

# OUR LADY OF THE WAYSIDE PRE-SCHOOL

England & Wales · Charity number 1033527

## Details

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**Other names** OUR LADY OF THE WAYSIDE PLAYGROUP

**Status** Registered

**Legal form** Other

**Registered** 1994-02-19

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 566 Stratford Road  
Shirley  
Solihull  
West Midlands  
B90 4AY

**Phone** 07474743744

**Email** [ourladyofthewaysidepreschool@gmail.com](mailto:ourladyofthewaysidepreschool@gmail.com)

**Website** [www.OLOWpreschool.com](http://www.OLOWpreschool.com)

## Activities

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**Objects:** The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:(a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;(b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;(c) Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

**Activities:** Care and education of children under the statutory school age through play and structured activities within a happy and safe environment.

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

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- Birmingham City
- Solihull
- Worcestershire

## Finances

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| Period end | Income  | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2024-08-31 | £73,447 | £73,545     | -      | -         |
| 2023-08-31 | £74,475 | £74,629     | -      | -         |
| 2022-08-31 | £60,902 | £69,491     | -      | -         |
| 2021-08-31 | £71,435 | £76,282     | -      | -         |
| 2020-08-31 | £75,795 | £72,874     | -      | -         |

## Trustees

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| Name              | Role | Appointed  |
|-------------------|------|------------|
| Joanne Waddingham |      | 2022-11-24 |
| Laura Day         |      | 2021-11-25 |
| Laura Doyle       |      | 2022-11-24 |

**OUR LADY OF THE WAYSIDE PRE-SCHOOL**

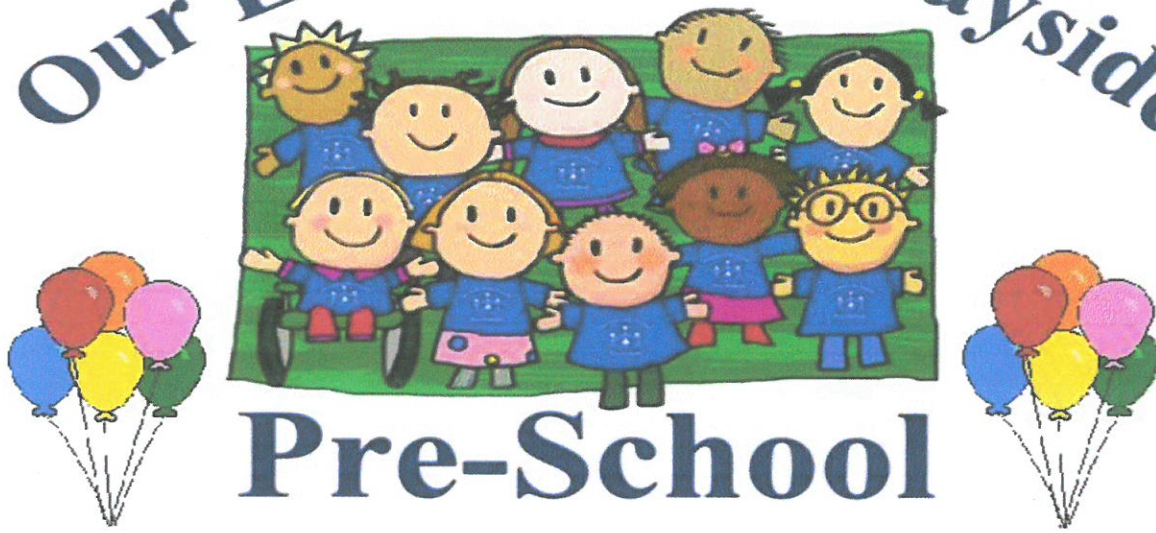
England & Wales - Charity number 1033527

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# Accounts

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# Our Lady of the Wayside



## Pre-School

Member of the Pre-School Learning Alliance

**Annual Report and Financial Statements**

**2023 - 2024**

**Registered Charity Number: 1033527**

**Annual Report and Financial Statements**

**2023/2024**

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## Our Lady of the Wayside Pre-School

Year ended 31<sup>st</sup> August 2024

### Trustees and Officers

|              |   |
|--------------|---|
| Laura Doyle  | Chairperson / Trustee   |
| Laura Doyle  | Treasurer/Trustee<br>(overseeing the work of the Finance Officer) |
| Stuart Kirk  | Vice-Chairperson/Trustee  |
| Katie Carton | Secretary/Trustee   |

### Committee Members:

Kerry Casey, Kirsty Mott, Olivia O'Halloran.

### Independent Examiner

Kevin Perfect

### Bank

HSBC Plc  
275 Stratford Road  
Shirley, Solihull  
B90 3AP

### Headquarters

Our Lady of the Wayside Parish Hall  
566 Stratford Road  
Shirley, Solihull  
B90 4AY

|                   |  |
|-------------------|--|
| Telephone Number: | 07474 743744                           |
| Email Address:    | ourladyofthewaysidepreschool@gmail.com |
| Website:          | OLOWPreschool.com                      |
| Twitter           | #OLOWPre                               |
| Facebook          | OLOWPreschool                          |

Ofsted Registration Number: 250105

Member of the Early Years Alliance  
(previously known as the Pre-School Learning Alliance)

Employers' Liability Insurers: Royal & Sun Alliance Insurance plc

### **Trustee's Annual Report**

**Year End 31<sup>st</sup> August 2024**

#### **Structure, Governance & Management**

- Pre-School Learning Alliance Constitution adopted 24<sup>th</sup> June 1993 and amended 17<sup>th</sup> July 2011.
- Constituted by a committee of at least 6 officers.
- All committee members are elected during the Annual General Meeting by parents and guardians of children attending the Pre-School. (Last AGM Thursday 16<sup>th</sup> November 2023 7.00pm in person).
- An enhanced DBS check (formally known as CRB) is undertaken for all new trustees, officers, staff, students and volunteers. Staff now register for the update service, when their DBS is due for renewal and it is our Pre-School Manager's responsibility to check that they are up to date and in order.
- In addition to this all Committee members must register for the update service and complete an EY2 online with Ofsted.
- In line with Ofsted policies and procedures our elected Pre-School Manager, Ann Marie Brady is now the Nominated Person for our setting and this is registered with Ofsted. They are notified of any changes in circumstances immediately.

#### **Objectives and Activities of our Group (Public Benefit):**

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

Our aim is to provide a happy environment in which the children feel safe and secure. Children should be able to learn, discover and experiment through play and structured learning. At all times the children will be encouraged to develop their skills to their full potential in all areas of the Early Years Foundation Stage curriculum (including changes which came into force from 1<sup>st</sup> September 2021 and 4<sup>th</sup> September 2023).

All families are welcomed and respected for their ethnicity, culture or religion, home language, family background, special educational needs, disability, gender or ability.

#### **Achievements and Performance:**

- We are experiencing reduced admission numbers and a reduction in the number of sessions each children attended each week, in part due to cost of living rises but also due to our opening hours, with many parents seeking settings with longer opening hours. This had a negative impact upon our income. We are unable to increase our opening hours due to the use of the Parish Hall by other hall users.

- Funding for funded 3 and 4 year olds decreased from 1<sup>st</sup> April 2024 by 3.3%, 25p per hour whilst funding for 2 year olds increased by 5.6%, 28p per hour. This was not in line with the Consumer Prices Index (CPI) which rose by 2.9% in the 12 months up to July 2024 or Minimum Wage increases which stood at 9.79% for workers age 23 and over, affecting all of our Pre-School workforce.
- Our team have continued to complete online training packages via Educare to keep their knowledge current. This training has included Safeguarding, Prevent Duty, Getting to Grips with EYFS, Infection Protection & Control and First to name a few.
- Our latest Ofsted inspection was on 18<sup>th</sup> April 2023 and we were all very pleased with our Good rating. The full report can be read: <https://files.ofsted.gov.uk/v1/file/50219282>
- We did not receive any donations/grants during 2023/24 but will continue to apply for external funding to buy new equipment and resources to engage our Pre-School children, encouraging them to learn through play. We did raise £622 through a school raffle and sale of photographs.
- Our occupancy rate for 2023/24 averaged 71.3%, which was in line with the occupancy in 2022/23. This is in line with other similar settings as published by the Early Years Alliance.
- We have a blend of Nursery age and Pre-School age children. During 2023/24 15% of our children were of Nursery age.
- We continue to work closely with the local Family Information Service to support families who meet the government's criteria for 2 year old funding.
- We also continue to support families who are not eligible for SMBC funding, but are experiencing financial difficulties, which would mean without our support their children would be unable to attend our Pre-School.
- Our electronic journals which were launched in January 2019, have proved successful and promote our partnership with parents, who have immediate access to their child's learning. In addition they are able to contribute, by leaving comments and also upload their own observations from home. New features and functionality are added to increase interaction each year. This enables us to engage in conversations with children about their lives outside of Pre-School; particularly beneficial to encourage communication skills.
- From 30<sup>th</sup> June 2020 and during lockdown our new website was launched. During 2023/24 our website received 1,077 visitors. Our Facebook pages allow us to promote our services to our local communities, parents and carers. We have 221 friends on Facebook. We aim to post at least twice a week. Last year we launched our Instagram pages to allow us to promote Pre-School to a wider audience.
- In April 2016 we offered our staff the opportunity to join our new workplace pension scheme which is operated through NEST (National Employment Savings Trust). The scheme is open to all staff at any time and currently 2 staff members have joined.

## **Financial Review (including reserves policy):**

At the end of each financial year, annual accounts are produced in the form of receipts and payments, including a statement of assets and liabilities.

Projections for the coming year are based upon the previous accounts which provide the basis for the annual budget, which is reviewed and updated regularly throughout the year.

A separate reserve account is maintained for contingency purposes, to cover unforeseen events and/or fluctuations in income & expenditure. Following bank interest being applied totalling £244.08 during the year, these reserves currently stand at £12,720.68. It is our intention to work towards gradually increasing these reserves further during the coming years to ensure that our group continues and has financial stability.

Our aim remains to increase our reserves to £17,500, which equates to approximately 3 month's running costs/expenses. This will ensure that there is always sufficient working capital for the efficient running of our setting. Our reserves policy will ensure the group's continued financial viability; covering periods when the setting's income may drop below average for example, due to a late grant, temporary drop in child numbers, temporary closure due to a pandemic or cover unexpected expenditure.

We will continue to submit applications to Charitable Trusts/Foundations to support the purchase of new resources and equipment. There are several schemes available, and the group will continue to maximise our efforts to apply for funding. Our applications for funding will be centred around introducing our Pre-School children to the joys of growing their own fruit, vegetables and flowers.

All our fees have been reviewed and increased due to cost-of-living increases.

We have filled 57% of our sessions for 2024/25 and the filling of our vacancies continues to be our priority as we need increased numbers to cover our costs.

## Review of Major Risks

A significant risk to our charity is, and will continue to be, the rates of funding offered by the government. Currently we receive £5.02 per hour per 3/4 year old child, which does not cover our outgoings and only increased from £4.74 in Spring 2024. We will continue to review our fee policy and strive to attract greater numbers to enhance our income.

The current cost of living crisis poses a significant risk to the group, with a further rise for the national minimum wage to £12.21, a rise of 6.7% been announced by the government. An increase to employers NI costs is estimated to cost the preschool an additional 4.5k per annum from 2025/26.

Our current projected losses are a threat to short-term financial security and coupled with inflationary pressures cannot be sustained in the medium to long term and must be addressed.

## Our Lady of the Wayside Pre-School

### Statement of Financial Activities

Year ended 31<sup>st</sup> August 2024

| INCOME                                 | 2023/24           | 2022/23           | 2021/22           |
|--|-------------------|-------------------|-------------------|
| Pre-School Fees                        | £24,490.23        | £22,962.34        | £28,881.00        |
| SMBC Funding                           | £47,216.16        | £45,062.44        | £26,245.02        |
| Deposits                               | £0.00             | £0.00             | £0.00             |
| Admin & Registration Fees              | £440.00           | £750.00           | £870.00           |
| Donations & Fund Raising               | £622.95           | £4,454.10         | £3,924.43         |
| Bank Interest Received                 | £244.08           | £128.72           | £6.36             |
| Pre-School Annual Trip                 | £0.00             | £308.00           | £278.50           |
| Uniform Sales                          | £428.50           | £718.44           | £697.25           |
| Miscellaneous                          | £5.00             | £91.50            | £0.00             |
| <b>TOTAL INCOME</b>                    | <b>£73,446.92</b> | <b>£74,475.54</b> | <b>£60,902.56</b> |
| <b>EXPENDITURE</b>                     |                   |                   |                   |
| Wages Total                            | £65,050.21        | £64,124.83        | £57,658.52        |
| Training                               | £0.00             | £406.45           | £584.06           |
| Rent                                   | £3,510.00         | £2,530.00         | £2,530.00         |
| Resources & Equipment                  | £1,129.77         | £2,987.89         | £4,838.70         |
| Insurance, Membership,<br>DBS & Phones | £1,628.79         | £1,934.61         | £1,761.34         |
| Catering & Cleaning                    | £792.75           | £833.24           | £918.10           |
| Fundraising Costs                      | £64.69            | £0.00             | £25.00            |
| Day Trip                               | £600.00           | £285.60           | £154.55           |
| Staff & Childrens Uniform              | £517.72           | £567.32           | £323.30           |
| Garden Refurbishment                   | £44.77            | £385.42           | £97.43            |
| Miscellaneous                          | £206.37           | £574.01           | £600.94           |
| <b>TOTAL EXPENDITURE</b>               | <b>£73,545.07</b> | <b>£74,629.37</b> | <b>£69,491.94</b> |
| <b>Surplus/(Deficit)</b>               | <b>-£98.15</b>    | <b>-£153.83</b>   | <b>-£8,589.38</b> |

## Our Lady of the Wayside Pre-School

### Bank Reconciliation

Year Ended 31<sup>st</sup> August 2024

#### Business Money Manager Account:

|                          |                   |
|--------------------------|-------------------|
| Opening Balance 01/09/23 | £12,476.60        |
| Interest Received        | £244.08           |
| Funds Transfers In       | £0.00             |
| Funds Transfers Out      | £0.00             |
| Closing Balance 31/08/24 | <u>£12,720.68</u> |

#### Treasurer Account:

|                                   |                  |
|-----------------------------------|------------------|
| Opening Balance 01/09/23          | £9,322.16        |
| Add Receipts                      | £73,202.84       |
| Less Payments                     | £73,545.07       |
| Cheques written but not presented | £0.00            |
| Cheques 2022/23 processed 2023/24 | £0.00            |
| Funds Transfers In                | £0.00            |
| Funds Transfers Out               | £0.00            |
| Closing Balance 31/08/24          | <u>£8,979.93</u> |

#### Summary:

|                                |                   |
|--------------------------------|-------------------|
| Business Money Manager Account | £12,720.68        |
| Treasurer Account              | £8,979.93         |
| Bank Total                     | <u>£21,700.61</u> |

**Our Lady of the Wayside Pre-School**

**Balance Sheet**

**Year Ended 31<sup>st</sup> August 2024**

**2023/24**

**Current Assets:**

|                        |            |
|------------------------|------------|
| Cash at Bank & In Hand | £21,700.61 |
| Debtors                | -          |
|                        | <hr/>      |
|                        | £21,700.61 |
|                        | <hr/>      |

**Current Liabilities**

|           |       |
|-----------|-------|
| Creditors | £0.00 |
|           | <hr/> |
|           | £0.00 |
|           | <hr/> |

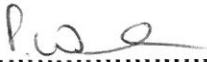
**Net Assets**

£

Represented by:

|                  |            |
|------------------|------------|
| General Funds    | £8,979.93  |
| Restricted Funds | £12,720.68 |
|                  | <hr/>      |
|                  | £21,700.61 |
|                  | <hr/>      |

**Approved on behalf of the Trustees:**

  
.....  
Paul Williams (Finance Officer)

29.11.2024  
.....  
Date

  
.....  
Laura Doyle (Chairperson)

29.11.2024  
.....

Date

## Independent Examiner's Report

I report to the trustees on my examination of the accounts of Our Lady of the Wayside Pre-School (the Trust) for the year ended 31<sup>st</sup> August 2024.

### Respective responsibilities of trustees & examiner

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. ('the Act').

### Independent examiner's statement

In the course of 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 Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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:



Name: Kevin Perfect ACMA

Relevant Professional Qualification: Chartered Institute of Management Accountants

Address: 65 Featherstone Crescent, Shirley, Solihull B90 3RJ

Date: 29/11/2024

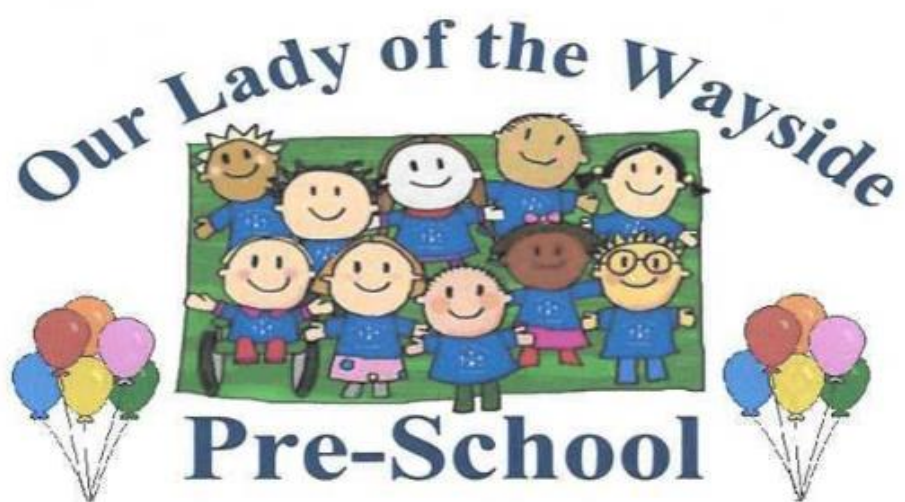
**OUR LADY OF THE WAYSIDE PRE-SCHOOL**

England & Wales - Charity number 1033527

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# Accounts

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**Member of the Pre-School Learning Alliance**

**Annual Report and Financial Statements**

**2022 - 2023**

**Registered Charity Number: 1033527**

**Our Lady of the Wayside Pre-School**

**Annual Report and Financial Statements**

**2022/2023**

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## Our Lady of the Wayside Pre-School

Year ended 31<sup>st</sup> August 2023

### Trustees and Officers

|                   |   |
|-------------------|---|
| Laura Day         | Chairperson / Trustee   |
| Laura Day         | Treasurer/Trustee<br>(overseeing the work of the Finance Officer) |
| Laura Doyle       | Vice-Chairperson/Trustee  |
| Joanne Waddingham | Secretary/Trustee   |

### Committee Members:

Maria Ferrante, Shonagh Booker & Natasha McGowan

### Independent Examiner

Kevin Perfect

### Bank

HSBC Plc  
275 Stratford Road  
Shirley, Solihull  
B90 3AP

### Headquarters

Our Lady of the Wayside Parish Hall  
566 Stratford Road  
Shirley, Solihull  
B90 4AY

|                   |  |
|-------------------|--|
| Telephone Number: | 07474 743744                           |
| Email Address:    | ourladyofthewaysidepreschool@gmail.com |
| Website:          | OLOWPreschool.com                      |
| Twitter           | #OLOWPre                               |
| Facebook          | OLOWPreschool                          |

Ofsted Registration Number: 250105

Member of the Early Years Alliance  
(previously known as the Pre-School Learning Alliance)

Employers' Liability Insurers: Royal & Sun Alliance Insurance plc

**Trustee's Annual Report**

**Year End 31<sup>st</sup> August 2023**

**Structure, Governance & Management**

- Pre-School Learning Alliance Constitution adopted 24<sup>th</sup> June 1993 and amended 17<sup>th</sup> July 2011.
- Constituted by a committee of at least 6 officers.
- All committee members are elected during the Annual General Meeting by parents and guardians of children attending the Pre-School. (Last AGM Thursday 24<sup>th</sup> November 2022 7.00pm in person).
- An enhanced DBS check (formally known as CRB) is undertaken for all new trustees, officers, staff, students and volunteers. Staff now register for the update service, when their DBS is due for renewal and it is our Pre-School Manager's responsibility to check that they are up to date and in order.
- In addition to this all Committee members must register for the update service and complete an EY2 online with Ofsted.
- In line with Ofsted policies and procedures our elected Pre-School Manager, Ann Marie Brady is now the Nominated Person for our setting and this is registered with Ofsted. They are notified of any changes in circumstances immediately.

**Objectives and Activities of our Group (Public Benefit):**

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

Our aim is to provide a happy environment in which the children feel safe and secure. Children should be able to learn, discover and experiment through play and structured learning. At all times the children will be encouraged to develop their skills to their full potential in all areas of the Early Years Foundation Stage curriculum (including changes which came into force from 1<sup>st</sup> September 2021 and 4<sup>th</sup> September 2023).

All families are welcomed and respected for their ethnicity, culture or religion, home language, family background, special educational needs, disability, gender or ability.

**Achievements and Performance:**

- We have experienced reduced admission numbers and a reduction in the number of sessions each children attended each week, in part due to cost of living rises but also due to our opening hours, with many parents seeking settings with longer opening hours. This had a negative impact upon our income. We are unable to increase our opening hours due to the use of the Parish Hall by other hall users.

- Funding for funded 2,3 and 4 year olds increased from 1<sup>st</sup> April 2022 by 5.7%, 24p per hour for 2, 3 and 4 year olds. This was not in line with the Consumer Prices Index (CPI) which rose by 6.8% in the 12 months up to July 2023 or Minimum Wage increases which stood at 9.76% for workers age 23 and over, affecting all of our Pre-School workforce.
- Our team have continued to complete online training packages via Educare to keep their knowledge current. This training has included Safeguarding, Prevent Duty, Getting to Grips with EYFS, Infection Protection & Control and First to name a few.
- We received our Ofsted inspection on 18<sup>th</sup> April 2023 and we were all very pleased with our Good rating. The full report can be read: <https://files.ofsted.gov.uk/v1/file/50219282>
- We have continued to apply for external funding to buy new equipment and resources to engage our Pre-School children, encouraging them to learn through play. This year we received 4 donations/grants.
- Step Ahead Dance Company's Holiday Club continued to support us with a donation of £75 in October 2022.
- In November Marks and Spencer provided us with a grant of £1,000 to buy plants, seeds and gardening equipment. This enabled us to continue our plot to plate learning, life cycles, healthy eating etc.
- Lidl's Hygiene Poverty Fund donated £250 to enable us to support families facing hardships with the provision of nappies, hygiene supplies, wipes etc.
- In April we were awarded £2,000 from the Heart of England Community Fund to support our gardening project and aid the group's hardship during current economic difficulties.
- Our occupancy rate for 2021/22 averaged 78%, which was a marked improvement compared to 2022/23. This is inline with other similar settings as published by the Early Years Alliance.
- We have a blend of Nursery age and Pre-School age children. During 2022/23 29% of our children were of Nursery age.
- We continue to work closely with the local Family Information Service to support families who meet the government's criteria for 2 year old funding.
- We also continue to support families who are not eligible for SMBC funding, but are experiencing financial difficulties, which would mean without our support their children would be unable to attend our Pre-School.
- Our electronic journals which were launched in January 2019, have proved successful and promote our partnership with parents, who have immediate access to their child's learning. In addition they are able to contribute, by leaving comments and also upload their own observations from home. New features and functionality are added to increase interaction each year. This enables us to engage in conversations with children about their lives outside of Pre-School; particularly beneficial to encourage communication skills.
- Our website which was launched in Spring 2012, was no longer supported by our website provider. From 30<sup>th</sup> June 2020 and during lockdown our new website was launched. During 2022/23 our website received 845 visitors. Our Facebook pages allow us to promote our services to our local communities, parents and carers. We have 203 friends on Facebook. We aim to post at least twice a week.
- This year we launched our Instagram pages to allow us to promote Pre-School to a wider audience.

- In April 2016 we offered our staff the opportunity to join our new workplace pension scheme which is operated through NEST (National Employment Savings Trust). The scheme is open to all staff at any time and currently 3 staff members have joined.

#### **Financial Review (including reserves policy):**

At the end of each financial year, annual accounts are produced in the form of receipts and payments, including a statement of assets and liabilities. Projections for the coming year are based upon the previous accounts which provide the basis for the annual budget, which is reviewed and updated regularly throughout the year.

A separate reserve account is maintained for contingency purposes, to cover unforeseen events and/or fluctuations in income & expenditure. Following bank interest being applied totalling £128.72 during the year, these reserves currently stand at £12,476.60. Whilst is our intention to work towards gradually increasing these reserves further during the coming years to ensure that our group continues and has financial stability.

Our aim remains to increase our reserves to £17,500, which equates to approximately 3 month's running costs/expenses. This will ensure that there is always sufficient working capital for the efficient running of our setting. Our reserves policy will ensure the group's continued financial viability; covering periods when the setting's income may drop below average for example, due to a late grant, temporary drop in child numbers, temporary closure due to a pandemic or cover unexpected expenditure.

We have submitted and will continue to submit a number of applications to Charitable Trusts/Foundation to support the purchase of new resources and equipment. This year we have submitted 6 applications. A number are still ongoing. However, 4 applications were successful. There are a number of schemes available and the group will continue to maximise our efforts to apply for funding. In particular our applications for funding will be centred around our introducing our Pre-School children to the joys of growing their own fruit, vegetables and flowers.

All of our fees have been reviewed and increased due to cost of living increases.

We have filled just under 60% of our sessions for 2023/24 and the filling of our vacancies continues to be our priority. We have received a number of requests for visits of our setting during September.

### Review of Major Risks

A significant risk to our charity is and will continue to be the rates of funding offered by the government. Currently we receive £4.74 per hour per 3/4 year old child, which does not cover our outgoings and only increased from £4.45 from Spring 2023. In light of this we have increased our daily consumables to £3.00 per child, per day to assist the offset of this loss. We will continue to review this.

The current cost of living crisis poses a significant risk to the group, with an expected rise for the national minimum wage to £11.43, a rise of 9.7% due to be announced shortly by the chancellor, fuel price increases and inflation currently standing at 7.3%.

Our current losses, although not a threat to short-term financial security, coupled with inflationary pressures cannot be sustained in the medium to long term and must be addressed.

A full risk assessment was carried out during the Summer break in conjunction with recommendations from SMBC, our insurers and the Early Years Alliance.

**Our Lady of the Wayside Pre-School**

**Statement of Financial Activities**

**Year ended 31<sup>st</sup> August 2023**

| INCOME                                 | 2022/23           | 2021/22           | 2020/21           |
|--|-------------------|-------------------|-------------------|
| Pre-School Fees                        | £22,962.34        | £28,881.00        | £18,628.95        |
| SMBC Funding                           | £45,062.44        | £26,245.02        | £43,840.26        |
| Deposits                               | £0.00             | £0.00             | £480.00           |
| Admin & Registration Fees              | £750.00           | £870.00           | £850.00           |
| Donations & Fund Raising               | £4,454.10         | £3,924.43         | £6,650.84         |
| Bank Interest Received                 | £128.72           | £6.36             | £1.74             |
| Pre-School Annual Trip                 | £308.00           | £278.50           | £0.00             |
| Uniform Sales                          | £718.44           | £697.25           | £432.00           |
| Miscellaneous                          | £91.50            | £0.00             | £551.29           |
| <b>TOTAL INCOME</b>                    | <b>£74,475.54</b> | <b>£60,902.56</b> | <b>£71,435.08</b> |
| <b>EXPENDITURE</b>                     |                   |                   |                   |
| Wages Total                            | £64,124.83        | £57,658.52        | £60,002.61        |
| Training                               | £406.45           | £584.06           | £348.61           |
| Rent                                   | £2,530.00         | £2,530.00         | £2,530.00         |
| Resources & Equipment                  | £2,987.89         | £4,838.70         | £10,020.86        |
| Insurance, Membership,<br>DBS & Phones | £1,934.61         | £1,761.34         | £1,897.62         |
| Catering & Cleaning                    | £833.24           | £918.10           | £725.82           |
| Fundraising Costs                      | £0.00             | £25.00            | £16.99            |
| Day Trip                               | £285.60           | £154.55           | £0.00             |
| Staff & Childrens Uniform              | £567.32           | £323.30           | £165.00           |
| Garden Refurbishment                   | £385.42           | £97.43            | £40.94            |
| Miscellaneous                          | £574.01           | £600.94           | £575.30           |
| <b>TOTAL EXPENDITURE</b>               | <b>£74,629.37</b> | <b>£69,491.94</b> | <b>£76,282.81</b> |
| <b>Surplus/(Deficit)</b>               | <b>-£153.83</b>   | <b>-£8,589.38</b> | <b>-£4,847.73</b> |

Our Lady of the Wayside Pre-School

**Bank Reconciliation**

**Year Ended 31<sup>st</sup> August 2023**

**Business Money Manager Account:**

|                          |                   |
|--------------------------|-------------------|
| Opening Balance 01/09/22 | £12,347.88        |
| Interest Received        | £128.72           |
| Funds Transfers In       | £0.00             |
| Funds Transfers Out      | £0.00             |
| Closing Balance 31/08/23 | <u>£12,476.60</u> |

**Treasurer Account:**

|                                   |                  |
|-----------------------------------|------------------|
| Opening Balance 01/09/22          | £9,604.71        |
| Add Receipts                      | £74,346.82       |
| Less Payments                     | £74,629.37       |
| Cheques written but not presented | £0.00            |
| Cheques 2021/22 processed 2022/23 | £0.00            |
| Funds Transfers In                | £0.00            |
| Funds Transfers Out               | £0.00            |
| Closing Balance 31/08/23          | <u>£9,322.16</u> |

**Summary:**

|                                       |                   |
|---------------------------------------|-------------------|
| <b>Business Money Manager Account</b> | £12,476.60        |
| <b>Treasurer Account</b>              | £9,322.16         |
| <b>Bank Total</b>                     | <u>£21,798.76</u> |

**Our Lady of the Wayside Pre-School**

**Balance Sheet**

**Year Ended 31<sup>st</sup> August 2023**

**2022/23**

**Current Assets:**

|                        |            |
|------------------------|------------|
| Cash at Bank & In Hand | £21,798.76 |
| Debtors                | -          |
|                        | <hr/>      |
|                        | £21,798.76 |

**Current Liabilities**

|           |       |
|-----------|-------|
| Creditors | £0.00 |
|           | <hr/> |
|           | £0.00 |

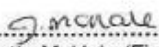
**Net Assets**

**£**


Represented by:

|                  |            |
|------------------|------------|
| General Funds    | £9,322.16  |
| Restricted Funds | £12,476.60 |
|                  | <hr/>      |
|                  | £21,798.76 |

**Approved on behalf of the Trustees:**

  
.....  
Annette McHale (Finance Officer)

19/9/2023  
.....  
Date

  
.....  
Laura Day (Chairperson)

19.9.2023  
.....

Date

**Our Lady of the Wayside Pre-School**

**Independent Examiner's Report**

I report to the trustees on my examination of the accounts of Our Lady of the Wayside Pre-School (the Trust) for the year ended 31<sup>st</sup> August 2023.

**Respective responsibilities of trustees & examiner**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. ('the Act').

**Independent examiner's statement**

In the course of 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 Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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:



Name: Kevin Perfect ACMA

Relevant Professional Qualification: Chartered Institute of Management Accountants

Address: 65 Featherstone Crescent, Shirley, Solihull B90 3RJ

Date: 09/11/2023

**OUR LADY OF THE WAYSIDE PRE-SCHOOL**

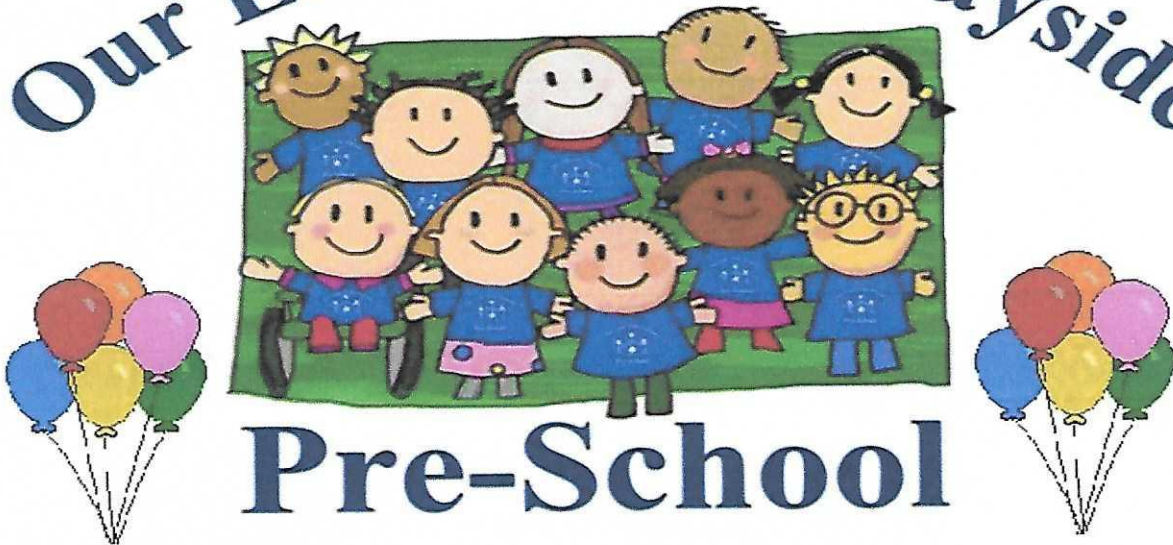
England & Wales - Charity number 1033527

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# Accounts

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# Our Lady of the Wayside



## Pre-School

Member of the Pre-School Learning Alliance

**Annual Report and Financial Statements**

**2021 - 2022**

**Registered Charity Number: 1033527**

**Annual Report and Financial Statements**

**2021/2022**

|   |       |
|---|-------|
| Trust particulars   | 1     |
| Trustee's Annual Report<br>(including Financial Review & Review of Major Risks) | 2 – 4 |
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| Bank Reconciliation   | 6     |
| Balance Sheet   | 7     |
| Independent Examiner's Report   | 8     |

**Year ended 31<sup>st</sup> August 2022**

**Trustees and Officers**

|               |   |
|---------------|---|
| Alice Kent    | Chairperson / Trustee   |
| Alice Kent    | Treasurer/Trustee<br>(overseeing the work of the Finance Officer) |
| Laura Day     | Vice-Chairperson/Trustee  |
| Katrina Ewing | Secretary/Trustee   |

**Committee Members:**

Joanne Waddingham, Kirsty Mott and Jen Davies

**Independent Examiner**

Kevin Perfect

**Bank**

HSBC Plc  
275 Stratford Road  
Shirley, Solihull  
B90 3AP

**Headquarters**

Our Lady of the Wayside Parish Hall  
566 Stratford Road  
Shirley, Solihull  
B90 4AY

|                   |  |
|-------------------|--|
| Telephone Number: | 07474 743744                           |
| Email Address:    | ourladyofthewaysidepreschool@gmail.com |
| Website:          | OLOWPreschool.com                      |
| Twitter           | #OLOWPre                               |
| Facebook          | OLOWPreschool                          |

Ofsted Registration Number: 250105

Member of the Early Years Alliance  
(previously known as the Pre-School Learning Alliance)

Employers' Liability Insurers: Royal & Sun Alliance Insurance plc

## Trustee's Annual Report

Year End 31<sup>st</sup> August 2022

### Structure, Governance & Management

- Pre-School Learning Alliance Constitution adopted 24<sup>th</sup> June 1993 and amended 17<sup>th</sup> July 2011.
- Constituted by a committee of at least 6 officers.
- All committee members are elected during the Annual General Meeting by parents and guardians of children attending the Pre-School. (Last AGM Thursday 25<sup>th</sup> November 2021 7.00pm in person. Previously 2 AGM's held via Zoom).
- An enhanced DBS check (formally known as CRB) is undertaken for all new trustees, officers, staff, students and volunteers. Staff now register for the update service, when their DBS is due for renewal and it is our Pre-School Manager's responsibility to check that they are up to date and in order.
- In addition to this all Committee members must register for the update service and complete an EY2 online with Ofsted.
- In line with changes to Ofsted policies and procedures our elected Pre-School Manager, Ann Marie Brady is now the Nominated Person for our setting and this is registered with Ofsted. They are notified of any changes in circumstances immediately.

### Objectives and Activities of our Group (Public Benefit):

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

Our aim is to provide a happy environment in which the children feel safe and secure. Children should be able to learn, discover and experiment through play and structured learning. At all times the children will be encouraged to develop their skills to their full potential in all areas of the Early Years Foundation Stage curriculum (including recent changes which came into force from 1<sup>st</sup> September 2021).

All families are welcomed and respected for their ethnicity, culture or religion, home language, family background, special educational needs, disability, gender or ability.

### Achievements and Performance:

- The Coronavirus Pandemic continued to impact upon our Pre-School with reduced admissions and staff absences, which led to an unprecedented Pre-School closure for 3 days . Pre-school was closed from Wednesday 11<sup>th</sup> May and re-opened on Monday 16<sup>th</sup> May 2022.
- We have experienced reduced admission numbers and a reduction in the number of sessions each children attended each week, in part due to cost of living rises. This had a negative impact upon our income.

- Funding for funded 2,3 and 4 year olds increased from 1<sup>st</sup> April 2022 by 3.8%, 21p per hour for 2 year olds and 17 for 3 and 4 year olds. This was not in line with the Consumer Prices Index (CPI) which rose by 10.1% in the 12 months up to July 2022 or Minimum Wage increases which stood at 6.6% for workers age 23 and over.
- Our team have continued to complete online training packages via Educare to keep their knowledge current. In addition to this 3 members of staff renewed and completed Paediatric first aid training this year.
- We have continued to apply for external funding to buy new equipment and resources to engage our Pre-School children, encouraging them to learn through play.
- In September 2021, Becketts Farm Community Fund provided £461.18 for us to purchase a large wooden bird feeding station with integrated planter and a variety of bird food.
- Step Ahead Dance Company's Holiday Club continue to support us regular and donations for 2021/22 totalled £393 allowing us to buy a wooden bridge for our natural garden and many other new natural resources.
- In November Arnold Clark's Community Fund Trust's donation of £600 enabled us to buy a Library style folding bookcase and a wealth of books covering the natural world, recycling, the weather etc. We launch our reading initiative and children can choose a book to take home for a week to read with their families.
- Bellway Homes donation of £250.00 in May, enabled us to buy fruit and vegetable plants, together with gardening equipment. The children enjoying tending the plants and watching them grow.
- West Bromwich Building Society donation is £560.00 bought an abundance of explorer resources for our Pre-School children to enjoy with their forest school style activities.
- Our occupancy rate for 2021/22 averaged 69.3%. This is inline with other similar settings as published by the Early Years Alliance.
- From September 2019 we now longer operate our Nursery Wraparound service. However, we do have a mix of Nursery age and Pre-School age children. During 2021/22 31% of our children were of Nursery age.
- We continue to work closely with the local Family Information Service to support families who meet the government's criteria for 2 year old funding.
- We also continue to support families who are not eligible for SMBC funding, but are experiencing financial difficulties, which would mean without our support their children would be unable to attend our Pre-School.
- Our electronic journals which were launched in January 2019, have proved successful and promote our partnership with parents, who have immediate access to their child's learning. In addition they are able to contribute, by leaving comments and also upload their own observations from home. New features and functionality are added to increase interaction each year.
- Our website which was launched in Spring 2012, was no longer supported by our website provider. From 30<sup>th</sup> June 2020 and during lockdown our new website was launched. During 2021/22 our website received 2,779 views from 986 visitors. This equates to 2.8 view per visitor.
- Our Facebook and Twitter pages allow us to promote our services to our local communities, parents and carers. We have 203 friends on Facebook and 151 followers on Twitter. We aim to post at least twice a week.

- In April 2016 we offered our staff the opportunity to join our new workplace pension scheme which is operated through NEST (National Employment Savings Trust). The scheme is open to all staff at any time and currently 4 staff members have joined.
- During our Spring Term the children enjoyed weekly dance and exercise classes. This was a huge success and something we hope to build upon.

### **Financial Review (including reserves policy):**

At the end of each financial year, annual accounts are produced in the form of receipts and payments, including a statement of assets and liabilities. Projections for the coming year are based upon the previous accounts which provide the basis for the annual budget, which is reviewed and updated regularly throughout the year.

A separate reserve account is maintained for contingency purposes, to cover unforeseen events and/or fluctuations in income & expenditure. Following bank interest being applied totalling £6.36 during the year, these reserves currently stand at £12,347.88. Whilst it is our intention to work towards gradually increasing these reserves further during the coming years to ensure that our group continues and has financial stability, £5,000.00 was transferred from these reserves to our Pre-School current account. This was to cover the deficit of expenditure over income for 2021/22.

Our aim remains to increase our reserves to £17,500, which equates to approximately 3 month's running costs/expenses. This will ensure that there is always sufficient working capital for the efficient running of our setting. Our reserves policy will ensure the group's continued financial viability; covering periods when the setting's income may drop below average for example, due to a late grant, temporary drop in child numbers, temporary closure due to a pandemic or cover unexpected expenditure.

We have submitted and will continue to submit a number of applications to Charitable Trusts/Foundations to support the purchase of new resources and equipment. This year we have submitted 7 applications. A number are still ongoing. However, 4 applications were successful. There are a number of schemes available and the group will continue to maximise our efforts to apply for funding. In particular our applications for funding will be centred around our Outdoor Classroom Garden project.

All of our fees have been reviewed.

We have filled just under 60% of our sessions for 2022/23 and the filling of our vacancies continues to be our priority. We have received a number of requests for visits of our setting during September.

## Review of Major Risks

A significant risk to our charity is and will continue to be the rates of funding offered by the government. Currently we receive £4.21 per hour per 3/4 year old child, which does not cover our outgoings and this only increased from £4.04 from Spring 2022. In light of this we have increased our daily consumables to £2.50 per child, per day to assist the offset of this loss. We will continue to review this.

The current cost of living crisis poses a significant risk to the group, with an expected rise for the national minimum wage of 9.5% due to be announced shortly by the chancellor, fuel price increases and inflation currently standing at 9.6%.

Our current losses, although not a threat to short-term financial security, coupled with inflationary pressures cannot be sustained in the medium to long term and must be addressed.

A full risk assessment was carried out during the Summer break in conjunction with recommendations from SMBC, our insurers and the Early Years Alliance.

We are currently working with the Parish to establish the feasibility of increasing our hours to address fall admissions.

## Our Lady of the Wayside Pre-School

### Statement of Financial Activities

Year ended 31<sup>st</sup> August 2022

| INCOME                                 | 2021/22           | 2020/21           | 2019/20           |
|--|-------------------|-------------------|-------------------|
| Pre-School Fees                        | £28,881.00        | £18,628.95        | £16,669.75        |
| SMBC Funding                           | £26,245.02        | £43,840.26        | £53,616.54        |
| Deposits                               | £0.00             | £480.00           | £720.00           |
| Admin & Registration Fees              | £870.00           | £850.00           | £1,050.00         |
| Donations & Fund Raising               | £3,924.43         | £6,650.84         | £2,781.89         |
| Bank Interest Received                 | £6.36             | £1.74             | £27.64            |
| Pre-School Annual Trip                 | £278.50           | £0.00             | £0.00             |
| Uniform Sales                          | £697.25           | £432.00           | £596.25           |
| Miscellaneous                          | £0.00             | £551.29           | £333.43           |
| <b>TOTAL INCOME</b>                    | <b>£60,902.56</b> | <b>£71,435.08</b> | <b>£75,795.50</b> |
| <b>EXPENDITURE</b>                     |                   |                   |                   |
| Wages Total                            | £57,658.52        | £60,002.61        | £60,560.55        |
| Training                               | £584.06           | £348.61           | £1,150.31         |
| Rent                                   | £2,530.00         | £2,530.00         | £1,680.00         |
| Resources & Equipment                  | £4,838.70         | £10,020.86        | £5,159.17         |
| Insurance, Membership,<br>DBS & Phones | £1,761.34         | £1,897.62         | £2,167.17         |
| Catering & Cleaning                    | £918.10           | £725.82           | £751.34           |
| Fundraising Costs                      | £25.00            | £16.99            | £44.02            |
| Day Trip                               | £154.55           | £0.00             | £0.00             |
| Staff & Childrens Uniform              | £323.30           | £165.00           | £502.50           |
| Garden Refurbishment                   | £60.43            | £0.00             | £537.04           |
| Miscellaneous                          | £600.94           | £575.30           | £322.31           |
| <b>TOTAL EXPENDITURE</b>               | <b>£69,491.94</b> | <b>£76,282.81</b> | <b>£72,874.41</b> |
| <b>Surplus/(Deficit)</b>               | <b>-£8,589.38</b> | <b>-£4,847.73</b> | <b>£2,921.09</b>  |

**Bank Reconciliation**

**Year Ended 31<sup>st</sup> August 2022**

**Business Money Manager Account:**

|                              |                       |
|------------------------------|-----------------------|
| Opening Balance 01/09/21     | £17,341.52            |
| Interest Received            | £6.36                 |
| Funds Transfers In           | £0.00                 |
| Funds Transfers Out          | £5,000.00             |
| <br>Closing Balance 31/08/22 | <br><u>£12,347.88</u> |

**Treasurer Account:**

|                                       |                      |
|---------------------------------------|----------------------|
| Opening Balance 01/09/21              | £13,200.45           |
| Add Receipts                          | £60,896.20           |
| Less Payments                         | £69,491.94           |
| <br>Cheques written but not presented | <br>£0.00            |
| Cheques 2020/21 processed 2021/22     | £0.00                |
| Funds Transfers In                    | £5,000.00            |
| Funds Transfers Out                   | £0.00                |
| <br>Closing Balance 31/08/22          | <br><u>£9,604.71</u> |

**Summary:**

|                                       |                       |
|---------------------------------------|-----------------------|
| <b>Business Money Manager Account</b> | £12,347.88            |
| <b>Treasurer Account</b>              | £9,604.71             |
| <br><b>Bank Total</b>                 | <br><u>£21,952.59</u> |

**Our Lady of the Wayside Pre-School**

**Balance Sheet**

**Year Ended 31<sup>st</sup> August 2022**

|                            | <b>2021/22</b>                             |
|----------------------------|--|
| <b>Current Assets:</b>     |  |
| Cash at Bank & In Hand     | £21,952.59                                 |
| Debtors                    | £0.00                                      |
|                            | <hr style="border-top: 1px solid black;"/> |
|                            | <b>£21,952.99</b>                          |
| <b>Current Liabilities</b> |  |
| Creditors                  | £0.00                                      |
|                            | <hr style="border-top: 1px solid black;"/> |
|                            | <b>£0.00</b>                               |
| <b>Net Assets</b>          | <b>£</b>                                   |
|                            |  |
| Represented by:            |  |
| General Funds              | £9,604.71                                  |
| Restricted Funds           | £12,347.88                                 |
|                            | <hr style="border-top: 1px solid black;"/> |
|                            | <b>£21,952.59</b>                          |

**Approved on behalf of the Trustees:**

*A. McHale*  
Annette McHale (Finance Officer)

21/09/2022  
Date

*Alice Kent*  
Alice Kent (Chairperson)

18/11/2022

Date

**OUR LADY OF THE WAYSIDE PRE-SCHOOL**

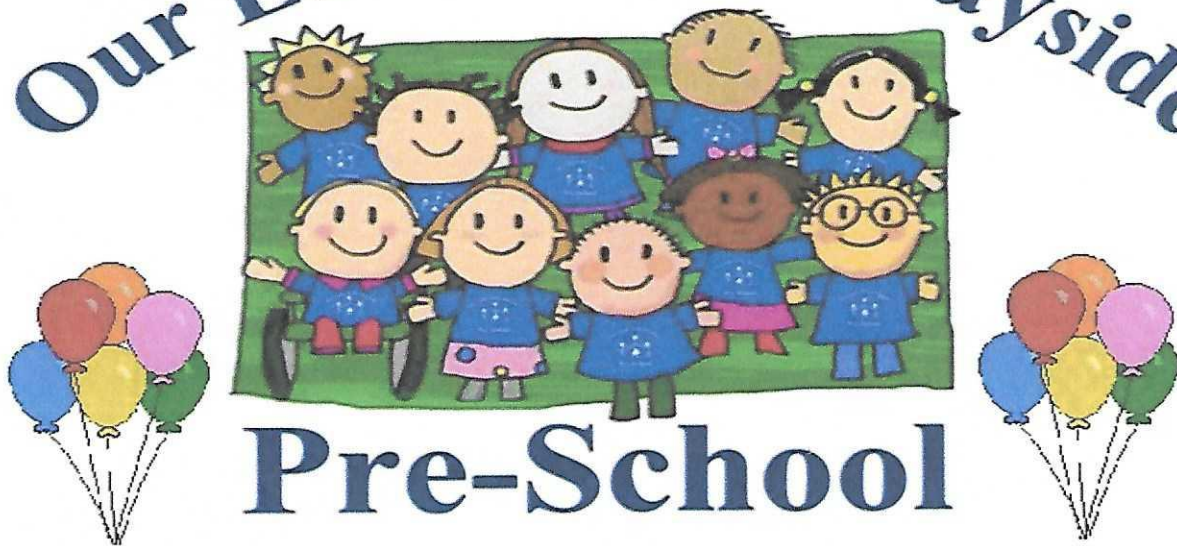
England & Wales - Charity number 1033527

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# Accounts

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# Our Lady of the Wayside



## Pre-School

Member of the Pre-School Learning Alliance

**Annual Report and Financial Statements**

**2020 - 2021**

**Registered Charity Number: 1033527**

**Annual Report and Financial Statements**

**2020/2021**

|   |       |
|---|-------|
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## Our Lady of the Wayside Pre-School

**Year ended 31<sup>st</sup> August 2021**

### **Trustees and Officers**

|                          |   |
|--------------------------|---|
| Hayley Jennings          | Chairperson / Trustee   |
| Hayley Jennings          | Treasurer/Trustee<br>(overseeing the work of the Finance Officer) |
| Helen Jordan             | Vice-Chairperson/Trustee  |
| Danielle McSkeane-Sturch | Secretary/Trustee   |

### **Committee Members:**

Audrey Montgomery, Claire Pickering, Laura Fitzpatrick, Lorraine Connor

### **Independent Examiner**

Hannah O'Brien

### **Bank**

HSBC Plc  
275 Stratford Road  
Shirley, Solihull  
B90 3AP

### **Headquarters**

Our Lady of the Wayside Parish Hall  
566 Stratford Road  
Shirley, Solihull  
B90 4AY

|                   |  |
|-------------------|--|
| Telephone Number: | 07474 743744                           |
| Email Address:    | ourladyofthewaysidepreschool@gmail.com |
| Website:          | OLOWPreschool.com                      |
| Twitter           | #OLOWPre                               |
| Facebook          | OLOWPreschool                          |

Ofsted Registration Number: 250105

Member of the Early Years Alliance  
(previously known as the Pre-School Learning Alliance)

Employers' Liability Insurers: Royal & Sun Alliance Insurance plc

## Trustee's Annual Report

Year End 31<sup>st</sup> August 2021

### Structure, Governance & Management

- Pre-School Learning Alliance Constitution adopted 24<sup>th</sup> June 1993 and amended 17<sup>th</sup> July 2011.
- Constituted by a committee of at least 6 officers.
- All committee members are elected during the Annual General Meeting by parents and guardians of children attending the Pre-School. (Last AGM Wednesday 21<sup>st</sup> October 2020 7.30pm via Zoom to comply with Covid-19 restrictions and Charity Commission guidelines).
- An enhanced DBS check (formally known as CRB) is undertaken for all new trustees, officers, staff, students and volunteers. Staff are now registering for the update service, when their DBS is due for renewal.
- In addition to this all Committee members must register for the update service and complete an EY2 online with Ofsted.
- In line with changes to Ofsted policies and procedures our elected Pre-School Manager, Ann Marie Brady is now the Nominated Person for our setting and this is registered with Ofsted. They are notified of any changes in circumstances immediately.

### Objectives and Activities of our Group (Public Benefit):

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

Our aim is to provide a happy environment in which the children feel safe and secure. Children should be able to learn, discover and experiment through play and structured learning. At all times the children will be encouraged to develop their skills to their full potential in all areas of the Early Years Foundation Stage curriculum (including recent changes which came into force from 1<sup>st</sup> September 2021).

All families are welcomed and respected for their ethnicity, culture or religion, home language, family background, special educational needs, disability, gender or ability.

### Achievements and Performance:

- The biggest event to affect Pre-School during the last and this financial year has been the Coronavirus Pandemic. Pre-school was closed from Monday 23<sup>rd</sup> March and re-opened on Thursday 3<sup>rd</sup> September 2020.
- Although, Pre-School re-opened on 3<sup>rd</sup> September 2020 and remained open during 2020/21 we experienced reduced Admission numbers and a reduction in the number of sessions each children attended each week. This had a negative impact upon our income.
- Funding for funded 2,3 and 4 year olds increased from 1<sup>st</sup> April 2021 by 1.5%, 8p per hour for 2 year olds and 8p for 3 and 4 year olds. This was not inline with inflation 2.1% or Minimum Wage increases which stood at 6.2%.

- Due to Covid-19 restrictions our team have continued to complete online training packages via Educare to keep their knowledge current. In addition to this Sarah, our Deputy Manager completed her Makaton level 1 & 2 training.
- This year we were fortunate to receive £1887.12 from the Millennium Trust Fund, specifically to buy STEM resources. Our new Science, Technology, Engineering and Maths equipment has been a big success with our Pre-School children. This included cameras, walkie-talkies, remote controlled vehicles and illuminated mark making boards
- In December, Jack's Support awarded us £400 to buy forest school resources which included weatherproof trousers, jackets and a welly rack.
- Persimmons awarded us £968 in March for a new mud kitchen and wooden discovery table.
- Tesco Bags of Help granted us a further £1,000 which enable us to buy a large wooden sandpit and wooden log seats.
- Elec Service Ltd donated £415 to buy a wooden climbing wall which has proved to be a fantastic addition to our outside area.
- £301 from Boden Group enabled us to buy outdoor resources.
- Step Ahead Dance Co continue to support us regular and donations for 2020/21 totalled £319 allowing us to buy a wooden café set and many other new resources.
- Our home library book scheme was launched in Spring 2021 and we have purchased a library style book shelving to enhance the children's experience of choosing the perfect book to take home to read..
- Our occupancy rate for 2020/21 averaged 75%. This is inline with other similar settings as published by the Early Years Alliance. It is hoped that with restrictions lifting, confidence will increase, fear decrease and this will have a positive impact on our Pre-School admissions.
- From September 2019 we now longer operate our Nursery Wraparound service. However, we do have a mix of Nursery age and Pre-School age children. During 2020/21 43% of our children were of Nursery age.
- We continue to work closely with the local Family Information Service to support families who meet the government's criteria for 2 year old funding.
- We also continue to support families who are not eligible for SMBC funding, but are experiencing financial difficulties, which would mean without our support their children would be unable to attend our Pre-School.
- Our electronic journals which were launched in January 2019, have proved successful and promote our partnership with parents, who have immediate access to their child's learning. In addition they are able to contribute, by leaving comments and also upload their own observations from home.
- Our website which was launched in Spring 2012, was no longer supported by our website provider. From 30<sup>th</sup> June 2020 and during lockdown our new website was launched. During 2020/21 our website received 2,778 views from 986 visitors. This equates to 2.8 view per visitor.
- Our Facebook and Twitter pages allow us to promote our services to our communities parents and carers. We have 203 friends on Facebook and 131 followers on Twitter. We aim to post at least twice a week.
- In April 2016 we offered our staff the opportunity to join our new workplace pension scheme which is operated through NEST (National Employment Savings Trust). The scheme is open to all staff at any time.

## **Financial Review (including reserves policy):**

At the end of each financial year, annual accounts are produced in the form of receipts and payments, including a statement of assets and liabilities.

Projections for the coming year are based upon the previous accounts which provide the basis for the annual budget, which is reviewed and updated regularly throughout the year.

A separate reserve account is maintained for contingency purposes, to cover unforeseen events and/or fluctuations in income & expenditure. Following bank interest being applied totalling £27.52 during the year, these reserves currently stand at £17,339.78. It is our intention to work towards gradually increasing these reserves further during the coming years to ensure that our group continues and has financial stability.

Our aim remains to increase our reserves to £19,500, which equates to approximately 3 month's running costs/expenses. This will ensure that there is always sufficient working capital for the efficient running of our setting. Our reserves policy will ensure the group's continued financial viability; covering periods when the setting's income may drop below average for example, due to a late grant, temporary drop in child numbers, temporary closure due to a pandemic or cover unexpected expenditure. Due to reduced income during 2020/21 we have been unable to add to our reserves.

This year we were faced with the continuing challenge of Covid-19. Our Pre-School remained open with Covid-19 restrictions and we followed advice from both government and Solihull Council.

We have submitted and will continue to submit a number of applications to Charitable Trusts/Foundations to support the purchase of new resources and equipment. This year we have submitted 10 applications. One application was unsuccessful and a number are still ongoing. However, 5 applications were successful. There are a number of schemes available and the group will continue to maximise our efforts to apply for funding. In particular our applications for funding will be centred around our Outdoor Classroom Garden project..

All of our fees have been reviewed.

We have filled 60% of our sessions for 2021/22 and the filling of our vacancies continues to be our priority. We have received a number of enquiries due to the closure of St Augustine's Pre-School in Solihull town centre.

### Review of Major Risks

A significant risk to our charity is and will continue to be the rates of funding offered by the government. Currently we receive £4.04 per hour per 3/4 year old child, which does not cover our outgoings and this only increased from £3.98 from Spring 2021. In light of this we have increased our daily consumables to £2.20 per child, per day to assist the offset of this loss. We will continue to review this.

A full risk assessment was carried out during the Summer break in conjunction with recommendations from SMBC, our insurers and the Early Years Alliance.

An additional Covid-19 risk assessment was carried out with the Parish Committee.

**Our Lady of the Wayside Pre-School**

**Statement of Financial Activities**

**Year ended 31<sup>st</sup> August 2021**

| INCOME                                 | 2020/21           | 2019/20           | 2018/19<br>£       |
|--|-------------------|-------------------|--------------------|
| Nursery Wraparound Fees                | £0.00             | £0.00             | £2,843.85          |
| Pre-School Fees                        | £18,628.95        | £16,669.75        | £35,531.30         |
| SMBC Funding                           | £43,840.26        | £53,616.54        | £27,808.60         |
| Deposits                               | £480.00           | £720.00           | £1,280.00          |
| Admin & Registration Fees              | £850.00           | £1,050.00         | £1,950.00          |
| Donations & Fund Raising               | £6,650.84         | £2,781.89         | £3,101.06          |
| Bank Interest Received                 | £1.74             | £27.64            | £32.72             |
| Pre-School Annual Trip                 | £0.00             | £0.00             | £388.00            |
| Uniform Sales                          | £432.00           | £596.25           | £768.90            |
| Miscellaneous                          | £551.29           | £333.43           | £323.99            |
| <b>TOTAL INCOME</b>                    | <b>£71,435.08</b> | <b>£75,795.50</b> | <b>£74,028.42</b>  |
| <b>EXPENDITURE</b>                     |                   |                   |                    |
| Wages Total                            | £60,002.61        | £60,560.55        | £59,586.74         |
| Training                               | £348.61           | £1,150.31         | £1,804.74          |
| Rent                                   | £2,530.00         | £1,680.00         | £2,500.00          |
| Resources & Equipment                  | £10,020.86        | £5,159.17         | £4,795.18          |
| Insurance, Membership,<br>DBS & Phones | £1,897.62         | £2,167.17         | £1,709.93          |
| Catering & Cleaning                    | £725.82           | £751.34           | £991.18            |
| Fundraising Costs                      | £16.99            | £44.02            | £21.95             |
| Day Trip                               | £0.00             | £0.00             | £130.40            |
| Staff & Childrens Uniform              | £165.00           | £502.50           | £1,321.10          |
| Garden Refurbishment                   | £0.00             | £537.04           | £4,146.77          |
| Miscellaneous                          | £575.30           | £322.31           | £633.73            |
| <b>TOTAL EXPENDITURE</b>               | <b>£76,282.81</b> | <b>£72,874.41</b> | <b>£77,641.72</b>  |
| <b>Surplus/(Deficit)</b>               | <b>-£4,847.73</b> | <b>£2,921.09</b>  | <b>(£3,613.30)</b> |

## Our Lady of the Wayside Pre-School

### Bank Reconciliation

Year Ended 31<sup>st</sup> August 2021

#### Business Money Manager Account:

|                          |                   |
|--------------------------|-------------------|
| Opening Balance 01/09/20 | £17,339.78        |
| Interest Received        | £1.74             |
| Funds Transfers In       | £0.00             |
| Funds Transfers Out      | £0.00             |
| Closing Balance 31/08/21 | <u>£17,341.52</u> |

#### Treasurer Account:

|                                   |                   |
|-----------------------------------|-------------------|
| Opening Balance 01/09/20          | £18,090.86        |
| Add Receipts                      | £71,433.34        |
| Less Payments                     | £76,323.75        |
| Cheques written but not presented | £0.00             |
| Cheques 2019/20 processed 2020/21 | £0.00             |
| Funds Transfers In                | £0.00             |
| Funds Transfers Out               | £0.00             |
| Closing Balance 31/08/21          | <u>£13,200.45</u> |

#### Summary:

|                                       |                   |
|---------------------------------------|-------------------|
| <b>Business Money Manager Account</b> | £17,341.52        |
| <b>Treasurer Account</b>              | £13,200.45        |
| <b>Bank Total</b>                     | <u>£30,541.97</u> |

Our Lady of the Wayside Pre-School

Balance Sheet

Year Ended 31<sup>st</sup> August 2021

|                            | 2020/21    |
|----------------------------|------------|
| <b>Current Assets:</b>     |            |
| Cash at Bank & In Hand     | £30,541.97 |
| Debtors                    | £0.00      |
|                            | <hr/>      |
|                            | £30,541.97 |
|                            | <hr/>      |
| <b>Current Liabilities</b> |            |
| Creditors                  | £0.00      |
|                            | <hr/>      |
|                            | £0.00      |
|                            | <hr/>      |
| <b>Net Assets</b>          | <b>£</b>   |
|                            |            |
| Represented by:            |            |
| General Funds              | £13,200.45 |
| Restricted Funds           | £17,341.52 |
|                            | <hr/>      |
|                            | £30,541.97 |
|                            | <hr/>      |

Approved on behalf of the Trustees:

  
.....  
Annette McHale (Finance Officer)

18/09/2021  
.....  
Date

  
.....  
Hayley Jennings (Chairperson)

18/09/2021  
.....  
Date

## Independent Examiner's Report

I report to the trustees on my examination of the accounts of Our Lady of the Wayside Pre-School (the Trust) for the year ended 31<sup>st</sup> August 2021.

### Respective responsibilities of trustees & examiner

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. ('the Act').

### Independent examiner's statement

In the course of 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 Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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: *Ms H O'Brien*

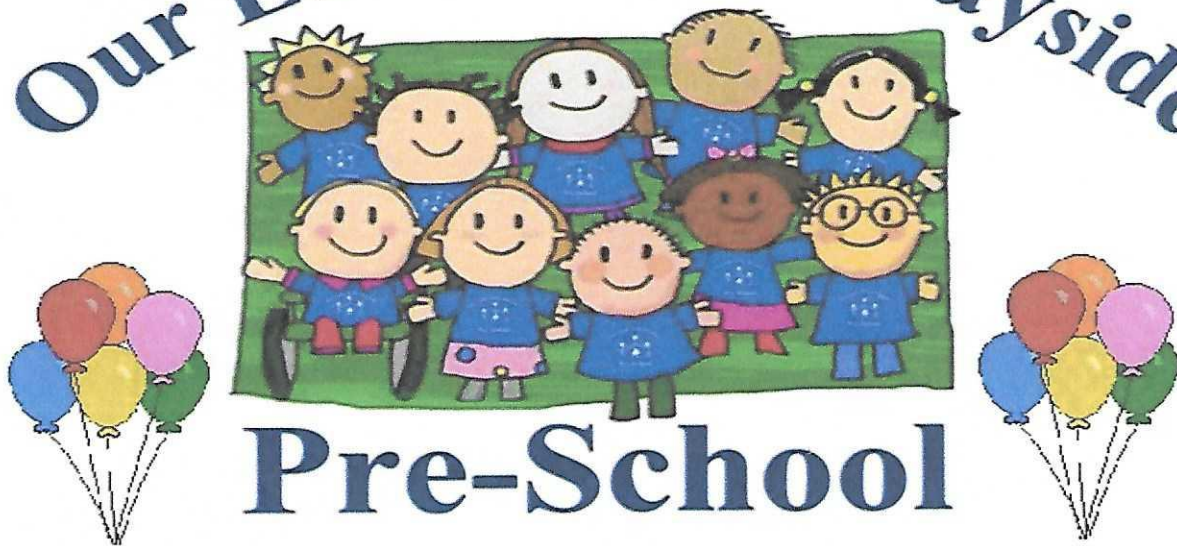
Name: Hannah O'Brien

Relevant Professional Qualification: Association of Accounting Technicians

Address: 232 Bills Lane, Shirley B90 2PP

Date: *3 November 2021*

# Our Lady of the Wayside



## Pre-School

Member of the Pre-School Learning Alliance

**Annual Report and Financial Statements**

**2020 - 2021**

**Registered Charity Number: 1033527**

**Annual Report and Financial Statements**

**2020/2021**

|   |       |
|---|-------|
| Trust particulars   | 1     |
| Trustee's Annual Report<br>(including Financial Review & Review of Major Risks) | 2 – 4 |
| Statement of Financial Activities   | 5     |
| Bank Reconciliation   | 6     |
| Balance Sheet   | 7     |
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## Our Lady of the Wayside Pre-School

**Year ended 31<sup>st</sup> August 2021**

### **Trustees and Officers**

|                          |   |
|--------------------------|---|
| Hayley Jennings          | Chairperson / Trustee   |
| Hayley Jennings          | Treasurer/Trustee<br>(overseeing the work of the Finance Officer) |
| Helen Jordan             | Vice-Chairperson/Trustee  |
| Danielle McSkeane-Sturch | Secretary/Trustee   |

### **Committee Members:**

Audrey Montgomery, Claire Pickering, Laura Fitzpatrick, Lorraine Connor

### **Independent Examiner**

Hannah O'Brien

### **Bank**

HSBC Plc  
275 Stratford Road  
Shirley, Solihull  
B90 3AP

### **Headquarters**

Our Lady of the Wayside Parish Hall  
566 Stratford Road  
Shirley, Solihull  
B90 4AY

|                   |  |
|-------------------|--|
| Telephone Number: | 07474 743744                           |
| Email Address:    | ourladyofthewaysidepreschool@gmail.com |
| Website:          | OLOWPreschool.com                      |
| Twitter           | #OLOWPre                               |
| Facebook          | OLOWPreschool                          |

Ofsted Registration Number: 250105

Member of the Early Years Alliance  
(previously known as the Pre-School Learning Alliance)

Employers' Liability Insurers: Royal & Sun Alliance Insurance plc

## Trustee's Annual Report

Year End 31<sup>st</sup> August 2021

### Structure, Governance & Management

- Pre-School Learning Alliance Constitution adopted 24<sup>th</sup> June 1993 and amended 17<sup>th</sup> July 2011.
- Constituted by a committee of at least 6 officers.
- All committee members are elected during the Annual General Meeting by parents and guardians of children attending the Pre-School. (Last AGM Wednesday 21<sup>st</sup> October 2020 7.30pm via Zoom to comply with Covid-19 restrictions and Charity Commission guidelines).
- An enhanced DBS check (formally known as CRB) is undertaken for all new trustees, officers, staff, students and volunteers. Staff are now registering for the update service, when their DBS is due for renewal.
- In addition to this all Committee members must register for the update service and complete an EY2 online with Ofsted.
- In line with changes to Ofsted policies and procedures our elected Pre-School Manager, Ann Marie Brady is now the Nominated Person for our setting and this is registered with Ofsted. They are notified of any changes in circumstances immediately.

### Objectives and Activities of our Group (Public Benefit):

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

Our aim is to provide a happy environment in which the children feel safe and secure. Children should be able to learn, discover and experiment through play and structured learning. At all times the children will be encouraged to develop their skills to their full potential in all areas of the Early Years Foundation Stage curriculum (including recent changes which came into force from 1<sup>st</sup> September 2021).

All families are welcomed and respected for their ethnicity, culture or religion, home language, family background, special educational needs, disability, gender or ability.

### Achievements and Performance:

- The biggest event to affect Pre-School during the last and this financial year has been the Coronavirus Pandemic. Pre-school was closed from Monday 23<sup>rd</sup> March and re-opened on Thursday 3<sup>rd</sup> September 2020.
- Although, Pre-School re-opened on 3<sup>rd</sup> September 2020 and remained open during 2020/21 we experienced reduced Admission numbers and a reduction in the number of sessions each children attended each week. This had a negative impact upon our income.
- Funding for funded 2,3 and 4 year olds increased from 1<sup>st</sup> April 2021 by 1.5%, 8p per hour for 2 year olds and 8p for 3 and 4 year olds. This was not inline with inflation 2.1% or Minimum Wage increases which stood at 6.2%.

- Due to Covid-19 restrictions our team have continued to complete online training packages via Educare to keep their knowledge current. In addition to this Sarah, our Deputy Manager completed her Makaton level 1 & 2 training.
- This year we were fortunate to receive £1887.12 from the Millennium Trust Fund, specifically to buy STEM resources. Our new Science, Technology, Engineering and Maths equipment has been a big success with our Pre-School children. This included cameras, walkie-talkies, remote controlled vehicles and illuminated mark making boards
- In December, Jack's Support awarded us £400 to buy forest school resources which included weatherproof trousers, jackets and a welly rack.
- Persimmons awarded us £968 in March for a new mud kitchen and wooden discovery table.
- Tesco Bags of Help granted us a further £1,000 which enable us to buy a large wooden sandpit and wooden log seats.
- Elec Service Ltd donated £415 to buy a wooden climbing wall which has proved to be a fantastic addition to our outside area.
- £301 from Boden Group enabled us to buy outdoor resources.
- Step Ahead Dance Co continue to support us regular and donations for 2020/21 totalled £319 allowing us to buy a wooden café set and many other new resources.
- Our home library book scheme was launched in Spring 2021 and we have purchased a library style book shelving to enhance the children's experience of choosing the perfect book to take home to read..
- Our occupancy rate for 2020/21 averaged 75%. This is inline with other similar settings as published by the Early Years Alliance. It is hoped that with restrictions lifting, confidence will increase, fear decrease and this will have a positive impact on our Pre-School admissions.
- From September 2019 we now longer operate our Nursery Wraparound service. However, we do have a mix of Nursery age and Pre-School age children. During 2020/21 43% of our children were of Nursery age.
- We continue to work closely with the local Family Information Service to support families who meet the government's criteria for 2 year old funding.
- We also continue to support families who are not eligible for SMBC funding, but are experiencing financial difficulties, which would mean without our support their children would be unable to attend our Pre-School.
- Our electronic journals which were launched in January 2019, have proved successful and promote our partnership with parents, who have immediate access to their child's learning. In addition they are able to contribute, by leaving comments and also upload their own observations from home.
- Our website which was launched in Spring 2012, was no longer supported by our website provider. From 30<sup>th</sup> June 2020 and during lockdown our new website was launched. During 2020/21 our website received 2,778 views from 986 visitors. This equates to 2.8 view per visitor.
- Our Facebook and Twitter pages allow us to promote our services to our communities parents and carers. We have 203 friends on Facebook and 131 followers on Twitter. We aim to post at least twice a week.
- In April 2016 we offered our staff the opportunity to join our new workplace pension scheme which is operated through NEST (National Employment Savings Trust). The scheme is open to all staff at any time.

## **Financial Review (including reserves policy):**

At the end of each financial year, annual accounts are produced in the form of receipts and payments, including a statement of assets and liabilities.

Projections for the coming year are based upon the previous accounts which provide the basis for the annual budget, which is reviewed and updated regularly throughout the year.

A separate reserve account is maintained for contingency purposes, to cover unforeseen events and/or fluctuations in income & expenditure. Following bank interest being applied totalling £27.52 during the year, these reserves currently stand at £17,339.78. It is our intention to work towards gradually increasing these reserves further during the coming years to ensure that our group continues and has financial stability.

Our aim remains to increase our reserves to £19,500, which equates to approximately 3 month's running costs/expenses. This will ensure that there is always sufficient working capital for the efficient running of our setting. Our reserves policy will ensure the group's continued financial viability; covering periods when the setting's income may drop below average for example, due to a late grant, temporary drop in child numbers, temporary closure due to a pandemic or cover unexpected expenditure. Due to reduced income during 2020/21 we have been unable to add to our reserves.

This year we were faced with the continuing challenge of Covid-19. Our Pre-School remained open with Covid-19 restrictions and we followed advice from both government and Solihull Council.

We have submitted and will continue to submit a number of applications to Charitable Trusts/Foundations to support the purchase of new resources and equipment. This year we have submitted 10 applications. One application was unsuccessful and a number are still ongoing. However, 5 applications were successful. There are a number of schemes available and the group will continue to maximise our efforts to apply for funding. In particular our applications for funding will be centred around our Outdoor Classroom Garden project..

All of our fees have been reviewed.

We have filled 60% of our sessions for 2021/22 and the filling of our vacancies continues to be our priority. We have received a number of enquiries due to the closure of St Augustine's Pre-School in Solihull town centre.

### Review of Major Risks

A significant risk to our charity is and will continue to be the rates of funding offered by the government. Currently we receive £4.04 per hour per 3/4 year old child, which does not cover our outgoings and this only increased from £3.98 from Spring 2021. In light of this we have increased our daily consumables to £2.20 per child, per day to assist the offset of this loss. We will continue to review this.

A full risk assessment was carried out during the Summer break in conjunction with recommendations from SMBC, our insurers and the Early Years Alliance.

An additional Covid-19 risk assessment was carried out with the Parish Committee.

**Our Lady of the Wayside Pre-School**

**Statement of Financial Activities**

**Year ended 31<sup>st</sup> August 2021**

| INCOME                                 | 2020/21           | 2019/20           | 2018/19<br>£       |
|--|-------------------|-------------------|--------------------|
| Nursery Wraparound Fees                | £0.00             | £0.00             | £2,843.85          |
| Pre-School Fees                        | £18,628.95        | £16,669.75        | £35,531.30         |
| SMBC Funding                           | £43,840.26        | £53,616.54        | £27,808.60         |
| Deposits                               | £480.00           | £720.00           | £1,280.00          |
| Admin & Registration Fees              | £850.00           | £1,050.00         | £1,950.00          |
| Donations & Fund Raising               | £6,650.84         | £2,781.89         | £3,101.06          |
| Bank Interest Received                 | £1.74             | £27.64            | £32.72             |
| Pre-School Annual Trip                 | £0.00             | £0.00             | £388.00            |
| Uniform Sales                          | £432.00           | £596.25           | £768.90            |
| Miscellaneous                          | £551.29           | £333.43           | £323.99            |
| <b>TOTAL INCOME</b>                    | <b>£71,435.08</b> | <b>£75,795.50</b> | <b>£74,028.42</b>  |
| <b>EXPENDITURE</b>                     |                   |                   |                    |
| Wages Total                            | £60,002.61        | £60,560.55        | £59,586.74         |
| Training                               | £348.61           | £1,150.31         | £1,804.74          |
| Rent                                   | £2,530.00         | £1,680.00         | £2,500.00          |
| Resources & Equipment                  | £10,020.86        | £5,159.17         | £4,795.18          |
| Insurance, Membership,<br>DBS & Phones | £1,897.62         | £2,167.17         | £1,709.93          |
| Catering & Cleaning                    | £725.82           | £751.34           | £991.18            |
| Fundraising Costs                      | £16.99            | £44.02            | £21.95             |
| Day Trip                               | £0.00             | £0.00             | £130.40            |
| Staff & Childrens Uniform              | £165.00           | £502.50           | £1,321.10          |
| Garden Refurbishment                   | £0.00             | £537.04           | £4,146.77          |
| Miscellaneous                          | £575.30           | £322.31           | £633.73            |
| <b>TOTAL EXPENDITURE</b>               | <b>£76,282.81</b> | <b>£72,874.41</b> | <b>£77,641.72</b>  |
| <b>Surplus/(Deficit)</b>               | <b>-£4,847.73</b> | <b>£2,921.09</b>  | <b>(£3,613.30)</b> |

**Bank Reconciliation**

**Year Ended 31<sup>st</sup> August 2021**

**Business Money Manager Account:**

|                              |                       |
|------------------------------|-----------------------|
| Opening Balance 01/09/20     | £17,339.78            |
| Interest Received            | £1.74                 |
| Funds Transfers In           | £0.00                 |
| Funds Transfers Out          | £0.00                 |
| <br>Closing Balance 31/08/21 | <br><u>£17,341.52</u> |

**Treasurer Account:**

|                                       |                       |
|---------------------------------------|-----------------------|
| Opening Balance 01/09/20              | £18,090.86            |
| Add Receipts                          | £71,433.34            |
| Less Payments                         | £76,323.75            |
| <br>Cheques written but not presented | <br>£0.00             |
| Cheques 2019/20 processed 2020/21     | £0.00                 |
| Funds Transfers In                    | £0.00                 |
| Funds Transfers Out                   | £0.00                 |
| <br>Closing Balance 31/08/21          | <br><u>£13,200.45</u> |

**Summary:**

|                                       |                       |
|---------------------------------------|-----------------------|
| <b>Business Money Manager Account</b> | £17,341.52            |
| <b>Treasurer Account</b>              | £13,200.45            |
| <br><b>Bank Total</b>                 | <br><u>£30,541.97</u> |

Our Lady of the Wayside Pre-School

Balance Sheet

Year Ended 31<sup>st</sup> August 2021

|                            | 2020/21           |
|----------------------------|-------------------|
| <b>Current Assets:</b>     |                   |
| Cash at Bank & In Hand     | £30,541.97        |
| Debtors                    | £0.00             |
|                            | <hr/>             |
|                            | <u>£30,541.97</u> |
| <b>Current Liabilities</b> |                   |
| Creditors                  | £0.00             |
|                            | <hr/>             |
|                            | <u>£0.00</u>      |
| <b>Net Assets</b>          | <b>£</b>          |
| Represented by:            |                   |
| General Funds              | £13,200.45        |
| Restricted Funds           | £17,341.52        |
|                            | <hr/>             |
|                            | <u>£30,541.97</u> |

Approved on behalf of the Trustees:

*A. McHale*  
Annette McHale (Finance Officer)

18/09/2021  
Date

*H. Jennings*  
Hayley Jennings (Chairperson)

18/09/2021  
Date

## Independent Examiner's Report

I report to the trustees on my examination of the accounts of Our Lady of the Wayside Pre-School (the Trust) for the year ended 31<sup>st</sup> August 2021.

### Respective responsibilities of trustees & examiner

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. ('the Act').

### Independent examiner's statement

In the course of 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 Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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.

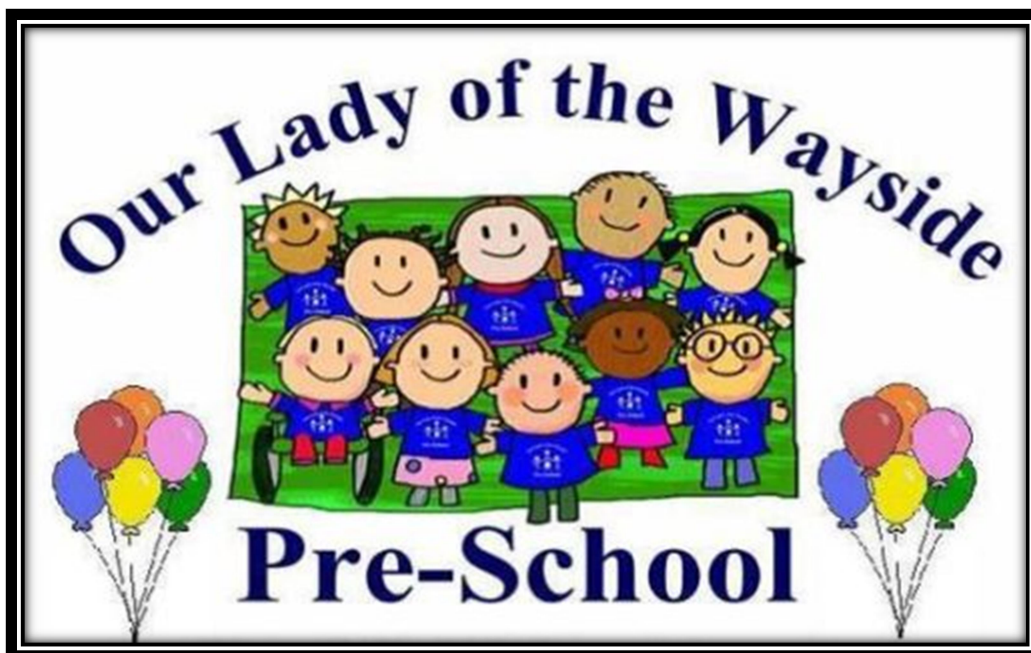
Signed: *Ms H O'Brien*

Name: Hannah O'Brien

Relevant Professional Qualification: Association of Accounting Technicians

Address: 232 Bills Lane, Shirley B90 2PP

Date: *3 November 2021*



Registered Charity Number 1033527

Financial Year End 31<sup>st</sup> August 2021

The accounts are prepared on a receipts and payments basis.

Independent Examination Completed by Hannah O'Brien (AAT)

Examined 03 November 2021

## Independent Examiners Checklist

| The Directions and documentation   | Step done? | Comments  |
|--|------------|---|
| <b>Direction 1: Check whether the charity is eligible to have an independent examination</b>   |            |   |
| Checked the charity audit threshold applying to the accounts to be reviewed  | Yes        | The turnover and assets are currently below the audit threshold |
| Checked an audit is not required for any other reason  | Yes        |   |
| Confirmed the charity is eligible for independent examination  | Yes        | In accordance with the CC32 manual.                             |
| Confirmed the amount of the charity's income to figure shown the accounts (including any branches) and confirmed that income and assets are below the audit threshold or, if applicable, obtained a copy of the letter from the Commission approving an audit dispensation | Yes        |   |
| If the charity has one or more subsidiaries confirmed that group accounts are not required by law  | N/A        |   |
| If a charitable company checked that the audit exemption statement has been made   | N/A        | The Charity is not a company                                    |
| If applicable, rechecked the threshold calculation during the examination  | N/A        |   |
| If the charity's income is more than £250,000 confirmed that the examiner is a member of one of the listed bodies  | N/A        | Turnover is less than £250,000                                  |
| If applicable, informed the trustees that the charity is not eligible for an independent examination   | N/A        |   |
| If receipts and payments accounts have been prepared, checked that the charity's gross income is less than £250,000 and that it is not a company   | Yes        | Turnover for the financial year was £71,435                     |
| If receipts and payments accounts have been prepared, check that there is no requirement to prepare accruals accounts in the charity's governing document or for any other reason  | Yes        |   |
| If applicable, informed the trustees that the charity is not eligible to prepare receipts and payments accounts  | N/A        |   |
| <b>Direction 2: Check for any conflict of interest that prevents the examiner from carrying out their independent examination</b>  |            |   |
| Confirmed that there are no close personal relationships with the trustees that compromise independence  | Yes        | No personal relationships resulting in a conflict of interest   |
| Confirmed as having no the day to day involvement in the administration of the charity   | Yes        | No day to day involvement in the administration of the charity  |
| If providing other services to the charity, then confirmed that all the criteria in Direction 2 necessary for independence are met   | N/A        |   |

|   |     |  |
|---|-----|--|
| Identified that there are no circumstances in the examiner's judgment that would reasonably lead to the perception that the examiner is not independent | Yes |  |
|---|-----|--|

| <b>The Directions and documentation</b>  | <b>Step done?</b> | <b>Comments</b>  |
|--|-------------------|--|
| Considered whether sufficiently skilled to carry out the examination and, where required, confirmed membership of a listed body  | Yes               | AAT Reg No 2572019   |
| If applicable, informed the trustees that you are not eligible to carry out the independent examination  | N/A               |  |
| <b>Direction 3: Record your independent examination</b>  |                   |  |
| File of working papers prepared to document the work undertaken (see the Direction for guidance on key working papers)   | Yes               |  |
| Evidence of appointment on file  | Yes               | Email  |
| If issued, letter of engagement signed by the trustees on file   | No                | Voluntary  |
| Documentation of steps required by Direction 1 are all done  | Yes               |  |
| Documentation that steps required by Direction 2 are all done  | Yes               |  |
| Analytical review documented   | Yes               |  |
| Areas of concern identified and noted whether these were resolved or if unresolved and significant have included them in the examiner's report   | Yes               | No matters noted   |
| Verification and vouching procedures undertaken and any checks made are on file  | Yes               |  |
| Copy of approved accounts on file  | Yes               |  |
| Copy of trustees' annual report on file  | Yes               |  |
| Copies of information relied upon as part of the examination are on file   | Yes               |  |
| If applicable, copies of written assurances given  | N/A               |  |
| Recorded the conclusions drawn as an outcome of the independent examination that support the examiner's report are on file   | Yes               |  |
| Recorded any matters of material significance about which a report must be made direct to the Commission   | N/A               | No matters of material significance have been identified   |
| Recorded whether to exercise discretion and report on relevant matters direct to the Commission  | N/A               |  |
| <b>Direction 4: Plan your independent examination</b>  |                   |  |
| Obtained an understanding of the charity's constitution, objectives, organisational structure, the funds managed, its activities and accounting records and systems  | Yes               | Whilst the pre-school continues to operate in a pandemic with reduced fee income it is however supported by donations & fundraising. |
| Planned specific examination procedures appropriate to the circumstances of the charity  | Yes               |  |
| Reviewed whether any areas for improvement were advised to the trustees in the previous year's independent examiner's report (or audit report and management letter) and looked to see if any action taken | N/A               | No advisory action was required in the previous year to be checked.  |

|   |     |                                    |
|---|-----|------------------------------------|
| Considered the financial risks identified and, where accruals accounts prepared, considered whether the trustees have evidence that shows that the charity is a going concern | N/A |                                    |
| Noted any implications for the examiner's report and for separate reporting to the Commission   | N/A | No matters brought to my attention |

| The Directions and documentation  | Step done? | Comments  |
|---|------------|---|
| <b>Direction 5: Check that accounting records are kept to the required standard</b>   |            |   |
| Checked that accounting records have been kept are complete and considered if they have been kept to the required standard  | Yes        | Clear and detailed records are kept.  |
| Asked the trustees about how they ensure the accounting records are complete  | Yes        |   |
| If corrections made or records created during the examination, the trustee approval for these has been sought and obtained  | None       |   |
| Asked the trustees if they carried out a review of the charity's internal financial controls in the year reported   | Yes        | Internal Controls were updated in May 2021 in light of the pandemic and provisions required |
| Noted any implications for the examiner's report and for separate reporting to the Commission   | N/A        |   |
| <b>Direction 6: Check that the accounts are consistent with the accounting records</b>  |            |   |
| Compared the accounts with the underlying accounting records  | Yes        |   |
| Checked some entries from the listing of transactions of income and expenditure to vouchers such as invoices, bank statements, and receipts.  | Yes        | All bank transactions reconcile to invoices and receipts                                    |
| If applicable, confirmed that the trustees have taken the necessary steps to ensure that restricted or endowed funds are correctly reported in the accounts   | Yes        |   |
| If additional checks were necessary, the evidence was found that showed the accounting record was complete, voucher present, and both supported the entry in the accounts   | N/A        |   |
| <b>Direction 7: If the accounts are prepared on an accruals basis and one or more related party transactions took place the examiner must check if these were properly disclosed in the notes to the accounts</b> | N/A        | The Accounts are prepared under a receipts and payments basis                               |
| Checked that the disclosures required by the SORP have been made and are complete   |            |   |
| Considered whether there are any implications for the examiner's report and reporting to the Commission   |            |   |
| If receipts and payments accounts prepared and a related party transaction note was provided, then checked the note for any implications for the examiner's report  |            |   |
|   |            |   |

|  |     |  |
|--|-----|--|
| <b>Direction 8: Check the reasonableness of the significant estimates and judgments and accounting policies used in accounting for the types of fund held and in the preparation of the accounts</b> |     |  |
| Checked with the trustees that the separate funds of the charity have been correctly accounted for and reported correctly in the accounts  | Yes |  |
| Checked the reasonableness of any significant estimates or judgments that have been made in preparing the accounts   | Yes |  |

| The Directions and documentation   | Step done? | Comments   |
|--|------------|--|
| Where accruals accounts are prepared, checked that the accounting policies adopted are consistent with the SORP and are appropriate to the activities of the charity   | N/A        |  |
| Where accruals accounts are prepared, checked that the accounts were prepared on a going concern basis   | N/A        |  |
| Noted any implications for the examiner's report and for separate reporting to the Commission  | N/A        |  |
| <b>Direction 9: The examiner must check whether the trustees have considered the financial circumstances of the charity at the end of the reporting period and, if the accounts are prepared on an accruals basis, check whether the trustees have made an assessment of the charity's position as a going concern when approving the accounts</b> |            |  |
| Asked the trustees whether they expect the charity to be able to settle outstanding invoices, bills and commitments as and when they fall due  | Yes        |  |
| Asked the trustees about the reserves policy and the adequacy of the level of reserves held  | Yes        | The preschool is continuing to increase reserves with the aim of £19,500 which would be 3 months running costs |
| Where accruals accounts are prepared, checked that the trustees' have made an assessment of going concern and that their assessment is reasonable given the information available  | N/A        |  |
| Where accruals accounts are prepared, checked that the SORP's disclosures about going concern have been made   | N/A        |  |
| Noted any implications for the examiner's report and for separate reporting to the Commission  | N/A        |  |
| <b>Direction 10: Check the form and content of the accounts</b>  |            |  |
| Where receipts and payments accounts have been prepared, checked that the charity can lawfully prepare such accounts, that all the accounting statements are present and that the funds of the charity are correctly identified  | Yes        | Receipts and payments have been verified to records and bank statements and vice versa                         |
| Where accruals accounts are prepared, checked that they comply with the SORP and applicable accounting standard  | N/A        |  |
| If the charity is a company, checked that the accounts also comply with the applicable company law requirements  | N/A        | The Charity is not a company   |
| Noted any implications for the examiner's report and for separate reporting to the Commission  | N/A        |  |
|  |            |  |

|  |     |  |
|--|-----|--|
| <b>Direction 11: Identify items from the analytical review of the accounts that need to be followed up for further explanation or evidence</b> |     |  |
| Carried out an analytical review   | Yes |  |

| <b>The Directions and documentation</b>   | <b>Step done?</b> | <b>Comments</b> |
|---|-------------------|-----------------|
| Following the analytical review, selected material items in the accounts for further explanation or supporting evidence   | Yes               |                 |
| If the accounts could be materially misstated, additional checks were undertaken and the examiner is satisfied that the item(s) identified were satisfactorily explained and correctly included in the accounts | Yes               |                 |
| Noted any implications for the examiner's report and for separate reporting to the Commission   | N/A               |                 |
| <b>Direction 12: Compare the trustees' annual report with the accounts</b>  |                   |                 |
| Checked that any figure for reserves quoted in the trustees' annual report is not materially inconsistent with the accounts   | Yes               |                 |
| Compared the trustees' annual report with the accounts for any material inconsistency   | Yes               |                 |
| Noted any implications for the examiner's report and for separate reporting to the Commission   | None              |                 |
| <b>Direction 13: Write and sign the independent examination report</b>  |                   |                 |
| Reviewed the conclusions from the independent examination   | Yes               |                 |
| Considered whether the examination has identified a matter of concern that should be reported in the examiner's report  | Yes               |                 |
| Checked that the examiner's report covers all of the matters required   | Yes               |                 |
| If relying on the work of others in undertaking the independent examination, the examiner is fully satisfied with their work and that work has been fully documented  | Yes               |                 |
| Signed and dated the examiner's report  | Yes               |                 |
| Reported matters of material significance direct to the Commission  | N/A               |                 |
| Exercised discretion and reported relevant matters direct to the Commission   | N/A               |                 |

Signed by: *Mrs H O'Brien*

Printed: Mrs Hannah O'Brien

Examination Dated: 03 November 2021

**OUR LADY OF THE WAYSIDE PRE-SCHOOL**

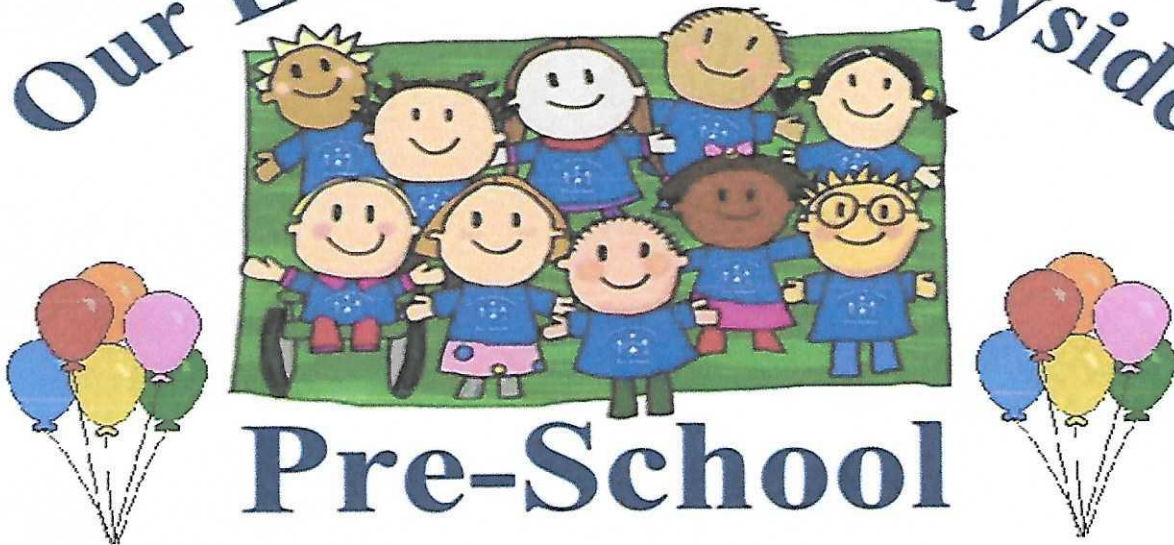
England & Wales - Charity number 1033527

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# Accounts

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# Our Lady of the Wayside



## Pre-School

Member of the Pre-School Learning Alliance

**Annual Report and Financial Statements**

**2019-2020**

**Registered Charity Number: 1033527**

**Annual Report and Financial Statements**

**2019/2020**

|   |       |
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## Our Lady of the Wayside Pre-School

Year ended 31<sup>st</sup> August 2019

### Trustees and Officers

|                 |   |
|-----------------|---|
| Hayley Jennings | Chairperson / Trustee   |
| Hayley Jennings | Treasurer/Trustee<br>(overseeing the work of the Finance Officer) |
| Anna Perfect    | Vice-Chairperson/Trustee  |
| Kathryn Taylor  | Secretary/Trustee   |

### Committee Members:

Audrey Montgomery, Elaine Healy, Helen Jordan, Laura Fitzpatrick, Natalie Bartlett

### Independent Examiner

Hannah O'Brien

### Bank

HSBC Plc  
275 Stratford Road  
Shirley, Solihull  
B90 3AP

### Headquarters

Our Lady of the Wayside Parish Hall  
566 Stratford Road  
Shirley, Solihull  
B90 4AY

|                   |  |
|-------------------|--|
| Telephone Number: | 07474 743744                           |
| Email Address:    | ourladyofthewaysidepreschool@gmail.com |
| Website:          | OLOWPreschool.com                      |
| Twitter           | #OLOWPre                               |
| Facebook          | OLOWPreschool                          |

Ofsted Registration Number: 250105

Member of the Early Years Alliance  
(previously known as the Pre-School Learning Alliance)

Employers' Liability Insurers: Royal & Sun Alliance Insurance plc

### **Trustee's Annual Report**

**Year End 31<sup>st</sup> August 2020**

#### **Structure, Governance & Management**

- Pre-School Learning Alliance Constitution adopted 24<sup>th</sup> June 1993 and amended 17<sup>th</sup> July 2011.
- Constituted by a committee of at least 6 officers.
- All committee members are elected during the Annual General Meeting by parents and guardians of children attending the Pre-School. (Last AGM Thursday 7<sup>th</sup> November 2019).
- An enhanced DBS check (formally known as CRB) is undertaken for all new trustees, officers, staff, students and volunteers.
- In addition to this all Committee members must register for the update service and complete an EY2 online with Ofsted.
- In line with changes to Ofsted policies and procedures our elected Pre-School Manager, Ann Marie Brady is now the Nominated Person for our setting and this is registered with Ofsted. They are notified of any changes in circumstances immediately.

#### **Objectives and Activities of our Group (Public Benefit):**

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

Our aim is to provide a happy environment in which the children feel safe and secure. Children should be able to learn, discover and experiment through play and structured learning. At all times the children will be encouraged to develop their skills to their full potential in all areas of the Early Years Foundation Stage curriculum.

All families are welcomed and respected for their ethnicity, culture or religion, home language, family background, special educational needs, disability, gender or ability.

#### **Achievements and Performance:**

- The biggest event to affect Pre-School this financial year and the forthcoming year is the Coronavirus Pandemic. Pre-school was closed from Monday 23<sup>rd</sup> March and re-opened on Thursday 3<sup>rd</sup> September 2020.
- Our Lady of the Wayside RC Church suspended our rent payment for Summer Term to support us during the pandemic. This totalled £850.00.
- We continued to receive 2,3 & 4 year old government funding during the lockdown period, thus negating the need to furlough staff.
- Pre-School session fees and consumables fees were not charged during lockdown. This considerably impacted upon our income by £5,756.

- During the lockdown period our team continued to complete online training courses through Educare. These courses included; well-being during the Coronavirus outbreak, effective safeguarding practice, infection prevention & control, supporting early language development, supporting children with SEND, improving children's learning through play. In addition staff read stories on Facebook and added regular updates. Our equipment and resources were also audited.
- This year we were fortunate to receive £800 from the Co-op Central England Community Dividend Fund. This grant was to purchase 2 wooden picnic tables to enable children to enjoy snack time and small work groups outdoors. We have also purchase a small wooden grow house to support our gardening with children scheme.
- Asda's green token scheme awarded our Pre-School £200.00 and this will be used to buy wooden small world resources.
- £521 was spent on the clearing and development of our shed area. Old, wooden sheds were replaced with one large durable shed, which is able to securely house all of our outdoor resources. The clearing of this area will allow the installation of our new wooden picnic benches and extends our garden area significantly.
- We have continued to enhance our natural garden. Fundraising by our hard working committee enabled us to buy a wooden Maths sorting shelves.
- Our Millennium Trust Fund application for STEM resources has been successful and funds should be received during our Autumn 2020 term.
- A donation enabled us to completely refurbish our reading corner with a new book storage unit and seating.
- Two additional mobile handwashing stations have been purchased to enable us to follow government advice; encouraging children to participate in regular hand washing routines; enabling us to focus on hygiene.
- Our occupancy rate for 2019/20 was 100%. However, the fear and uncertainty of the coronavirus has adversely affected our admissions for 2020/21, which are down by 33%. We are working hard to address this via our new website and Facebook and Twitter pages.
- From September 2019 we now longer operate our Nursery Wraparound service. However, we do have a mix of Nursery age and Pre-School age children.
- We continue to work closely with the local Family Information Service to support families who meet the government's criteria for 2 year old funding.
- We also continue to support families who are not eligible for SMBC funding, but are experiencing financial difficulties, which would mean without our support their children would be unable to attend our Pre-School.
- Our electronic journals which were launched in January 2019, have proved successful and promote our partnership with parents, who have immediate access to their child's learning. In addition they are able to contribute, by leaving comments and also upload their own observations from home.
- Our website which was launched in Spring 2012, was no longer supported by our website provider from 30<sup>th</sup> June 2020 and during lockdown our new website was launched. This is still being developed.
- Our Facebook and Twitter pages allow us to promote our services to our communities parents and carers. We have 176 friends on Facebook and 101 followers on Twitter.
- In April 2016 we offered our staff the opportunity to join our new workplace pension scheme which is operated through NEST (National Employment Savings Trust). The scheme is open to all staff at any time.

## **Financial Review (including reserves policy):**

At the end of each financial year, annual accounts are produced in the form of receipts and payments, including a statement of assets and liabilities. Projections for the coming year are based upon the previous accounts which provide the basis for the annual budget, which is reviewed and updated regularly throughout the year.

A separate reserve account is maintained for contingency purposes, to cover unforeseen events and/or fluctuations in income & expenditure. Following bank interest being applied totalling £27.52 during the year, these reserves currently stand at £17,339.78. It is our intention to work towards gradually increasing these reserves further during the coming years to ensure that our group continues and has financial stability.

Our aim remains to increase our reserves to £19,500, which equates to approximately 3 month's running costs/expenses. This will ensure that there is always sufficient working capital for the efficient running of our setting. Our reserves policy will ensure the group's continued financial viability; covering periods when the setting's income may drop below average for example, due to a late grant, temporary drop in child numbers, temporary closure due to a pandemic or cover unexpected expenditure.

This year we were faced with the added challenge of Covid-19. Our Pre-School closed on Monday 23<sup>rd</sup> March 2020 due to Covid-19 restrictions and did not re-open until Wednesday 2<sup>nd</sup> September 2020. During this time, we were fortunate to receive a rent suspension from the church. This reduced our outgoings by £850 and we are grateful for their support. Government funding for funded 2,3 & 4 year olds continued during this time, which meant that our staff were not furloughed.

We have submitted and will continue to submit a number of applications to Charitable Trusts/Foundations to support the purchase of new resources and equipment. This year we have submitted 7 applications and whilst, one was unsuccessful, 3 applications were successful and 3 are pending. There are a number of schemes available and the group will continue to maximise our efforts to apply for funding. In particular our applications for funding will be centred around our Outdoor Classroom Garden project.

All of our fees have been reviewed.

We have filled 70% of our sessions for 2020/21 and the filling of our vacancies continues to be our priority.

### Review of Major Risks

A significant risk to our charity is and will continue to be the rates of funding offered by the government. Currently we receive £3.98 per hour per 3/4 year old child, which does not cover our outgoings and this only increased from £3.90 from Spring 2020. In light of this we have increased our daily consumables to £2.10 per child, per day to assist the offset of this loss. We will continue to review this.

A full risk assessment was carried out during the Summer break in conjunction with recommendations from SMBC, our insurers and the Early Years Alliance.

An additional Covid-19 risk assessment was carried out with the Parish Committee.

**Our Lady of the Wayside Pre-School**

**Statement of Financial Activities**  
**Year ended 31<sup>st</sup> August 2020**

| INCOME                                 | 2019/20           | 2018/19            | 2017/18<br>£      |
|--|-------------------|--------------------|-------------------|
| Nursery Wraparound Fees                | £0.00             | £2,843.85          | £16,230.05        |
| Pre-School Fees                        | £16,669.75        | £35,531.30         | £17,767.95        |
| SMBC Funding                           | £53,616.54        | £27,808.60         | £34,410.36        |
| Deposits                               | £720.00           | £1,280.00          | £930.00           |
| Admin & Registration Fees              | £1,050.00         | £1,950.00          | £1,195.00         |
| Donations & Fund Raising               | £2,781.89         | £3,101.06          | £12,012.87        |
| Bank Interest Received                 | £27.64            | £32.72             | £9.05             |
| Pre-School Annual Trip                 | £0.00             | £388.00            | £362.00           |
| Uniform Sales                          | £596.25           | £768.90            | £502.00           |
| Miscellaneous                          | £333.43           | £323.99            | £116.19           |
| <b>TOTAL INCOME</b>                    | <b>£75,795.50</b> | <b>£74,028.42</b>  | <b>£83,535.47</b> |
| <b>EXPENDITURE</b>                     |                   |                    |                   |
| Wages Total                            | £60,560.55        | £59,586.74         | £57,050.83        |
| Training                               | £1,150.31         | £1,804.74          | £372.96           |
| Rent                                   | £1,680.00         | £2,500.00          | £2,500.00         |
| Resources & Equipment                  | £5,159.17         | £4,795.18          | £2,718.06         |
| Insurance, Membership,<br>DBS & Phones | £2,167.17         | £1,709.93          | £1,340.13         |
| Catering & Cleaning                    | £751.34           | £991.18            | £875.99           |
| Fundraising Costs                      | £44.02            | £21.95             | £115.05           |
| Day Trip                               | £0.00             | £130.40            | £128.00           |
| Staff & Childrens Uniform              | £502.50           | £1,321.10          | £65.40            |
| Garden Refurbishment                   | £537.04           | £4,146.77          | £12,738.31        |
| Miscellaneous                          | £322.31           | £633.73            | £93.25            |
| <b>TOTAL EXPENDITURE</b>               | <b>£72,874.41</b> | <b>£77,641.72</b>  | <b>£77,997.98</b> |
| <b>Surplus/(Deficit)</b>               | <b>£2,921.09</b>  | <b>(£3,613.30)</b> | <b>£5,537.49</b>  |

**Bank Reconciliation**

**Year Ended 31<sup>st</sup> August 2020**

**Business Money Manager Account:**

|                              |                       |
|------------------------------|-----------------------|
| Opening Balance 01/09/19     | £17,312.26            |
| Interest Received            | £27.52                |
| Funds Transfers In           | £0.00                 |
| Funds Transfers Out          | £0.00                 |
| <br>Closing Balance 31/08/20 | <br><u>£17,339.78</u> |

**Treasurer Account:**

|                                       |                       |
|---------------------------------------|-----------------------|
| Opening Balance 01/09/19              | £15,197.29            |
| Add Receipts                          | £75,767.98            |
| Less Payments                         | £72,874.41            |
| <br>Cheques written but not presented | <br>£0.00             |
| Cheques 2018/19 processed 2019/20     | £0.00                 |
| Funds Transfers In                    | £0.00                 |
| Funds Transfers Out                   | £0.00                 |
| <br>Closing Balance 31/08/19          | <br><u>£18,090.86</u> |

**Summary:**

|                                       |                       |
|---------------------------------------|-----------------------|
| <b>Business Money Manager Account</b> | £17,339.78            |
| <b>Treasurer Account</b>              | £18,090.96            |
| <br><b>Bank Total</b>                 | <br><u>£35,430.64</u> |

Our Lady of the Wayside Pre-School

Balance Sheet

Year Ended 31<sup>st</sup> August 2020

|                            | 2019/20    |
|----------------------------|------------|
|                            | £          |
| <b>Current Assets:</b>     |            |
| Cash at Bank & In Hand     | £35,430.64 |
| Debtors                    | £0.00      |
|                            | <hr/>      |
|                            | £35,430.64 |
|                            | <hr/>      |
| <b>Current Liabilities</b> |            |
| Creditors                  | £0.00      |
|                            | <hr/>      |
|                            | £0.00      |
|                            | <hr/>      |
| <b>Net Assets</b>          | £          |
| Represented by:            |            |
| General Funds              | £18,090.86 |
| Restricted Funds           | £17,339.76 |
|                            | <hr/>      |
|                            | £35,430.64 |
|                            | <hr/>      |

Approved on behalf of the Trustees:

*A. McHale*  
Annette McHale (Finance Officer)

16/09/2020  
Date

*H. Jennings*  
Hayley Jennings (Chairperson)

16/09/2020  
Date

## Independent Examiner's Report

I report to the trustees on my examination of the accounts of Our Lady of the Wayside Pre-School (the Trust) for the year ended 31<sup>st</sup> August 2020.

### Respective responsibilities of trustees & examiner

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. ('the Act').

### Independent examiner's statement

In the course of 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 Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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: *HellBrien*

Name: Hannah O'Brien

Relevant Professional Qualification: Association of Accounting Technicians

Address: 232 Bills Lane, Shirley B90 2PP

Date: 11 / 10 / 2020