

**NOAH'S ARK PRE-SCHOOL**

**FOR THE YEAR ENDED 31<sup>st</sup> AUGUST 2023**

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**NOAH'S ARK PRESCHOOL**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31<sup>st</sup> AUGUST 2023**

**Charity number 1031652**

**NOAH'S ARK PRE-SCHOOL**  
**FOR THE YEAR ENDED 31<sup>st</sup> AUGUST 2023**

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# NOAH'S ARK PRE-SCHOOL

## FOR THE YEAR ENDED 31<sup>st</sup> AUGUST 2023

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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 31<sup>st</sup> 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)
R Cornish	Secretary & Safeguarding Officer (Appointed November 2022)

J Warwick  
R Piotrowski  
A Ajala

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

## **NOAH'S ARK PRE-SCHOOL**

### **FOR THE YEAR ENDED 31<sup>st</sup> AUGUST 2023**

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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 5 days a week for two 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 participants. 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**

Following the challenges of the Covid-19 pandemic it has been an uphill struggle to cope with the number of children and our staffing levels, particularly the number of SEN children in our setting, due to the closure of the local assessment nursery (The Bridge) during the pandemic.

We lost revenue from our fee-paying children during the 2019/2020 academic year, and again during the 2020/2021 year, amounting to over £20,000.00, as the ongoing pandemic kept our numbers lower than usual as parents wanted to keep their children home, this has also meant a drop in our Early Education Funding we receive from the Local Authority. We have been consistently building our numbers and have had higher numbers of attending children during the 2022/2023 academic year.

#### **Financial Review**

For 2022/2023 we faced high staffing costs due to the increase in minimum wage in April, thankfully we received some additional money in towards training costs for our apprentices; Charlotte & Maisie, which helped with our wage bill for the year. We also have had a high number of SEN children attending our setting, this is mainly due to the closure of our Local Assessment Nursery and the increase in children receiving early diagnoses. 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. We have also seen an increase in our pension contributions, which stands at 3% for employers.

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We ended the academic year showing a significant deficit, however this was due to the allocation of our Suffolk County Council grant being paid in the incorrect financial year. A payment of £26,886.00 was received at the end of August 2022, which should have arrived in September 2022. Should this payment be allocated correctly, as well as the fundraising monies from our summer fayre (July 2023) we would have shown a profit of £1,109.00, which is the first profit show since before the pandemic.

#### **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 on October 2017.

##### **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.

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.



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#### **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

##### **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

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#### **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

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#### **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

#### **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 £25,211.00 at the year end.

At the year end the Charity has total reserves of £25,211.00. 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-schools 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 1, including those who have served during the year and any appointment and resignation 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 Charities activities they have done in regard to this guidance.

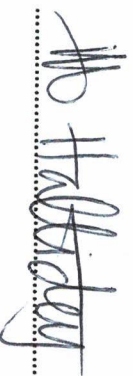
**Independent examiner reappointment.**

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 .....7/2/24..... and signed on behalf of the board of Trustees by:

L Halliday (Chair)

Trustee

  
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NOAH'S ARK PRE-SCHOOL

FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2023

FINANCIAL INFO

	2023		Total	2022		Total
	Unrestricted	Restricted		Unrestricted	Restricted	
<b>Receipts</b>						
SCC grants	100,919		100,919	123,769		123,769
Fees received	17,604		17,604	23,744		23,744
Higher Tariff Needs / DAF	-	17,020	17,020	-	13,580	13,580
Donations	1,250		1,250	134		134
Fundraising	680		680	598		598
Bank Interest	99		99	11		11
Snack contributions	747		747	682		682
Apprenticeship Grants	7,500		7,500	-		-
Other	938		938	-		-
Total receipts	129,738	17,020	146,757	148,937	13,580	162,517
<b>Payments</b>						
Wages	123,518	13,520	137,038	121,647	13,580	135,227
HMRC costs	4,442		4,442	5,190	-	5,190
Pension costs	4,368		4,368	3,647	-	3,647
Rent	12,388		12,388	10,800	-	10,800
Utilities	1,299		1,299	1,465	-	1,465
Equipment	35	2,500	2,535	1,576	-	1,576
Resources	1,790		1,790	4,266	-	4,266
Snack	1,733		1,733	1,369	-	1,369
Licences	2,495		2,495	2,604	-	2,604
Cleaning	1,074		1,074	1,400	-	1,400
Garden	82		82	-	-	-
Training	309	1,000	1,309	736	-	736
Staff costs	638		638	2,060	-	2,060
Postage	27		27	196	-	196
Stationery	732		732	125	-	125
Bank Charges	151		151	138	-	138
Trip	946		946	-	-	-
Gifts	447		447	-	-	-
Travel	7		7	6	-	6
Fundraising	935		935	217	-	217
Furniture	-		-	-		-
Total payments	157,415	17,020	174,435	157,441	13,580	171,021
<b>Net receipts / (payments)</b>	- 27,677	- 0	- 27,677	- 8,504	- -	- 8,504
<b>Cash and bank balances b/f</b>	60,976	-	60,976	69,480	-	69,480
<b>Cash and bank balances c/f</b>	33,299	- 0	33,299	60,976	-	60,976

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Statement of Assets and Liabilities

Bank balances as at 31 August	2023	2022
Barclays Account	5,884	29,851
Fundraising Accounts	1,002	998
Barclays Savings Account	25,211	30,127
Training Account	1,202	-
TOTAL ASSETS	33,299	60,976

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended August 2023. 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.

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**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



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12-3-24,