



BILLERICAY CATHOLIC PRE SCHOOL

(A Charitable Trust)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2020

**BILLERICAY CATHOLIC PRE SCHOOL
(A Charitable Trust)**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE TRUST, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 AUGUST 2020**

Trustees Caoilfhionn Cubitt (Chair)
Hayley Dear (Vice Chair & Secretary)
Steven Kew (Treasurer)
Rebecca Grant
Genevieve Mullen
Martin O'Sullivan
Jessica Welton

Charity Number: 1037616

Registered Office: 52 Station Road
Billericay
Essex
CM12 9DR

Trading Address: Canon Roche Centre
Laindon Road
Billericay
Essex
CM12 9LL

Accountant: Ray Keilthy
54 Brookside
Billericay
Essex
CM11 1DT

**BILLERICAY CATHOLIC PRE SCHOOL
(A Charitable Trust)**

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2020**

What is the Billericay Catholic Pre School?

Billericay Catholic Pre School is a provider of childcare to the local community. It is a charitable trust with trustees elected by the members of the Pre School. The Pre School relies on income from fees, the Government Free Early Years Entitlement and money raised through fundraising events. The Pre School has its own fundraising committee made up of parents who regularly meet to generate new ideas and organise these events.

The Billericay Catholic Pre-School has sessions 5 days a week in the Canon Roche Centre and works within the framework of the Early Years Foundation Stage (EYFS). We hold full-day sessions on Mondays, Tuesdays and Thursdays with morning provision during the rest of the week.

Our large, spacious facilities allow children to play, learn and most of all have fun. We have an all-weather surface garden for outdoor play, and numerous tablets which are used to introduce our children to the world of computing and technology.

We have a dedicated, fully qualified team of staff who are committed to the care, welfare and safety of the children in our setting. They have many collective years of experience. We are proud of our high adult ratio of 6 staff to 26 children. All our staff have completed at least Safeguarding Children Level 2 training. A number of staff also hold up-to-date first aid training.

We are regularly inspected by Ofsted. Our last inspection was May 2019 where we received a "Good" Ofsted rating. We are particularly pleased with Ofsted's comments about the "strong leadership and good teamwork" as well as the recognition that our children are "enthusiastic learners" and that parents recognise "that their children's social skills have increased since starting".

**BILLERICAY CATHOLIC PRE SCHOOL
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Chair Report

This year has kept the Staff and Committee of the Pre School very busy. We have had to deal with a period of closure due to the Government lock-down, and then ensure a safe and risk-assessed operating environment once we were able to re-open in the summer of 2020.

We want to thank our amazing Staff for their dedication throughout this period of uncertainty, which we sadly find ourselves in still at this present time. We know that the children who have returned to Pre School, and also our new joiners in September 2020, have found a happy and safe learning environment, despite the additional precautions needed due to the Covid-19 situation.

During the last financial year, the Pre School was pleased to support an average of 49 children through our setting.

We continue to be impacted by some restrictions on staff timetabling, whilst we try to maintain a sensible approach to "bubbles" through the Pre School. Some of the steps we are taking go further than the Government advice, but at this stage we feel this is prudent given the risks everyone is trying to balance. We will continue to keep this under review.

A big thank you also to our Parents for their understanding and support with the initial lockdown, subsequent changes to arrival & drop-off arrangements, and for supporting us still with fundraising ideas.

We are particularly pleased to have a large number of new Committee Members joining at this year's AGM, which is positive as we seek to ensure succession planning for existing Trustees.

Finally, we want to formally thank Angela Mullen for her 35 years of service as Pre School Manager. Angela formally retires at the end of December 2020. Angela has made the Pre School what it is today, and we all owe her a huge debt of gratitude. We wish her well in her well-deserved retirement.

We are pleased that Sarah Dorrington, an existing member of the Pre School staff, has agreed to become the new Pre School Manager and has been performing that role, with support from Angela, since September 2020.

We also want to thank Jeanette Woolley and Claire Cummins for their many years of service as they both retired from the Pre School in September 2020 and November 2020 respectively. Jeanette contributed towards the work of the Pre School Committee, in addition to her role in the setting, and Claire has latterly looked after the book keeping for a number of years following her previous role working with children at the setting.



Caoilfhionn Cubitt
Chair
15/11/2020

**BILLERICAY CATHOLIC PRE SCHOOL
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Treasurer Report

The last year has been challenging from a financial perspective, with the closure of the setting during the initial lockdown period, subsequent furloughing of staff, and then planning for additional costs (such as PPE) in order to re-open the Pre School during the Summer Term.

We are grateful to staff for being so understanding during the period of uncertainty, and are pleased that due to the Coronavirus Job Retention Scheme and the support from Government to continue the Free Early Years Entitlement funding, we were able to pay staff 100% of their wages for the period of lockdown. We did this whilst not charging private fee-paying parents during the lockdown period, unlike some of the other local Pre Schools.

We are also grateful to the Parish Hall for waiving our rent whilst we were shut, and for working with us to help us re-open, this saw us take additional space for a short period as well as coming to a mutually beneficial agreement on rent costs.

Just to note, that we continue to be registered to receive funding from Essex County Council for 3-4 year olds and the 30 hour Extended Entitlement. Due to unavailability of our premises we are only able to offer 21.5 hours a week. We are also able to offer the Free Early Years Entitlement to 2 year olds who meet the eligibility criteria.

Whilst not explicitly noted in the accountant's reporting, we did receive £3,859.37 of Coronavirus Job Retention Scheme monies during the period, with a small amount expected to continue on to December-20. This has effectively been used to reduce the "Wages" figure.

Overall we realised a profit of £4,260.58, and we are still left with significant cash at the bank & at hand of £34,195.06. We have subsequently set our minimum reserves amount at £25,000.

The Fundraising Team raised over £2,600 during the period, albeit £843 of this related to fundraising from the previous year which was banked late. Activities included:

- Back to School Party
- Christmas Raffle Hamper
- Christmas Cards decorated with Children's hand prints
- Easter Craft Fair
- Tea Towel Sales
- CAF Donations
- Waitrose Community Fund Donation
- Bags4Cash; donations of unwanted clothes in return for money for the Pre School
- Easyfundraising; donations from everyday spending through this online platform



Steven Kew
Treasurer
31/10/2020

**BILLERICAY CATHOLIC PRE SCHOOL
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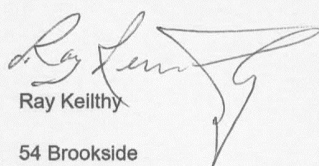
**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020**

Billericay Catholic Pre-School

Report on Income and Expenditure for the year ended 31st August 2020

	2019/20		2018/19	
Inflows:	£	£	£	£
Essex County Council	60,801.33		61,007.10	
Fees	19,029.65		<u>26,956.82</u>	
Total fees		79,830.98		87,963.92
Christmas cards and raffles	89.69		111.30	
Quiz			716.66	
Crafts	160.00		328.00	
Easy Fundraising	140.72			
Back to school	302.19			
Sports Day	303.00			
Supermarket Donations	730.00			
Tea Towels	111.00			
Hamper	255.00		248.00	
Donations/sundry fundraising	432.69		284.52	
Sweatshirts		<u>2,434.60</u>	<u>11.55</u>	<u>1,700.03</u>
Total income		<u>82,265.58</u>		<u>89,663.95</u>
Expenditure				
Wages	62,377.65		60,456.19	
Payroll Costs	228.00			
Rent paid	8,172.00		11,016.00	
Uncategorised Expenses	1,619.02		2,593.40	
Stationery	365.46		849.72	
Equipment/Toys/books	3,352.85		3,024.99	
Staff Courses	169.87		1,095.39	
Garden Maintenance (incl shed)	174.00		536.85	
Insurance	534.82		528.06	
Presents	470.00		105.40	
Photographs	147.97		78.92	
T Shirts	123.70			
Subscriptions	63.00		50.00	
Bank Charges	<u>206.66</u>		<u>84.00</u>	
Total expenditure		<u>78,005.00</u>		<u>80,418.92</u>
(Shortfall)/Excess of Income over expenditure		<u>4,260.58</u>		<u>9,245.03</u>

Checked and Approved.


Ray Keilthy

54 Brookside
Billericay
Essex
CM11 1DT

03/10/2020

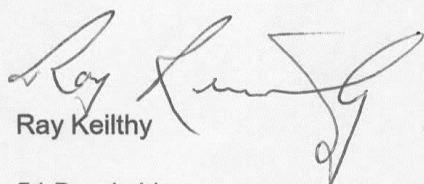
**BILLERICAY CATHOLIC PRE SCHOOL
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Billericay Catholic Pre-School

Accounts for the year ending 31st August 2020

	2019/20 £	2018/19 £	Movement £
Cash Account	195.99	999.00	-803.01
Petty Cash	53.05	122.13	-69.08
Current Account	32,383.17	27,934.30	4,448.87
Fundraising account	1,562.85	879.05	683.80
Total Cash	<u>34,195.06</u>	<u>29,934.48</u>	<u>4,260.58</u>

Checked and Approved.


Ray Keilthy

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Essex
CM11 1DT

03/10/2020

**BILLERICAY CATHOLIC PRE SCHOOL
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Billericay Catholic Preschool accounts to 31/08/2020

Notes:

A Difference between accounts submitted and audited accounts

Submitted : £ 3,645.86
Audited : £ 4,260.58
Difference: £ 614.72

Petty Cash and Fundraising accounts not reflected in the submitted accounts

Movement on Petty Cash (£ 69.08)
Movement on Fundraising £683.80
Total movement £ 614.72

B Cheque Number 2761 dated 20/06/2020 for £224 was presented to the bank on 1/8/2020 but recorded by the bank as 2762. Cheque no 2762 for £684 was paid by the bank on 22/07/2020.

C It appears that staff were on furlough from April to July and 4 payments have been received from HMRC . There is nothing on file to reconcile these receipts.

D PAYE/NI. The paperwork submitted does not facilitate the reconciliation of the amounts paid. It would appear that as at 31/8/2020 further payments were due to HMRC but as the accounts Are presented on an income and expenditure basis no accruals have been made for these amounts..

For future auditing purposes it would be useful to have a full analysis of the following:

Wages and salaries :showing a monthly total for

Gross

Paye

Employees NI

Employers NI

Nettpay

Petty Cash with each of the expense categories totalled each month.


Ray

3/10/20