

Scotby Pre-School

Chairpersons report September 19 – September 20

Chairperson – Claire Story

Treasurer – Donna Morris

Secretary – Sian Campbell

Main Objectives: 2019-2020

- New committee members to be elected and registered with OFSTED
- DBS checks to be completed online for new members and EY2 forms to be completed
- Ensure all insurances are up to date
- To ensure all new committee members are clear about their role of 'Charitable trustees' and their legal responsibilities and that a clear informative handover is given to the new committee
- To organise a calendar of events for the upcoming year
- To organise and deliver fundraising events as a committee
- To identify the needs of the Preschool in relation to resources and equipment
- To access sources of funding and grants and ensure the paperwork is completed and submitted
- To ensure that any funding received is used appropriately
- To ensure financial updates are given at committee meetings and that all members are informed that they share equal responsibility for monitoring
- To review and provide staff contracts and working policies

Further Recommendations

- Continue to support communications between parents and Preschool including social media and other online resources
- To ensure the happiness of all staff in the Preschool
- To encourage parental involvement and support in the Preschool (fundraising and other events)
- To continue to support and monitor the staff – children ratio in accordance to occupancy figures.

Actions taken 2019-2020

- New committee members submitted paperwork for DBS which took a long time to process, Gillian Proudfoot was voted in as Chairperson to replace Claire Story but the forms were submitted 3 times and for some reason never got completed so Claire Story stayed on the committee for another year. Donna Morris was voted into the Treasurers role to replace Vicky Noble. Sian Campbell was voted to continue in the Secretary role. Other committee members have also completed or in the process of completing their EY2 forms
- A number of fundraising events were held throughout the year, including the annual Christmas Fayre. We launched a very successful Scarecrow Trail in the village and we also held a Bingo evening.
- Due to the Coronavirus, the Sponsored walk and the 100 square raffle had to be cancelled or put on hold.
- The Coronavirus also saw that we closed the facility from 20th March and re-opened 15th June. We linked with the local school to provide keyworker care for whoever needed it until the facility re-opened. As we were still claiming the government grant, we did not furlough the staff and they worked on reduced hours in the hub school.
- Staff wages increased in April 2020 in line with the increase to National living wage.

I would like to thank all of the Committee and staff for their hard work and commitment during the last academic year.


Scotby Pre-School Playgroup
Receipts and Payments Account for the year
1 September 2019 to 31 August 2020

	2020	2019	
Receipts			
Fees	6,669.30	10,438.20	
Cumbria County Council	55,337.95	28,802.32	
Grants	2,000.00	3,000.00	
Fundraising	1,922.14	2,684.57	
Other	631.48	4,259.17	
Bank Interest	-	19.52	
Donations	-	25.00	
	<u>66,560.87</u>	<u>49,228.78</u>	
Payments			
Staff costs	48,167.76	46,692.48	
Insurance	-	396.45	
Rent	2,028.00	4,082.75	
Administration	134.34	140.37	
Fundraising	955.43	689.78	
Trips	-	495.00	
Equipment	6,057.14	179.87	
Repairs	164.98	-	
Sundries	2,707.13	5,644.65	
Consumables	185.98	606.66	
Petty Cash	114.00	317.56	
	<u>60,514.76</u>	<u>59,245.57</u>	
Surplus for year	6,046.11	-	10,016.79
<u>Opening Balances as at 1 September</u>			
Current Account	2,765.77	8,802.08	
Savings Account	11,069.70	15,050.18	
	<u>13,835.47</u>	<u>23,852.26</u>	
	<u>19,881.58</u>	<u>13,835.47</u>	
<u>Closing Balances as at 31 August</u>			
Current Account	8,794.67	2,765.77	
Savings Account	11,086.91	11,069.70	
	<u>19,881.58</u>	<u>13,835.47</u>	
Check	-	-	

10 June 2021

Donna Morris
Treasurer

Having examined the books and records of Scotby Pre-School and having received explanations and information required certify these Annual Financial Statements to be in accordance therewith.



Stuart Bell
Independent Examiner

30 June 2021

Scotby Preschool - Treasurers Report 1st September 2019 to 31st August 2020

Community Account -

Opening balance = £2765.77

Closing balance = £8794.67

Savings Account -

Opening balance = £11069.70

Closing balance = £11086.91

We had an excellent Christmas fayre, was slightly quieter than previous years but managed to make a profit of £540.

This year we did the personalised tea towels at Christmas again, which made £60.

We continued to make a small profit from the second hand books we sell.

After the new year was out the way, we organised a quiz and bingo night which was a huge success with the village and parents/family which we made a profit of £620.

We started a scarecrow trail in the village which was enjoyed by everyone, people even travelled to see it. On the day of announcing the winners, we did a tombola and all in all raised just over £911. We also tried out a scavenger hunt that raised a further £120.

Hall fees were just under £2030.

We spend £1000 on new equipment as needed to update most of our resources and equipment.

We also received £1000 from Tesco bag of help scheme (£4000 total) (£3000 went into last year's finances) which was spent on new ITC equipment for children to use independently.

In March 2020, the country was hit with coronavirus which closed nearly everywhere down. Preschool was closed from March 20th and reopened June 15th. We joined with the school and worked thought on limited hours with only key worker and vulnerable children allowed to attend.

Staffing costs increased by 4.9% due to the living wage increase in April 2020.

As you can see, our savings account is nearly the same as last year and our community account is showing a very healthy balance. Our savings account is held this high to cover any redundancies we may need to pay out.

Due to the coronavirus pandemic, all trips had to be cancelled as well as any extra fundraising activities due to the need for social distancing. Because of this, our sponsored walk and our end of year school trip to Dalscone Farm was abandoned.

Donna Morris - Treasurer



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Scotby Pre-School Playgroup

**On accounts for the year
ended**

31/08/2020

**Charity no
(if any)**

1043062

Set out on pages

All

I report to the trustees on my examination of the accounts of the above charity for the year ended **31/08/2020**.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Stuart Bell

Date:

30/06/2021

Name:

Stuart Bell

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

ACCA

Address:

Dodd & Co Limited, Clint Mill, Cornmarket, Penrith, Cumbria, CA11 7HW

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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