

Trustees Annual Report for the period

1 August 2020 to 31 July 2021

PK Pre-School

Charity number 1048334

**Jubilee Hut, Whitmore Vale Road, Hindhead, Surrey
GU26 6LU 01428 602970**

Trustees

Wendy Lloyd (Chair)
Debbie Barnes (Sec)
Richard Lyon (Treasurer)
Carol Houghton (Nursery Manager)

Georgina Cook
Andy Copeland
Erika Hughes
Claire
Jenkins
Kelly Mowatt
Verity Allan
O'Sullivan
Stephanie Owen
Lauren Parker
Nicola
Vercoe
Lucy Wilson

Structure, governance and management

PK Pre-School is run under the Preschool Learning Alliance model 'preschool constitution 2011'. The committee is voted on at the AGM each year and all members are registered as trustees.

The organisational structure of the charity is as follows. It is divided into 4 sub-committees; Finance, Staffing and resources, Fundraising and Quality of learning, the members of the committee sit on at least one of these sub-committees. The members of staff for this period were Carol Houghton, Diane Husband, Julie Oliver, Anne Aitken, Cheryl Stafford-Jones, Jackie Aldridge, Sue North and Alison Foulds.

This year we have increased the frequency of risk assessments to take into account of the Covid pandemic and Government requirements and restrictions. This has ensured the levels of risk have remained as low as possible.

Our Objectives and activities

It is our policy to afford the children an environment at PK where they will be treated with kindness, patience and courtesy. Each child's individuality will be respected and cherished. It is our aim that children will learn that acquiring skills and knowledge is fun.

We provide play activities appropriate to the age and stage of development of the children in our care in order to help them to achieve and progress. We follow the guidance within the Early Years Foundation Stage Curriculum.

It is our policy to do this in close conjunction with parents and carers who are a welcome, necessary and integral part of our group.

We actively encourage volunteers to contribute to PK. For example, a week where dads, grandparents and mums are invited to come in and talk about what they do for their job, to come and show a skill or simply to spend some time with the children within the setting. Due to Government restrictions this year some of these activities have not taken place.

This summer we were able to hold our end of year celebrations which felt wonderful after months of keeping our distance from parents.

Achievements and Performance

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We have successfully transitioned 21 leavers to five different schools in July 2021.

Financial Review

The accounts for 2020-21 have been independently reviewed and approved.

The school generated receipts of £85000 and with payments of £80700, cash held increased by £4300 to £64400.

Fee income rose to £80000, the highest level since the financial year 2016/7 although overall receipts continued to be adversely impacted by reduced fundraising opportunities during the ongoing Covid-19 pandemic. The School received benefit from two government awards during the year:

- o U.K. central government business recovery grant of £1000
- o Parish Council community infrastructure award of £1940 to cover repairs and maintenance.

The majority of payments (87%) relate to wages and other employment costs. Whilst it is positive to report that a high percentage of costs relate directly to the teaching of children and good staff to child ratios, it also represents a risk given the health of School finances does remain sensitive to changes in employment costs. The School will extend its opening hours and continue to focus on its capacity management to mitigate these risks over time.

As at 31 July, the assets of PK were £64400, £34400 of which is instantly accessible cash and £30000 in a one year fixed term investment with a maturity date of June 2022.

In summary, the School finance remain positive as we move forward into the financial year 2021/2.

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PK Pre-School

		Year ending 31-Jul-21 £	Year ending 31-Jul-20 £
Receipts			
	Fees - funded	63226	57799
	- non funded	16743	13772
		79969	71571
	Fundraising	1235	6993
	Donations	383	0
	Grants - UK Govt JRS	0	8824
	- UK Govt Business recovery	1000	2500
	- Grayshott Council	1940	0
	- Hidden Gardens Grayshott	0	1500
	- HCC Hardship grants	184	0
		3124	12824
	Commission	0	132
	Bank Interest	317	2
	Total Receipts	85028	91522
Payments			
	Employment costs	69952	68808
	Rent	2745	0
	Insurance, Registrations, Subs	833	763
	Equipment & Materials	1954	2000
	Sundry food, Ingredients	35	99
	Advertising	0	0
	Repairs & Maintenance	2060	0
	IT	298	0
	Bank Charges	123	159
	Fundraising expenses	0	1917
	Training	806	239
	First Aid & Cleaning	587	646
	Communications	648	741
	Activities	65	348
	Misc small expenses	563	269
	Total Payments	80669	75989

	As at 31-Jul-21 £		As at 31-Jul-20 £	
Assets				
Cash funds - Bank current a/c	34362		20261	
- Bank savings a/c	0	34362	9742	30003
Investments - Mature Jan 2021				30000
Investments - Mature June 2022		30000		
Total Assets		64362		60003
Liabilities				
Rent Due		0		3500
Potential HMRC overpayment of Job Retention grants		0		5741
HMRC Tax and NI		1101		
Total Liabilities		1101		9241
NET ASSETS		63261		50762

Notes to Accounts

Statement of assets and liabilities

Funds held with a maturity in excess of 3 months are reported as investments

It is assumed no liability will arise to HMRC in regards to coronavirus job grants

One month's PAYE payments are due to HMRC.

Richard Lyon

PK Treasurer September 2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

PK PRE-SCHOOL

On accounts for the year
ended

31 JULY 2021

Charity no
(if any)

104 8334

Set out on pages

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

**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:

23.10.21

Name:

MRS KATHERINE WEIR

Relevant professional
qualification(s) or body