



**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 (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 23rd March and re-opened on Thursday 3rd 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 application was 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 £
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, 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
Closing Balance 31/08/20	<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
Cheques written but not presented	£0.00
Cheques 2018/19 processed 2019/20	£0.00
Funds Transfers In	£0.00
Funds Transfers Out	£0.00
Closing Balance 31/08/19	<u>£18,090.86</u>

### **Summary:**

<b>Business Money Manager Account</b>	£17,339.78
<b>Treasurer Account</b>	£18,090.96
<b>Bank Total</b>	<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
<b>Current Liabilities</b>	
Creditors	£0.00
	<hr/>
	£0.00
<b>Net Assets</b>	£
Represented by:	
General Funds	£18,090.86
Restricted Funds	£17,339.76
	<hr/>
	£35,430.64

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: *Helen Brien*

Name: Hannah O'Brien

Relevant Professional Qualification: Association of Accounting Technicians

Address: 232 Bills Lane, Shirley B90 2PP

Date: 11 / 10 / 2020