



Breachwood Green Pre-School

Registered Charity number 1038926

Accounts and reports

For the year ended 31 December 2021

Breachwood Green Pre-School
Registered charity number 1038926
Contents
For the year ended 31 December 2021

| | Page |
|-----------------------------------|-------|
| Addresses | 1 |
| Trustees Report | 2 - 3 |
| Independent examiners report | 4 |
| Statement of financial activities | 5 |
| Balance sheet | 6 |

Breachwood Green Pre-School
Registered charity number 1038926

For the year ended 31 December 2021

| | |
|------------------------|--|
| 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 2021

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.

Policies and Procedures for Trustees

We provide an induction for all staff, volunteers and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practise in accordance with our Policies and Procedures manual.

TRUSTEES

The Trustees who served during the year were:

Mrs Stefanie Gransby - Treasurer to 1st July 2021

Keeley Pate - Treasurer - appointed 1st July 2021

Miss Jenni Jordan - resigned 1st July 2021

Ms Emma Kiss - resigned 1st July 2021

Mrs Gemma McLoughlin - resigned 1st July 2021

Mr Carl Dukes - Secretary - appointed 1st July 2021

Mr Dante Pavanelli - Chairman - appointed 1st July 2021

Staff Members

Mrs Tracey Holden – Staff

Mrs Josephine Canham – Leader – Resigned September 2021

Mrs Laura Woolner Jones – Teaching Assistant

Mrs Nicola Macer – Deputy Leader - Resigned November 2021

Ms Charlotte Mehdi - New Deputy Leader Starting 23rd November 2021.

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.

Public benefit

The trustees have given due consideration to the Charity Commission's published guidance on the operation of the public benefit requirement

GENERAL OVERVIEW

An Annual General Meeting was held on 1st July 2021. During this meeting a brand-new board of committee members were appointed.

Staffing: Two members of staff resigned towards the end of the year. Two new members of staff were appointed; Ms Charlotte Mehdi as the new Deputy Leader who started on the 23rd of November. Rosie extended her notice period from 1 to 3 months to allow time for recruitment. Rosie's last day at the Pre-school was on 17th December. Charlotte Dann was hired as Rosie's replacement and started 6th January 2022

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Trustees Report

For the year ended 31 December 2021

Over the year, the new committee has been strengthening relationships between themselves, the Village Hall, and Breachwood Green JMI in order to improve the exposure of the pre-school and become more involved in joint fundraising opportunities and welcoming new children to the preschool.

The Village Hall has carried out various maintenance duties at the preschool, installing new lighting, new hot water tank and exterior maintenance.

Between the staff and the committee, improvements to the preschool have also been made to enhance its appeal and improve the school for existing children

Child numbers remain low, which is the key focus for both staff and committee.

TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2021 nor for the year ended 31 December 2020.

FINANCIAL REVIEW

Finances remained stable against the child numbers. No Fundraising took place throughout the year of 2021.

For the period October 2020 to April 2021 the village hall agreed to a 6 months suspension on our rental payments due to covid.

Period April 2021 – September 2021 our rent was £210.00 per month.

October 2021 – March 2022 our rent was reduced down to £200.00 due to financial challenges faced at the preschool due to furlough claims.



Trustees Report

For the year ended 31 December 2021

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:

- Leader and Deputy Leader 12 weeks' notice / 4 weeks' notice for all remaining roles
- 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 2022

Signed on behalf of the Trustees

Keeley Pate
Trustee

KPate

Date:

03 August 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 2021

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:



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

Date:

16 August 2022

Breachwood Green Pre-School
Registered charity number 1038926
Statement of financial activities
For the year ended 31 December 2021

| | Unrestricted funds £ | Restricted funds £ | 2021 Total Funds £ | 2020 Total Funds £ |
|--------------------------------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| INCOMING FROM: | | | | |
| Fees - Funded | 45,527 | - | 45,527 | 42,027 |
| Fees - Private | 9,094 | - | 9,094 | 6,907 |
| Sale of uniform | 72 | - | 72 | 73 |
| Interest income | - | - | - | 2 |
| Government Grants | 2,587 | - | 2,587 | 1,435 |
| Total Incoming | 57,280 | - | 57,280 | 50,444 |
| EXPENDITURE ON: | | | | |
| Consumables | 864 | - | 864 | 357 |
| PAYE & NI | 2,296 | - | 2,296 | 1,381 |
| Wages and pensions | 46,271 | - | 46,271 | 46,659 |
| Audit & Accountancy fees | 965 | - | 965 | 382 |
| Bank Fees | 96 | - | 96 | 120 |
| Cleaning | 68 | - | 68 | 155 |
| Professional fees | - | - | - | 50 |
| Uniform expenses | 259 | - | 259 | 259 |
| Equipment & Toys | 552 | - | 552 | 414 |
| Activities | 2,163 | - | 2,163 | 604 |
| Advertising and marketing | 270 | - | 270 | 65 |
| Insurance | 325 | - | 325 | 293 |
| Light, Power, Heating | 777 | - | 777 | 525 |
| IT software & consumables | 407 | - | 407 | 99 |
| Printing & Stationery | 164 | - | 164 | 9 |
| Rent | 1,260 | - | 1,260 | 2,300 |
| Repairs and maintenance | 117 | - | 117 | 68 |
| Staff Training | - | - | - | 25 |
| Subscriptions | 193 | - | 193 | 390 |
| Telephone & Internet | 619 | - | 619 | 587 |
| Sundries | 346 | - | 346 | - |
| Depreciation | 66 | - | 66 | - |
| Total Expenditure | 58,078 | - | 58,078 | 54,742 |
| Net Income/expenditure | (798) | - | (798) | (4,297) |
| Transfers between funds | - | - | - | - |
| Net movement in funds | (798) | - | (798) | 4,297 |
| RECONCILIATION OF FUNDS | | | | |
| Total funds brought forward | 6,253 | - | 6,253 | 10,550 |
| Total funds carried forward | <u>5,455</u> | <u>-</u> | <u>5,455</u> | <u>6,253</u> |

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
Registered charity number 1038926
Balance sheet as at 31 December 2021

| | 31 Dec 2021 £ | 31 Dec 2020 £ |
|----------------------------------|------------------|------------------|
| Assets | | |
| Tangible assets | 333 | - |
| Bank | | |
| Cash at Bank | 9,902 | 9,382 |
| Total Assets | 10,235 | 9,382 |
| Liabilities | | |
| Current Liabilities | | |
| Other creditor | 4,102 | 3,129 |
| Payroll liabilities | 678 | - |
| Total Current Liabilities | 4,780 | 3,129 |
| Total Liabilities | 4,780 | 3,129 |
| Net Assets | 5,455 | 6,253 |
| The funds of the charity | | |
| Net income/expenditure | (798) | (4,297) |
| Funds brought forward | 6,253 | 10,550 |
| Total charity funds | 5,455 | 6,253 |