

Apple Tree Pre-school - Kingswood

Report and Financial Statements

Year ended 31st August 2020

Charity no: 1029687

Apple Tree Pre-school – Kingswood

Annual Report for the year ended 31st August 2020

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Legal and administrative information

Constitution

Apple Tree Pre-school is a registered charity governed by its constitution. Charity number 1029687. The Voluntary Management Committee (“The Charity”) are its trustees for the purpose of charity law and throughout this report are collectively referred to as The Trustees.

The chairperson is nominated by the committee members at the Annual General Meeting each year. All committee members are elected on an annual basis at the AGM and serve a minimum period of one year. These trustees have the power to co-opt up to two further members to fill specialist roles.

The trustees serving during the year were as follows:

Miss Claire Mayes	Chairperson
Mrs Rebecca Lovell	Treasurer
Mrs Olivia Bermingham	Secretary
Mrs Rosie Pearce	
Mrs Gemma Chaloner	
Mrs Kerrie Rowland	
Mrs Victoria Millard	

Pre-school premises:

Deer's Lodge, Deerhurst, Kingswood, BS15 1XH

Bankers:

Lloyds Bank, 124 High Street, Staple Hill, Bristol

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Objectives and activities

The charity objective is to offer a safe, happy, caring and stimulating environment, in which the pre-school children from families in our local area, can develop their skills for the next step on the ladder of life.

To enhance the development and education of children under the statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

The trustees continue to act in accordance with guidance on public benefit produced by the Charity Commission.

Review of the activities and future developments

Committee – Our committee remains unchanged due to a cancelled AGM following the Coronavirus lockdown and the government restrictions that have since followed.

Below is a brief overview of operations/activities/expenditure carried out by the pre-school during 2019/20.

- * We began the year with 32 children on the roll increasing to 44 by our last intake in April.
- * Our Romany style caravan was built in October at the cost of £1,375.
- * Concept photography sales raised £87 in October
- * In December our children staged a Christmas performance at St. Stephens church that was followed by a raffle. The proceeds were split between Apple Tree and the church raising a combined total of 171.
- * After many years of service Sharon decided to retire in February, her hours were absorbed by the remaining staff.
- * We were looking to recruit in April but this had to be pulled following the government lockdown.

***THE LOCKDOWN – 20th March 2020**

The government ordered pre-school to close to all but the children of keyworkers or vulnerable children. We remained open to look after 3 children 2 days of the week. The staff used the time to prepare transition paperwork, clean, paint the garden and cut back the forest area.

We did have financial concerns during this time as staff were unable to be furloughed due to our government funding.

Following the government guidelines we opened to all from 1st June 2020, running as two separate pre-school bubbles.

In July we successfully applied for a government Covid grant and received £7,500.

Our end of year trip and party were cancelled due to the government restrictions although all our school leavers still received their graduation hats, certificates and personalised leaver balloons. We are extremely proud of all our children who are showing such resilience throughout this pandemic.

Finally, probably more than ever this year the staff have proven how committed they are to the pre-school. They have kept things going during the most worrying of times ensuring the children are safe, happy, and shielded from the uncertainty of the adult world.

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On behalf of the committee and all the parents I would like to thank them for their incredible devotion to the preschool and all the hard work they do for our children.

Without a committee the preschool cannot run so many thanks for all the hard work.

Reserves policy

It is the policy of the charity to maintain reserves of £35,000, this is to cover emergency expenses and staff redundancies should the pre-school need to cease.

By order of the trustees,

Claire Mayes
Chairperson, Apple Tree Preschool Committee

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Independent Examiners Report to the Trustees of Apple Tree Pre-school - Kingswood

We report on the accounts of the charity for the year ended 31st August 2020, which are set out on pages 5 to 7.

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 under section 114(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under S145 of the 2011 Act
- to follow procedures laid down in the General Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act
- and to state whether particular matters have come to my attention.

Basis of independent examiner's report

Our 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 we do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

(1) Which gives us reasonable cause to believe that in any material respect the requirements:

- (a) To keep accounting records in accordance with section 130 of the 2011 Act; and
- (b) To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

(2) To which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Evans & Partners
Chartered Accountants
9 Bank Road
Kingswood
Bristol
BS15 8LS

Dated: 22 March 2021

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Receipts and Payments account

Unrestricted funds	2020			2019		
	General	Designated	Total	General	Designated	Total
Receipts	£	£	£	£	£	£
Council Grants	83,162		83,162	95,461		95,461
Attendance Fees	9,920		9,920	14,427		14,427
			-			
Fund Raising	-			412		412
Milk	126		126	152		152
	93,208		93,208	110,452		110,452
Payments						
Salaries	71,212		71,212	77,751		77,751
Pension	210		210	93		93
Accountancy and Payroll	956		956	1,043		1,043
Supplies	2,647		2,647	3,558		3,558
Equipment	2,357		2,357	1,972		1,972
Ofsted	50		50	50		50
Training	344		344	422		422
Clothing	423		423	540		540
Rent	7,752		7,752	7,752		7,752
Insurance	1,087		1,087	1,072		1,072
Miscellaneous	1,238		1,238	667		667
Bank Charges	195		195	250		250
Subscriptions	1,374		1,374	-		-
	89,845		89,845	95,170		95,170

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Statement Assets and Liabilities

Receipts & Payments Account

Unrestricted funds

Summary

	2020			2019		
	General	Designated	Total	General	Designated	Total
	£	£	£	£	£	£
Receipts	93,208		93,208	110,452		110,452
Payments	89,845		89,845	95,170		95,170
Excess receipts (payments)	3,363		3,363	15,282		15,282
Balance brought f/wd	96,246		96,246	80,964		80,964
Balance carried f/wd	99,609		99,609	96,246		96,246
Represented by						
Cash at bank	99,466		99,466	96,232		96,232
Cash in hand	143		143	14		14
	99,609		99,609	96,246		96,246

Other assets:

Loan to 37 Kingswood Scouts	2,000	2,000
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Notes forming part of the financial statements for the year ended 31st August 2020

1. Accounting policies

The financial statements have been prepared under the historical cost convention and in accordance with the Charities (Account and Reports) Regulations 2005 and applicable accounting standards. The principal accounting policies adopted in the preparation of the financial statements are as follows:

Group financial statements

These financial statements consolidate the results of the charity.

Incoming resources

Donations and grants

Income from donations and grants, including capital grants, is included in the incoming resources when these are received.

Interest receivable

Interest is included when received by the charity.

Fund accounting

Funds held by the charity are either:

- Unrestricted general funds. These are funds, which can be used in accordance with the charitable objects at the discretion of the trustees.
- Designated funds. These are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. Legal status of the charity

The charity is run by a Voluntary Management Committee.

3. Staff numbers

We have a staffing level of 9 part time employees; between them providing adequate supervision for nine half day pre-school sessions. (2019 – 10 part time employees)

4. Unrestricted funds of the charity

The trustees have designated funds to offset redundancy costs in the event the pre-school has to cease. This redundancy fund is held and will be increased during the next financial year to offset legal requirements should the pre-school have to cease.