

NOAH'S ARK PRE-SCHOOL

FOR THE YEAR ENDED 31ST AUGUST 2022

NOAH'S ARK PRE-SCHOOL

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2022

Charity number 1031652

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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 2022.

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)
A Hall	Treasurer (Appointed September 2019)
H Elmer	Secretary & Safeguarding Officer (Appointed September 2020)

J Warwick
R Cornish
G Cernii

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 Garrod

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Objectives and Activities:

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 five days a week, two sessions a day (9am-12pm and 12pm-3pm). We also offer an 8.30am drop off for parents, at an additional cost, if needed.

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.

Achievements and Performance

After a significant financial loss during the financial year 2020/2021, we have had a smaller loss in this financial year.

We have been persistently building our numbers and have had higher numbers of attending children during the 2021/2022 academic year. Although we have still suffered a loss in this year, we have implemented some major staffing changes for the beginning of the academic year 2022/2023. This has already resulted in a saving of £1000 on our monthly wage bill.

Financial Review

Following a significant loss in the 2020/2021 financial year (£46,653) a further loss was expected for the year to August 2022. The pre-school was still feeling the financial impact from the pandemic, which adversely affected the number of children on our register, and the necessary over-staffing, resulting in reduced income combined with higher wages costs. Our staffing costs over the recent years have increased significantly to cope with the number of SEN children we have had attending our setting, this is mainly due to the closure of our Local Assessment Nursery. This has seen an increase in our staff numbers, which has been essential to continue to provide the highest levels of care for the children who attend our setting, particularly for the number of children who need an enhanced ratio, our wage bill has seen an increase from £105,000 to £150,000.

We have made changes to the staffing for the beginning of September 2022, which we hope will improve our financial situation for the year ending August 2023. We will receive a slight increase in our funding rate for the current academic year, which will help, although with the increased cost of living and a possible raise in National Minimum Wage in April 2023, we will need to keep our staffing

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under review. With the knowledge that our income has not increased significantly, and the change to inflation and other economic factors, budgets have been stretched. We have now implemented a much stricter budgeting process, which is being closely monitored by our business manager and Treasurer.

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, January 2016' was registered to the Charity commission in 1994.

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 the additional 3 co-opted members). The Trustees of the Charity are currently all parents of current children or parents of children who attended Noah's Ark previously.

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 once appointed.

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.

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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

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 settling 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

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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

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1.1.5 Supervision agreement policy

Related Party Transactions

There were no related party transactions during this or any prior period.

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 totals £30,127.00 at the year end.

At the year end the Charity has total reserves of £30,127.00. The reserves of the Charity are therefore 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.

Plans for Future Periods

It is the Trustees' intention that the Charity will continue to provide services in line with the objectives and activities as noted in these financial statements.

The charity is focussed over the next financial year on a number of key areas aimed at protecting the pre-school's financial stability and improving the quality of provision.

The pre-school has changes planned for the next financial year to compensate for the deficit faced due to the coronavirus pandemic. We have made changes to staffing and have plans for the new academic year to help bolster our savings account.

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

Trustees

The current Trustees are shown on page 3, including those who have served during the year and any appointments and resignations dated, as required.

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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 regard to this guidance.

Independent Examiner Reappointment.

A resolution to appoint R Garrod as Independent Examiner will be proposed at the next Annual General Meeting.

The Trustees Annual Report was approved on 9th November 2022 and signed on behalf of the board of Trustees by:

L Halliday (Chair)

Trustee



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Receipts and Payments Account

	2022		2021	
	Unrestricted	Restricted	Unrestricted	Restricted
Receipts				
SCC grants	123,769		114,597	114,597
Fees received	23,744		12,219	12,219
HTN / DAF		13,580		5,125
Donations	134		118	118
Fundraising	598			21
Bank Interest	11		21	639
Snack contributions	682		242	242
Refunds	-		26	26
Other	-			
Total receipts	148,938	13,580	127,862	132,987
Payments				
Wages	121,647	13,580	130,196	4,510
HMRC costs	5,190		10,269	10,269
Pension costs	3,647		4,463	4,463
Rent	10,800		9,420	9,420
Utilities	1,465		2,014	2,014
Equipment	1,576		2,984	500
Resources	4,266		3,505	3,505
Snack	1,369		2,027	2,027
Licences	2,604		1,976	1,976
Cleaning	1,400		1,780	1,780
Garden	-		1,663	1,663
Training	736		1,187	115
Staff costs	2,060		2,170	2,170
Postage	196		232	232
Stationery	125		222	222
Bank Charges	138		103	103
Donation	-		90	90
Disadvantage	-		35	35
Travel	6		16	16
Fundraising	217		6	6
Furniture	-		158	158
Total payments	157,442	13,580	174,515	5,125
				179,640
Net receipts / (payments)	- 8,504	-	- 46,653	- 46,653
Cash and bank balances b/f	69,480	-	116,133	116,133
Cash and bank balances c/f	60,976	-	69,480	69,480

Statement of Assets and Liabilities

	2022	2021
Bank balances as at 31 August		
Barclays Account	29,851	34,336
Fundraising Accounts	998	4,998
Barclays Savings Account	30,127	30,124
Training Account	0	22
TOTAL ASSETS	60,976	69,480

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Independent Examiner's Report

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended August 2022, 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.

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 Garrod
Independent Examiner



Dated 22 - 11 - 22