



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	22	OCT	2019		23	OCT	2020

Section A Reference and administration details

Charity name

SHENLEY CHURCH END PRE-SCHOOL

Other names charity is known by

Registered charity number (if any)

1045109

Charity's principal address

SHENLEY LEISURE CENTRE, BURCHARD CRESCENT,
SHENLEY CHURCH END, MILTON KEYNES

Postcode

MK5 6HF

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	ODESSA SHERREARD	CHAIRPERSON		SHENLEY CHURCH END PRE-SCHOOL
2	CHLEO HINCHLIFFE	TREASURER		SHENLEY CHURCH END PRE-SCHOOL
3	CHARLENE CRUICKSHANK	SECRETARY		SHENLEY CHURCH END PRE-SCHOOL
4	REBECCA TALBOT	VICE-CHAIRPERSON		SHENLEY CHURCH END PRE-SCHOOL
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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)

Type of adviser	Name	Address

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)	
How the charity is constituted (eg. trust, association, company)	Unincorporated charity
Trustee selection methods (eg. appointed by, elected by)	Election at AGM from family and associate members

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.

There is a child protection policy in place. All staff, committee and volunteers are checked through the Disclosure and Barring Services and are required to sign up to the DBS online Update Service. For staff, these checks are carried out on a regular basis in line with statutory requirements.

All committee members give their time voluntarily and receive no remuneration or other benefits.

Section C Objectives and activities

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

- to provide a happy, stimulating and safe environment for children, staff and parents
- to facilitate the development of lively enquiring minds, encouraging positive attitudes and independence towards learning
- to achieve high standards, enabling each child to develop their full potential and learn through play
- to provide a broad, relevant curriculum reflecting the needs of the individual child and fulfilling the requirements of the pre-school curriculum
- to provide opportunities for fun and friendship in a caring environment
- to support the important role of parents/carers in their young child's education
- to maintain an orderly, yet happy and purposeful learning environment which will challenge and motivate the children in our care
- to include and value the contribution of all our families to our understanding of equality and diversity

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)

In planning our activities for the year we kept in mind the Charity Commission guidance on public benefit at our committee meetings. The focus of our activities is based around the EYFS which has enabled us to reflect and review our impact on the learning and development of all our children. We continue to provide a variety of resources for children and a range of learning possibilities. Continued provision in line with the charities objectives. Offering fee paying and free (through government nursery funding) early years sessions. Children in our care can be with us from the age of two years to the end of the academic year after their fourth birthday.

Additional details of objectives and activities (Optional information)

Our voluntary committee have raised funds through holding fetes, tombolas, raffles and cake sales.

You **may choose** to include further statements, where relevant, about:

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

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Monies received from fundraising allowed us to purchase:

- a large number of new toys to replace those broken damaged
- provide a Christmas party and Christmas present for all children

We provide regular, weekly PE sessions in liaison with Shenley Leisure Centre to promote the children's gross motor skills.

Due to Covid lockdown period, we were closed from 23rd March 2020. We were able to open for 2 weeks in July 2020, just before the end of term.

Section E

Financial review

Brief statement of the charity's policy on reserves

See policy statement in Annual Accounts

Details of any funds materially in deficit

N/a

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.

Our main source of funds has been the Government funding for 2 - 4 year olds. Additional funds have been raised through fundraising.

Due to low child numbers (corresponding to a low birth rate period) we have had to use some of the funds in our Reserve Account in order to remain open as by maintaining the required staff/child ratio our wage and rent bills are not fully covered by the government funding we receive.

We are constantly looking at ways to improve child numbers attending.

Section F

Other optional information

To continue fundraising to allow us to offer our families an extended range of learning activities and experiences.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

SHENLEY CHURCH END PRE-SCHOOL
REGISTERED CHARITY NUMBER : 1045109

UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2020

SHENLEY CHURCH END PRE-SCHOOL – ANNUAL SUMMARY

INCOME	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL
SESSION FEES	427.50	392.50	823.00	589.50	1120.50	324.00	999.00	162.00	121.50	162.00	144.00	0.00	5265.50
REGISTRATION FEES	0.00	0.00	0.00	0.00	29.00	0.00	0.00	0.00	0.00	15.00	60.00		104.00
PE FEES	25.50	0.00	43.00	0.00	17.00	8.00	0.00	0.00	0.00	8.50	42.50	0.00	144.50
UNIFORM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34.50		34.50
PHOTOS		0.00		0.00			0.00	0.00		0.00	0.00		0.00
EVENTS/FUNDRAISING		0.00	0.00	0.00	111.00		0.00	0.00	0.00	0.00	0.00		111.00
DONATIONS	0.00			0.00				0.00					0.00
GRANTS	3825.68	4313.93	3322.12	4680.01	4517.17	6762.83	3917.78	6148.30	4471.18	4471.18	5383.80	3107.06	54921.04
OTHER	0.00	0.00	271.00	270.00	270.00					0.00			811.00
TOTAL	4278.68	4706.43	4459.12	5539.51	6064.67	7094.83	4916.78	6310.30	4592.68	4656.68	5664.80	3107.06	61391.54

EXPENDITURE													
WAGES/TAX	4829.13	5299.76	4500.81	4051.49	4049.34	4171.12	3997.43	3889.06	3889.06	3889.06	3889.06	4419.75	50875.07
RENT	1383.20	0.00	2783.20	959.00	0.00	2389.80	0.00	0.00	0.00	1642.50	0.00		9157.70
EVENTS	0.00	0.00	0.00	33.00	30.93	50.00	0.00	0.00	0.00	0.00	0.00		113.93
STATIONERY/POSTAGE	0.00	0.00	6.00	0.00	6.60	0.00	0.00	0.00	0.00	0.00	5.00		17.60
OFFICE													
EQUIP/SUPPLIES	0.00	17.97	22.61	0.00	10.75	0.00	0.00	0.00	0.00	0.00	9.34	0.00	60.67
UNIFORM	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
PHOTOS/DVDS	0.00			0.00			0.00	0.00	0.00	0.00	0.00		0.00
TOYS/PLAY													
EQUIPMENT	0.00	0.00	79.87	0.00	45.93	102.77	0.00	0.00	0.00	0.00	48.09		276.66
INSURANCE						0.00	1144.26	0.00	0.00	0.00			1144.26
PROFESSIONAL FEES	149.00		50.00		0.00	0.00	86.40	71.00	0.00	0.00	121.20	0.00	477.60
TRAINING	108.00	24.00	9.00	0.00	95.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	236.00
KITCHEN/CLEANING	0.00	0.00	66.48	0.00	23.90	0.00	0.00	108.89	30.00	24.07	67.24		320.58
OTHER	0.00	25.74	63.51	49.00	151.14	0.50	8.84	0.00	0.00	477.22	34.70		810.65
PETTY CASH DIFFER												137.70	137.70
TOTAL	6469.33	5367.47	7581.48	5092.49	4413.59	6714.19	5236.93	4068.95	3919.06	6032.85	4174.63	4419.75	63628.42

MONTHLY													
PROFIT/LOSS	-2190.65	-661.04	-3122.36	447.02	1651.08	380.64	-320.15	2241.35	673.62	-1376.17	1490.17	-1312.69	-2236.88

SHENLEY CHURCH END PRE-SCHOOL – YEAR ON YEAR COMPARISON

	2017-2018	2018-2019	INCOME	2019-2020
	10904.50	13076.50	SESSION FEES	5265.50
	520.00	210.00	REGISTRATION FEES	104.00
	565.50	400.00	PE FEES	144.50
	365.00	105.00	UNIFORM	34.50
			PHOTOS	
	857.50	773.60	EVENTS/FUNDRAISING	111.00
			DONATIONS	
	78306.09	65213.39	GRANTS	54921.04
	0.00	3877.62	OTHER	811.00
TOTALS	91518.59	83656.11		61391.54

	2017-2018	2018-2019	EXPENDITURE	2019-2020
	75847.18	74193.31	WAGES/TAX	50875.07
	11873.25	13646.05	RENT	9157.70
	463.04	472.88	EVENTS	113.93
	212.33	77.13	STATIONERY/POSTAGE	17.60
	153.79	147.16	OFFICE EQUIP/SUPPLIES	60.67
	479.39	290.61	UNIFORM	
	225.00		PHOTOS/DVDS	
	1922.00	1298.78	TOYS/PLAY EQUIPMENT	276.66
	1014.17	1029.68	INSURANCE	1144.26
	1063.38	459.94	PROFESSIONAL FEES	477.60
	1824.40	1492.80	TRAINING	236.00
	369.89	482.27	KITCHEN/CLEANING	320.58
	1284.69	806.38	OTHER	810.65
			PETTY CASH DIFFERENCE	137.70
TOTALS	96732.51	94396.99		63628.42

PROFIT/LOSS	-5213.92	-10740.88		-2236.88
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SHENLEY CHURCH END PRE-SCHOOL – RESERVE ACCOUNT

RESERVE ACCOUNT - OPENING BALANCE: 10656.50

INTEREST EARNED:	22/09/2019	1.81	
INTEREST EARNED:	22/10/2019	1.74	
TRNSFR TO CURRENT ACC	21/10/2019		1500.00
INTEREST EARNED:	22/11/2019	1.44	
	19/11/2019		2000.00
	22/12/2019	1.06	
	22/01/2020	1.16	
	22/02/2020	1.22	
	22/03/2020	1.14	
	22/04/2020	1.22	
	22/05/2020	1.18	
	22/06/2020	0.36	
	22/07/2020	0.06	
	22/08/2020	0.06	
TOTAL			
INCOME/EXPEND:		12.45	3500.00

RESERVE ACCOUNT - END BALANCE: 7168.95

SHENLEY CHURCH END PRE-SCHOOL – BANK RECONCILIATION

FIGURES AT YEAR START - 1ST SEPTEMBER 2019 :

BANK BALANCE	7069.35
PETTY CASH	136.00
TREASURER'S CASH BOX	1439.26
Payments not yet processed - HMRC	-360.94
NEST pension	-129.97
Nest pension payment refund	0.01
CASH BALANCE AT 1/9/19 :	8153.71

INCOME FOR YEAR:	61391.54
TRANSFER FROM RESERVE ACCOUNT:	3500.00
EXPENDITURE FOR YEAR:	-63628.42

BALANCE FOR YEAR END - 31ST AUGUST 2020:	9416.83
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ACTUAL BANK BALANCE	8323.43
ACTUAL PETTY CASH	199.54
ACTUAL TREASURER'S CASH BOX	1444.44
Payments not yet processed - HMRC	-398.36
NEST pension	-152.22

CASH BALANCE AT 31/08/20 :	9416.83
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Attempts have been made to find the £152.50 which is missing from the Petty Cash.

Full searches have been made of the premises.

Due to holiday periods (during which other users have access to some of our premises), closure due to lockdowns, and a change of management in October 2020, we have been unable to resolve this issue. The £152.50 has been written off in the accounts.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Report to the trustees/
members of

Charity Name
SHENLEY CHURCH END PR-SCHOOL

On accounts for the year
ended

31ST AUGUST 2020

Charity no
(if any) 1045109

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended 31/08/2020

Responsibilities and basis
of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission
under section 145(5)(b) of the Act.

Independent examiner's
statement

~~[The charity's gross income exceeded £250,000 and I am qualified to
undertake the examination by being a qualified member of [insert name of
applicable listed body]. Delete if not applicable]~~

I have completed my examination. I confirm that no material matters have
come to my attention in connection with the examination (other than that
disclosed below *) which gives me cause to believe that in, any material
respect:

- the accounting records were not kept in accordance with section 130
of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements
concerning the form and content of accounts set out in the Charities
(Accounts and Reports) Regulations 2008 other than any requirement
that the accounts give a 'true and fair' view which is not a matter
considered as part of an independent examination.

I have no concerns and have come across no other matters in connection
with the examination to which attention should be drawn in this report 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:

8/2/2022.

Name:

MICHAEL JOSEPH DARRELL

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

FCMA (Retired).

Address:

1 KIRKHAM COURT	
LOUGHTON	
MILTON KEYNES	MK5 8BN.

Only complete if the examiner needs to highlight material 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.

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