

## **WEST KINGSDOWN PRESCHOOL TRUSTEES ANNUAL REPORT 2020**

### **Section 1**

### **Legal and Administrative Information**

West Kingsdown Preschool

School Lane

West Kingsdown

Kent TN15 6DY

Charity No. 1029575

#### **Current Trustees**

Mrs Susan Brown	Chairperson
Amy Bacchro	Treasurer
Rachel Waite	Secretary
Marie Pickering	Trustee
Eleanor Dacey	Trustee
Sophie Brixey	Trustee
Nicola Millbank	Trustee
Emma Brown	Trustee

The constitution is that of the Pre-School Learning Alliance.

We adopted their new 2011 constitution at the general meeting in January 2012.

Our main aims and objectives are as follows:

1. To enhance the development and education of children under the statutory school age in a parent involved community-based group.
2. To provide a safe, secure and stimulating environment.
3. To work within a framework that ensures equality of opportunity for all children and families.

Details of our bankers and accountant are as follows:

Santander, Bridle Road, Bootle, Merseyside, L30 4GB

R.K.Lawrence: Accountant, 94 Brook Street, Erith, Kent. DA8 1JF

## **Section 2**

## **Activities and Achievements**

We began this year with a small financial reserve, carried from previous years' successes. We have made a loss this financial year of £12,942.00.

Covid has dominated most of the year. Lockdown brought about its challenges, but we continued to teach the children using technology, with committed staff and parents. It was not practical, but we made sure we had contact with the children and parents ensuring everyone's wellbeing was paramount. We were able to stay open to the vulnerable children and children of key workers and made sure we had a skeleton number of staff to cover this. When the government gave us permission to fully reopen in March 2021, we made sure we had all safety measure in place ie Children being dropped off at the door, temperature taken, hand sanitised, social distancing and being put in their own bubbles. We reassured the parents of all the safety measures and we reduced our opening hours in order for staff to carry out a deep clean each day. The first group of children allowed to attend the nursery were the children transitioning, this moved from strength to strength and after a few weeks all age groups gradually returned. When the country locked down for 2<sup>nd</sup> time nurseries were made to remain open. Again, all parents and staff were contacted to reassure them of all our safety measures. We seem to have come out of this lockdown unscathed.

It seems that the service of our increased opening hours has continued to be of value to the community, with many parents choosing to utilise this. We are allowing children of all ages to partake in all sessions from all morning to afternoon sessions and from both Monday and Friday, allowing parents more flexibility. This includes lunch options for morning and afternoon sessions.

We are accepting children on all types of universal and increased government funding and have been able so far to offer these places in an unrestricted pattern.

We have very good relations with outside agencies to support the many children with special needs that we care for. We ensure that every individual child's needs are met and catered for; each child is valued as a member of the preschool community. We have also invested in our staff and have an exceptional special needs member of staff.

We managed to establish one final fundraising event before we went into lockdown and raised much appreciated funds for extra play equipment to enhance our setting. We were unable to organise our usual Christmas party, but we were able to organise Father Christmas to visit the children in the outside area adhering to social distancing. We also organised a Summer, Easter and Christmas Activity holiday club for 6 days over 2 weeks which was popular amongst the community.

We have continued with a program of ongoing and increased training. We have been using a system of appraisals for our staff wage rises, and we are keen to carry on with this. We were able give staff a small increase in salaries to ensure that our

We are going in to 2020-2021 with healthy reserves. We have small concerns regarding increased staffing cost of pensions and minimum wage. We endeavour as always to keep costs down as much as possible and fund projects by our fundraising efforts. With our main aim, as always, to be of service to the local community.

The Trustees have approved the Trustees' report above.

Date: 24 May , 2020

WEST KINGSDOWN PRE SCHOOL  
Income and Expenditure Account  
For the Year to 31st July 2020

		<u>2020</u>	<u>2019</u>
<u>INCOME</u>			
Rental Income	(Note 1)	0	0
Fees Received		19588	144228
Photographic Commission		0	108
Donations		2168	1000
Bank Interest		170	194
Fund Raising Activities	(Note 2)	889	1912
Grants	(Note 3)	132997	960
Sundry	(Note 4)	353	412
		<hr/>	<hr/>
		£ 156165	£ 148814
		<hr/>	<hr/>
<u>EXPENDITURE</u>			
Rent & Rates		3002	4300
Light & Heat		1166	1815
Wages		127640	140784
Small Equipment		480	3310
Large Equipment		0	2301
Administrative Expenses		1271	889
Insurance		1146	1122
Milk/Biscuits Less Rebate		1045	1636
Telephone		585	532
Consumable Play Materials		5370	4429
Sundry Payments		486	840
P.L.A. Courses		780	1948
Charity		0	71
Bldg Repair/Improvements		154	648
Fundraising Costs		98	541
		<hr/>	<hr/>
		£ 143223	£ 165166
		<hr/>	<hr/>
Deficit/Surplus for the Year		£ 12942	£ -16352
		<hr/>	<hr/>

WEST KINGSDOWN PRE SCHOOL

Balance Sheet as at 31st July 2020

	<u>2020</u>	<u>2019</u>
<u>FUNDS EMPLOYED</u>		
Accumulated Fund	40042	56394
Deficit/Surplus for Year	12942	-16352
	<hr/>	<hr/>
£	52984	£ 40042
	<hr/>	<hr/>
<u>Current Assets</u>		
Milk Rebate Outstanding	0	0
	<hr/>	<hr/>
	0	0
<u>Cash at Bank</u>		
Giro Deposit	27933	27763
Cash	375	375
Current Account	<u>26826</u>	<u>14054</u>
	55134	42192
Less Creditors	<u>2150</u>	<u>2150</u>
£	<u>52984</u>	£ <u>40042</u>

I have examined the relevant books and documents of the West Kingsdown Pre-School Playgroup Association and in my opinion the published Accounts represent a true and fair view of the financial position as at the 31st July 2020

ACCOUNTANT: R K Lawrence & Co  
Accountant  
94 Brook Street  
Erith  
Kent DA8 1JF

CHAIRMAN:  
Mrs T Hood

TREASURER:  
Miss K Longhurst

# WEST KINGSDOWN PRE SCHOOL

## Account Notes

2020

2019

### Note 1 Rental Income

Parties & Toddlers	£	<u>0</u>	£	<u>0</u>
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### Note 2 Fundraising

St. Edmunds Fayre		0		111
Crackerjacks Sponsor		0		71
Fundraising - Book wk		0		43
Ticket Sales		0		154
Bike Ride		0		653
Petty Cash		0		161
Photo Commission		40		120
Empties Please		9		0
Fundraising		390		0
Fundraising - Pamper		450		0
Raffle Christmas		<u>0</u>		<u>599</u>
	£	<u>889</u>	£	<u>1912</u>

### Note 3 Grants

AR Collaberation		730		960
KCC Quality payment		125727		0
Covid		6540		0
	£	<u>132997</u>	£	<u>960</u>

### Note 4 Sundry

Sundry		122		0
Training		0		122
Clothing		<u>231</u>		<u>290</u>
		<u>353</u>		<u>412</u>

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