

3 Corners Pre School and Out of School Club – Trustees Annual Report For the year ended 31st March 2021

3 Corners Pre School and Out of school Club is the working name of the old name of Triangle Pre School, which is a registered Charity, Number 1038694. Its principal address is 3 Corners Pre School and Out of School Club, Butterworth Lane, Triangle, Sowerby Bridge, West Yorkshire, HX6 3NJ.

Governing Document

The charity has adopted the Pre School Learning Alliance, Pre School constitution 2011 as its governing document.

Objects of the charity

Objects of the charity are to provide Pre School Education and an Out of School Club for children in Calderdale.

Trustees

The trustees of the charity are:-

XX – trustee with dispensation

Laura-Jane Beddow

Rebecca Haigh

Claire Blincoe

Amanda Dewhirst

Adam Dobson

Susan Dixon

Adele Friend

Asma Haslam

Elizabeth Park

Rachel Purvis

Philippa Russell

Ruth Edwards

Sara Tunstall

As of the 5th April 2008 it was agreed that all Committee Members will become trustees.

Activities and Achievements

The numbers attending 3 Corners Pre-School (PS) and Out of School Club (OSC) were very much impacted by the COVID pandemic, however, the committee took the view that it was important to be able to continue to provide this facility to key worker parents/carers, even if it meant running at a loss. During the periods of lockdown, when government restrictions applied, we were open only to the parents/carers of key workers, which significantly restricted the number of children we were able to accommodate – typically there were only 1-2 children in attendance, on any given day. To ensure

continuity of the business and restrict the losses made by 3 Corners, we made use of the government job retention scheme, to place staff on furlough, as we did not need to staff 3 Corners Pre-School or OSC to the usual, pre-pandemic, levels. The staff who continued working throughout were recognised with a small bonus, to show the appreciation of the committee.

We had to adapt the delivery of our different provisions, to take into account government guidelines on bubbles and safe practice during the pandemic. The close working relationship with the school meant that 3 Corners was able to secure use of the school hall, to provide the OSC within 3 bubbles, to restrict mixing between year groups. This meant that staff had to be increasingly flexible with the hours and ways that they worked, and we are incredibly grateful for their response over this challenging time period.

When restrictions lifted the numbers in OSC increased and holiday clubs ran with a reduced capacity of 15 children. However, we felt strongly that we needed to provide the holiday club, to the parents/carers who required it, regardless of whether we made a loss.

Management Committee

The Management Committee still enjoys a good number of parent/carers members, and has seen significant change in 2020-21, with previous members standing down and new members joining. The Chair has changed - with Sally Madden stepping down from the committee and Adele Friend taking her place. The Secretary and Treasurer remain, as in previous years. We will continue to look for new members so that some of our dedicated ex-parents can stand down, if they wish, in the knowledge that we remain well supported. The Childcare Manager, Amanda Dewhirst, and the Business Manager, Sharon McElhone, look after the day to day and business needs, reporting to the committee at half termly meetings, and in between, as required. Throughout the COVID-19 response the Chair has been available to offer a committee perspective on some of the challenging decisions. The role of the committee is still required to oversee the performance and running of 3 Corners and two committee members have taken the role of reviewing policies and procedures.

Current and Future Developments

3 Corners continues to run extremely well with a committed and hardworking team. Professional development takes place on an ongoing basis, with staff attending regular training courses to update, refresh and enhance their skills within the setting. Following our Ofsted inspection in June 2016 we were rated as 'Outstanding'. We also gained a 5 in food hygiene (the highest rating) in March 2020.

Our Holiday Club (HC) continues to run for the whole year, apart from the Christmas holiday and 2 weeks of the summer holidays. Over the course of the year HC has made a small profit despite the challenges of delivering in a COVID secure way and with reduced demand, due to the pandemic. We will continue to monitor income and expenditure closely to avoid unacceptable losses.

Regular liaison with the Head Teacher at Triangle School has continued in the year ending March 2021, enhancing communication and thus, our working relationship. Discussions to establish how we might extend our space, in order to increase our intake/provide a dedicated space for the older children, have been largely placed on hold as a result of the different way we have had to deliver during the pandemic – with 3 Corners thankful for school providing the use of the school hall to enable a continued service for parents/carers using OSC.

Reserves

It has been agreed that 6 months' average operating expenditure (£90,500) should be held in reserve to ensure the setting remains viable during any adverse circumstances, resulting in a reduction in or suspension of services. In addition, another £10,000 is considered sufficient to cover extra staffing costs arising from sickness absence, during the year. This has been increased by £5,000 due to the increase in sickness absence due to COVID-19 and legal requirements to isolate. And finally, £22,500 will be held in reserve in the eventuality of staff redundancy. Total Reserves for 2020/2021 £123,000. Funds not immediately required for the day-to-day operation of the charity are invested in a Lloyds TSB Treasurers deposit account.

Review of major risks

The committee continually reviews the major risks of the charity, and continually reviews and updates policies and procedures. Revised risk assessments were put into place, and provided to parents/carers, as a result of the response to the COVID-19 pandemic. As of March 2021, the restrictions and closure of the setting, due to the COVID-19 pandemic, had not provided a substantial risk to the financial health of 3 Corners, due to the use of the job retention scheme to mitigate losses. A small profit was made for the operating year.

I declare, in my capacity of charity trustee, that: * The trustees have approved the report above; and * Have authorised me to sign it on their behalf

Name:

Signed:

Charity No 1038694

3 Corners Pre School and Out of School Club

Financial Statements

31st March 2021

3 Corners Pre School and Out of School Club

Receipts and Payments Account

For the year ended 31st March 2021

	Unrestricted Funds £	Restricted Funds £	Total 31/03/2021 £	Total 31/03/2020 £
Receipts				
Grants and Donations	0	0	0	0
Income from Investments	14	0	14	27
Operating activities to further the Charity's objects	92,747	74,224	166,971	197,623
Total Receipts	92,761	74,224	166,985	197,650
Payments	£	£	£	£
Payments for generating funds	0	0	0	0
Charitable activities	75,346	82,007	157,353	161,974
Asset and Investment Purchases			0	0
Total Payments	75,346	82,007	157,353	161,974
Net Receipts	17,415	-7,783	9,632	35,676
Cash funds last year end	142,292	25,288	167,579	131,903
Cash Funds this year end	159,707	17,505	177,211	167,579

3 Corners Pre School and Out of School Club

Statement of Assets and Liabilities at the year end

For the year ended 31st March 2021

Cash Funds	Total 31/03/2021 £	Total 31/03/2020 £
Cash	257	588
Bank Current Account	123,189	113,238
Bank Deposit Account	53,767	53,753
	<hr/> <hr/> 177,213	<hr/> <hr/> 167,579
Assets retained for Three Corners own use (See Note)	<hr/> <hr/> 28,138	<hr/> <hr/> 28,138

3 Corners Pre School and Out of School Club

Notes to the Accounts

For the year ended 31st March 2021

The financial statements have been prepared using the receipts and payments basis

Assets retained for 3 Corners own use

This is the outdoor play area purchased with grant funds received from Calderdale Metropolitan Borough Council (CMBC)

Assets recognised but not valued includes play equipment and computer equipment.

The movement in restricted funds during the year were

	Brought Forward	Receipts	Payments	Carried Forward
	£	£	£	£
Pre School Funding	24,392	66,094	73,763	16,723
EYPP/Dep	0	877	473	404
Disabled Access/Inclusion Funding	896	6,753	7,271	378
Apprenticeship Funding	0	500	500	0
	<u>25,288</u>	<u>74,224</u>	<u>82,007</u>	<u>17,505</u>

Amounts due or owing at 31 March 2021

The following amount were due to be paid @ 31 March 2021:

	2020/21
	(£)
HMRC	1,251 March 2021 PAYE
Triangle School	6,570 Rent and Meals
	<u>7,821</u>

The following amount were due to be received @ 31 March 2021:

	2020/21
	(£)
HMRC	1,761 March 2021 CJRS Grant
Debtors	3,913 (Net) Amounts Billed not paid
Prepayment	370 Insurance
	<u>6,043</u>

3 Corners Pre School and Out of School Club

Notes to the Accounts

For the year ended 31st March 2021

Detailed SOFA (Receipts and Payments)

	2020/21 £	2019/20 £
Income		
Disabled Access Fund	3,477	945
Dep and EYPP	877	0
Discounts given	-811	-4,122
EEF	66,094	64,722
Holiday Club	11,067	18,547
Inclusion Funding	3,276	1,512
Out of School Club	38,690	96,328
Pre-School	11,005	13,340
Unapplied Cash Payment Income	5,657	1,386
Hot Meals	1,129	4,465
Apprenticeship Funding	500	500
CJRS	25,818	0
Savings Account Interest	14	27
SSP	192	0
	166,985	197,650
Expenses		
Advertising/Promotional	0	0
Bank Charges	79	102
Cleaning	839	809
Delivery Charges	0	0
Equipment Sundries	633	372
Food	1,494	2,733
H&S	60	0
Insurances	888	849
Office/General Administrative Expenses	662	845
Other Expenses	0	378
Other Professional Services	225	1,125
Payroll Expenditures	124,888	122,225
Pensions	11,896	11,904
Phone Costs	526	562
Printing, Postage and Stationery	0	213
Rent	4,736	8,763
Repair and maintenance	6,438	543
Resources	2,469	3,520
Subscriptions	790	690
Training	158	409
Travel and Accommodation	0	2
Trips/Activities	0	870
Uniform	340	410
Hot Meals Exp	234	4,639
IF	0	11
Total Other Expenses	157,355	161,974
Net Income	9,630	35,676

Independent Examiner's report to the Trustees of 3 Corners Pre School and Out of School Club

I report on the accounts for the year ended 31st March 2021, which are set out on pages 4 to 7.

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

Basis of Independent Examiner's statement

My examination was carried out in accordance with 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 Examiners statement

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

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

Signed:

Date: 18 November 2021

Julie Talbot BA (Hons) CPFA MIAB
1 Wood Nook
Norland
Sowerby Bridge
West Yorkshire
HX6 3RZ