



Trustees' Annual Report for the Financial Year from 01.04.2020 to 31.03.2021

Charity's principal address: Village Hall, Newport Road, Hanslope, Milton Keynes, MK19 7NZ

Governing document: Pre-school Learning Alliance Model Pre-school Constitution 2011, adopted at the Annual General Meeting on Wednesday the 30th of September 2020.

Objects of the charity: The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- (a) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability.
- (b) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas.
- (c) Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

Trustees at the date of this report:

Name	Current Position	Date of appointment
Debbie Watson	Chairperson	22.08.2020
Lance Broomfield	Treasurer	22.08.2020
Gillian Glanville	Secretary	17.10.2017
Gemma McLellan	Ordinary Member	22.08.2020
Joanne Green	Ordinary Member	22.08.2020
Rebecca Hall	Ordinary Member	22.08.2020

Other trustees during the period:

Name	Position at resignation	Date of appointment	Date of resignation
Rhiannon Powell	Co-chairperson	12.02.2019	05.01.2021
Sophia Sikora	Secretary	17.10.2019	22.07.2020

Trustee selection method:

- (a) The Committee members in 5.2(a) and 5.2(b) of the constitution shall be elected for one year at the Annual General Meeting. Retiring Committee members are eligible for re-election unless they have already served on the Committee in any capacity for ten consecutive years.
- (b) Co-opted members in 5.2(c) of the constitution may join at any time on the invitation of the Committee but shall retire at the next Annual General Meeting. No co-opted member shall serve for more than six consecutive years.
- (c) In the event of the death or resignation of an elected Committee member, the vacancy shall be filled until the next Annual General Meeting by a Family Member or an Affiliate Member appointed by the Committee.



Activities and achievements during the year:

Hanslope Pre-school continues to deliver on the requirements of the Early Learning Goals of the Early Years Foundation Stage (EYFS), designed for children from birth to the end of the reception year at school. Members of staff continue to undertake various training courses to achieve a high quality of childcare for the children.

Attendance during the period of March 2020 – the end of July 2020 was completely abnormal due to the ongoing affects / restrictions and lockdown of COVID-19. We ran sessions and lunch clubs during part of June and part of July 2020 with a limited uptake of attendance. This was purely down to parent / carer preference with the continued concerns of the global pandemic.

Reserves: (drawn up in line with guidance issued by the Charity Commission: Charity Reporting and Accounting April 2009, and Milton Keynes Pre-school Learning Alliance).

The following levels of reserves are considered necessary to ensure a consistent level of service and to meet our liabilities in the event of closure:

1. Reserves Account:

£42480.23 to ensure that our liabilities can be met should the Pre-school need to close (e.g., statutory redundancy, notice pay for staff, outstanding bills, fees refunds and the cost of returning the outside play area to its original condition in accordance with the terms of the lease). This amount is held in our Reserves Account and interest earned will be retained in the account to help cover inflation. Included in the Reserves account for this financial year is the sum of £32183.15 which will be used to fund staffing and rent during less well attended months, mainly autumn term and part of spring term. We continue to run the setting under COVID-19 guidelines and restrictions.

2. Fundraising Account:

£4212.55 to start the financial year in the Fundraising Account for the intended spend on equipment and items to enhance the children's environment through the 2021-2022 year, this includes the constant supply of craft materials and day to day items needed to run the setting at a high standard. Over the past 7 months a new management and staff team have worked tirelessly to overhaul the provisions in the setting and the garden area to create a child led environment to support 'In the Moment' planning and sessions. This has been received gratefully by parents, carers and all the children, giving them a greater scope of learning and development.

The level of reserves is monitored at our regular committee meetings and will be reviewed by the committee throughout this financial year, due to the current situation. Steps will be taken to rebuild levels of reserves if a shortfall is identified or to increase expenditure for the benefit of families using the group if excess funds are being held.

Investments selection policy: It is the Pre-school's policy to invest cash in an interest-bearing account that allows immediate access to ensure the continued flexibility to meet the Pre-school's obligations as they fall due.

Review of major risks: The trustees meet monthly and have instituted procedures to monitor day to day operations. We have updated our monthly recordings of income versus expenditure and will be monitoring these in much finer detail going forward, allowing us to make better financial decisions on the current and day to day spending for the Pre-school.



This Trustees Annual Report has been agreed by the members of Hanslope Pre-school Committee and signed on behalf of all the members, by the person below.

Full Name:

Signed:

Date:

Full name: Debbie Watson

Position: Chairperson



Registered Charity No: 1038425
Village Hall, Newport Road, Hanslope, MK19 7NZ
www.hanslopepreschool.org

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR 1 APRIL 2020 TO 31 MARCH 2021

	2019 to 2020 £	2020 to 2021 £
Balance b/fwd	58,639.86	55,293.40
Receipts		
Education Funding including Council payment	41,567.09	59,862.44
Pre-school Session Fees (incl lunch club)	10,139.21	11,865.53
Registration, Fees, Voluntary Contribution	112.50	589.00
Reserves: Transfer In		5,500.00
Fundraising including Gift Aid	1,509.29	7,890.17
Interest	102.74	19.15
Wages: Overpaid wages / Pension Refund		118.45
Outings	270.00	
Admin: Purchase refund, Uniform		1,400.57
Total Receipts	53,700.83	87,245.31
Payments		
Admin - Stationery, advertising, admin costs	354.36	2,275.25
Fee / Funding Refund	1,186.65	822.91
Expendable Play Equipment	60.70	6.25
Fundraising - Equipment, Improvement & Event Costs	1,764.32	7,232.93
Insurance & Membership	1,002.44	1,055.94
Subscriptions	180.40	334.00
Other Consumables	225.81	893.84
Refreshments	341.62	457.98
Rent	9,121.00	6,462.00
Wage Costs including overtime, HMRC, pension	42,436.79	54,762.25
Training Fees	113.20	1,654.20
Reserves: Transfer Out		5,500.00
Outings & Session Events	260.00	
Total Payments	57,047.29	81,457.55
Total Surplus for year	-3,346.46	5,787.76
Total Surplus c/fwd	55,293.40	61,081.16
Represented by:		
Cash	68.56	119.55
Bank Current	4,054.26	15,220.83
Bank Fundraising	3,497.01	4,212.55 1
Bank Reserves	48,461.07	42,480.23 2
Accruals	-787.50	-952.00 3
Total	55,293.40	61,081.16

Notes:

1. Fundraising - amount left in account ready for the start of the new budget year.
2. Reserves account holding contingency fund required to cover costs in the event of closure (staff redundancy, notice, fee refunds, rent).
3. Money owed to Hanslope Village Hall £952.00.

Independent examiner's report to the trustees of Hanslope Pre-school

I report on the accounts of the Trust for the year ended 31 March 2021.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention

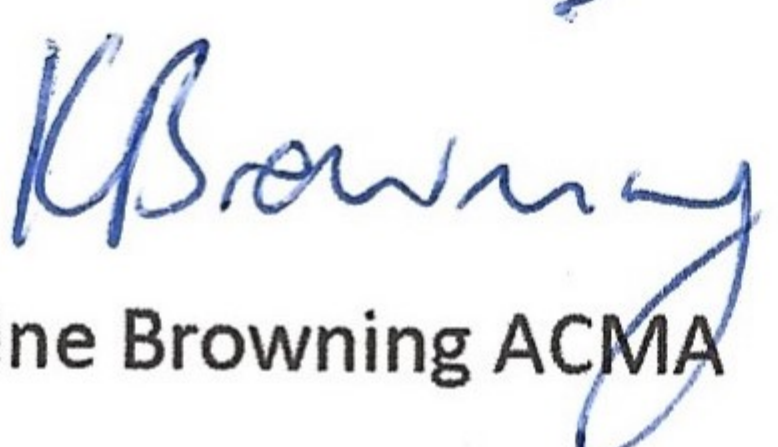
Basis of independent examiner's report

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 you as 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 examiner's statement

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

- 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 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act
 - have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Katharine Browning ACMA

25/5/21