund	<u>41,134</u>	<u>54,754</u>



)
) Sharon Nicol

)
) TREASURER
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)
)

10th January 2022

DATE