



Trustees' Annual Report for the period

Period start date		Period end date	
From	15th August 2019	To	14th August 2020

Section A Reference and administration details

Charity name **Waverton Pre-school**

Other names charity is known by

Registered charity number (if any) **1041090**

Charity's principal address **The Scout Hut,
Common Lane,
Waverton, Chester
Postcode CH3 7QT**

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Kathleen Ann Tatton	Chair		Members at AGM or Trustees appoint replacement
2	Julie Harris	Secretary		"
3	Caroline Hall			"
4	Lucy Webb			"
5	Laura Rhodes			"
6	Peter Assheton	Treasurer		"
7	Richard Murphy		From 11 Sep 2019	
8	Sophie Murphy		From 11 Sep 2019	

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

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Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Members at annual general meeting

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

Pre school gave an opportunity for any parents to provide an educational experience for their children before starting at primary school. It provided learning through play using language, toys and equipment and social skills for children under the statutory school age. The school worked towards early learning goals and offered a specially tailored curriculum and the support of a personal keyworker to achieve this.

Pre-school was available to any member of the public willing to pay the modest fees, or who was supported by the local authority. The majority of the pupils received local authority support.

Summary of the main achievements of the charity during the year

The number of children attending pre-school has been good with 26 children attending at various times throughout the year. Pre-school remains the provider of choice for Save the Family, a local charity supporting homeless families.

The main achievement of this year was the successful re-opening of the setting on 15th June following lockdown closure since 20th March, and the recruitment of one new child during this time, demonstrating the confidence that parents placed in our risk assessment and safety measures.

Pre-school has had an excellent relationship with Waverton Primary School during the year with children regularly visiting the Primary School for play sessions. This year, due to Covid-19 restrictions, it has not been possible for the rising five group to go into the Primary School in the Summer term for familiarisation visits.

Pre-school continues to be generously supported by Waverton Evangelical Fellowship whose volunteers come into school on a regular basis as well as hosting parties at Christmas and the end of the school year.

Section E Financial review

Brief statement of the charity's policy on reserves

The policy of the charity is to keep sufficient reserves to enable pre-school to continue to function in the event of a reduction in income.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The majority of income came from fees and grants.
The largest part of the expenditure has been the payment of teachers' salaries so that the charity's objects of educating children under school age can be achieved.
Efforts have been made to drive a manageable wage to income ratio and improving the management teams awareness of the importance of this.

Section F Other optional information

Serious Incidents.

There were no serious incidents relating to the charity during the previous year that the Trustees neglected to inform the Charity Commission about.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	KATATTON	P. E. Assheton
Full name(s)	Kathleen Tatton	PETER ASSHETON
Position (eg Secretary, Chair, etc)	Chair	TREASURER
Date	23 rd September 2020	



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Waverton Pre-School

On accounts for the year
ended

14th August 2020

Charity no
(if any)

1041090

Set out on pages

7 - 8

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to 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 the 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 (other than that disclosed below *)

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 Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

01/08/21

Name:

Terrence Hearfield

Relevant professional
qualification(s) or body
(if any):

BSc (Hons)

Address:

9 Waverton Mill Quay, Waverton
Chester CH3 7PX

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

Please see report



Waverton Pre-School	1041090
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Receipts and payments accounts

CC16a

For the period from	15th August 2019	To	14th August 2020
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts				
Fees	9,178		9,178	9,587
Grants	41,513		41,513	49,181
Donations	577	480	1,057	1,001
Fundraising	-		-	680
Childrens uniform	-		-	17
Bank interest	3		3	2
Furlough grant	3,119		3,119	-
Total receipts	54,390	480	54,870	60,468
A2 Asset and investment sales, (see table).				
	-	-	-	-
Sub total	-	-	-	-
Total receipts	54,390	480	54,870	60,468
A3 Payments				
Salaries	48,540		48,540	42,875
Rent	2,786		2,786	3,714
Fundraising	-		-	127
Snacks	251		251	538
Deposit returns	-		-	137
Ofsted registration	50		50	50
Cleaning	219		219	135
Activity consumables	113		113	332
Office supplies and equipment	126		126	653
End of term events	37		37	170
Insurance	853		853	843
Training	-		-	320
Medical	204		204	93
Advertising/recruitment	-		-	311
Website	9		9	42
Security checks	16		16	136
Photocopying	-		-	23
Toys and play equipment	372		372	948
Repairs and maintenance	-		-	-
Staff uniform	-		-	503
Childrens uniform	-		-	-
Drama sesions	120	480	600	1,200
Fee reimbursement	-		-	27
Furlough grant repayment	3,119		3,119	-
Other	24		24	187
Total payments	56,839	480	57,319	53,364
Net of receipts/(payments)	(2,449)	0	(2,449)	7,104
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	22,459	-	22,459	15,355
Cash funds this year end	20,010	0	20,010	22,459

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Cash funds	Treasurers Account	13,009	-	-
	Deposit Account	7,001	-	-
	Cash	0	-	-
	Total cash funds	20,010	-	-
	(agree balances with receipts and payments account(s))			

NOTES TO ACCOUNTS – Movements on restricted funds

	Opening balances	Receipts	Payments	Balance
Drama sessions	-	480	480	-
Totals	-	480	480	-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
KATATON	KATHLEEN TATTON	23.9.20
P. C. A. M. H. E. N.	PETRA AGSHEVER	23-9-20

Waverton Pre-School Accounts

Audit Report

For the period ending 14th August 2020

Executive Summary

The accounting records which have been kept are comprehensive and accurate.

Unfortunately the pre-school has made a small loss in the period albeit this is unsurprising due to the COVID-19 crisis and the restrictions which have been in place for a large portion of the period to which these accounts relate. It is believed that the loss of £2,499.11 can be absorbed by the charity without a detrimental effect on the pre-school moving forward.

Having received clarification as to why the furlough grant was repaid, I can confirm that the annual accounts can be formally filed.

Auditor Details

This audit has been completed by Terry Hearfield. I am neither a qualified accountant nor auditor. I am however a qualified Quantity Surveyor and have worked as a Financial Director for approximately 10 years having managed a multi-million-pound construction company. I have managed several smaller companies and also the finances of the Cheshire Phoenix Basketball Club (a Community Interest Company). In each instance briefly outlined above, I have been personally responsible for the compilation of both the periodic management accounts and statutory accounts. I now work on a consultancy basis providing management and quantity surveying services for construction companies.

Information Reviewed

In producing this audit report, the following information has been reviewed: -

- Trustees Annual Report for the period 15th August 2019 to 14th August 2020 incorporating *Receipts and payments accounts* (form CC16a)
- Model Pre-school constitution
- Current Account Banking Spreadsheet
- Savings Account Banking Spreadsheet
- Income and Expenditure Summary
- Full Current Account (account ending 5460) statements
- Linked Savings Account (account ending 4512) statements
- Full Payslips for the period
- Summary of pension contributions
- Supporting Records

Methodology

The information which has been provided is logical and orderly. The accounts have been reviewed and the supporting information analysed. Where large transactions (predominantly salaries) are

concerned, a full audit has been undertaken. For smaller transactions, "spot" inspections have been completed.

All linked information has been appraised for its accuracy (e.g. the value of the bank statements has been compared with the cash totals from the accounts).

Income

As stated in Section E (Financial Review) of the Trustee's Annual Report for the period, the majority of income was from Fees, grants and also furlough payments. This is reflected in the accounts entitled *Receipts and payments accounts* (form CC16a) which shows that the aforesaid items account for 99% of income.

Details of all over the above income are transparent within the accounts. No details of fees or grants have however been provided and this audit does not therefore appraise the accuracy of fees charged to users nor does it reconcile the grant income received.

Expenditure

As stated in Section E (Financial Review), the largest items of expenditure have been salaries to teaching staff (including furlough payments). According to accounts summary, this expenditure accounts for over 90% of expenditure. Other substantial items of expenditure are rent and insurances.

With wages representing the predominant form of expenditure, all payslips have been checked against the bank spreadsheet. One anomaly has been uncovered; for the month ending 28/06/2020, Miss SC Davies payslip shows a net payment of £469.71 albeit only £386.82 has been paid. Whether there is an adjustment for a furlough claim is unclear. This one item does not cause me concern with the overall accuracy of the accounts although it should be corrected in the current period if there is an error.

A sample of pension payments has been checked and everything appears to be in order. Similarly, for a sample month, the total deductions for PAYE and NI has been verified as the figure subsequently paid to HMRC and everything therefore appears in order.

The records provided in support of expenditure are comprehensive and accurate.

A substantial sum of £3,118.53 was paid to HMRC at the end of the period. It seems from the spreadsheet that this is a repayment of the furlough grants. It was not initially understood why such a repayment had taken place. I have sought clarification and understand that the furlough money could not be retained inasmuch as the local authority had covered the cost of the staff salaries during periods when the pre-school was closed. This is not initially apparent as the aforesaid payments from the council appear to be the usual grant income. I am now however satisfied with that all is in order having discussed the matter with Kathleen Tatton.

Previous Period

Unfortunately salaries have increased whereas grant funding has reduced. It is anticipated that this is due to the exceptional circumstances of the period owing to COVID-19 (reconciliation of grants however is beyond the scope of this report).

Bank Accounts

A bank spreadsheet has been provided. This reflects the balance of what I have termed the current account (account ending 5460). A similar spreadsheet, for what I have termed the linked savings account (account ending 4512), is also available.

The opening balance on the current account bank spreadsheet is £17,947.46. This has been verified from the bank statements provided. The closing balance of £13,008.52 has also been verified.

The opening and closing balances of the savings account (£4,511.24 and £7,001.07 respectively) have also been verified.

As stated above, the banking spreadsheet (which has been codified and used to formulate the accounts) accurately reflects the opening and closing balances shown on the bank statements. I have briefly reviewed the statements and undertaken "spot checks". In previous period I have been furnished with a copy of a paying in book albeit not on this occasion therefore the audit is limited in this regard. No anomalies have been uncovered.

Petty Cash

A petty cash system does not appear to have been operated in the period.

Restrictions

As stated, I have not been able to verify that users of the pre-school have been charged the correct amount, nor that all payments have been made up to date. This however is considered to be beyond the scope of the audit.

I am also unable to verify paying in records not having received a copy of the paying in book. As most fees are paid by bank transfer however this is of no major concern.

Further Actions

In order to finalise this audit, the following information is required:

- Clarification of why the furlough grant has been repaid – *this has now been resolved.*

Recommendations

The following recommendations have been provided for future accounting periods (it is understood that previous recommendations are currently being implemented). These matters are simply recommendations: -

- Pension contributions are marked on payslips by hand and the total net pay subsequently adjusted by hand. This could raise some concern albeit it can be seen from the amounts paid to staff and to NEST that all is in order;
- There would ideally be a statement/invoice from Waverton Scouts to corroborate the amounts paid in rent; and
- The matter of Miss Davies salary for month ending 28/06/2020 be looked into.

Summary

The accounts are once again in excellent order and have been prepared with complete precision. It is unfortunate that the circumstances of COVID-19 have caused the charity to incur a slight loss albeit it

is hoped that with the kind of diligent financial management that has been demonstrated throughout the time I have audited these accounts, that this will not pose any serious problem to the pre-school.

Declaration

I can confirm that the above is true and accurate to the best of my knowledge. I can confirm also that there is no conflict of interest, of which I am aware, that would impact upon my role as an independent auditor. Finally, I can confirm that I have fulfilled my role as auditor on an entirely voluntary basis.

Signed: _____

Dated: 01/05/2021