



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 06	Month 04	Year 2020		Day 05	Month 04	Year 2021

Section A Reference and administration details

Charity name

Knutsford Community Preschool

Other names charity is known by

Registered charity number (if any) 1036016

Charity's principal address

Knutsford Community Preschool

Knutsford JMI School and Nursery

Balmoral Road

Watford

Postcode

WD247ER

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rebecca Polhill	Chairperson	01/01/2018	Committee
2	Keely Durrant	Treasurer	01/09/2020	Committee
3	Anna Smith	Secretary	10/06/2018	Committee
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Early Years Advisor	Rosemary Bloomfield	Herts County Council
Early Years Alliance		Hertfordshire Sub Committee of the Pre School Learning Alliance

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Affiliated to the Early Years Alliance
Trustee selection methods (eg. appointed by, elected by)	Elected by the Preschool committee at the AGM

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

We are members of the Early Years Alliance and follow their policies and procedures including comprehensive Risk Assessments which are updated as needed, e.g. when fundraising events are organised. Our Health and Safety team are in charge of this and liaise with the management committee.

The Pre-school staff and committee have revised our policies and procedures in line with the Early Years Foundation Stage 2021. The policies are reviewed annually by staff and committee.

We follow the Committee Handbook developed by the Early Years Alliance and are supported by the EYA. We also get support from our Children's centre and the Early Years team at Hertfordshire County.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The aim of the Pre-school is to provide care and education for children from the age of 2 years nine months to 5 years in our community. We work hard to create a happy and stimulating pre-school which provides a structured and varied educational framework, tailored to meet each child's needs. We work closely with parents/carers and support them to be involved in the education of their children by offering play and learning facilities for families of our local community. In order to provide the best quality of education we support in-service training for all staff which is updated regularly.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Pre-school is managed by a committee made up of parents who decide on activities to involve the whole family within the community. We encourage the following:

- ☐ Parental involvement with the Pre-school, i.e. staying for sessions with their children and sharing their skills
 - ☐ Out of hours activities, for example organised family walks, discos for the whole family and family sports day (on a Sunday).
 - ☐ Parents and children's evenings to provide opportunities for working parents and their children to share experiences and learn together.
 - ☐ Parents meetings to help understand children's development and share knowledge, learn new approaches and set developmental targets.
 - ☐ Support for parents and children with additional educational needs.
 - ☐ Half termly Newsletter to share information and knowledge and involve parents.
- Some of the above have been restricted during COVID-19 we have adapted to the circumstances

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

We have a management committee made up of volunteer parents who manage the staff, finances and fundraising.
We offer opportunities for students from the local colleges and schools to learn through volunteering as well as encouraging our parents to volunteer and go on to further professional training.

Some of the above have been restricted during COVID-19 we have adapted to the circumstances.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

- Purchased equipment for children's playrooms.
- Kept up excellent standard of pre-school and worked hard to maintain our outstanding Ofsted rating.
- We have created a happy play and learning environment which educates children to be competent, independent learners who make a positive contribution to themselves and the Preschool which will enable them to have a smooth transition into full time school.
- Help our children with special needs to access the curriculum and work with outside professional agencies to make this possible.
- Enabled staff to access continuous professional development.
- Helped parents to share their skills and to learn new skills.
- Helped support children's communication and language development by purchasing working toy phones.
- Purchased new equipment and facilitate training for staff to help children on Early Years Pupil Premium to close the gap.
- We have carried out Zoom calls to new families to establish good relationships, this will revert to home visits when we are able to.
- We have an induction session for new children and parents to encourage a smooth transition into preschool.
- We hope to have transition meetings with the child new reception setting to assist with smooth settling at school, government guidelines permitting.
- We offer support, guidance and sign posting for parents.
- We provided on-going emotional/practical support, activity ideas and had regular contact, with vulnerable families who had to isolate during the COVID-19 pandemic.

Section E

Financial review

Brief statement of the charity's policy on reserves

Deposit account for emergency situations, e.g. redundancy, premises relocation etc.
We have to hold 3 months salaries in deposit account.
Money manager account where deposits are kept until returned to parents when child leaves.
Business plan that guides our expenditure.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Principal sources of funds:

1. Government Nursery Grant
2. Parents fees
3. Fundraising

Key objectives:

1. To provide equipment to create a stimulating environment to learn through play
 2. To ensure equipment, books, ICT etc. are up to date
 3. To ensure the quality of teaching remains high with correct training needs for staff identified
- N.A.

Section F

Other optional information

The account balances look healthy because we are required to keep the stated reserve in a deposit account. We pay our staff for 52 weeks by dividing their income of 39 weeks plus holiday entitlement.

As we do not receive a Nursery grant during school holidays, we have to have a healthy balance to pay the staff during holiday times.

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) *H. Williams*

Full name(s) Hibari Williams

Position (eg Secretary, Chair, etc) Chairperson

Date 14.01.2022

Knutsford Community Pre-School
Charity number: 1036016
Year end 5 April 2021
Receipts and payments account

	05-Apr-21 £ Unrestricted Funds	05-Apr-21 £ Restricted Funds	05-Apr-21 £ Total Funds	05-Apr-20 £ Total Funds
Receipts				
Nursery Grants	£103,591.24		£103,591.24	£97,815.57
2 year old Nursery Grant	£6,222.78		£6,222.78	£5,089.90
SENCO Grants	£250.00		£250.00	£615.00
Milk Grant	£117.74		£117.74	£301.45
Coronavirus Job Retention Scheme grant	£6,724.58		£6,724.58	£0.00
Retained deposits	£500.00		£500.00	£400.00
New student deposits	-	£2,500.00	£2,500.00	£3,540.00
Fees	£8,108.05		£8,108.05	£12,184.60
Fund Raising	£0.00		£0.00	£475.00
Bank interest	£14.89		£14.89	£63.18
Misc	£0.00		£0.00	£340.00
Total receipts	£125,529.28	£2,500.00	£128,029.28	£120,824.70
Payments				
Wages	(£86,316.62)		(£86,316.62)	(£93,535.51)
Tax & NI	(£15,711.37)		(£15,711.37)	(£13,011.51)
Pension contributions	(£4,064.19)		(£4,064.19)	(£2,924.72)
Payroll over/underpayment	£589.05		£589.05	£8,287.25
Premises rent/service charge	(£3,654.04)		(£3,654.04)	(£3,252.35)
Return of student deposits	-	(£3,570.00)	(£3,570.00)	(£3,900.00)
Buildings equipments/repairs & maintenance	(£210.20)		(£210.20)	(£281.61)
Curriculum Equipment/Consumables/Food & Drinks	(£4,320.85)		(£4,320.85)	(£7,984.01)
Insurance	(£717.03)		(£717.03)	(£708.93)
Payroll costs & professional fees	(£706.32)		(£706.32)	(£706.32)
Training	(£324.00)		(£324.00)	(£364.74)
Coronavirus related expenditure	(£364.15)		(£364.15)	£0.00
Sundries	(£976.57)		(£976.57)	(£729.74)
Total payments	(£116,776.29)	(£3,570.00)	(£120,346.29)	(£119,112.19)
Net of receipts/(payments)	£8,752.99	(£1,070.00)	£7,682.99	£1,712.51
Transfer between funds	-	-	-	-
Cash Funds as at 6 April	£ 94,864.45	£ 5,240.00	£ 100,104.45	£ 98,391.94
CASH FUNDS AS AT 5 APRIL	£ 103,617.44	£ 4,170.00	£ 107,787.44	£ 100,104.45

The restricted funds represent student deposits that are refundable when they leave the pre-school if certain conditions are met.

Statement of assets and liabilities at at 5 April 2021

	Fund to which asset belongs	
Assets		
Petty cash	Unrestricted	
Current Account	Unrestricted	
Deposit Account 1	Unrestricted	
Deposit Account - Student deposits	Restricted	
Liabilities	Fund to which liability relates	Amount due (optional)
Refundable Student deposits	Restricted	4,170.00
Premises rent costs	Unrestricted	

Signed by one or two Trustees on behalf of all the Trustees:

Signature: 

Printed name: H. BARRI WILLIAMS

Date: 20/01/2022

Independent examiner's report to the Trustees of Knutsford Community Pre-School

I report to the Trustees on my examination of the accounts of Knutsford Community Pre-School ("the Charity") for the year ended 5 April 2021.

Responsibilities and basis of report

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

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed 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 Charity as required by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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.



Jack Plunkett ACA
Member of ICAEW
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