



Breachwood Green Pre-School

Registered Charity number 1038926

Accounts and reports

For the year ended 31 December 2020

Breachwood Green Pre-School
Registered charity number 1038926
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For the year ended 31 December 2020

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Breachwood Green Pre-School
Registered charity number 1038926

For the year ended 31 December 2020

Registered Address:	Egmont Pasture Lane Breachwood Green Hitchin SG4 8NR
Activity Address:	Village Hall Chapel Road Breachwood Green Hitchin SG4 8NX
Independent examiners:	Godfrey Laws & Co Ltd 69 Knowl Piece Wilbury Way Hitchin SG4 0TY
Bankers:	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

Breachwood Green Pre-School
Village Hall, Chapel Road, Breachwood Green
Nr Hitchin, Hertfordshire, SG4 8NX
Tel: 01438 831099
Email: breachwoodgreenpreschool@gmail.com
Website: www.bwgpreschool.co.uk

Registered Charity Number: 1038926
Ofsted Registration Number: 146743



Trustees Report

For the year ended 31 December 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity was established in 1978 and became a registered charity on 23rd June 1994, and is governed by the Constitution adopted in January 2015. Breachwood Green Pre-school is a body in membership of the Pre-school Learning Alliance.

TRUSTEES

The Trustees who served during the year were:

Mrs Stefanie Gransby - Treasurer to 1st July 2021, Keeley Pate - Treasurer from 1st July 2021

Miss Jenni Jordan

Ms Emma Kiss

Mrs Gemma McLoughlin

OBJECTIVES AND ACTIVITIES

Our pre-school offers care and education for children aged two years to rising five, and we are registered to care for 19 children per session.

With experienced, qualified staff, we offer a fun and stimulating environment for the children to learn through play.

Our aim is to provide a happy and caring environment in which each child gains confidence and learns to relate to the other children and adults around them.

We follow the "Early Years Foundation Stage" and plan activities based on children's interests, which help to support their own learning and development.

We are constantly endeavouring to provide as wide a range of activities as possible in order to encourage a good grounding for later school life.

GENERAL OVERVIEW

An Annual General Meeting was held in October 2019. No meetings held in 2020 due to the Covid-19 pandemic.

Child numbers remain low in comparison to previous years. The pandemic has resulted in the pre school being unable to do any fundraising and marketing.

Due to the Covid-19 pandemic, no meetings were held and no changes to the pre-school setting were made. We had one member of staff put on furlough at their own request due to their childcare circumstances.

Our child numbers remained consistent under the circumstances.

FINANCIAL REVIEW

Finances remained stable against the child numbers. No Fundraising took place throughout the year of 2020.

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Trustees Report

For the year ended 31 December 2020

CONTINUED...

Reserves Policy

SCOPE, DEFINITIONS AND PURPOSE

The Management Committee has reviewed Pre-school's need for reserves in line with guidance issued by the Charity
The Pre-school needs reserves in order to:

1. meet redundancy liabilities should the Pre-school have to close;
2. ensure there are sufficient cash reserves in the current account to cover day to day running costs;
3. ensure continuity of service provision by:
 - a. meeting unexpected costs such as cover for illness or maternity leave, etc.;
 - b. covering running costs during periods of lower income (e.g. while adjusting to school policy changes or following falls in fundraising)
4. replace equipment as it wears out and carry out necessary building maintenance;
5. relocate the Pre-school from its current location/premises if necessary

In calculating these amounts, the Pre-school assumes the following:

- Salaries and roles as at September 2019.
- 4 weeks notice for all staff.
- No redundancy payments for staff members with less than 2 years of service.
- All payments have been increased by 2 years to ensure funds.

POLICY AIMS

In light of the scope, definitions and purpose, the Pre-school aims to maintain reserves consisting of:

- i. reserves to meet redundancy liabilities;
- ii. general contingency reserves equal to one term's (i.e. one-third of annual) total expenditure, excluding maintenance and depreciation

The Committee believes that this level of reserves is prudent and necessary to ensure that the Pre-school can run efficiently and meet future needs.

'All groups are recommended to have at least three month's expenditure in reserve and a sum which covers the calculated redundancy liability' (Managing a Charitably Constituted Setting, PSIA).

'As a guide, many groups choose one term's reserves as a suitable level' (Finance in Early Years Settings, PSIA).

The Committee will monitor the actual level of reserves and compare with the target level no less than once a year (at the financial year-end). The Pre-school has no restricted funds, and therefore essentially all cash balances can be considered to be part of reserves.

In the event of reserves falling significantly below the target level, the Pre-school will aim to restore the reserves as soon as possible by postponing salary increases and bonuses, fundraising, increasing earned income by increasing child numbers, or reducing expenditure.

Similarly, if reserves are significantly above the target level, the Committee will put in place a plan as soon as possible, aiming to eliminate the excess within two years by spending money to enhance the quality of Pre-school provision, or otherwise further the aims of the Pre-school, or by reducing fundraising.

The Committee will not, however, take any steps that might call into question the ability of the Pre-school to continue as a financially viable operation in the long term. In particular, it will not plan to use excess reserves to cover essential running costs.

POLICY REVIEW

This policy will be reviewed and approved annually by the Pre-school Management Committee.

Review date: September 2021

Signed on behalf of the Trustees

Keeley Pate
Trustee

Date:

02/FEB/2022

Breachwood Green Pre-School

Registered charity number 1038926

Independent examiner's report to the trustees of Breachwood Green Pre School

For the year ended 31 December 2020

I report on the accounts of Breachwood Green Pre School for the year ended 31 December 2020, which are set out on pages 1 to 6.

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 commission under section 145(5)(b) of the 2011 Act
- 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 next statement.

Independent examiner's statement

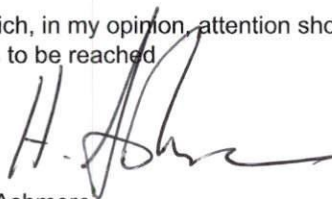
In connection with my examination, no matter has come to my attention:

(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: 2 February 2022

Howard Ashmore
Godfrey Laws & Co Ltd
Chartered Accountants & Registered Auditors
69 Knowl Piece
Wilbury Way
Hitchin
SG4 0TY

Breachwood Green Pre-School
Registered charity number 1038926
Statement of financial activities
For the year ended 31 December 2020

	Unrestricted funds £	Restricted funds £	2020 Total Funds £	2019 Total Funds £
INCOMING FROM:				
Fees - Funded	42,027	-	42,027	38,618
Fees - Private	6,907	-	6,907	11,440
Fundraising income	73	-	73	501
Interest income	2	-	2	2
Government Grants	1,435	-	1,435	-
Total Incoming	50,444	-	50,444	50,561
EXPENDITURE ON:				
Consumables	357	-	357	311
PAYE & NI	1,381	-	1,381	1,641
Wages and pensions	46,659	-	46,659	38,105
Audit & Accountancy fees	382	-	382	638
Bank Fees	120	-	120	110
Cleaning	155	-	155	608
Professional fees	50	-	50	-
Uniform expenses	259	-	259	-
Equipment & Toys	414	-	414	930
Activities	604	-	604	181
Advertising and marketing	65	-	65	32
Insurance	293	-	293	334
Light, Power, Heating	525	-	525	651
IT software & consumables	99	-	99	366
Printing & Stationery	9	-	9	160
Rent	2,300	-	2,300	2,560
Repairs and maintenance	68	-	68	730
Staff Training	25	-	25	275
Subscriptions	390	-	390	46
Telephone & Internet	587	-	587	564
Total Expenditure	54,742	-	54,742	48,242
Net Income/expenditure	(4,297)	-	(4,297)	2,319
Transfers between funds	-	-	-	-
Net movement in funds	(4,297)	-	(4,297)	2,319

RECONCILIATION OF FUNDS

Total funds brought forward	10,550	-	10,550	8,231
Total funds carried forward	6,253	-	6,253	10,550

All of the charity's activities were acquired during the above financial period.

The charity has no recognised gains or losses other than those dealt with in the statement of financial activities.

Breachwood Green Pre-School
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Balance sheet as at 31 December 2020

	31 Dec 2020 £	31 Dec 2019 £
Assets		
Bank		
Cash at Bank	9,382	10,550
Total Assets	9,382	10,550
Liabilities		
Current Liabilities		
Other creditor	3,129	-
Total Current Liabilities	3,129	-
Total Liabilities	3,129	-
Net Assets	6,253	10,550
The funds of the charity		
Net income/expenditure	- 4,297	2,319
Funds brought forward	10,550	8,231
Total charity funds	6,253	10,550