

**OLD WINDSOR PRE-SCHOOL**

Registered Charity No 1040764

**Financial Statements**

**For the year ended 31 December 2021**

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**Trustees**

Michael Bourne (Chairperson)  
Simon Baker (Secretary)  
Mandy Forster (Treasurer)

**Registered number**

*Registered Charity 1040764*

**Principal Place of Business**

Memorial Hall  
Straight Road  
Old Windsor  
Berks  
SL4 2RN

***Independent Examiner***

*Colin Bristow FCCA  
Lakeview Accountancy Ltd  
63, Clifton Rise  
Windsor  
SL4 5SX*

***Bankers***

*HSBC Bank plc  
25 High Street  
Windsor  
Berks SL4 1LN*

The Trustees have pleasure in presenting their report and financial statements of the Registered Charity Old Windsor Pre-School for the year ended 31 December 2021.

### **RELATIONSHIPS**

Old Windsor Pre-School is a member of the Early Years Alliance and operates under their model Pre-School Constitution 2005.

### **AIM**

The aim of the Pre-School is to enhance the development and education of children under statutory school age by:

- a) offering a safe, play-based environment in which all children will thrive, regardless of race, culture, religion or means
- b) helping children to develop a range of skills and qualities including social skills, independence, literacy and numeracy
- c) investing in staff training and by emphasising the central role of parental involvement
- d) promoting an ethos that puts the Pre-School at the centre of its local community

We aim to foster the development of confident, caring and responsible children, equipped to manage successfully the transition to primary school.

### **REVIEW OF 2021**

- As with all other organisations, 2021 was also shaped in many respects by the ongoing disruption of the Covid pandemic. The staff of the Pre-school showed enormous resilience and creativity to support the children in their care in the most challenging of circumstances. Measures and controls were put in place to make the Pre-school as safe as possible for children and staff. Fundraising opportunities were affected significantly by the pandemic e.g. the loss of the Old Windsor carnival which has always been an important way to raise our profile.
- The Pre-school has faced some turbulence in its leadership in recent years. 2021 marked the departure of two long-serving and valued colleagues. Debi George retired in July after 16 years of committed service, and Shirley Payne retired in December after 25 years of loyal service to the Pre-school, including in various leadership roles. Whilst these staff are missed, we end the year in a strong position. Katy Collins took on the role of Supervisor in June 2021 and has brought energy and direction to the role. We are also pleased that Emily Wade has taken on the role of Deputy Supervisor.
- The Pre-School has continued to meet its aims successfully due to the skill of the dedicated staff team who continue to provide high-quality early years education and nurture to the Pre-School children. 2021 saw the appointment of two new staff to the team, Harpreet Badesha and Christina Dunn, both of whom have brought new skills and enthusiasm to the Pre-school.

- We were unable to hold our annual parents evening last May in person, but have worked to maintain strong working relationships with parents. The AGM and individual appointments with parents were held successfully via Zoom.
- The Pre-School enjoyed continued support from a local company 4U Cars through their generous sponsorship.
- The Pre-School thanks its many volunteers. We would also like to thank Helen Clarke for her support, advice and her ongoing efficiency in administering the payroll.

#### **PLANS MOVING FORWARD**

- To **maintain the high profile of the Pre-School** within the immediate community, as well as neighbouring villages, to ensure continued healthy pupil numbers.
- To maintain our focus on ensuring the **long-term financial sustainability** of the Pre-School. This will include raising the profile of fund-raising.
- To provide **further Early Years training** for staff members, as well as more general training such as First Aid etc.
- To **develop and re-design the garden**, considering carefully how best to use the outdoor space.
- To ensure that all **documentation** required of the Pre-School including Ofsted suitability checks is up to date.

Members of the Management Committee work in partnership with members of staff, parents and volunteers to make the Pre-School a highly successful community organisation. I would like to pay tribute to all of the above for their commitment and efforts over the years.

Signed on behalf of the Board

M.T. Bourne  
Chairperson

Approved by the Board on      May 2022

***The trustees for the year 2021 were:***

Michael Bourne (Chairperson)

Simon Baker (Secretary)

Mandy Forster (Treasurer)

Neil Chivers

Jessica Foulser – stepped down July 2021

Helen Foster – stepped down January 2022

OLD WINDSOR PRE-SCHOOL

**Trustees' Report for the year ended 31 December 2021**

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Karen Boresjo – stepped down May 2021

Joined October 2021:

Lucy Miller

Danielle Whale

Stacey and Joel Turnbull

Liam and Sophie Kyley

**Independent Examiner's Report to the Trustees of Old Windsor Pre-School**

I report on the financial statements of the Charity for the year ended 31 December 2021 which are set out on pages 5 to 9.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the financial statements. You consider that an audit is not required for this year (under section 145 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- a) Examine the accounts under section 145 of the 2011 Act
- b) To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- c) To state whether particular matters have come to our attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements 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**

Extraordinary circumstances prevailed throughout this year with regard to unnecessary travel and limited contact, and I was not able to review the supporting documentation (e.g. purchase invoices) as part of my work. Consequently, more effort was spent on analytical review and reconciliations. This revealed consistency with previous years which gave a level of confidence that the accounting records were accurate.

In connection with the 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 financial statements which accord with the accounting records and to 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 financial statements to be reached.

Colin Bristow FCCA  
Lakeview Accountancy Ltd  
63 Clifton Rise  
Windsor SL4 5SX  
10<sup>th</sup> May 2022

OLD WINDSOR PRE-SCHOOL  
**Trustees' Report for the year ended 31 December 2021**

Statement of Financial Activities for the year ended	31 December 2021		
	Notes	2021	2020
		£	£
INCOME			
Fees Receivable		2,475.00	2,295.00
Nursery Education Grant		46,064.92	64,955.12
Fund Raising Receipts		1,943.61	464.21
Donations & Sponsorships		300.00	645.00
Bank Interest receivable		3.88	34.90
Total Incoming Resources		50,787.41	68,394.23
EXPENDITURE			
Direct Charitable Expenditure			
Staff costs	2	38,553.02	38,225.57
Teaching equipment, materials and courses		1,666.62	1,116.91
Hall Hire		6,607.86	3,919.78
Milk and kitchen		(114.68)	394.10
Summer outing expenses		-	-
Christmas Party		-	-
Subscriptions		138.70	108.70
		46,851.52	43,765.06
Other Expenditure			
Fund Raising Expenses		556.00	255.58
Management and Administration	3	1,800.22	2,043.91
Total Expenditure		2,356.22	2,299.49
Net Income/(Expenditure)			
		1,579.67	22,329.68
Reconciliation of Funds			
Funds Balance brought forward at 1 January		60,098.25	37,768.57
Funds Balances carried Forward at 31 December		£ 61,677.92	60,098.25

The notes on pages 7 to 9 form part of these financial statements.



OLD WINDSOR PRE-SCHOOL  
Trustees' Report for the year ended 31 December 2021

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**Balance Sheet as at**

**31 December 2021**

	Notes	<u><b>2021</b></u> £	<u><b>2020</b></u> £
<b>Current Assets</b>			
	4		
Stock		<b>100.00</b>	100.00
Debtors		-	-
Cash at bank and in hand		<u><b>62,177.92</b></u>	<u>60,598.25</u>
		<b>62,277.92</b>	60,698.25
<b>Less: Creditors:</b> amounts falling due within one year		<u><b>600.00</b></u>	<u>600.00</u>
<b>Net current assets</b>		<u><b>61,677.92</b></u>	<u>60,098.25</u>
<b>Total assets less current liabilities</b>		£ <u><b>61,677.92</b></u>	<u>60,098.25</u>
<b>FUNDS</b>			
<b>Unrestricted Funds</b>		£ <u><b>61,677.92</b></u>	<u>60,098.25</u>

These financial statement statements were approved by the Trustees on  
and signed on its behalf.

\_\_\_\_\_ **M Bourne – Chairperson**

\_\_\_\_\_ **Mrs M Forster – Treasurer**

## **1. Accounting Policies**

### **Basis of accounting**

The financial statements are prepared in accordance with the Statement of Recommended Practice 'Accounting by Charities' and applicable accounting standards. The relative accounting policies adopted by the Trustees are described below.

### **Accounting Convention**

The financial statements are prepared under the historical cost convention.

### **Incoming Resources**

Income is included in the Statement of Financial Activities when the conditions for receipt have been met and there is reasonable assurance of that receipt. All incoming resources are deemed unrestricted funds.

### **Depreciation of tangible fixed assets**

Depreciation is provided on all tangible fixed assets at rates calculated to write off the full cost or valuation less estimated residual value of each asset over its estimated useful life. The principal rates in use are:

Furniture – Tables, Chairs, Fixtures and Fittings	over 10 years
Equipment – IT and Technical Equipment	over 3 years

### **Stocks**

Stock of items for resale are valued at the lower of cost and estimated net realisable value.

### **Reserves Policy**

The Trustees believe the Old Windsor Pre-School should have unrestricted reserves sufficient to secure a continuity of education for its pupils and employment for its staff in the event of a major disruption to its activities. The Trustees believe that to secure continuity of education the reserves should be sufficient to:

- Firstly continue to employ staff, rent alternative premises, purchase replacement materials and equipment or address another major issue
- Secondly in the event of the Trustees deciding to wind up the Charity, to pay redundancy to its staff.

The level of reserves required to meet these needs will be estimated using the following calculation:

- An amount equal to one third of the total fees or nursery education grants received in the previous three terms plus
- An amount sufficient to pay redundancy to staff in accordance with the Pre-Schools redundancy policy.

## Fund Accounting

The Charity maintains two types of fund as follows:

- Unrestricted funds which can be used in accordance with the charitable objects at the discretion of the Trustees
- Restricted funds which can only be used for specific purposes as laid down by the donor.

Currently there are no restricted funds.

## Pension

A stakeholder pension scheme is available to any of our permanent staff.

## 2. Staff Costs

Staff costs comprise salaries, employer's national insurance contributions and any requisite training expenditure.

## 3. Management and Administration

	<u>2021</u>	<u>2020</u>
	£	£
Administration and Courses	219.00	219.00
Advertising and Marketing	-	-
Discretionary Gifts	-	250.00
Insurance	477.22	470.91
Independent Examiner's Fee	600.00	600.00
Staff Uniform	-	-
Miscellaneous	504.00	504.00
	<u>1,800.22</u>	<u>2,043.91</u>

## 4. Stocks

	<u>2021</u>	<u>2020</u>
	£	£
Goods for resale	100.00	100.00