

First Steps Pre-School (Princes Risborough)

Registered Charity No 1035692

Accounts and Independent Examiner's Report for the year ended 31 July 2020

Trustees

Chairman

Laura Godfrey

Treasurer

Carole Tompkins

Katherine Dickinson

Amanda-Jane Harris

Alaine O'Brien

Chris Wardle

Emma Williams

Bankers

Barclays Bank plc

Princes Risborough



First Steps Pre-School (Princes Risborough)

Chairman's Report

- Finance

Looking at the finances from 2019 and 2020, we have made a similar surplus this year than we did last year. However, if you look at the overall finances you can clearly see that we have spent more this year on wages, tax and national insurance. However due to Covid-19 we have lacked bringing money in with Early Bird sessions, Fundraising and Lunch Club. We have also had more fees come in this year, but our Bucks CC fund is a lot lower. You also need to consider that this year we have had a £3,288 funding from the HMRC Coronavirus Job Retention Scheme and had the support from the Scout and Guide Site Trustees who deferred the rent payment for the summer term. So, I feel that overall, the setting is doing well regarding the financial side which shows with the increase in the net assets this year than last year.

- Marketing

Due to Covid-19 we have not done much marketing this year. However, I have been noticing our pre-school being recommended a lot on social networks, so this is potentially good, free advertising. I still think this is something that the committee need to address in the next year for more interest in the school once Covid-19 is under control.

- Fundraising

Again, due to Covid-19 not much fundraising has happened this year. The last event we did was a Christmas fayre. Once Covid-19 is under control, I think the committee need to think outside the box and put on some great events to make some extra fundraising funds.

To finish my report, I would like to thank the staff and parents for how you have dealt with this pandemic. I know it has been extremely hard when the pre-school was shut in lockdown for everyone. I would like to say a special thank you to Vicky Rimmer for all her hard work, all year round but more importantly for all the work she put in throughout lockdown and the summer holidays, whilst home-schooling her own child and not spending time with family in the holidays. Vicky did this all on her own without any help. Without the work that Vicky put in none of the children or the staff would have been able to return in September.

Since returning in September, I am incredibly happy with how the pre-school is being run and feel all staff and children are safe. I feel that First Steps Pre-School has had an average year all round due to the Covid-19 and think if this hadn't have happened, looking at the accounts we could have had a very good year.

Laura Godfrey

Laura Godfrey

Chairperson

1st October 2020

Reserves Report

The Trustees have established a policy whereby the unrestricted funds neither designated nor invested in tangible assets should be maintained at a level sufficient for the Trustees to be able to continue the current activities of the Pre School in the event of a significant change in income or expenditure. The current level of unrestricted reserves remains satisfactory.

Investment Report

The Trustees have considered the most appropriate policy for investing surplus funds and have decided that surplus funds should be placed with Barclays Bank plc and the Charities Official Investment Fund which are considered to be free of risk and provide an acceptable level of income.

Responsibilities of the Trustees

The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the First Steps Pre School as at the balance sheet date and of its income and expenditure for the financial year. In preparing those financial statements the Trustees should follow best practice and

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the First Steps Pre School will continue on that basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the First Steps Pre School and to enable them to ensure that the financial statements meet the requirements of the Charity Commission. The Trustees are also responsible for safeguarding the assets of the First Steps Pre School and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Accounts have been drawn up on the Receipts and Payments basis and prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities.

Approved by the Trustees and signed on their behalf by

Laura Godfrey

Carole Tompkins

Chairperson

Treasurer

24th November 2020

First Steps Pre-School (Princes Risborough)

Receipts and Payments Account for the 12 months ended 31 July 2020

	2020	2019
Receipts		
Fees	7842.00	5880.00
Bucks CC funding	43524.06	49966.07
HMRC CJRS funding	3288.10	-
Early bird sessions	89.00	164.00
Lunch Club	21.00	72.00
Donations	500.00	-
Fundraising	274.50	675.74
Buy a Ball	175.00	-
EasyFundraising	128.75	-
Sale of uniforms etc	35.00	25.00
COIF interest	109.85	98.21
Bank interest	0.03	-
Total Receipts	£ 55,987.29	£ 56,881.02
Payments		
Wages, Tax & NI	43341.87	41005.51
Training	400.00	647.40
Rent	3648.00	5201.25
Advertising	120.00	734.00
Telephone & Internet	443.86	508.62
Disclosure & Barring Service fees	47.80	207.20
Payroll administration & Bookkeeping	500.00	500.00
Insurance	671.18	662.96
Website	250.00	250.00
Toys, Books & Equipment	202.06	1070.63
Petty Cash	500.00	600.00
Entertainer etc	120.00	200.00
Fund Raising Committee float	500.00	-
Gratuities	62.00	50.00
OFSTED fees	0.00	50.00
Motion Picture Licence etc	96.77	93.96
Total Payments	£ 50,903.54	£ 51,781.53
Surplus	5083.75	5099.49

First Steps Pre-School (Princes Risborough)

Statement of Assets and Liabilities as at 31 July 2020

	2020	2019
Current Assets		
Bank current account	14118.03	£ 5,094.13
COIF account	20909.98	£ 24,800.13
Total Current Assets	£ 35,028.01	£ 29,894.26
Current Liabilities		
Creditors	£ 50.00	£ -
Net Assets	£ 34,978.01	£ 29,894.26

Scrutineer's Report to the Trustees of the First Steps Pre-School (Princes Risborough)

I report on the accounts of the First Steps Pre School (Princes Risborough) for the year ended 31 July 2020

Respective responsibilities of Trustees and Scrutineer

As the Pre School's trustees you are responsible for the preparation of the accounts. You consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

Basis of Scrutineer's Statement

In accordance with the directions given in the Pre School's constitution, I have scrutinised the records and the accounts.

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

M D Thornton

Name: . Mr M D Thornton
Address: 15 Copes Shroves
Hazlemere
High Wycombe
HP15 7AG

Date: 3 September 2020