

Dicker House Pre-School

Registered charity number 1036414

Report and accounts
for the year ended 31 August 2020

**Dicker House Pre-School
Trustees' Annual Report
for the year ended 31 August 2020**

The management committee present their report together with the financial statements for the year ended 31 August 2020.

Constitution and terms of reference

This unincorporated charity was established by a scheme approved and sealed by the Charity Commissioners on 26 January 1994.

The charity's registration number is 1036414

Committee of management

The committee who held office during the year were as follows:

Chair	Paula Wooden
Secretary	Beverley Thring
Treasurer	Caroline Triggs
Committee member	Jo Triggs
Committee member	Abigail Langridge

Structure, governance and management

The charity is governed by a constitution which was re-adopted at an AGM on 24 May 2010 and the charity is constituted by trust. Trustees are appointed and reappointed annually at the AGM.

The charity has several policies which govern in operation, these policies cover admissions, discipline, child protection, equal opportunities, child placements and staff training and development. The policies are reviewed regularly both by the staff and management committee to ensure they are both appropriate and adequate.

Criminal Records Bureau checks are carried out prior to commencement of employment or trusteeship.

The charity is a member of the Early Years alliance, a national body which helps parents to understand and provide for the needs of their children. The PSLA, together with other academic bodies, assists us with staff training and also in a advisory capacity.

All members of the management committee give their time voluntarily and receive no remuneration, they all make a significant contribution to the successful running of the charity, in particular by regularly attending management meetings to ensure the charity is operated appropriately and any issues are quickly and adequately resolved. Trustees are entitled to a 10% discount on session fees for their own children.

Objectives and activities

The Dicker House Pre-School was established to provide pre-school learning .The objectives of the charity during the year were as follows:

- Develop and motivate all of our children to the fullest possible extent.

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- Provide a safe and comfortable environment for all children.
- Educate and encourage parents to understand and provide for the needs of their children through community groups.
- The aim of this committee is to maintain the playgroup in a sound environment and in accordance with all statutory requirements.
- Ensure the reserves of the charity increase or do not fall below the contingent level set by the management committee, of approximately three months' salary costs.

Public benefit

The charity provides benefit to the public by offering placements to both state funded and non funded children, and also to children from all backgrounds and abilities.

Achievements and performance

The charity has continued on from previous years to provide an enjoyable and safe environment whilst ensuring the development of the children also remains at the highest possible standard. In response to the popularity of the charity and thus the level of its children, staff levels and cost have also increased but are covered by the level of income.

The management committee strongly believe that success of the charity is as a result of the hard work and dedication of the charity staff and the management committee itself.

Financial review

Total income for 2019/20 was £86,982 compared to £105,223 in 2019/20. We ended the year with a surplus of £653 compared to £3,510 surplus last year. The smaller surplus was due to a deduction in fees income due to the reduction in demand caused by the COVID-19 pandemic. We ended the year with monies held at the bank of £116,276 compared to £118,045 last year. The end result was that reserves have increased to £111,302 from £110,649 last year, comfortably covering the charity's objective of three months' salary.

The charity's main source of income comes from fees, both from the West Sussex County Council for children eligible for funding under the Early Years Foundation Stage free entitlement scheme and from parents of younger children.

Income from fundraising activities is used primarily to improve the environment and resources available to the children at the pre-school, any surplus is used to increase the contingency fund.

Signed on behalf of the committee

.....
(Chair)

.....
(Date)

Dicker House Pre-School
Independent examiner's report to the trustees of Dicker House pre-School
for the year ended 31 August 2020

I report to the charity trustees on my examination of the accounts of the charity for the year ended (date) which are set out on pages 4 to 7.

Responsibilities and basis of report

As the charity's trustees 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 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.

.....
Daniel Pettitt FCCA
Keymer Haslam & Co
Chartered Accountants
4/6 Church Road
Burgess Hill
West Sussex, RH15 9AE

.....
(Date)

Dicker House Pre-School
Revenue account
For the year ended 31 August 2020

		2020		2019	
	Note	£	£	£	£
Income					
Fees		82,993		101,407	
Registration fees		<u>570</u>		<u>205</u>	
			83,563		101,612
Other income					
Fundraising	3	2,107		950	
Donations		959		1,068	
Clothing		330		421	
Other income		22		1,168	
Bank interest		<u>1</u>		<u>4</u>	
			<u>3,419</u>		<u>3,611</u>
TOTAL REVENUE			86,982		105,223
DIRECT CHARITABLE EXPENDITURE					
Nursery toys & consumable		2,246		1,025	
Food & Drink		622		952	
Advertising		96		400	
Fundraising	3	301		-	
Insurance		648		642	
Subscriptions		437		802	
General supplies		2,386		3,938	
Salaries		60,268		68,583	
NI		2,948		2,948	
R&R		30		73	
Printing, Postage & Stationery		135		552	
Computer expenses		320		2,043	
Other		508		890	
Legal & Professional		3,458		2,910	
Accountancy		676		648	
Rent		10,560		12,880	
Training		172		1,534	
Clothing		396		730	
Depreciation		122		163	
			<u>86,329</u>		<u>101,713</u>
SURPLUS/(LOSS) FOR THE YEAR			<u>653</u>		<u>£ 3,510</u>

Dicker House Pre-School
Statement of assets and liabilities
Year ended 31 August 2020

		2020		2019	
	Note	£	£	£	£
FIXED ASSETS					
Canopy	1		366		488
CURRENT ASSETS					
Bank account		111,917		114,055	
Fundraising account		4,333		3,990	
Petty cash		26		21	
		<u>26</u>	<u>116,276</u>	<u>21</u>	<u>118,066</u>
GROSS ASSETS			116,642		118,554
CURRENT LIABILITIES					
Trade creditors		4,662		7,255	
Other creditors		-		-	
Accruals		678		650	
		<u>678</u>	<u>5,340</u>	<u>650</u>	<u>7,905</u>
NET ASSETS			<u>£ 111,302</u>		<u>£ 110,649</u>
GENERAL FUND					
Brought forward			110,649		107,139
Surplus for the year			<u>653</u>		<u>3,510</u>
			<u>£ 111,302</u>		<u>£ 110,649</u>

Dicker House Pre-School
Notes to the accounts
Year ended 31 August 2020

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1 Accounting policies

1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005, UK accounting standards and charities Act 2011.

1.2 Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SOFA. Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

1.3 Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

1.4 Tangible fixed assets and depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost over their expected useful economic lives as follows:

Canopy 25% on a reducing balance

2	<u>Fixed Assets</u>	Canopy
	Cost at 01/09/2019	6,507
	Additions	-
	Disposals	-
	Cost at 31/08/2020	<u>6,507</u>
		25% RB
	Depn at 01/09/2019	6,019
	Charge	122
	Disposals	-
	Depn at 31/08/2020	<u>6,141</u>
	NBV at 31/08/2020	<u>366</u>
	NBV at 31/08/2019	<u>488</u>

Dicker House Pre-School
Notes to the accounts
Year ended 31 August 2020

Note

3	<u>Fundraising activities</u>			2020	2019
		Income	Expenditure	Net	Net
	Scavenger Hunt			0.00	0.00
	Photos			0.00	0.00
	Quiz Night			0.00	0.00
	Phil the bag			0.00	0.00
	Nearly new sale			0.00	244.00
	Donation scheme			0.00	0.00
	Easy find	44.00		44.00	0.00
	Jolly jars	176.00		176.00	503.00
	Other	1,887.00	301.00	1,586.00	203.00
		<u>2,107.00</u>	<u>301.00</u>	<u>1,806.00</u>	<u>950.00</u>
4	<u>Fees for examination of the accounts</u>			2020	2019
	Independent examiner's fee			<u>676.00</u>	<u>648.00</u>
5	<u>Staff costs</u>			2020	2019
	Gross salaries			60,268.00	68,583.00
	Employer's national insurance costs			<u>2,948.00</u>	<u>2,948.00</u>
				<u>63,216.00</u>	<u>71,531.00</u>
6	<u>Creditors: amounts falling due within one year</u>			2020	2019
	Trade creditors			4,662.00	7,255.00
	Other creditors			0.00	0.00
	Accruals			<u>678.00</u>	<u>650.00</u>
				<u>5,340.00</u>	<u>7,905.00</u>