

**NOAH'S ARK PRE-SCHOOL
FOR THE YEAR ENDED 31st AUGUST 2021**

**NOAH'S ARK PRE-SCHOOL
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st AUGUST 2021
Charity number 1031652**

NOAH'S ARK PRE-SCHOOL
FOR THE YEAR ENDED 31ST AUGUST 2021

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REPORT OF THE TRUSTEES

The trustees are pleased to present their report, together with the financial statements for the year ended 31st August 2021.

Reference and administration details

Charity Name: Noah's Ark Pre-School

Charity Registration Number: 1031652

Address of Charity: St John's Church Hall

Cauldwell Hall Road

Ipswich

IP4 4QE

Trustees: L Halliday Chair (Appointed September 2021)

B Blackwood Chair (Resigned August 2021)

A Hall Treasurer (Appointed September 2019)

H Elmer Secretary & Safeguarding Officer
(Appointed September 2020)

J Warwick

R Cornish

G Shefford

Support Team: L Rust Business Manager (Appointed July 2012)

S Ogunlaja Team Manager (September 2019)

B Cuckow Deputy Team Manager (September 2018)

Independent Examiner: R Garrard

Objectives, Activities and Achievements:

The primary purpose of the Charity is to help children aged 2-4 years with their early years' education. We operate during term time for 5 days a week for 2 sessions a day (9am-12pm and 12pm-3pm). We also offer an 8.30am drop off for parents, if needed.

The Charity raises some additional funds from the public to support the activities and enhancements of the pre-school but does not work with commercial participators. The purposes of the Charity are exclusively charitable and the financial statements have been prepared in accordance with the requirements of the Charities Act 2011 ('the Act').

In planning the objectives and activities of the Charity, the Trustees have reviewed the guidance provided by the Charity Commission.

With our current 'Good' Ofsted rating we hope to continue to provide a safe, secure and happy educational setting for our families.

Financial Review

The management of the Charity's funds during the financial year ending 31st August 2021 has been a difficult task. The financial challenges resulting from the Covid-19 pandemic have been compounded by those of an increased number of Special Educational Needs (SEN) children attending the setting.

Our two main streams of funding were government grants, which amounted to £119,722 (2019/20: £138,040) and fees paid by those who are not entitled to grant funding, totalling £12,219 (2019/20: £13,783). During the financial year 2020/21, income from these sources was down by £19,886 on the previous year, but more significantly £49,374 compared to the year ended 2018/19; the last financial year preceding the pandemic. As the pandemic meant a lower number of children attended the setting, both our fee and grant income was adversely impacted. Since then, we have worked hard to rebuild our register of children and have had an increased number attending the setting during the 2021/22 academic year.

Our pre-school has earned a reputation for being well-qualified to offer excellent SEN provision and since the closure of our local assessment nursery, our SEN numbers have increased significantly. In order to provide the highest level of care to the children attending our setting, and in particular those requiring an enhanced ratio, our staffing levels have also increased significantly. Consequently, our staff costs have increased from £134,614 in 2019/20 to £149,438 in 2020/21, an increase of

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£14,824. Pension costs increased by £1,630 as contributions increased to 3%. Approximately £5,000 was paid in excess to HMRC during the year and this will be reclaimed in the coming financial year.

These factors translate into a significant deficit for the year of £46,653 (2019/20: £8,563). This is a larger deficit than forecast, however, as we emerge from the pandemic the pre-school has taken action to build up the number of children in attendance and rationalise staff costs, wherever possible, in order to stabilise funds.

Structure, Governance and Management

Governing Document

Noah's Ark pre-school was established in 1985 and its constitution 'The pre-school Learning Alliance Constitution Document' was registered to the Charity commission on 29/11/1985

Appointment of Trustees

Trustees are appointed at the Annual General Meeting and Trustees can then co-opt further members throughout the year. The minimum number of Trustees is 5 and the maximum is 12, with an additional 3 co-opted members. The Trustees of the Charity are currently all parents of current children or parents of children who have previously attended Noah's Ark.

Trustees Induction and Training

All new trustees are provided with a committee welcome pack, this includes copies of:

- The Charity's Constitution
- The latest accounts for the Charity
- Code of Conduct
- Confidentiality Agreement – to be signed.

Trustees are encouraged to read Charity Commission guidance notes CC - 'The Essential Trustee, what you need to know, what you need to do' and PB3 – 'Public benefit: Reporting'
In addition, Trustees are encouraged to read Charity Commission and other newsletters and to attend courses to keep them abreast of their duties and responsibilities.

Organisational Structure

The Trustees administer the Charity and meet regularly throughout the year. During these meetings all charitable matters are discussed, including the raising of funds, income structure, ongoing performance and to approve forthcoming charitable expenditure.

The Charity monitors performance against budgeted targets and reports annually at the Annual General Meeting, where Trustees resignations and appointments are made in line with the necessary roles and requirements of the foreseeable future of the pre-school.

Risk Management

Management has reviewed the major risks to which the Charity is exposed. Where appropriate, systems or procedures have been established to mitigate these risks. Noah's Ark pre-school benefits from a diligent and dedicated team of Trustees. Costs are closely monitored to ensure the Charity operates within its means, whilst taking into account cover for its reserves, all of which minimises the exposure to risk.

The Charity has internal policies in place, which are listed on the website, as well as available to view whilst in the pre-school.

1.0 CHILD PROTECTION

- 1.1 Children's rights and entitlements
- 1.2 Safeguarding children and child protection
- 1.3 Looked after children
- 1.4 Non-collection of child
- 1.5 Missing child
- 1.6 Online safety

2.0 SUITABLE PEOPLE

- 2.1 Employment
- 2.2 Student placements policy

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3.0 STAFF QUALIFICATIONS, TRAINING, SUPPORT AND SKILLS

- 3.1 Induction of staff and volunteers
- 3.2 First aid

4.0 KEY PERSON

- 4.1 The role of the key person and setting in

5.0 STAFF:CHILD RATIOS

- 5.1 Staffing

6.0 HEALTH

- 6.1 Administering medication
- 6.2 Managing children who are sick, infectious etc
- 6.3 Recording and reporting of accidents and incidents
- 6.4 Nappy changing
- 6.5 Food and drink
- 6.6 Food hygiene
- 6.7 CHECKLIST – kitchen
- 6.8 – Individual health plan - Medication log - TB

7.0 MANAGING BEHAVIOUR

- 7.1 Promoting positive behaviour

8.0 SAFETY AND SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT

- 8.1 Health and safety general
- 8.2 Maintaining children's safety and security
- 8.3 Supervision of children on outings
- 8.4 Risk assessments policy
- 8.5 Fire safety and emergency evacuation
- 8.6 Animals in the setting
- 8.7 No smoking
- 8.8 Health & Safety Risk Assessment template
- 8.9 Fire Safety Risk Assessment

8.10 Staff safety including home visits

8.11 Outdoor play

8.12 Open door and supervision

8.13 Adverse weather

9.0 EQUAL OPPORTUNITIES

9.1 Valuing diversity and promoting equality

9.2 Supporting children with SEN

9.3 Social well-being audit

9.4 Access audit

9.5 British values

10.0 INFORMATION AND RECORDS

10.1 Prospectus

10.1b Privacy notice

10.2 Admissions

10.3 Application to join

10.4 Registration forms

10.5 Parental involvement policy

10.6 Children's records

10.7 Provider record procedure policy

10.8 Transfer of records policy

10.9 Confidentiality and client access to records

10.10 Information sharing

10.11 Working in partnership with other agencies

10.12 Making a complaint

11.0 STAFFING

11.1 Staff absence policy

11.2 Disciplinary policy

11.3 Whistleblowing policy

11.4 Grievances procedure

11.5 Supervision agreement policy

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Reserves Policy

The Charity's reserves policy is to maintain reserves at a level adequate to protect its ongoing work from significant fluctuations in service income. This policy is reviewed annually. The Charity aims to hold sufficient reserves to cover three month's running costs, plus statutory redundancy costs. This value is set aside in a separate bank account, which totalled £30,124 at the year end.

At the year end the Charity has total reserves of £69,480 The reserves of the Charity are adequate and the Trustees consider that the Charity will continue as a going concern for the foreseeable future. There are no material uncertainties about the Charity's ability to continue.

Trustees

The current trustees are shown on page 1, including those who have served during the year and any appointments and resignations dated as required.

Public Benefit

The Trustees have considered the Charity Commission's guidance on public benefit. They confirm that in planning and carrying out the Charity's activities they have done so with regards to this guidance.


Independent Examiner Reappointment

A resolution to appoint Mr R Garrard as independent examiner will be proposed at the next Annual General Meeting.

The Trustees annual report was approved on 20/6/22 and signed on behalf of the board of Trustees by:

L Halliday (Chair)

Trustee



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RECEIPTS AND PAYMENTS ACCOUNT

	2021		Total	2020		Total
	Unrestricted	Restricted		Unrestricted	Restricted	
Receipts						
SCC grants	114,597		114,597	133,440		133,440
Fees received	12,219		12,219	13,783		13,783
Higher Tariff Needs	-	5,125	5,125	-	4,600	4,600
Donations	118		118	175		175
Fundraising	-		-	25		25
Bank Interest	5		5	19		19
Snack contributions	639		639	383		383
Refunds	242		242	902		902
Interest	16		16	117		117
Other	26		26	61		61
Total receipts	127,862	5,125	132,987	148,905	4,600	153,505
Payments						
Wages	130,196	4,510	134,706	123,755	4,063	127,818
HMRC costs	10,269		10,269	3,963		3,963
Pension costs	4,463		4,463	2,833		2,833
Rent	9,420		9,420	7,500		7,500
Utilities	2,014		2,014	1,529		1,529
Equipment	2,984	500	3,484	1,225	174	1,399
Resources	3,505		3,505	2,898	363	3,261
Snack	2,027		2,027	2,078		2,078
Licences	1,976		1,976	2,000		2,000
Gifts	-		-	684		684
Cleaning	1,780		1,780	982		982
Garden	1,663		1,663	1,220		1,220
Training	1,187	115	1,302	1,377		1,377
Staff costs	2,170		2,170	1,104		1,104
Postage	232		232	10		10
Stationery	222		222	952		952
Bank Charges	103		103	101		101
Donations	90		90	1,020		1,020
Refund	-		-	500		500
Disadvantage	35		35	168		168
Travel	16		16	152		152
Fundraising	6		6	-		-
Furniture	158		158	-		-
Uniform	-		-	793		793
Deposit	-		-	623		623
Total payments	174,515	5,125	179,640	157,468	4,600	162,068
Net receipts / (payments)	- 46,653	- -	46,653 -	8,563	- -	8,563
Cash and bank balances b/f	116,133		116,133	124,696		124,696
Cash and bank balances c/f	69,480	-	69,480	116,133	-	116,133

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STATEMENT OF ASSETS AND LIABILITIES

Bank balances as at 31 August	2021	2020
Barclays Account	34,336	74,980
Fundraising Accounts	4,998	8,367
Barclays Savings Account	30,124	30,116
Training Account	22	2,670
TOTAL ASSETS	69,480	116,133

INDEPENDENT EXAMINER'S REPORT

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31st August 2021, which are set out on the afore mentioned pages of these financial statements.

Responsibilities and basis of report

As the Charity's Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (The Act)

I report in respect of my examinations of the Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect.

1. Accounting records were not kept in respect of the Charity as required by section 130 of the Act.
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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I have no concerns and have come across no other matters with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

R Garrard

Independent Examiner

Dated


28-6-22