

**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 (including Financial Review & Review of Major Risks)	2 – 4
Statement of Financial Activities	5
Bank Reconciliation	6
Balance Sheet	7
Independent Examiner's Report	8

## 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 (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 £
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, 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

### Current Assets:

Cash at Bank & In Hand	£30,541.97
Debtors	£0.00

---

£30,541.97

---

### Current Liabilities

Creditors	£0.00
-----------	-------

---

£0.00

---

### Net Assets

£

Represented by:

General Funds	£13,200.45
---------------	------------

Restricted Funds	£17,341.52
------------------	------------

---

£30,541.97

---

### 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.

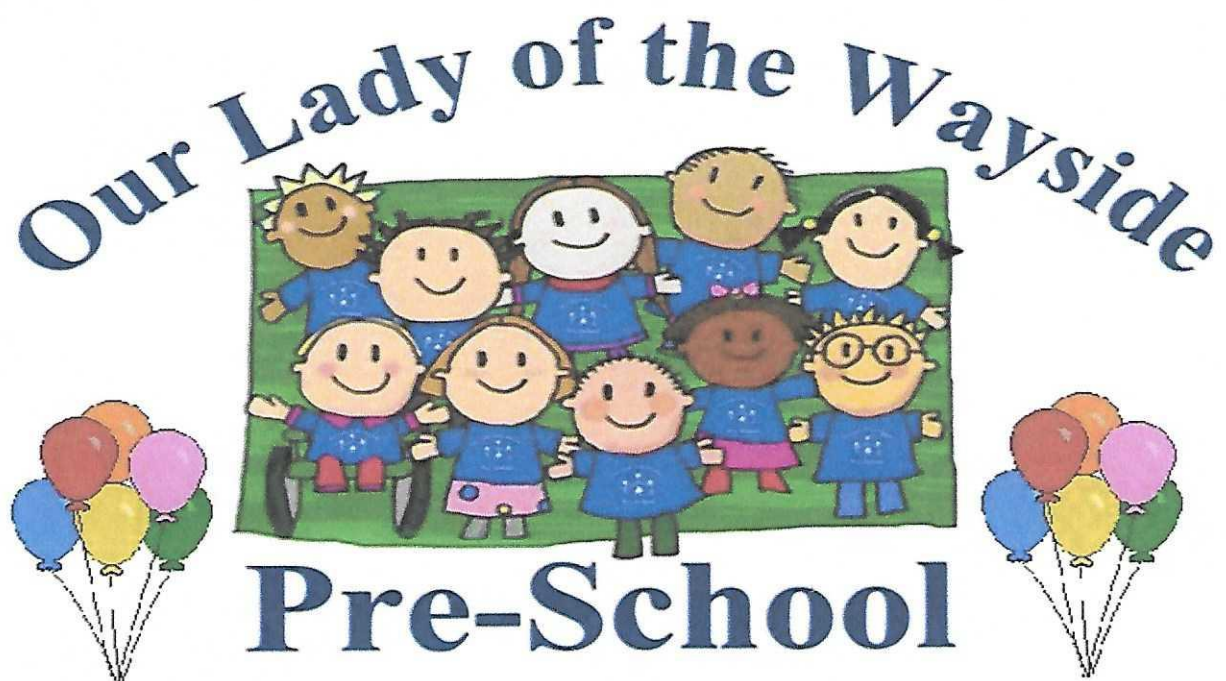
Signed: 

Name: Hannah O'Brien

Relevant Professional Qualification: Association of Accounting Technicians

Address: 232 Bills Lane, Shirley B90 2PP

Date: 3 November 2021



**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 (including Financial Review & Review of Major Risks)	2 – 4
Statement of Financial Activities	5
Bank Reconciliation	6
Balance Sheet	7
Independent Examiner's Report	8

## 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 (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 £
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, 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

### Current Assets:

Cash at Bank & In Hand	£30,541.97
Debtors	£0.00

---

£30,541.97

---

### Current Liabilities

Creditors	£0.00
-----------	-------

---

£0.00

---

### Net Assets

£

Represented by:

General Funds	£13,200.45
---------------	------------

Restricted Funds	£17,341.52
------------------	------------

---

£30,541.97

---

### 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: 

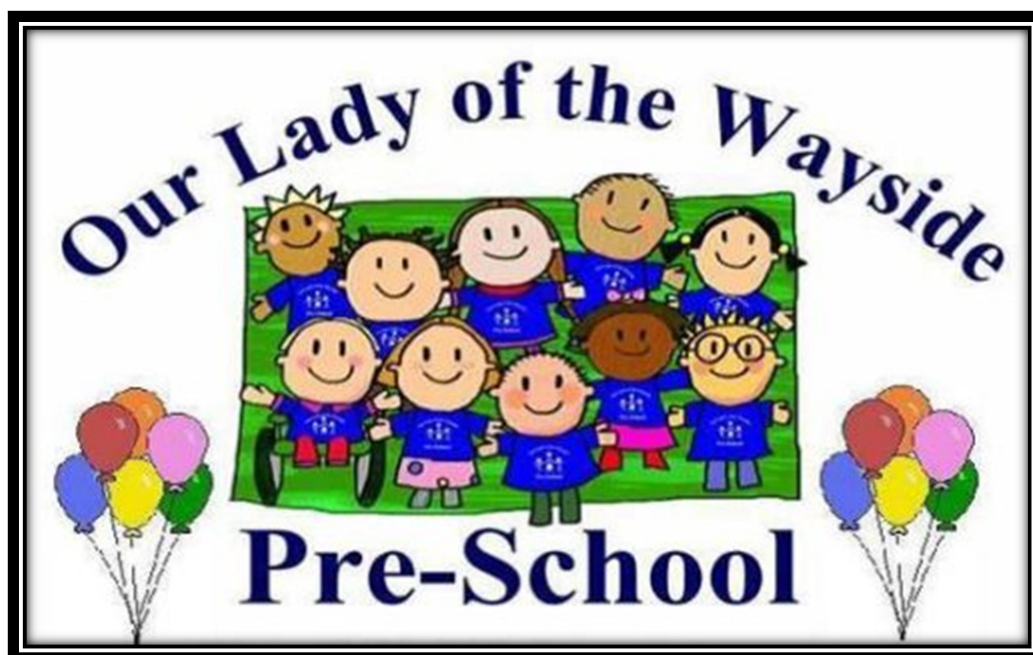
Name: Hannah O'Brien

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

<b>The Directions and documentation</b>	<b>Step done?</b>	<b>Comments</b>
<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