

Report by the Chair to the Annual General Meeting | 2022

Report by the Chair of the Farmborough Pre-school Management Committee to the Annual General Meeting, Monday 7th November 2022.

Registered Charity No: 1037250

Farmborough CofE Primary School, The Street, Bath, BA2

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Welcome to Farmborough Pre-School's Annual General Meeting, for those of you who do not know me my name is Stephanie Mayor and I am the current Chairperson.

Background

This is the annual report for the year ending August 2022.

Farmborough Pre-school is an independent registered charity, which is inspected by Ofsted and also registered with Bath & North-East Somerset Council to accommodate 20 children per day. It is run by a voluntary management committee who is elected in accordance with its adopted constitution at the Annual General Meeting.

The current committee members,

- Stephanie Mayor (Chair)
- Tonya Fray (Secretary)
- Mark Mattock (Treasurer)
- Hannah West
- Leticia Herrera
- Chloe Ridley
- Emma King

At Farmborough Pre-school our aim is to provide a safe, secure and stimulating environment, which ensures equal opportunity for all children and families.

We employ an experienced and well-qualified team, who provide a wide range of activities and opportunities relating to the Early Years Foundation Stage curriculum. There are currently four permanent members of staff, all of whom hold the relevant level 3 qualifications.

Most of our income is received from the local authority through the Early Years Entitlement (EYE), which is available for each child from the term after his or her third birthday and provides up to 15 hours of care. This funding is calculated per child per hour attended, so our income varies according to the number of children enrolled at any one time. We are also registered to accept the 30 hour funding scheme from those families who are eligible.

Additional funds are received from parents who pay fees before their child receives EYE funding, from fees attending over the allotted funded hours, from fundraising events, and from grants awarded by various bodies.

Below is a summary of key elements, changes and successes that occurred up to the end of August 2022.

Staff

Our staff the “Fantastic Four” have continued to provide the highest standard of care and have ensured the safety of the children and themselves, as we continue to be mostly unaffected by Covid. We as Management Committee are able to adopt a hands-off strategy when it comes to the day to day running of the Pre-School, this is testament to the skill level and competence of our staffing team, we continue to be very proud of each one of them.

Financial Planning

This is a crucial role of the committee, which means the admissions system and database remains key to enabling us to predict the funding we will receive in fees and from the local authority. This, coupled with the detailed account keeping from the Treasurer, has ensured we have a clear and consistent method for financial planning and monitoring our income and expenditure, which can change positively and negatively year on year. We really do appreciate the hard work of Mark, our Treasurer.

We have found over time and with experience that applying for grants is a good way of raising funds for specific projects. We also have a twice yearly Bags2School collection, and our own Farmborough Parish Council awards grants which we can apply for annually. It's this extra financial input that has meant we can continue with Yoga and Forest School for the children which is wonderful. We are always looking for ways to raise additional funds so all ideas are welcome.

Marketing , social media, communication with parents.

The Pre-School prides itself in communicating regularly with parents and carers and the Staff and Management Committee will always make themselves available if anyone needs us. We try and distribute an annual questionnaire to parents and carers - this provides a great opportunity for us to receive feedback from the most important people, yourselves and your children, and act on the results if required.

We have opted for distributing Pre-School information such as newsletters, alerts, letters and announcements via email and Facebook as much as possible. This has proved popular and enables us to be more efficient and economical in how we share information. We are of course always happy to provide paper copies where required.

Looking ahead

As a management committee we have to remain diligent regarding our financial planning as rising costs over the coming year will have an impact on small independent charities like ours, however, we can be very positive and proud about what has been achieved over the past year within the setting despite the previous difficulties of the pandemic. This along with the Committee's commitment to fundraising, should allow us to continue with extra experiences and will go towards providing the pre-school with new equipment.

It's this commitment that is crucial over the next year to carry on ensuring the preschool remains successful.

The key tasks for the new committee will be:

- o To continue to support the staff in maintaining a safe, happy and stimulating environment for the children.
- o To continue with careful financial planning, in which the accounts and budget are regularly reviewed.
- o To plan for the updating and replacement of equipment.
- o Continue our fundraising efforts to allow all of the extra activities and opportunities to be provided, which the children enjoy so much.
- o To continue to review policies and procedures.

- o To ensure that the safeguarding and welfare requirements of the EYFS are in place, and that the staff are supported in delivering the other aspects of it.

Summary

It has been a much more settled year for the Pre-School and I know the staff have loved having a much more business as usual experience with the children and their families without Covid restrictions etc.

My confidence in the staff and the support of the management committee led me to the decision of stepping down as Chair this year. It has been one of the most rewarding periods of my life, helping steer the pre-school to the success we see today. It wasn't always plain sailing, we've been through some choppy waters over the years, from nearly closing, to recruiting an entirely new (amazing) team and also navigating and surviving a global pandemic. It's this teamwork that really does make the difference between small charities like ours surviving or not, and it's been a real privilege to be part of such a special journey.

I would like to thank all of the staff for the effort and expertise that they continue to give to the pre-school.

I would also like to thank the Committee for their support and all their contributions throughout the year and thank you to our families who have continued to support our Pre-school.

Stephanie Mayor

Chair of Committee

07/11/22

FARMBOROUGH PRESCHOOL					
INCOME AND EXPENDITURE ACCOUNT - YEAR ENDED 31 JULY 2022					
PROFIT & LOSS 2022					
	2022		2021		
Standard Items	<u>Receipts</u>	<u>Payments</u>	<u>Receipts</u>	<u>Payments</u>	
BANES Funded Income	52,616.53		61,895.16		
Un-Funded Income	19,624.60		9,119.56		
Misc Income	-				
Fundraising	401.25	-	825.40		
Interest	0.16		0.18		
Staff Wages		57,032.40		54,905.83	
Office Expenses		831.88		814.06	
Cleaning		528.07		824.72	
Toys & Equipment		270.28		130.61	
Provisions		400.00		300.00	
Wellbeing Classes		2,214.80		-	
Misc Expenses		60.00		271.58	
Telephone		111.45		111.18	
Training		415.00		96.00	
Venue Hire		-		17.00	
Subscriptions		689.65		806.56	
Workwear		298.64		-	
Rent		1,675.00		3,350.00	
Repairs				150.00	
Standard Items Totals	72,642.54	64,527.17	71,840.30	61,777.54	
Non-Standard Items					
Grant Income	400.00	-	750.00		
Payroll Expenses		-			
Bad Debts		-		536.80	
Non-Standard Items Totals	400.00	-	750.00	536.80	
Totals	73,042.54	64,527.17	72,590.30	62,314.34	
(DEFICIT) SURPLUS FOR THE YEAR		8,515.37		10,275.96	
BALANCE SHEET AT 31 JULY 2022					
NON CURRENT ASSETS					
Land & Buildings (F&F)	1,433.42		1,433.42		
CURRENT ASSETS					
Bank Account	68,172.67		59,551.99		
Savings Account	1,741.66		1,741.50		
Bad Debts					
Cash					
Debtors	135.00		230.40		
Undeposited Deposits	- 120.00		- 120.00		
Total Bank Balances	£ 71,362.75		62,837.31		
CURRENT LIABILITIES					
PENSION	- 190.53		- 180.46		
PAYROLL DEDUCTIONS					
GRANT INCOME					
PAYROLL CLEARING					
TAX & NI	-				
TOTALS	£ 71,172.22		62,656.85		
NON CURRENT LIABILITIES					
CREDITORS DUE AFTER 1 YEAR	-				
	-		-		
TOTAL ASSETS LESS LIABILITIES	71,172.22		62,656.85		
ACCUMULATED FUNDS					
Balance Brought Forward	62,656.85		52,380.89		
Surplus / (Deficit) for the Year	8,515.37		10,275.96		
Balance Carried Forward	£ 71,172.22		62,656.85		
Treasurer Mark Mattock					
Signed on					



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Farmborough Pre School

On accounts for the year
ended

31 July 2022

Charity no
(if any)

1037250

Set out on pages

1

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2018.

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 Trust'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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed:

Date:

08/04/23

Name:

Ray Sheppard

Relevant professional
qualification(s) or body
(if any):

Address:

Stoneleigh Accountancy Limited,
107B Wellsway, Keynsham, Bristol, BS31 1HZ

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.