

**ROMANBY PRESCHOOL**  
**(An unincorporated charity)**  
**UNAUDITED**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2020**

**ArmstrongWatson<sup>®</sup>**  
Accountants, Business & Financial Advisers

**ROMANBY PRESCHOOL**  
**(An unincorporated charity)**

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**ROMANBY PRESCHOOL**  
**(An unincorporated charity)**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 AUGUST 2020**

<b>Trustees</b>	Victoria Watt, Chair Zoe Bell, Trustee Becky Robinson, Trustee Sammie Taylor, Trustee Samantha Sykes, Trustee Sarah Hampson, Trustee Sarah Gardiner, Trustee Natalie Currie, Trustee
<b>Charity registered number</b>	1031854
<b>Registered office</b>	Romanby Pre School The Close Northallerton North Yorkshire DL7 8BL
<b>Accountants</b>	Armstrong Watson Audit Limited Chartered Accountants & Statutory Auditors York House Thornfield Business Park Northallerton North Yorkshire DL6 2QX

**ROMANBY PRESCHOOL**  
**(An unincorporated charity)**

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 AUGUST 2020**

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The Trustees present their annual report together with the financial statements of the Romanby Preschool for the year 1 September 2019 to 31 August 2020. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Company qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

**Objectives and activities**

**a. Objectives and aims**

The object of the charity is to provide childcare and education and enhance the development of children within the community and surrounding areas for children age 2 to 11 (up to and including the day before their 12th Birthday) Primarily under statutory school age however children of school age benefit from social interaction and activities provided by the charity throughout Term Time (38 weeks) Childcare being the biggest key aspect throughout any school holidays (14 weeks).

Our aim is to offer appropriate play, education and care facilities for all children who attend regardless of their race, culture, religion, means or ability and to include families and outside agencies within the setting continuously throughout the year as much as we can/as and when needed. We will provide the resources, toys and equipment necessary and needed to enhance the children's learning environment in line with our vision (Below)

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

**Our vision**

**a. Our vision**

To provide a team of knowledgeable and enthusiastic qualified practitioners to enable children to explore, discover & be curious in an environment where they feel safe, confident and valued.

**Financial review**

**a. Going concern**

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources, toys and equipment to continue in operational existence for the foreseeable future and will continue to add to them to enhance children's learning and development as and when necessary and in accordance with the children's interests and needs.

**ROMANBY PRESCHOOL**  
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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2020**

**b. Financial review**

Principal funding sources; Romanby Preschool & Cabin Crew is local authority funded which is the primary source of funding. NYCC fund 2, 3 & 4 year old children to attend the setting. Funding is paid monthly to allow smooth running of accounts. Revenue generated from paying families include our before and after school club and holiday club. Income can also be evident through fundraising activities and donations. The charity also holds a small Lottery Licence through Local Authority which allows us to fundraise correctly, legally and accordingly when needed.

Reserves Policy; The trustees have a 2 month reserves policy for operating costs in reserves for the charity as the amount required for staff redundancies should the operations cease. The trustees recognise that 3 months+ would be a healthy reserve however as the Early Years Funding rates are still extremely low and fee rates can only be increased at a steady pace to keep custom this is not yet possible. The reserves policy is reviewed each financial year.

**Structure, governance and management**

**a. Structure, governance and management**

The overall management of the Preschool & out of school club rests with the Manager & Deputy Manager employed by the Committee and control of the Preschool & Out of school club rests with the management committee. The committee are also the charity trustees of the Preschool & out of school club.

The manager holds a Ba Hons Level 6 Degree in Early Years Childcare & Education, QTLS & Diploma Level 3 in business management. The Deputy Manager holds a level 4 qualification in Early Years Childcare & a business management Diploma Level 3 in Business Management. They are not opted in as Committee Members or Trustees of the Preschool.

The minimum number of committee members shall be 5 and the maximum shall be 12. The Committee always consists of a Chair, a Treasurer and a Secretary. Committee members are elected for a 1 year period at the Annual General Meeting. Retiring Committee Members are eligible for re-election unless they have served on the Committee in a capacity for 10 consecutive years. All Committee members have one vote each at Committee meetings and in the event of a tie, the Chair of Committee has a second or casting vote.

No Committee members are paid for services provided to the Preschool that form part of their duties as a Committee Member and Trustee. Trustees are properly appointed by process of election onto the Committee and further undergo a DBS check and EY2 check through our Governing Body OfSTED.

**Plans for future periods**

The Charity plans to continue its present activities in future. Funds are available to meet future needs where these have been identified.

The buildings' structure has been and will continue to be up kept in the form of repairs as and when necessary

**COVID-19**

Due to the Covid-19 Pandemic, the last financial year has been a tough one to deal with seeing the setting closed for almost 6 months due to the financial implications the setting would have faced if we stayed open for full services. Team were placed onto 80% Furlough and we were in a position to be able to top up wages by 20% due to still receiving Early Years Funding into the setting. Child attendee numbers dramatically reduced and cases in the area rose causing most settings to close within North Yorkshire.

**ROMANBY PRESCHOOL**  
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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2020**

**Risk management**

The board of Trustees have continued to meet virtually throughout Covid-19 pandemic and have communicated by telephone and email. Our financial position is reviewed on a monthly basis. We pay for a traded service from North Yorkshire County Council on a monthly basis too. They input our income and expenditure, generate our invoices and registers and have a robust accounts procedure in place which is shared with the treasurer of the charity to determine loss or profit in finances.

We have in place a two signature sign-off for any expenditure when using a cheque.

Expenditure below £1,000 is approved by the chair of the committee and requires 1 quote which can be the cost of the product/s or building work. £1,001 to £5,000 is approved by the chair of the committee and requires 2 quotes. £5,001 to £15,000 requires 3 quotes and is approved by the chair of the committee & treasurer. £15,000 and above is approved by all committee members.

Further we have our yearly accounts produced by North Yorkshire County Council (Traded service) and independently audited by Armstrong Watson Accounting Services.

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity and are satisfied that systems and procedures in place to mitigate our exposure to the major risks.

**ROMANBY PRESCHOOL**  
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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2020**

**Charity constitution**

RPSCC has adopted the Preschool Learning Alliance (EYA) Model Preschool Constitution 2011.

**Statement of Trustees' responsibilities**

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees on  
and signed on their behalf by:



**Sarah Gardiner**

28 June 2021

**ROMANBY PRESCHOOL**  
**(An unincorporated charity)**

**INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 AUGUST 2020**

**Independent Examiner's Report to the Trustees of Romanby Preschool ('the Company')**

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 August 2020.

**Responsibilities and Basis of Report**

As the Trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent Examiner's Statement**

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection 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.

Signed:



Dated:

29 June 2021

Simon Turner

ACCA

Armstrong Watson Audit Limited, Northallerton



**ROMANBY PRESCHOOL**  
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**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 AUGUST 2020**

	Note	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
<b>Income from:</b>					
Charitable activities	3	-	249,058	249,058	219,206
<b>Total income</b>		-	249,058	249,058	219,206
<b>Expenditure on:</b>					
Charitable activities	4	4,280	218,478	222,758	214,413
<b>Total expenditure</b>		4,280	218,478	222,758	214,413
<b>Net movement in funds</b>		(4,280)	30,580	26,300	4,793
<b>Reconciliation of funds:</b>					
Total funds brought forward		-	107,531	107,531	102,738
Net movement in funds		(4,280)	30,580	26,300	4,793
<b>Total funds carried forward</b>		(4,280)	138,111	133,831	107,531

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 10 to 18 form part of these financial statements.

**ROMANBY PRESCHOOL**  
**(An unincorporated charity)**  
**REGISTERED NUMBER:**

**BALANCE SHEET**  
**AS AT 31 AUGUST 2020**

	Note	2020 £	2019 £
<b>Fixed assets</b>			
Tangible assets	7	61,251	65,531
		<u>61,251</u>	<u>65,531</u>
<b>Current assets</b>			
Debtors	8	19,681	20,524
Cash at bank and in hand		53,799	21,476
		<u>73,480</u>	<u>42,000</u>
Creditors: amounts falling due within one year	9	(900)	-
<b>Net current assets</b>		<u>72,580</u>	<u>42,000</u>
<b>Total assets less current liabilities</b>		<u>133,831</u>	<u>107,531</u>
<b>Net assets excluding pension asset</b>		<u>133,831</u>	<u>107,531</u>
<b>Total net assets</b>		<u><u>133,831</u></u>	<u><u>107,531</u></u>

**ROMANBY PRESCHOOL**  
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**REGISTERED NUMBER:**

**BALANCE SHEET (CONTINUED)**  
**AS AT 31 AUGUST 2020**

	Note	2020 £	2019 £
<b>Charity funds</b>			
Restricted funds	10	(4,280)	-
Unrestricted funds	10	138,111	107,531
<b>Total funds</b>		<u>133,831</u>	<u>107,531</u>

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on  
28 June 2021 and signed on their behalf by:

Sarah Gardiner

*S. Gardiner*

The notes on pages 10 to 18 form part of these financial statements.

**ROMANBY PRESCHOOL**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2020**

**1. General information**

Romanby Preschool is a registered charity with the Charity number 1031854. The address is Romanby Pre School, The Close, Northallerton, North Yorkshire, DL7 8BL.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Romanby Preschool meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**2.2 Income**

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

**2.3 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**2.4 Tangible fixed assets and depreciation**

Tangible fixed assets costing £NIL or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

**ROMANBY PRESCHOOL**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2020**

**2. Accounting policies (continued)**

**2.4 Tangible fixed assets and depreciation (continued)**

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following basis:

Portakabin	-	5% Straight Line
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**2.5 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.6 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**2.7 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

**2.8 Financial instruments**

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.9 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

**ROMANBY PRESCHOOL**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2020**

**3. Income from charitable activities**

	Unrestricted funds 2020 £	Total funds 2020 £
Fees	85,529	85,529
Milk subsidy	817	817
Fund raising	-	-
NYCC Early Years	114,048	114,048
Interest received	38	38
Other income	48,626	48,626
	<u>249,058</u>	<u>249,058</u>
	Unrestricted funds 2019 £	Total funds 2019 £
Fees	131,385	131,385
Milk subsidy	1,534	1,534
Fund raising	891	891
NYCC Early Years	84,857	84,857
Interest received	38	38
Other income	501	501
	<u>219,206</u>	<u>219,206</u>

**ROMANBY PRESCHOOL**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2020**

**4. Analysis of expenditure on charitable activities**

**Summary by fund type**

	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £
Salaries	4,280	-	4,280
Refreshments	-	180,045	180,045
Depreciation	-	5,549	5,549
Milk	-	5,271	5,271
Professional fees	-	1,022	1,022
Sundry expenses	-	6,949	6,949
Toys, materials and activities	-	1,028	1,028
Premises expenses	-	2,505	2,505
Rates	-	317	317
Insurance	-	9,205	9,205
Water cooler	-	5,252	5,252
Administration expenses	-	1,335	1,335
	<u>4,280</u>	<u>218,478</u>	<u>222,758</u>

	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £
Salaries	4,280	-	4,280
Refreshments	-	161,978	161,978
Depreciation	-	8,379	8,379
Milk	-	7,017	7,017
Professional fees	-	1,396	1,396
Sundry expenses	-	10,397	10,397
Toys, materials and activities	-	1,871	1,871
Premises expenses	-	2,384	2,384
Rates	-	79	79
Insurance	-	11,841	11,841
Water cooler	-	4,716	4,716
Administration expenses	-	75	75
	<u>4,280</u>	<u>210,133</u>	<u>214,413</u>

**ROMANBY PRESCHOOL**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2020**

**5. Independent examiner's remuneration**

	2020 £	2019 £
Fees payable to the Company's independent examiner for the independent examination of the Company's annual accounts	<u>900</u>	<u>90</u>

**6. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2019 - £NIL).

During the year ended 31 August 2020, no Trustee expenses have been incurred (2019 - £NIL).

**7. Tangible fixed assets**

	Plant and machinery £
<b>Cost or valuation</b>	
At 1 September 2019	86,931
At 31 August 2020	<u>86,931</u>
<b>Depreciation</b>	
At 1 September 2019	21,400
Charge for the year	4,280
At 31 August 2020	<u>25,680</u>
<b>Net book value</b>	
At 31 August 2020	<u>61,251</u>
At 31 August 2019	<u>65,531</u>



**ROMANBY PRESCHOOL**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2020**

**8. Debtors**

	2020 £	2019 £
Due after more than one year		
Trade debtors	19,681	20,524
	<u>19,681</u>	<u>20,524</u>
	<u>19,681</u>	<u>20,524</u>

**9. Creditors: Amounts falling due within one year**

	2020 £	2019 £
Accruals and deferred income	900	-
	<u>900</u>	<u>-</u>

**ROMANBY PRESCHOOL**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2020**

**10. Statement of funds**

**Statement of funds - current year**

	Balance at 1 September 2019 £	Income £	Expenditure £	Balance at 31 August 2020 £
<b>Unrestricted funds</b>				
General Funds - all funds	107,531	249,058	(218,478)	138,111
<b>Restricted funds</b>				
Restricted Funds - all funds	-	-	(4,280)	(4,280)
<b>Total of funds</b>	<u>107,531</u>	<u>249,058</u>	<u>(222,758)</u>	<u>133,831</u>

**ROMANBY PRESCHOOL**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2020**

**10. Statement of funds (continued)**

**Statement of funds - prior year**

	<i>Balance at 1 September 2018 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 August 2019 £</i>
<b>Unrestricted funds</b>				
General Funds - all funds	102,738	219,206	(214,413)	107,531

**11. Summary of funds**

**Summary of funds - current year**

	<i>Balance at 1 September 2019 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 August 2020 £</i>
General funds	107,531	249,058	(218,478)	138,111
Restricted funds	-	-	(4,280)	(4,280)
	<u>107,531</u>	<u>249,058</u>	<u>(222,758)</u>	<u>133,831</u>

**Summary of funds - prior year**

	<i>Balance at 1 September 2018 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 August 2019 £</i>
General funds	102,738	219,206	(214,413)	107,531

**ROMANBY PRESCHOOL**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2020**

**12. Analysis of net assets between funds**

**Analysis of net assets between funds - current period**

	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	-	61,251	61,251
Debtors due after more than one year	-	19,681	19,681
Current assets	-	53,799	53,799
Creditors due within one year	-	(900)	(900)
Difference	(4,280)	4,280	-
<b>Total</b>	<b>(4,280)</b>	<b>138,111</b>	<b>133,831</b>

**Analysis of net assets between funds - prior period**

	Endowment funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	65,531	-	65,531
Debtors due after more than one year	20,524	-	20,524
Current assets	21,476	-	21,476
<b>Total</b>	<b>107,531</b>	<b>-</b>	<b>107,531</b>