

Hi Please find the Accounts and report for September 2019 to August 2020/

A summary for this year Managers report

The year started with a good intake of children and as stated in our December meeting things were looking very good for the rest of the year and again the Preschool was going to be sustainable.

Covid then happened this made it a very difficult time but we made the decision to keep the preschool open as we had 11 children who were classed as Keyworker children or vulnerable children and a majority of staff were happy to keep working in bubbles for this to happen, at this time also the Manager Jo Leaf was having to have her first operation for breast cancer which led to Claire the deputy manager standing in to keep the school running to the great standard we expect.

The staff whom did work had a very professional manner making sure all policies were followed to protect themselves and the children attending the setting this followed through till the end of the academic year with not one covid case to report which was a marvellous achievement. Jo spoke to Sylvia Jobling the chair of the committee if it she could pay the girls who unfortunately didn't feel safe enough to work furlough but top up their wage to full and this was agreed. The Centre Committee also chose to not charge the preschool rent for the months April to September as we had a shortfall of fees not been accessed by the children whom would normally pay for the time within the setting.

### Staffing

We lost Sarah Smith our Safeguarding officer in June as she chose to change her career and go into caring this has worked out well for her as the hours she works now fit in better with her family and we wish Sarah lots of luck in the future.

We chose not to replace Sarah as we didn't know what was going to happen with covid and what fees and funding we were going to get in the new academic year we have had always had more than enough staff and it reduced our wage bill at this hard time.

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Unfortunately, we could not hold our end of academic committee meeting to discuss what the plans and objectives were going to be for the year September 2020 through to August 2021 as we couldn't meet up and as most of the committee are keyworkers to group together for a virtual call would have seemed impossible. The Preschool has been in regular contact with Sylvia Jobling the chair whom herself has been shielding for months and months to protect herself and her husband but always willing to take a call and offer advice.

### Outdoor Area

On a positive note, when Huntington Preschool had to close due to not been sustainable they had just over £5000 in the bank and were able to hand the money over to a group within the community and chose to give it to the Preschool which was fantastic. Through the summer holidays we had work men in to Deck, paint make new areas and make an outdoor classroom for the children this has really made a great difference to this area.

### Action Plan

### Trainings

Continue to improve the provision possible with more soft seating (ie mats in the setting.)

As we were unable to have an AGM meeting the committee has been informed as we normally would do and Claire Bramwell has signed the Report for the Accounts.

Report September 2019 -August 2020

See Attached Accounts

This a true account of the Accounts for Orchard Park Preschool

Date 10/03/2021 .....  JOANNE LEAF .....

Signed Claire Bramwell ..... C. h. Bramwell ..... Claire Bramwell | Date  
.....

The report was accepted by Joanne Leaf and Seconded by Claire Bramwell



**REGISTERED CHARITY NUMBER: 1037408**

**Unaudited Financial Statement for the Year Ended 31 August 2020  
for  
ORCHARD PARK PRE SCHOOL**

Brodericks (York) Ltd  
Chartered Certified Accountants  
3 Cayley Court  
Clifton  
York  
YO30 4WH



# Summary of Receipts & Payments

## Orchard Park Pre School

For period to:

**31 August 2020**

| Receipts                        | Bank        | Petty Cash | Total       |
|---------------------------------|-------------|------------|-------------|
| NEG Funding                     | £ 60,218.67 | £ -        | £ 60,218.67 |
| Fees                            | £ 6,786.00  | £ -        | £ 6,786.00  |
| Fundraising events & activities | £ -         | £ -        | £ -         |
| Outing & activity fees          | £ -         | £ -        | £ -         |
| Other grants & funding          | £ 13,838.63 | £ -        | £ 13,838.63 |
| Bank Interest                   | £ 1,549.31  | £ -        | £ 1,549.31  |
| Other sundry receipts           | £ -         | £ -        | £ -         |
| Childcare Vouchers              | £ -         | £ -        | £ -         |
| Transfer from accounts          | £ -         | £ -        | £ -         |
| Enter Description               | £ -         | £ -        | £ -         |
| Enter Description               | £ -         | £ -        | £ -         |
|                                 | £ 82,392.61 | £ -        | £ 82,392.61 |

| Payments                            | Bank        | Petty Cash | Total       |
|-------------------------------------|-------------|------------|-------------|
| Salary & wage costs                 | £ 57,803.04 | £ -        | £ 57,803.04 |
| Staff training & other costs        | £ 1,601.16  | £ -        | £ 1,601.16  |
| Play materials & equipment          | £ 2,327.54  | £ -        | £ 2,327.54  |
| Activities & outings                | £ 55.44     | £ -        | £ 55.44     |
| Refreshments (inc milk)             | £ 146.17    | £ -        | £ 146.17    |
| Consumables                         | £ 123.01    | £ -        | £ 123.01    |
| Rent                                | £ 3,547.00  | £ -        | £ 3,547.00  |
| Insurance                           | £ -         | £ -        | £ -         |
| Affiliations & subscriptions        | £ 644.35    | £ -        | £ 644.35    |
| Telephone cost/ internet costs      | £ 1,050.90  | £ -        | £ 1,050.90  |
| Printing, postage & stationery      | £ 209.86    | £ -        | £ 209.86    |
| Fundraising costs                   | £ -         | £ -        | £ -         |
| Accountancy & payroll fees          | £ 494.72    | £ -        | £ 494.72    |
| Pension                             | £ 3,846.58  | £ -        | £ 3,846.58  |
| DBS                                 | £ -         | £ -        | £ -         |
| Committee Expenses                  | £ 749.17    | £ -        | £ 749.17    |
| Bank Charges                        | £ 876.64    | £ -        | £ 876.64    |
| Staff christmas/meals               | £ 382.40    | £ -        | £ 382.40    |
| HMRC                                | £ 329.84    | £ -        | £ 329.84    |
| Cash Drawn from Bank for Petty Cash | £ -         | £ -        | £ -         |
|                                     | £ 74,187.82 | £ -        | £ 74,187.82 |

|                           |             |     |             |
|---------------------------|-------------|-----|-------------|
| Current Surplus (Deficit) | £ 8,204.79  | £ - | £ 8,204.79  |
| Funds Brought Forward     | £ 33,804.51 | £ - | £ 33,804.51 |
| Funds Carried Forward     | £ 42,009.30 | £ - | £ 42,009.30 |



**Independent Examiner's Report to the Trustees of  
Orchard Park Pre School**

I report on the accounts for the year ended 31 August 2020, which are set out on page 2.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for the year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow procedures specified in the General Directions given by the Charity Commission under section 145(5) (b) of the Charities Act, and,
- to state whether particular matters have come to our attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present 'a true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiners statement**

In connection with my examination, no matter has come to my attention to indicate that:

1. Which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

S J Morrell FCCA  
Director  
**Brodericks (York) Ltd**  
Chartered Certified Accountants  
3 Cayley Court  
Clifton  
York  
YO30 4WH



21<sup>st</sup> January 2021