

WEST HALLAM VILLAGE PRE SCHOOL PRE-SCHOOL

England & Wales · Charity number 1049840

Details

Other names	WEST HALLAM VILLAGE PRE SCHOOL PLAY GROUP
Status	Registered
Legal form	Other
Registered	1995-10-13
Register	View on the Charity Commission register

Contact

Address West Hallam Village Pre-School
Scargill CE Primary School
Beech Lane
West Hallam
Ilkeston
DE7 6GU

Phone 07905072997

Email info@westhallamvillagepreschool.co.uk

Website www.westhallamvillagepreschool.co.uk

Activities

Objects: TO ENHANCE THE DEVELOPMENT AND EDUCATION OF THE CHILDREN UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS.

Activities: To enhance the development and education of pre-school aged children.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- Derbyshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£169,077	£161,921	-	-
2023-08-31	£151,023	£139,530	-	-
2022-08-31	£145,618	£159,331	-	-
2021-08-31	£131,001	£124,605	-	-
2020-08-31	£102,739	£96,095	-	-

Trustees

Name	Role	Appointed
Laura Jayne McGuinn	Chair	2023-12-06
Amy Bucklow		2025-07-10
Charlotte Curtis		2023-05-16
Jessica Stevens		2025-12-07
Laura Gadsby		2020-01-14
Sarah Willetts		2025-07-08

WEST HALLAM VILLAGE PRE SCHOOL PRE-SCHOOL

England & Wales - Charity number 1049840

Accounts



West Hallam Village Pre-School

Annual Report

September 2023 to August 2024

WEST HALLAM VILLAGE PRE-SCHOOL
Scargill CE Primary School, Beech Lane, West Hallam,
Ilkeston, Derbyshire DE7 6GU

Registered Charity No. 1049840

West Hallam Village Pre-School

Committee:

Chairperson:

Sophie Scott-Bebbington

Treasurer:

Laura Gadsby

Secretary:

Laurie Coy*

Family Members:

Hollie Briggs*
Laurie Foulger*
Courtney Wells*

Affiliate Members:

As above:
(Laura Gadsby)
(Sophie Scott-Bebbington)
Charlotte Curtis

Co-opted Members:

None in place

Staff:

Samantha Marshall
Pre-School Manager

Leanne Durow
Deputy Manager

Sheane Gilhooly
Supervisor/Senco

Hannah Hayes
Qualified Assistant

Leanne Hill
Qualified Assistant

Tracey Hilton
Qualified Assistant

Elizabeth Jackson
Qualified Assistant

Laura Lebelinski
Qualified Assistant

Diane Smith
Qualified Assistant (from December 2023)

Chelsie Dobson
Relief Staff

Hannah Hilton
Relief Staff (from June 2024)

Laura Shepherd
Relief Staff

Karen Pilkington
Administrator/Relief Staff

The 2023/2024 Committee consisted of 7 members.

This was made up of 4 Family Members (*) and 3 Affiliate Members, allowing us to ensure that not less than 60 per cent of the Committee members, including Co-opted Members, at time of election or co-option were Family Members, as detailed in our constitution.

Please note, all figures quoted within this report have been taken from our end of year financial spreadsheets, prior to them being viewed by our Independent Examiner and may be subject to change after this has taken place. The exact and final figures will be able to be found in the Independent Examiners Summary 2023/2024 document once this has been completed.

Chairperson Annual Report

At the end of the last academic year, 2022/2023, a profit of £11,492.78 was a great achievement, followed by the £7,155.95 profit of this year, I feel that the Pre-School is now moving in the right direction. We must remember the academic year of 2021/2022 which ended with a financial loss of just under £14,000.00, which was devastating. Along with the complete depletion of our £10,000.00 reserve, it caused us to start the next academic year unable to pay our September wages bill. This was the aftereffects of the Covid Pandemic and shows how fragile a Charity can be in financially difficult times.

This year, we have again ensured that expenditure was kept to an absolute minimum within the setting. Fundraising and grant applications were the main focus, but unfortunately, we were only in receipt of one grant from Derbyshire County Council for £300.00, additional applications haven't been progressed, causing us to lose out on valuable income. Grant applications must be a priority for the newly formed Committee in the next academic year.

The demand on our staffing team has remained, as we continued to work closer to ratio, although we have been able to reintroduce paperwork time in the setting, the staff have had to accept that the level of funding is just not there to allow over-staffing.

We must remember that we continue to be a successful Pre-School, our number of children on role is high and there is a steady stream of interest from new parents and carers. We are good at what we do and must not allow the closure of a setting that has so much more to offer.

We are going to have to continue to cut back on our expenditure and ask for understanding from our staff, as we maintain working closer to ratio entering the new academic year. I would like to take this opportunity to thank the staff for their hard work and commitment to the Pre-School.

I feel that there will be a need to increase our fees every year to survive and a hope that this will be acceptable to our parents and carers in these financially difficult times for all.

I have given below further information in the various areas of the Pre-School.

Finances

The Pre-School financial year runs from 1st September – 31st August.

Voucher Funding from Derbyshire County Council for this 2023-2024 period totalled £121,834.50 and fees from younger children and those not in receipt of funding totalled £37,210.00. We received £2,992.50 additional funding this year. This type of additional funding enables our staff to give direct support to qualifying children with additional needs in our care. Unfortunately, it is sometimes still necessary for us to give this support without funding in place and the costs have to be absorbed by us to allow us to meet the individual needs of the children in our care. This year we were extremely grateful for this additional funding.

In the 2022-2023 academic year, DCC funding was £102,589.27, which is quite a bit lower than the above amount. The number of children attending our setting has slightly increased this year, which has been reassuring in these financially difficult times and can be seen in the higher income shown.

The Pre-School ended the academic year of 2023 – 2024 with a £7,155.95 profit, which was well received, but we must remember that the academic year 2021 – 2022 ended with a £13,713.10 loss, so the profit seen this year continues to work towards replacing this loss and helping to grow our reserves to make us more financially stable, therefore we must still remain financially cautious going forward.

There are many discussion points when reviewing these annual figures.

It is still clear to see that the Early Years funding that settings receive is not sufficient to allow slight over staffing or provide staff with the level of salary they deserve for the work load they have to complete. The percentage rate that the National Minimum Wage has increased has not been seen in the increases received in our funding rates from Local Authority.

This year, we had to increase the amount of the voluntary snack donation from attending parents by £1.00, now requesting £6.00 per half term. This should help towards the rising food costs seen. We will need to assess if this should be increased for next academic year but be mindful of the financial difficulties that are being experienced by families at the moment.

We increased our session fees by £3.00, to £18.00 in April 2024. This increase was necessary to reduce the impact of the legal rise in the National Minimum Wage.

We will need to assess if this should be increased within the next academic year to aid our recovery, but as always, be mindful of the financial difficulties currently being experienced by families.

The losses seen previously resulted in the Pre-School having to use the £10,000.00 reserve to remain open. We will continue to ensure that spending in the financial year 2024/2025 is closely monitored and fundraising and grant applications are made a priority. The reserve must be put back in place as a matter of urgency.

Annual General Meeting

The last Annual General Meeting was held on Tuesday 17th October 2023. Minutes are available in Pre-School.

Sessions

Our sessions at the start of this year were busy and continued to rise over the year.

Policies

Our Policies have been reviewed this year, as standard. All new staff and Committee receive a memory stick containing all Policies currently in place that must be read and understood. Each member of the team must complete this, returning a signed form to confirm, along with any amendments they have noticed. Any amendments will be discussed and adopted by the Committee, with significant changes communicated to parents and carers. We have also reviewed the Risk Assessment file, along with COSHH and completed regular area Health and Safety inspections.

Training

The amount spent on staff training this year has been double that of last year at £1230.40.

There have been quite a few low-cost training sessions for Staff, which make an impact on the total spend. There was one large payment of £363.80 for First Aid training and a payment of £250.00 for access to the Rachel Buckler Online Safeguarding Hub, which we decided would be hugely beneficial for our Staff and confirms our commitment to ensure effective and relevant Safeguarding training in our setting.

Derbyshire County Council continue to reiterate that we must ensure all training is relevant and from a recognised source. It must be recorded and progressed. Training can make an impact on the Pre-School's budget but is something that we must do. All staff are encouraged to speak to the Committee if they wish to attend any additional courses which they feel will enhance their work at Pre-School, although we may not always be able to meet these costs.

Staff

The Committee would like to thank all the staff for their hard work and commitment over the year. We also wish to thank the relief staff for their continued involvement and hard work which is much appreciated.

Samantha Marshall, our Manager, with the support of her team, continues to ensure the Pre-School strives to offer high quality care and education for the children we have with us,

Staff confidential surveys have not been used this year, but will be reintroduced in the next academic year. The feedback we receive helps the Committee plan changes and improvements in the way the setting is managed at Committee level. In response to some of the previous concerns raised, we ensure that all staff have contact details for the three main Committee officers, to allow queries and concerns to be raised easily and confidentially if required.

We have a staff rota that is reviewed every half term, to ensure that ratios are always being met and to allow sufficient levels of staffing to enable staff to take the twenty minutes lunch time break they are entitled to.

We employed one new member of staff this academic year. Hannah Hilton joined our Relief team in June 2024 and we would like to wish Hannah every success in her new role with us.

The setting continues to have three Designated Safeguarding Leads, Samantha Marshall continuing as the main responsible person, with Leanne Durow and Sheane Gilhooly in the Deputy positions.

Diane Smith returned to us in December 2023 as a Qualified Assistant, due to her relocation not going ahead. We welcomed Diane back and hope she is with us for many more years to come.

Committee

This AGM saw the retiring of Shirley Clamp and Ruth Robertson after a significant time with us. I would like to take this opportunity to thank them for all their help over the years, they will be very sadly missed. During the academic year, we also lost from the Committee, Lindsey Martin, who was unable to continue due to ill health. I would like to wish her well with her recovery and thank her for all she has done for the Pre-School during her time with us. Both Jay Durow and Sophie Hirst were removed from the Ofsted list as they didn't proceed with their paperwork applications. We were joined by three new members: Laurie Coy, Laura McGuinn and Courtney Wells, all parents of children currently in Pre-School.

At the first standard meeting, I remained as Chairperson, Laura Gadsby as Treasurer and Laurie Coy stepped in to the role of Secretary, which we were very grateful for.

I would like to thank our existing Committee members for all their hard work this year. It has been challenging but without the team, we would not succeed, and their involvement is so valuable.

Fundraising

We raised £3,503.48 in fundraising and donations this year with £241.08 in expenses, giving an actual total raised of £3262.40. This amount was through various events; Bag2School collections, Easy Fundraising donations, raffles and sponsored events.

Although not strictly fundraising, the snack pot voluntary contribution system has given us £1,538.50 this year which is based on 62 parents – 30 paying the full requested voluntary amount of £36.00 for the academic year, 27 parents paying a partial amount and 5 parents not contributing.

We were fortunate to be in receipt of one grant this year from Derbyshire County Council for £300.00. Any grants that we receive make such a difference to the setting and for this we are very grateful, but this year additional applications haven't been progressed, causing us to lose out on valuable income. Grant applications must be a priority for the newly formed Committee in the next academic year.

The team set up a Donation Request List where we ask parents for small stock items for example, Sellotape and Blue Tac, to hopefully reduce our expenditure on these things. It continues to be very well received.

IT Developments

Our Website is up and running, alongside our Facebook and Twitter accounts. This allows our parents to be regularly updated and have a place to go to obtain required information.

We are still using our online learning journal Tapestry, which comes with an annual fee. It continues to be an amazing asset to the Pre-School and a useful source of information for our parents.

The amount spent on IT this year was £1534.05. This was made up of our usual outgoings; annual fees for Tapestry, Website, printer ink and toner, mobile phone usage and Microsoft Office 365 annual license. The overall cost was higher than last year as it was decided at the end of the academic year to upgrade the mobile phone used in the setting. This decision was not taken lightly and was agreed after ensuring the end of year figures were acceptable and no loss had been made. The Pre-School uses a mobile phone as the main contact method. The phone we had was old and didn't support the apps used by our staff. It was decided to upgrade to Apple iPhone to ensure ease of use and compatibility going forward. Two reconditioned phones were purchased, one to be the main phone and one to be used by the staff supporting our children in the setting with additional needs.

Pre-School Events

This year we have again been able to invite parents and carers into our setting with our Christmas and Easter activity sessions, along with Mother's Day and Father's Day celebrations. We also hosted a Grandparent's Day event. They are a chance for parents and carers to experience the Pre-School environment and meet with the staff caring for their children.

In February, we held a bake sale for one of our children who had recently been diagnosed with Duchenne Muscular Dystrophy. A life limiting condition causing progressive muscle weakness, for which there is no cure. Parents were invited in to the setting for drinks and cakes and asked to make a donation to help raise funds for an all-terrain wheelchair. This raised £460.72 and I would like to thank all of our parents and carers who took time to attend this event.

2024/2025 Projects

Over the coming academic year, we will aim to continue to recover from our financial losses with grant applications and fundraising being key. Expenditure will again need to be closely monitored. We will continue to develop the setting and ensure all our systems are reviewed and in place.

Thanks must be given to our staff who work so hard, as ratios are strictly adhered to. They have had to accept that over staffing is no longer possible with the financial budget constraints that we have.

The 2023/2024 Pre-School academic year has been challenging due to budget constraints, but thanks to the commitment of staff and Committee, the Pre-School has continued to grow and is a respected childcare provider in our community. I am enormously proud of the team, continuing to step up when required and providing a stable environment for the children in our care.

Sophie Scott-Bebbington
West Hallam Village Pre-School
Committee Chairperson

		Actuals	Forecast To Go	Full Year Forecast	Term 1/2 15 wks (forecast)	Term 1 8 wks (actual)	Term 2 7 wks (actual)	Term 1/2 15 wks (remaining)	Term 3/4 11 wks (DCC10) (forecast)	Term 3 6 wks (actual)	Term 4 5 wks (DCC4) (actual)	Term 3/4 11 wks (DCC10) (remaining)	Term 5/6 13 wks (forecast)	Term 5 6 wks (actual)	Term 6 7 wks (actual)	Term 5/6 13 wks (remaining)	
		£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	
Income																	
Parent Fees	FEES	37,210.00	-10,340.00	26,870.00	16,170.00	7,920.00	8,410.00	-160.00	8,635.00	4,865.00	5,313.00	-1,543.00	2,065.00	3,732.00	6,970.00	-8,637.00	
Universal and Extended Funding from DCC	DCC/STA	121,834.50	-14,260.20	107,574.30	29,179.35	15,145.20	14,686.05	-651.90	31,878.15	17,356.05	12,480.00	2,042.10	46,516.80	27,717.60	34,449.60	-15,650.40	
New Starter Administration Fee	ADMIN	475.00	-25.00	450.00	300.00	300.00	25.00	-25.00	100.00	100.00	0.00	0.00	50.00	0.00	50.00	0.00	
Milk Refunds	MILK	224.15	75.85	300.00	100.00	34.50	42.00	23.50	100.00	18.30	46.35	3.00	100.00	23.70	59.30	17.00	
Childrens Uniform	UNI/CHI/SOLD	909.03	-359.03	550.00	400.00	360.00	142.50	-102.50	100.00	82.30	108.50	-90.80	50.00	64.00	151.73	-165.73	
Staff Uniform	UNI/STA/SOLD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Fundraising Internal	FUND/INT	3,503.48	-503.48	3,000.00	1,000.00	808.00	20.00	172.00	1,000.00	428.82	42.59	1,000.00	1,000.00	2.00	2,202.07	-1,204.07	
Fundraising External	FUND/EXT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Grants	GRA	300.00	-300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	-300.00	
Interest	INTR	0.24	-0.24	0.00	0.00	0.06	0.04	-0.10	0.00	0.02	0.04	-0.06	0.00	0.02	0.06	-0.08	
DCC Additional Hours Funding	DCC/AF	2,992.50	-2,992.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	935.00	-935.00	0.00	910.00	1,147.50	-2,067.50	
Snack Pot	SNA/INC	1,538.50	-538.50	1,000.00	500.00	465.50	107.00	-72.50	300.00	354.00	172.00	0.00	200.00	244.20	195.80	-240.00	
Christmas Party	PARTY/C/INC	90.00	-30.00	60.00	60.00	0.00	40.00	20.00	0.00	50.00	0.00	-50.00	0.00	0.00	0.00	0.00	
Savings Transfer	SAV/TRA/INC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Refund	REFUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Training Income	TRAIN/INC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Error	ERR/INC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Loan	LOAN/IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Coronavirus Job Retention Scheme Payment	CJRS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Statutory Sick Pay due to Covid	SSP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Income		169,077.40		139,804.30	47,709.35	25,033.26	23,473.59	-796.50	42,113.15	23,254.49	19,097.48	-238.82	49,981.80	32,693.52	45,526.06	-28,237.78	
Expenses																	
Staff Wages	WAGES	134,896.80	-14,896.80	120,000.00	40,000.00	20,781.23	21,481.49	-2,262.72	40,000.00	21,003.71	11,721.32	7,274.97	40,000.00	24,358.31	35,550.74	-19,909.05	
Tax & NI	TRAVNI	2,067.16	-932.84	3,000.00	1,000.00	525.01	474.99	0.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	1,542.15	-542.15	
Accountant	ACC	1,380.00	0.00	1,380.00	460.00	230.00	230.00	0.00	460.00	115.00	230.00	0.00	460.00	230.00	345.00	-115.00	
Rent	RENT	6,400.00	80.00	6,480.00	2,000.00	1,500.00	1,000.00	-500.00	2,240.00	600.00	1,100.00	540.00	2,240.00	1,650.00	1,650.00	40.00	
Consumables	CON	1,892.96	-992.96	900.00	300.00	1,500.94	692.94	900.88	300.00	77.11	179.11	43.78	300.00	255.00	192.26	-127.88	
Insurance	INS	2,752.52	-1,607.96	1,144.56	1,144.56	1,144.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,607.96	-1,607.96	
Subscriptions	SUBS	12.00	-12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.00	0.00	0.00	0.00	0.00	0.00	
IT	IT	1,534.09	-784.09	750.00	250.00	31.98	125.97	92.05	250.00	12.00	365.50	-127.50	250.00	6.00	992.60	-748.60	
Fundraising Expenses	FUND/EXP	208.30	-208.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	188.30	-208.30	
Fundraising Donations	FUND/DON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Bank Charges	CHARGES	249.41	50.59	300.00	100.00	26.50	46.40	27.10	100.00	20.00	39.87	40.13	100.00	38.80	77.84	-16.64	
Gifts	GIFTS	84.65	-84.65	0.00	0.00	0.00	64.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Training	TRAIN/OUT	1,230.40	-530.40	700.00	500.00	274.00	274.00	-226.80	100.00	350.60	46.30	-296.80	100.00	82.80	24.00	-6.80	
Uniform Staff	UNI/STA	29.00	-29.00	0.00	0.00	0.00	0.00	0.00	0.00	17.00	0.00	-17.00	0.00	0.00	12.00	-12.00	
Uniform Children	UNI/CHI	729.00	-279.00	450.00	350.00	348.00	0.00	2.00	100.00	0.00	0.00	100.00	0.00	381.00	-381.00		
Recruitment	REC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
DBS Checks	DBS	80.00	-80.00	0.00	40.00	0.00	0.00	40.00	0.00	0.00	0.00	40.00	0.00	0.00	0.00	0.00	
Stationery	STA	355.21	-205.21	150.00	50.00	9.99	14.88	25.14	50.00	44.58	5.41	30.00	40.34	245.53	-235.88		
Registration Fees	REG/FEES	197.00	43.00	240.00	80.00	40.00	35.00	5.00	80.00	0.00	122.00	-42.00	80.00	0.00	80.00	0.00	
Equipment	EQUIP	805.06	-355.06	450.00	150.00	154.02	282.19	-286.21	150.00	29.71	12.00	10.29	150.00	119.77	207.37	-177.34	
Petty Cash	PC	1,400.00	-200.00	1,200.00	400.00	200.00	250.00	-50.00	400.00	250.00	250.00	-100.00	400.00	250.00	200.00	-50.00	
Christmas Party Expenses	PARTY/C/EXP	40.19	9.81	50.00	50.00	0.00	30.19	19.81	0.00	10.00	0.00	-10.00	0.00	0.00	0.00	0.00	
Leavers Party Expenses	PARTY/L/EXP	212.78	-122.78	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	212.78	-12.78	
Pension Contributions	PEN	4,087.57	-1,087.57	3,000.00	1,000.00	522.69	923.58	-446.27	1,000.00	288.74	625.53	85.73	1,000.00	333.46	1,393.57	-727.03	
DCC Additional Funding Expenditure	DCC/AF/EXP	610.48	-610.48	0.00	0.00	461.88	0.00	-461.88	0.00	0.00	0.00	0.00	0.00	0.00	148.60	-148.60	
Legal Expenses	LEG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Activity in Preschool from External Provider	ACT/EXT	78.00	-78.00	0.00	0.00	0.00	78.00	-78.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Savings Transfer	SAV/TRA/EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Error	ERR/EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Snack Expenses	SNA/EXP	668.81	-218.81	450.00	150.00	98.81	66.38	-15.11	150.00	105.94	84.62	-40.56	150.00	110.32	202.74	-163.00	
GRA01 Expenses	GRA01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Loan Repayment	LOAN/OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Refund of Overpaid Fees to Parents	FEES/REF	20.00	-20.00	0.00	0.00	20.00	20.00	-20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Expenses		161,921.45		140,924.56	48,024.56	26,518.40	26,140.68	-4,634.52	46,420.00	22,924.39	14,788.15	8,707.46	46,480.00	26,375.40	45,174.43	-25,069.83	
Net Income / Loss		7,155.95		-1,120.26	-315.21	-1,485.14	-2,666.09	3,838.02	-4,306.85	330.10	4,309.33	-8,946.28	3,501.80	6,318.12	351.63	-3,167.95	
Expenses																	
Petty Cash																	
Snack Expenses						247.14	412.33			191.02	381.58		286.40	599.46			
Consumables						155.23	1,364.10			312.20	55.98		224.38	652.24			

Independent Examiner's Report to the Trustees of West Hallam Village Pre-School

I report on the accounts of the Pre-School for the year ended 31 August 2024.

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 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. The examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items of disclosure in the accounts.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements;
 - (a) to keep accounting records in accordance with section 41 of the 1993 Act and
 - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave 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.

Bev Bull (CPFA)
21 Richmond Close
West Hallam
Ilkeston
Derbyshire
DE7 6NA

Date 29/06/2025

WEST HALLAM VILLAGE PRE SCHOOL PRE-SCHOOL

England & Wales - Charity number 1049840

Accounts



West Hallam Village Pre-School
Annual Report
September 2022 to August 2023

WEST HALLAM VILLAGE PRE-SCHOOL
Scargill CE Primary School, Beech Lane, West Hallam,
Ilkeston, Derbyshire DE7 6GU

Registered Charity No. 1049840

West Hallam Village Pre-School

Committee:

Chairperson:

Sophie Scott-Bebbington

Treasurer:

Laura Gadsby

Secretary:

Ruth Robertson*

Family Members:

Hollie Briggs*
Charlotte Curtis*
Laurie Foulger*
Sophie Hirst*
Jay Durow*

Affiliate Members:

As above:
(Laura Gadsby)
(Sophie Scott-Bebbington)
Shirley Clamp
Lindsey Martin

Co-opted Members:

None in place

Staff:

Samantha Marshall
Pre-School Manager

Leanne Durow
Deputy Manager
Sheane Gilhooly
Supervisor/Senco
Leanne Hill
Qualified Assistant
Claire Leigh
Qualified Assistant (until July 2023)
Tracey Hilton
Qualified Assistant
Diane Smith
Qualified Assistant (until July 2023)
Hannah Hayes
Qualified Assistant
Laura Lebelinski
Qualified Assistant

Karen Pilkington
Relief Staff
Elizabeth Jackson
Relief Staff
Rachel Marshall
Relief Staff (until November 2022)
Chelsie Dobson
Relief Staff
Sarah Barker
Relief Staff (until April 2023)
Laura Shepherd
Relief Staff (from March 2023)

Karen Pilkington
Administrator

The 2022/2023 Committee consisted of 10 members.

This was made up of 6 Family Members (*) and 4 Affiliate Members, allowing us to ensure that not less than 60 per cent of the Committee members, including Co-opted Members, at time of election or co-option were Family Members, as detailed in our constitution.

Please note, all figures quoted within this report have been taken from our end of year financial spreadsheets, prior to them being viewed by our Independent Examiner and may be subject to change after this has taken place. The exact and final figures will be able to be found in the Independent Examiners Summary 2022/2023 document once this has been completed.

Chairperson Annual Report

At the end of the last academic year, calculations showed high levels of financial loss. We started this academic year in the difficult position of being unable to pay our September wages bill. We had to approach Derbyshire County Council to request the early payment of a percentage of our funding, which was due in after payday. After much discussion, they agreed. Along with the delayed payment of some start of year large costs, this allowed us to remain

in business and stable until income levels increased as the academic year progressed.

We ensured that expenditure over the year was kept to an absolute minimum and fundraising and grant applications were the main focus. The demand on our team remained, as we continued to work closer to ratio, along with the removal of dedicated paperwork time, asking staff to complete this as and when they could.

We continue to be a successful Pre-School, our number of children on role is high and there is a steady stream of interest from new parents and carers. We are good at what we do and must not allow the closure of a setting that has so much more to offer.

We are going to have to continue to cut back on our expenditure and ask for understanding from our staff, as we maintain working closer to ratio entering the new academic year. I would like to take this opportunity to thank the staff for their hard work and commitment to the Pre-School.

There will be a need to increase our fees to survive and a hope that this will be acceptable to our parents and carers in these financially difficult times for all.

I have given below further information in the various areas of the Pre-School.

Finances

The Pre-School financial year runs from 1st September – 31st August. Voucher Funding from Derbyshire County Council for this 2022-2023 period totalled £102,589.27 and fees from younger children and those not in receipt of funding totalled £37,427.94. We received £3,290.35 additional funding this year. This type of additional funding enables our staff to give direct support to qualifying children with additional needs in our care. Unfortunately, it is sometimes still necessary for us to give this support without funding in place and the costs have to be absorbed by us to allow us to meet the

individual needs of the children in our care. This year we were extremely grateful for this additional funding. In the 2021-2022 academic year, DCC funding was £104,483.96, which is similar to the above amount. The number of children attending our setting has remained quite constant which has been reassuring in these financially difficult times.

The Pre-School ended the academic year of 2022 – 2023 with a £11,492.78 profit, which was well received, but we must remember that the academic year 2021 – 2022 ended with a £13,713.10 loss, so the profit seen this year is working towards replacing this loss, therefore we must still remain financially cautious going forward.

There are many discussion point when reviewing these annual figures.

It is still clear to see that the Early Years funding that settings receive is not sufficient to allow slight over staffing or provide staff with the level of salary they deserve for the work load they have to complete. The percentage rate that the National Minimum Wage has increased has not been seen in the increases received in our funding rates from Local Authority.

We maintained the amount of the voluntary snack donation from attending parents at £5.00 per half term. We will need to assess if this should be increased for next academic year but be mindful of the financial difficulties that are being experienced by families at the moment.

We increased our session fees by £3.00, to £15.00 in April 2023. This increase was necessary to reduce the impact of the legal rise in the National Minimum Wage. We will need to assess if this should be increased within the next academic year to aid our recovery, but as always, be mindful of the financial difficulties currently being experienced by families.

The loss seen in the previous year resulted in the Pre-School having to use the £10,000.00 reserve to remain open. We will continue to ensure that spending in the financial year 2023/2024 is closely monitored and fundraising and grant applications are made a priority. The reserve must be put back in place as a matter of urgency.

Annual General Meeting

The last Annual General Meeting was held on Monday 21st November 2022. Minutes are available in Pre-School.

Sessions

Our sessions at the start of this year were busy and continued to rise over the year.

Policies

Our Policies have been reviewed this year, as standard. All new staff and Committee receive a memory stick containing all Policies currently in place that must be read and understood. Each member of the team must complete this, returning a signed form to confirm, along with any amendments they have noticed. Any amendments will be discussed and adopted by the Committee, with significant changes communicated to parents and carers. We have also reviewed the Risk Assessment file, along with COSHH and completed regular area Health and Safety inspections.

Training

The amount spent on staff training this year has been much lower at £599.00.

There have been a few training sessions for our Relief Staff and one large £500.00 payment for a group Safeguarding training session for the full staff team.

Derbyshire County Council continue to reiterate that we must ensure all training is relevant and from a recognised source. It must be recorded and progressed. Training can make an impact on the Pre-School's budget but is something that we must do. All staff are encouraged to speak to the Committee if they wish to attend any additional courses which they feel will enhance their work at Pre-School, although we may not always be able to meet these costs.

Staff

The Committee would like to thank all the staff for their hard work and commitment over the year. We also wish to thank the relief staff for their continued involvement and hard work which is much appreciated.

Samantha Marshall, our Manager, with the support of her team, continues to ensure the Pre-School strives to offer high quality care and education for the children we have with us,

Staff confidential surveys have not been used this year, due to several staff structure changes, but will be reintroduced in the next academic year. The feedback we receive helps the Committee plan changes and improvements in the way the setting is managed at Committee level. In response to some of the previous concerns raised, we ensure that all staff have contact details for the three

main Committee officers, to allow queries and concerns to be raised easily and confidentially if required.

We have a staff rota that is reviewed every half term, to ensure that ratios are always being met and to allow sufficient levels of staffing to enable staff to take the twenty minutes lunch time break they are entitled to.

We employed one new member of staff this academic year. Laura Shepherd joined our Relief team in March 2023 and we would like to wish Laura every success in her new role with us.

The setting continues to have three Designated Safeguarding Leads, Samantha Marshall continuing as the main responsible person, with Leanne Durow and Sheane Gilhooly in the Deputy positions.

We unfortunately had to say goodbye to Rachel Marshall shortly into the academic year. Rachel was successful in gaining a Teaching Assistant role within Scargill School. I would like to take this opportunity to thank her and wish her every success in her new position.

In April 2023, Sarah Barker left our Relief Team to focus on a new business venture. I would like to thank her and wish her the best of luck.

At the end of the academic year, we unfortunately had to say goodbye to Diane Smith and Claire Leigh again. Diane had taken up a Teaching Assistant position in a school close to her new home and Claire felt she needed to evaluate her career options. They will both be missed from our team and I would like to wish them the best in all they do.

Committee

This AGM saw all current member remain in place and the joining of five new members: Hollie Briggs, Charlotte Curtis, Laurie Foulger, Sophie Hirst and Jay Durow. All parents of children currently in Pre-School.

At the first standard meeting, I remained as Chairperson, Laura Gadsby as Treasurer and Ruth Robertson as Secretary.

I would like to thank our existing Committee members for all their hard work this year. It has been challenging but without the team, we would not succeed, and their involvement is so valuable.

Fundraising

We raised £3,602.08 in fundraising and donations this year with £270.25 in expenses, giving an actual total raised of £3331.83. This amount was through various events; Bag2School collections, Amazon Smile donations, raffles and sponsored events. This year we were fortunate to have two of our parents offer to carry out a sponsored walk challenge on behalf of the Pre-School. This raised the amazing amount of £960.00 – we can't thank them enough for doing this for us. We also tried a new summer event – family fun day with five-a-side football tournament. This was a great success and raised £970.21. Thank you to all for their hard work with this.

Although not strictly fundraising, the snack pot voluntary contribution system has given us £1,135.60 this year which is based on 61 parents – 29 paying the full requested voluntary amount of £30.00 for the academic year, 23 parents paying a partial amount and 9 parents not contributing.

We were extremely fortunate to be in receipt of two grants this year. One from the Scargill Education Foundation for £245.00 and one from Derbyshire County Council for £500.00. These grants have made a real difference in the setting and for this we are very grateful.

The team have set up a Donation Request List where we ask parents for small stock items for example, Sellotape and Blue Tac, to hopefully reduce our expenditure on these things. It has been very well received.

IT Developments

Our Website is up and running, alongside our Facebook and Twitter accounts. This allows our parents to be regularly updated and have a place to go to obtain required information.

We are still using our online learning journal Tapestry, which comes with an annual fee. It continues to be an amazing asset to the Pre-School and a useful source of information for our parents.

The amount spent on IT this year was £881.43. This was made up of annual fees for Tapestry, Website, printer ink and toner, mobile phone usage and Microsoft Office 365 annual license.

Pre-School Events

This year we have again been able to invite parents and carers into our setting with the return of our Christmas and Easter activity sessions, along with Mother's Day and Father's Day celebrations. They are a chance for parents and carers to experience the Pre-School environment and meet with the staff caring for their children.

There was much celebration to acknowledge the Coronation, with themed activities to ensure the children had an understanding of this special event.

2023/2024 Projects

Over the coming academic year, we will aim to recover from our financial losses with grant applications and fundraising being key. Expenditure will need to be closely monitored.

We will continue to develop the setting and ensure all our systems are reviewed and in place.

The 2022/2023 Pre-School academic year has been challenging due to budget constraints, but thanks to the hard work of staff and Committee, the Pre-School has continued to grow and is a respected childcare provider in our community. I am enormously proud of the team, continuing to step up when required and providing a stable environment for the children in our care.

Sophie Scott-Bebbington
West Hallam Village Pre-School
Committee Chairperson

	Actuals		Forecast To Go		Full Year Forecast		Term 1/2 15 wks		Term 1 7 wks		Term 2 6 wks		Term 1/2 15 wks		Term 2/4 11 wks (DCC10)		Term 3 6 wks (DCC5)		Term 4 5 wks		Term 3/4 11 wks (DCC10)		Term 5/6 13 wks		Term 5 6 wks		Term 6 7 wks		Term 5/6 13 wks				
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£			
Income																																	
Field Fees	FEES	37,427.94	-1,720.94		37,707.00		14,760.00		5,928.00		7,781.00		10,476.00		4,997.42		6,151.84		2,773.30		10,471.00		5,778.84		7,190.84		2,498.68		7,190.84		-2,498.68		
Universal and Extended Funding from DCC	DCC/ETA	102,589.27	-6,031.40		97,557.87		10,247.55		18,994.17		18,994.17		2,268.00		26,181.04		15,711.54		10,917.26		447.80		41,089.12		19,514.72		23,990.17		23,990.17		-2,115.52		
Home Starter Administration Fee	ADMIN	380.04	-80.00		300.04		200.00		200.00		200.00		200.00		200.00		200.00		200.00		200.00		200.00		200.00		200.00		200.00		200.00		
Milk Refunds	MILK	807.90	-157.90		650.00		40.00		17.72		57.08		34.83		50.00		33.79		52.64		60.00		42.75		103.94		103.94		103.94		86.73		
Childrens Uniform	UNIFORM	167.50	-117.50		50.00		400.00		37.00		30.00		100.00		100.00		100.00		100.00		60.00		25.00		68.00		68.00		68.00		-43.00		
Staff Uniforms	UNIFORM	17.00	-17.00		0.00		17.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
Fundraising Internal	FUNDINT	3,602.08	-602.08		3,000.00		1,000.00		319.36		507.26		173.88		3,000.00		1,115.03		419.71		465.70		1,000.00		1,042.83		1,198.69		1,198.69		-1,241.52		
Fundraising External	FUNDEXT	0.00	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
Grants	GRA	745.00	-745.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
Interest	INTR	0.44	-0.44		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
DCC Additional Funding	DCC/AF	3,290.19	-3,290.19		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
Snack Pot	SNACKPOT	1,135.00	-135.00		1,000.00		500.00		396.00		176.00		73.00		300.00		148.50		180.00		28.70		200.00		55.00		181.10		181.10		36.12		
Christmas Party	PARTY/CP	60.00	-60.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
Savings Transfer	SAV/TRA/INC	0.00	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
Refund	REFUND	0.00	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
Training Income	TRAINING	0.00	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
Error	ERR/INC	100.00	-100.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		-100.00		
Loan	LOAN/INC	700.00	-700.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
Coronavirus Job Retention Scheme Payment	JRS	0.00	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
Statutory Sick Pay Due to Covid	SSP	0.00	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
Total Income		151,023.08			138,536.87		47,378.55		21,555.27		27,696.71		-1,782.48		38,227.06		26,770.65		18,666.85		-1,210.59		52,939.32		27,542.28		34,881.39		34,881.39		-9,463.30		
Expenses																																	
Staff Wages	WAGES	117,548.28	-9,548.28		108,000.00		26,000.00		17,896.67		18,617.58		1,641.71		27,000.00		17,977.94		10,845.40		-1,821.40		45,000.00		21,407.21		30,685.44		30,685.44		-7,212.62		
Tax & NI	TAX/NI	5,218.47	-3,528.53		1,689.94		1,800.00		824.12		839.15		1,800.00		3,361.10		4,127.16		356.17		4,127.16		1,800.00		0.00		1,800.00		1,800.00		1,800.00		0.00
Accountant	ACC	1,380.00	0.00		1,380.00		0.00		0.00		0.00		0.00		1,380.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
RENT	RENT	6,000.00	0.00		6,000.00		0.00		0.00		0.00		0.00		6,000.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
Consultancy	CON	998.00	-201.98		796.02		0.00		0.00		0.00		0.00		400.00		220.22		91.97		268.12		60.00		1,000.00		1,000.00		1,000.00		1,000.00		0.00
Insurance	INS	1,067.37	0.00		1,067.37		0.00		0.00		0.00		0.00		0.00		0.00		0.00		1,067.37		711.17		356.20		356.20		356.20		0.00		
Subscriptions	SUBS	0.00	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
IT	IT	881.41	-281.41		600.00		200.00		12.00		12.00		178.00		200.00		91.99		611.99		503.00		200.00		108.97		44.48		44.48		46.52		
Fundraising Expenses	FUNDINGEXP	0.00	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
Fundraising Donations	FUNDINGDON	0.00	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
Bank Charges	CHARGES	266.81	-87.71		179.10		100.00		34.96		52.22		12.76		100.00		19.01		33.98		47.89		100.00		42.70		78.63		78.63		-21.13		
Office	OFFICE	51.78	-51.78		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
Training	TRAINING	599.00	-599.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
Uniform Staff	UNIFORMS	67.00	-67.00		0.00		67.00		67.00		67.00		67.00		67.00		67.00		67.00		67.00		67.00		67.00		67.00		67.00		67.00		0.00
Uniform Children	UNIFORMS	744.00	-182.00		562.00		462.00		0.00		0.00		0.00		100.00		0.00		0.00		0.00		0.00		282.00		0.00		0.00		-282.00		
Recruitment	REC	0.00	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
Bank Checks	BANKCHK	156.00	-156.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
Whole Kaboodle	WK	142.16	-142.16		0.00		0.00		71.22		71.22		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
Stationery	STATIONERY	58.18	-58.18		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
Registration Fees	REG/FEES	243.00	-3.00		240.00		80.00		35.00		35.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
Equipment	EQUIP	49.18	-49.18		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
Petty Cash	PC	1,390.00	-190.00		1,200.00		400.00																										

Independent Examiner's Report to the Trustees of West Hallam Village Pre-School

I report on the accounts of the Pre-School for the year ended 31 August 2023.

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 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. The examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items of disclosure in the accounts.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements;
 - (a) to keep accounting records in accordance with section 41 of the 1993 Act and
 - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave 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.

Name and address

Bev Bull (Chartered Public Finance Accountant)

21 Richmond Close

West Hallam

Ilkeston

Derbyshire

DE7 6NA

Date

6/18/2024

WEST HALLAM VILLAGE PRE SCHOOL PRE-SCHOOL

England & Wales - Charity number 1049840

Accounts



West Hallam Village Pre-School
Annual Report
September 2021 to August 2022

WEST HALLAM VILLAGE PRE-SCHOOL
Scargill CE Primary School, Beech Lane, West Hallam,
Ilkeston, Derbyshire DE7 6GU

Registered Charity No. 1049840

West Hallam Village Pre-School

Committee:

Chairperson:

Sophie Scott*

Treasurer:

Laura Gadsby

Secretary:

Ruth Robertson*

Family Members:

Lindsey Martin*
Lynda Wright*

Affiliate Members:

As above:
(Laura Gadsby)
Shirley Clamp

Co-opted Members:

None in place

Staff:

Samantha Marshall
Pre-School Manager

Leanne Durow
Deputy Manager
Sheane Gilhooly
Supervisor/Senco
Leanne Hill
Qualified Assistant
Claire Leigh
Qualified Assistant (from September 2021)
Tracey Hilton
Qualified Assistant
Diane Smith
Qualified Assistant (from September 2021)
Hannah Hayes
Qualified Assistant (from October 2021)
Ellie Kirkham
Qualified Assistant (from October 2021 until February 2022)
Laura Lebelinski
Qualified Assistant

Karen Pilkington
Relief Staff
Elizabeth Jackson
Relief Staff
Rachel Marshall
Relief Staff
Chelsie Dobson
Relief Staff (from February 2022)
Sarah Barker
Relief Staff (from April 2022)
Jackie Hinsley
Relief Staff (until July 2022)

Karen Pilkington
Administrator (from September 2021)

The 2021/2022 Committee consisted of 6 members.

This was made up of 4 Family Members (*) and 2 Affiliate Members, allowing us to ensure that not less than 60 per cent of the Committee members, including Co-opted Members, at time of election or co-option were Family Members, as detailed in our constitution.

Please note, all figures quoted within this report have been taken from our end of year financial spreadsheets, prior to them being viewed by our Independent Examiner and may be subject to change after this has taken place. The exact and final figures will be able to be found in the Independent Examiners Summary 2021/2022 document once this has been completed.

Chairperson Annual Report

It was thought that this year had been a successful year for the Pre-School, but with the end of year calculations showing high levels of financial loss, there is disappointment and concern within the staff and Committee for our future.

We are a successful Pre-School, our number of children on role is high and there is a steady stream of interest from new parents and

carers. We are good at what we do and must not allow the closure of a setting that has so much more to offer.

We are going to have to cut back on our expenditure and ask more of our staff as we work closer to ratio, which obviously puts more demand on our team. There will be a need to increase our fees to survive and a hope that this will be acceptable to our parents and carers in these financially difficult times for all.

I am so proud of the team for all their hard work and dedication and for this I give thanks.

I have given below further information in the various areas of the Pre-School.

Finances

The Pre-School financial year runs from 1st September – 31st August. Voucher Funding from Derbyshire County Council for this 2021-2022 period totalled £104,483.96 and fees from younger children and those not in receipt of funding totalled £32,567.24. We received no additional funding this year. This type of additional funding enables our staff to give direct support to qualifying children with additional needs in our care. Unfortunately, it is sometimes still necessary for us to give this support without funding in place and the costs have to be absorbed by us to allow us to meet the individual needs of the children in our care.

In the 2020-2021 academic year, DCC funding was £98,198.48, which is similar to the above amount. The number of children attending our setting has remained quite constant which has been reassuring in these financially difficult times.

Unfortunately, even with the high number of children in attendance, the Pre-School made a £13,713.10 loss during this period.

This was mainly caused by the combined result of children in our care requiring one to one support and for this no additional funding was received, also running the setting slightly over ratio to reduce stress on the staffing team and allow the completion of paperwork during the working day rather than at home. This decision caused a significant impact on our annual staffing costs, ending up approximately £20,000.00 over our estimation within the budget. It is clear to see that the Early Years funding that settings receive is not sufficient to allow slight over staffing or provide staff with the level of salary they deserve for the work load they have to complete.

The increases seen within the annual wage bill also caused an increase in the payments required to HMRC and pension contributions previously calculated in the budget.

Within the end of year calculation was the costs associated with moving the payroll to an external provider. This was £1,265.00 that was not allocated in the original budget.

IT expenditure was £500.00 higher than budgeted due to the urgent purchase of two laptops for staff.

Unfortunately, the bank used by Pre-School has decided to put a charging system in place to cover activity on our account. This will be standard going forward and we may need to look at an alternative bank to reduce this cost, although charges seems to be in place for all business accounts, as we no longer have the option of using a Charity account as they have been withdrawn from most banking organisations.

We had an annual cost not budgeted of approximately £500.00 for the children to experience fitness activity classes provided by an external company coming into our setting. Although the children enjoyed this, it may not be practical to continue this as there is not enough disposable income within our budget to cover it.

It must be noted that equipment costs are extremely high at £4,998.59. This is not a true figure, as grants received for equipment during the 2020/2021 academic year were not spent during this time, but actually spent during the 2021/2022 academic year. We can assume from this that the profit of £6,287.73 seen last academic year was not true as it was still holding grant money that should have been spent and also that the loss of £13,713.10 this year should therefore have actually been less.

We were able to claim £224.82 back in SSP which was Covid related, before the Government scheme closed.

We increased the amount of the voluntary snack donation from attending parents to £5.00 from £3.50 per half term. We will need to assess if this should be increased for next academic year but be mindful of the financial difficulties that are being experienced by families at the moment.

We increased our session fees by £2.00, to £12.00 in April 2022. This increase was necessary to reduce the impact of the legal rise in the National Minimum Wage. The fee was comparable to that charged by the other settings in our area. We will need to assess if this should be increased for the next academic year to aid our

recovery, but as always, be mindful of the financial difficulties currently being experienced by families.

The loss has resulted in the Pre-School having to use the £10,000.00 reserve to remain open. I believe that if we ensure that spending in the financial year 2022/2023 is closely monitored and fundraising and grant applications are made a priority then we should be able to start the long road of recovery. The reserve must be put back in place as a matter of urgency.

Annual General Meeting

The last Annual General Meeting was held on Monday 8th November 2021. Minutes are available in Pre-School.

Sessions

Our sessions at the start of this year were busy and continued to rise over the year. We finished the year with the highest number of children on role that we have ever seen.

Policies

Our Policies have been reviewed this year, as standard. All new staff and Committee receive a memory stick containing all Policies currently in place that must be read and understood. Each member of the team must complete this, returning a signed form to confirm, along with any amendments they have noticed. Any amendments will be discussed and adopted by the Committee, with significant changes communicated to parents and carers. We have also reviewed the Risk Assessment file, along with COSHH and completed regular area Health and Safety inspections.

Training

The amount spent on staff training this year has been high at £1,893.99, similar to training costs in the previous year of £1,782.80.

Training has been a mixture of face to face and online this year.

Within the amount above, there have been two large payments to cover First Aid training of £368.80 and £347.80. A payment of £350.00 for Equal Opportunities training and £200.00 to cover Early Years SEN training.

Derbyshire County Council continue to reiterate that we must ensure all training is relevant and from a recognised source. It must be recorded and progressed. Training can make an impact on the

Pre-School's budget but is something that we must do. All staff are encouraged to speak to the Committee if they wish to attend any additional courses which they feel will enhance their work at Pre-School, although we may not always be able to meet these costs.

Staff

The Committee would like to thank all the staff for their hard work and commitment over the year. We also wish to thank the relief staff for their continued involvement and hard work which is much appreciated.

Samantha Marshall, our Manager, continues to take the Pre-School from strength to strength, with the support of her team.

Staff confidential surveys have not been used this year, due to several staff structure changes, but will be reintroduced in the next academic year. The feedback we receive helps the Committee plan changes and improvements in the way the setting is managed at Committee level. In response to some of the previous concerns raised, we ensure that all staff have contact details for the three main Committee officers, to allow queries and concerns to be raised easily and confidentially if required.

We have a staff rota that is reviewed every half term, to ensure that ratios are always being met and to allow sufficient levels of staffing to enable staff to take the twenty minutes lunch time break they are entitled to.

We were joined by several new team members this academic year. We saw the return of Claire Leigh and Diane Smith in September after a short break from their roles with us. Jackie Hinsley stepped away from her Administrator position at the end of the last academic year, which was filled from September by Karen Pilkington, since leaving her Chairperson role on our Committee. Jackie Hinsley joined our relief team, along with Chelsie Dobson in February and Sarah Barker in April. Due to increases in the number of children in the setting, we were able to recruit two new Qualified Assistants, Hannah Hayes and Ellie Kirkham. They have been a great asset to our team.

We had a slight change to the staffing structure, with Leanne Durow changing her title to Deputy Manager and Sheane Gilhooly having her role defined as Supervisor. The setting will now have three Designated Safeguarding Leads, Samantha Marshall continuing as the main responsible person, with Leanne and Sheane in the Deputy positions.

We unfortunately had to say goodbye to Ellie Kirkham part way through the academic year to start training for a new career. I

would like to take this opportunity to thank her and wish her every success in her new venture.

At the end of the academic year, we unfortunately had to say goodbye to Jackie Hinsley from our relief team. Family commitments made it difficult for her to be available for relief at short notice. As before, I would like to take this opportunity to thank Jackie for being part of our team.

Committee

Unfortunately, this AGM saw the stepping down of four members: Leonie Bilbie as Secretary, Sarah Dawn, Catherine Haswell as Treasurer and Karen Pilkington as Chairperson. I would like to thank them all for their hard work and determination in their roles and I know that they will be greatly missed.

These vacant office roles were filled by Sophie Scott as Chairperson, Laura Gadsby as Treasurer and Ruth Robertson as Secretary.

Unfortunately, we only had one new parent show interest in joining the Committee, who later withdrew from the application process.

I would like to thank our existing Committee members for all their hard work this year. It has been challenging but without the team, we would not succeed, and their involvement is so valuable.

Fundraising

We raised £2,310.24 in fundraising and donations this year with £590.29 in expenses. This amount was through various events; Bag2School collections, Easy Fundraising and Amazon Smile donations, raffles and sponsored events.

Although not strictly fundraising, the snack pot voluntary contribution system has given us £1,098.50 this year which is very close to the amount we would hope to see if all parents paid the requested voluntary amount.

We were extremely fortunate to be in receipt of three grants this year. One from the Scargill Education Foundation for £245.00, one from Erewash Voluntary Action for £1,500.00 and one from Derbyshire County Council for £700.00. These grants have made a real difference in the setting and for this we are very grateful.

IT Developments

Our Website is up and running, alongside our Facebook and Twitter accounts. This allows our parents to be regularly updated and have a place to go to obtain required information.

We are still using our online learning journal Tapestry, which comes with an annual fee. It has been an amazing asset to the Pre-School.

The amount spent on IT this year was £1,668.44. This was made up of annual fees for Tapestry, Website, printer ink and toner and mobile phone usage. There were also purchases of three Fire tablets that the staff use to access Tapestry whilst in the setting, two replacement laptops for the staff and Microsoft Office 365 annual license.

Pre-School Events

This year we have been able to invite parents and carers back into our setting with the return of our Christmas and Easter activity session, along with Mother's Day and Father's Day celebrations. They are a chance for parents and carers to experience the Pre-School environment and meet with the staff caring for their children.

We were able to offer AM Sports activity sessions to the children on a Wednesday morning each week, offering fitness and dance, that was loved by all.

There was much celebration to acknowledge the Queen's Platinum Jubilee, with themed activities to ensure the children had an understanding of this special event.

2022/2023 Projects

Over the coming academic year, we will aim to recover from our financial losses with grant applications and fundraising being key. Expenditure will need to be closely monitored.

We will continue to develop the setting and ensure all our systems are reviewed and in place.

The 2021/2022 Pre-School academic year has again been extremely challenging but thanks to the hard work of staff and Committee, the Pre-School has continued to grow and is a respected childcare provider in our community. I am enormously proud of the team, continuing to step up when required and providing a stable environment for the children in our care.

Sophie Scott
West Hallam Village Pre-School
Committee Chairperson

		Actuals	Forecast To Go	Full Year Forecast	Term 1 14 wks (forecast)	Term 1 14 wks (actual)	Term 2 12 (DCC11) wks (forecast)	Term 2 12 (DCC11) wks (actual)	Term 3 12 wks (forecast)	Term 3 12 wks (actual)	2020-2021
		£	£	£	£	£	£	£	£	£	
Income											
Paid Fees	FEES	32,567.24	406.10	32973.34	11,153.34	11,301.44	10,880.00	9,415.45	10,940.00	11,850.35	22,362.40
Universal and Extended Funding from DCC	DCC/STA	104,483.96	-13,357.08	91126.88	30,197.44	30,248.40	28,606.24	39,532.26	32,323.20	34,703.30	98,198.48
New Starter Administration Fee	ADMIN	460.00		520.00	300.00	240.00	160.00	140.00	60.00	80.00	540.00
Milk Refunds	MLK	146.18	-26.18	120.00	40.00	38.04	40.00	54.90	40.00	53.24	143.04
Childrens Uniform	UNICH/SOLD	675.50	-29.50	700.00	400.00	495.00	200.00	136.00	100.00	45.50	749.00
Staff Uniform	UNI/STA/SOLD	75.00	-25.00	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00
Fundraising Internal	FUND/INT	2,310.24	-810.24	1500.00	500.00	685.30	500.00	697.65	500.00	927.29	3,037.27
Fundraising External	FUND/EXT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grants	GRA	2,445.00	-2,445.00	0.00	0.00	0.00	0.00	0.00	0.00	2,445.00	2,755.00
Interest	INTR	5.67	-5.67	0.00	0.00	4.90	0.00	0.55	0.00	0.22	1.08
DCC Additional Hours Funding	DCC/AF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Snack Pot	SNA/INC	1,098.50	-198.50	900.00	300.00	517.00	300.00	336.50	300.00	245.00	932.20
Christmas Party	PARTY/C/INC	110.00	-110.00	0.00	0.00	65.00	0.00	45.00	0.00	0.00	126.50
Savings Transfer	SAV/TRA/INC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refund	REFUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Training Income	TRAIN/INC	1,050.00	-1,050.00	0.00	0.00	300.00	0.00	750.00	0.00	0.00	600.00
Error	ERR/INC	21.00	-21.00	0.00	0.00	0.00	0.00	21.00	0.00	0.00	558.66
Coronavirus Job Retention Scheme Payment	CIRS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	429.12
Statutory Sick Pay due to Covid	SSP	224.82	-224.82	0.00	0.00	0.00	0.00	224.82	0.00	0.00	0.00
Total Income		145,618.11		127840.22	42,890.78	43,914.08	40,686.24	51,354.13	44,263.20	50,349.90	130,432.75
Expenses											
Staff Wages	WAGES	128,049.21	-20,049.21	108000.00	36,000.00	41,507.65	36,000.00	30,926.53	36,000.00	55,615.03	101,935.05
Tax & NI	TAX/NI	5,165.47	-665.47	4500.00	1,500.00	2,139.76	1,500.00	934.59	1,500.00	2,091.12	3,163.99
Accountant	ACC	1,265.00	-1,265.00	0.00	0.00	345.00	0.00	345.00	0.00	0.00	0.00
Rent	RENT	5,750.00	250.00	6000.00	2,000.00	2,000.00	2,000.00	1,750.00	2,000.00	2,000.00	6,000.00
Consumables	CON	1,259.40	-359.40	900.00	300.00	436.46	300.00	371.85	300.00	451.09	964.14
Insurance	INS	704.82	-4.82	700.00	700.00	704.82	0.00	0.00	0.00	0.00	618.33
Subscriptions	SUBS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IT	IT	1,668.44	-468.44	1200.00	800.00	307.07	200.00	1,239.53	200.00	121.84	1,053.30
Fundraising Expenses	FUND/EXP	590.29	59.71	650.00	350.00	303.79	100.00	41.44	200.00	245.06	671.03
Fundraising Donations	FUND/DON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	CHARGES	70.43	-70.43	0.00	0.00	2.22	0.00	0.00	0.00	68.21	0.00
Gifts	GIFTS	77.30	-62.30	15.00	5.00	6.98	5.00	37.17	5.00	33.15	512.53
Training	TRAIN/OUT	1,893.99	-93.99	1800.00	600.00	1,021.80	600.00	432.79	600.00	439.40	1,782.80
Uniform Staff	UNI/STA	352.00	-252.00	100.00	100.00	352.00	0.00	0.00	0.00	0.00	171.50
Uniform Children	UNI/CHI	837.00	-137.00	700.00	500.00	414.00	100.00	0.00	100.00	423.00	1,218.00
Recruitment	REC	71.71	28.29	100.00	100.00	71.71	0.00	0.00	0.00	0.00	15.01
DBS Checks	DBS	120.00	120.00	240.00	120.00	0.00	120.00	120.00	0.00	0.00	120.00
Whole Kaboodle	WK	565.56	34.44	600.00	200.00	190.08	200.00	213.84	200.00	161.64	813.02
Stationery	STA	233.32	-83.32	150.00	50.00	101.47	50.00	77.48	50.00	54.37	130.28
Registration Fees	REG/FEES	240.00	0.00	240.00	80.00	75.00	80.00	115.00	80.00	50.00	230.00
Equipment	EQUIP	4,998.59	-4,398.59	600.00	200.00	1,892.73	200.00	349.78	200.00	2,756.08	1,060.63
Petty Cash	PC	1,200.00	300.00	1500.00	500.00	700.00	500.00	200.00	500.00	300.00	1,250.00
Christmas Party Expenses	PARTY/C/EXP	60.00	0.00	60.00	60.00	60.00	0.00	0.00	0.00	0.00	60.00
Leavers Party Expenses	PARTY/L/EXP	215.45	-115.45	100.00	0.00	0.00	0.00	100.00	0.00	215.45	80.00
Pension Contributions	PEN	2,989.94	-889.94	2100.00	700.00	763.24	700.00	934.30	700.00	1,292.40	2,090.26
DCC Additional Funding Expenditure	DCC/AF/EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Legal Expenses	LEG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Activity in PreSchool from External Provider	ACT/EXT	495.00	-495.00	0.00	0.00	270.00	0.00	225.00	0.00	0.00	0.00
Savings Transfer	SAV/TRA/EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Error	ERR/EXP	47.00	-47.00	0.00	0.00	26.00	0.00	21.00	0.00	0.00	0.00
Snack Expenses	SNA/EXP	411.29	-171.29	240.00	80.00	83.23	80.00	115.29	80.00	212.77	205.15
Refund of Overpayed Fees to Parents	FEES/REF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses		159,331.21		130495.00	44945.00	53,775.01	42,735.00	38,450.59	42,815.00	67,105.61	124,145.02
Net Income / Loss		-13,713.10		-2654.78	-2,054.22	-9,860.93	-2,048.76	12,903.54	1,448.20	-16,755.71	6,287.73
Expenses					Term 1 - petty cash only	Term 1 - including above	Term 2 - petty cash only	Term 2 - including above	Term 3 - petty cash only	Term 3 - including above	
Petty Cash					£						
Snack Expenses					189.49	272.72	203.08	318.37	174.94	387.71	
Consumables including Whole Kaboodle					198.19	824.73	50.07	635.76	156.36	769.09	
Equipment					26.50	1,919.23	30.93	380.71	40.63	2,796.71	
Stationery					57.06	158.53	11.99	89.47	0.00	54.37	
					471.24	3,175.21	296.07	1,424.31	371.93	4,007.88	
					Total Expenses	Total Expenses	Total Expenses	Total Expenses	Total Expenses	Total Expenses	
					paid out from	paid out from	paid out from	paid out from	paid out from	paid out from	
					Petty Cash	Petty Cash and Account	Petty Cash	Petty Cash and Account	Petty Cash	Petty Cash and Account	
					(not including WK)	(including WK)	(not including WK)	(including WK)	(not including WK)	(including WK)	

Independent Examiner's Report to the Trustees of West Ha

I report on the accounts of the Pre-School for the year ended 31 August 2022.

Respective responsibilities of trustees and examiner.

The Charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year (under section 43(1) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is not required.

It is my responsibility to:

- Examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. The examination includes a review of the accounting records of the charity and a comparison of the accounts presented with those records. I also consider any unusual items of disclosure in the accounts.

The procedures undertaken do not provide all the evidence that would be required for an audit, and consequently I do not express an audit opinion on the view given by the accounts.

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the accounts do not comply with the requirements;
 - (a) to keep accounting records in accordance with section 41 of the 1993 Act;
 - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave 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.

Bev Bull (CPFA)
21 Richmond Close
West Hallam
Ilkeston
Derbyshire
DE7 6NA

Date

06/17/2023

Ilam Village Pre-School

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WEST HALLAM VILLAGE PRE SCHOOL PRE-SCHOOL

England & Wales - Charity number 1049840

Accounts



West Hallam Village Pre-School

Annual Report

September 2020 to August 2021

WEST HALLAM VILLAGE PRE-SCHOOL
Scargill CE Primary School, Beech Lane, West Hallam,
Ilkeston, Derbyshire DE7 6GU

Registered Charity No. 1049840

West Hallam Village Pre-School

Committee:

Chairperson:

Karen Pilkington

Treasurer:

Catherine Haswell*

Secretary:

Leonie Bilbie*

Family Members:

Sarah Dawn*
Lindsey Martin*
Ruth Robertson*
Sophie Scott*
Lynda Wright*

Affiliate Members:

As above (Karen Pilkington)
Shirley Clamp
Laura Gadsby

Co-opted Members:

None in place

Staff:

Samantha Marshall
Pre-School Manager

Leanne Durow
Supervisor (from September 2020)
Sheane Gilhooly
Senco
Leanne Hill
Qualified Assistant
Claire Leigh
Qualified Assistant (until June 2021)
Tracey Hilton
Qualified Assistant
Diane Smith
Qualified Assistant (until April 2021)
Rebecca Rogers
Qualified Assistant (until July 2021)
Anita Bailey
Qualified Assistant (until July 2021)
Laura Lebelinski
Qualified Assistant (from May 2021)

Gayna Monds
Relief Staff (until February 2021)
Karen Pilkington
Relief Staff
Shirley Clamp
Relief Staff (until February 2021)
Elizabeth Jackson
Relief Staff (from November 2020)
Rachel Marshall
Relief Staff (from November 2020)

Jackie Hinsley
Administrator (until July 2021)

The 2020/2021 Committee consisted of 10 members.

This was made up of 7 Family Members (*) and 3 Affiliate Members, allowing us to ensure that not less than 60 per cent of the Committee members, including Co-opted Members, at time of election or co-option were Family Members, as detailed in our constitution.

Please note, all figures quoted within this report have been taken from our end of year financial spreadsheets, prior to them being viewed by our Independent Examiner and may be subject to change after this has taken place. The exact and final figures will be able to be found in the Independent Examiners Summary 2020/2021 document once this has been completed.

Chairperson Annual Report

This year has again been a difficult year for the Pre-School, with Covid-19 still having an impact on our day-to-day operations.

We started the year with the hope that we would be allowed to deliver the care and education to the children in our Pre-School that they deserved, but the concern if we would even have a large enough intake of children or if staff levels would be affected by the

virus, also the worry that we would need to close again and the financial impact that this has.

The staff have worked so hard and faced their worries and concerns, never letting it affect the care that they give our children. I am immensely proud of them.

We have tried to ensure the year is as normal as possible for the children, trying to think of ways to continue with experiences impacted by the virus.

Fundraising this year has been very successful and has made a huge difference in our recovery and I must thank all involved.

This is the last Annual Report that I will write as Chairperson of West Hallam Village Pre-School, stepping down after nearly ten years. I feel privileged to have been a part of the Pre-School for so long and wish them every success for the future.

Finances

The Pre-School financial year runs from 1st September – 31st August. Voucher Funding from Derbyshire County Council for this 2020-2021 period totalled £98,198.48 and fees from younger children and those not in receipt of funding totalled £22,288.40. We received no additional funding this year. This type of funding enables our staff to give direct support to qualifying children with additional needs in our care. Unfortunately, it is sometimes still necessary for us to give this support without funding in place and the costs have to be absorbed by us to allow us to meet the individual needs of the children in our care.

In the 2019-2020 academic year, DCC funding was £70,013.34, which is considerably lower than the above amount. The increase seen this year is more than likely due to the return of children back to our setting after the reduction in impact of Covid-19 on the setting.

The Pre-School made a £6,396.35 profit during this period.

This is a remarkable achievement, as the year still had complications for us. We had two closures due to positive cases of Covid-19, although we did use the Coronavirus Job retention Scheme where possible to reduce the impact of this, giving an income of £429.12. This profit is also due to an outstanding effort in both fundraising and grant applications and I hope this can be maintained in the next academic year as it really does make a difference.

We must ensure that spending in the financial year 2021/2022 is closely monitored, as we must not rely on savings to fill the void.

Careful spending, fundraising and grant applications are key to our success and ongoing recovery from the pandemic.

We have continued to request the voluntary snack donation from attending parents at £3.50 per half term. We will need to assess if this should be increased for next academic year but be mindful of the financial difficulties that have been experienced by families during the pandemic.

We increased our session fees by £1.00, to £10.00 in April 2020. This increase was necessary to reduce the impact of the legal rise in the National Minimum Wage. The fee was comparable to that charged by the other setting in our area. We will need to assess if this should be increased for the next academic year but have maintained it at £10.00 this year as we have been mindful of the financial difficulties that have been experienced by families during the pandemic.

Annual General Meeting

The last Annual General Meeting was held on Wednesday 11th November 2020. Minutes are available in Pre-School.

Sessions

Our sessions at the start of this year were busy and continued to rise over the year. This has allowed us to start to recover financially.

Policies

All new staff and Committee receive a memory stick containing all Policies for review. Each member of the team must complete this, returning a signed form to confirm, along with any amendments they require. Any amendments will be discussed and adopted by the Committee, with significant changes communicated to parents and carers.

We have also reviewed the Risk Assessment file, along with COSHH and regular area Health and Safety inspections.

Training

The amount spent on staff training this year has been high at £1,782.80. Compared to training costs in the previous year of £134.00 due to Covid-19. The increase is due to a requirement to bring all staff training up to date. It must also be noted that an amount of this, £550.00, was spent on an Ofsted inspection preparation audit which helped us achieve our 'Good' Ofsted rating in June 2021.

Training has been a mixture of face to face and online this year as it has still been impacted by the risks associated with Covid-19.

Derbyshire County Council continue to reiterate that we must ensure all training is relevant and from a recognised source. It must be recorded and progressed. Training can make an impact on the Pre-School's budget but is something that we must do. All staff are encouraged to speak to the Committee if they wish to attend any additional courses which they feel will enhance their work at Pre-School, although we may not always be able to meet these costs.

Staff

This year has again been stressful with the difficulties and risks associated with the Covid-19 pandemic. The Committee would like to thank all the staff for their hard work and commitment over the year. We also wish to thank the relief staff for their continued involvement and hard work in these difficult times.

Samantha Marshall, our Manager, continues to take the Pre-School from strength to strength, with the support of her team.

The staff were given confidential surveys at the end of the year, but completed returns were minimal. We will aim to send the survey out again this December 2021, as the feedback we receive helps the Committee plan changes and improvements in the way the setting is managed at Committee level. In response to some of the previous concerns raised, we ensure that all staff have contact details for the three main Committee officers, to allow queries and concerns to be raised easily and confidentially if required.

We have a staff rota that is reviewed every half term, to ensure that ratios are always being met and to allow sufficient levels of staffing to enable staff to take the twenty minutes lunch time break they are entitled to. We have also tried to ensure that the rota allows for staff to have time away from the session to complete paperwork. This can get more difficult to achieve towards the end of an academic year, as children numbers increase and the demands on the staff are greater. At this point, staff are usually allowed to claim for time spent at home on paperwork, although it is capped each week.

We unfortunately had to say goodbye to several members of staff this academic year. I think that the Covid-19 pandemic had caused people to reassess their commitments and responsibilities. Diane Smith left us part way through the academic year to take up a new position within her family run business and Claire Leigh decided to step away from work to look at her career options. I would like to take this opportunity to thank them for all they have done for us and wish them both every success.

We were joined by two new team members, Leanne Durow accepted the position of Supervisor at the start of the academic year and Laura Lebelinski joined us in May, returning to childcare. They have been a great asset to our team.

At the end of the academic year, we unfortunately had to say goodbye to three more members of our team. Jackie Hinsley wanted more time to spend with her family and left us after 24 years. Rebecca Rogers was offered the exciting opportunity to become a Teaching Assistant and Anita Bailey left us to pursue a change of career. As before, I would like to take this opportunity to thank them for all they have done for us and wish them all every success.

Committee

Unfortunately, this AGM saw the stepping down of two members: Rachel Shawyer and Kate Wood. I would like to thank them all for their hard work and determination in their roles and I know that they will be greatly missed.

We welcomed two new Committee members this year, Sophie Scott and Lindsey Martin.

I would like to thank our existing Committee members for all their hard work this year. It has been challenging but without the team, we would not succeed, and their involvement is so valuable.

Fundraising

We raised £3,037.27 in fundraising and donations this year with £671.03 in expenses. This amount was achieved even with us not being able to hold our normal fundraising events due to continued social distancing and limiting exposure.

Although not strictly fundraising, the snack pot voluntary contribution system has given us £1001.20 this year which is very close to the amount we would hope to see if all parents paid the requested voluntary amount.

We were extremely fortunate to be in receipt of three grants this year. One from the Scargill Education Foundation for £255.00, one from the Derbyshire Community Foundation for £2,000.00 which was used to improve our Sensory equipment, Home Corner and Water Play area and one from Derbyshire County Council for £500.00 used for craft supplies over the academic year. These grants have made a real difference in the setting and for this we are very grateful.

IT Developments

Our Website is up and running, alongside our Facebook and Twitter accounts. This allows our parents to be regularly updated and have a place to go to obtain required information.

We are still using our online learning journal Tapestry, which comes with an annual fee. It has been an amazing asset to the Pre-School.

The amount spent on IT this year was £1,053.30. This was made up of annual fees for Tapestry, Payroll Manager and Website etc, printer ink and toner and mobile phone usage. There were also purchases of Fire tablets that the staff use to access Tapestry whilst in the setting, USB sticks for the distribution of the setting Policies and Procedures and Microsoft Office 365 annual license.

Pre-School Events

It has again been a difficult time at Pre-School this year with many events having to be cancelled due to the pandemic. We have tried to remain closed to large amounts of visitors to protect our staff and children, which has sadly resulted in us not being able to hold many of the events as in previous years.

2021/2022 Projects

Over the coming academic year, we will aim to continue to recover from the dreadful impact of the Covid-19 pandemic. We lost thousands of pounds due to loss of fundraising opportunities and unpaid parent fees. Our aim will still be emergency grant

applications and recovery. Expenditure will need to be closely monitored.

We will continue to develop the setting and ensure all our systems are reviewed and in place.

As a team, we will be implementing and learning the new curriculum which comes into effect with the changes to the Early Years Foundation Stage Framework.

There will be a need to recruit at the start of the next academic year to replace those staff members who left us this year. We will ensure that they are settled, with the required training in place, helping them become part of our team.

We will aim to work towards bringing our parents back into the setting with involvement in the events that mean so much to us all.

The 2020/2021 Pre-School academic year has again been extremely challenging but thanks to the hard work of staff and Committee, the Pre-School has started to repair. I am enormously proud of the team, continuing to step up during these uncertain times, managing their own worries and concerns of the pandemic and continuing to provide a stable environment for the children in our care.

Karen Pilkington
West Hallam Village Pre-School
Committee Chairperson

		Actuals	Forecast To Go	Full Year Forecast	Term 1 15 (DCC14) wks (forecast)	Term 1 15 (DCC14) wks (actual)	Term 2 12 wks (forecast)	Term 2 12 wks (actual)	Term 3 12 wks (forecast)	Term 3 12 wks (actual)
		£	£	£	£	£	£	£	£	£
Income										
Paid Fees	FEES	22,288.40	1,621.35	23909.75	9,589.91	8,173.30	7,399.92	6,191.00	6,919.92	7,998.10
Universal and Extended Funding from DCC	DCC/STA	98,198.48	-15,566.48	82632.00	27,693.12	29,481.99	27,236.16	29,231.55	27,702.72	39,484.94
New Starter Administration Fee	ADMIN	540.00	-60.00	480.00	280.00	340.00	140.00	60.00	60.00	140.00
Milk Refunds	MILK	143.04	-53.04	90.00	30.00	33.86	30.00	46.27	30.00	62.91
Childrens Uniform	UNI/CHI/SOLD	749.00	-249.00	500.00	350.00	533.50	100.00	105.50	50.00	110.00
Staff Uniform	UNI/STA/SOLD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fundraising Internal	FUND/INT	3,037.27	-1,537.27	1500.00	500.00	1,447.15	500.00	145.08	500.00	1,445.04
Fundraising External	FUND/EXT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grants	GRA	2,755.00	-2,755.00	0.00	0.00	0.00	0.00	500.00	0.00	2,255.00
Interest	INTR	1.08	-1.08	0.00	0.00	0.00	0.00	0.00	0.00	1.08
DCC Additional Hours Funding	DCC/AF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Snack Pot	SNA/INC	1,001.20	-401.20	600.00	200.00	425.60	200.00	250.60	200.00	256.00
Christmas Party	PARTY/INC	131.50	-131.50	0.00	0.00	126.50	0.00	0.00	0.00	0.00
Savings Transfer	SAV/TRA/INC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refund	REFUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Training Income	TRAIN/INC	600.00	-600.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
Error	ERR/INC	558.66	-558.66	0.00	0.00	0.00	0.00	0.00	0.00	558.66
Coronavirus Job Retention Scheme Payment	CJRS	429.12	-429.12	0.00	0.00	0.00	0.00	429.12	0.00	0.00
Statutory Sick Pay due to Covid	SSP	568.70	0.00	0.00	0.00	0.00	0.00	568.70	0.00	0.00
Total Income		131,001.45		109711.75	38,643.03	40,561.90	35,606.08	37,527.82	35,462.64	52,911.73
Expenses										
Staff Wages	WAGES	101,935.05	-23,935.05	78000.00	26,000.00	31,288.17	26,000.00	23,875.09	26,000.00	46,771.79
Tax & NI	TAX/NI	3,163.99	2,236.01	5400.00	1,800.00	1,065.36	1,800.00	785.55	1,800.00	1,313.08
Rent	RENT	6,000.00	0.00	6000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Consumables	CON	964.14	235.86	1200.00	400.00	474.62	400.00	167.59	400.00	321.93
Insurance	INS	618.33	1.67	620.00	620.00	618.33	0.00	0.00	0.00	0.00
Subscriptions	SUBS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IT	IT	1,053.30	-303.30	750.00	250.00	425.35	250.00	453.54	250.00	174.41
Fundraising Expenses	FUND/EXP	671.03	-401.03	270.00	90.00	368.65	90.00	20.00	90.00	282.38
Fundraising Donations	FUND/DON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	CHARGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gifts	GIFTS	512.53	-497.53	15.00	0.00	15.96	0.00	0.00	15.00	496.57
Training	TRAIN/OUT	1,782.80	-982.80	800.00	600.00	1,134.30	100.00	324.00	100.00	324.50
Uniform Staff	UNI/STA	92.00	8.00	100.00	100.00	67.00	0.00	0.00	0.00	104.50
Uniform Children	UNI/CHI	1,297.50	-797.50	500.00	400.00	504.00	50.00	234.00	50.00	480.00
Recruitment	REC	15.01	-15.01	0.00	0.00	0.00	0.00	0.00	0.00	15.01
DBS Checks	DBS	120.00	30.00	150.00	50.00	0.00	50.00	120.00	50.00	0.00
Whole Kaboodle	WK	813.02	-363.02	450.00	150.00	244.64	150.00	309.84	150.00	258.54
Stationery	STA	130.28	49.72	180.00	60.00	36.47	60.00	34.29	60.00	59.52
Registration Fees	REG/FEES	230.00	10.00	240.00	80.00	75.00	80.00	115.00	80.00	40.00
Equipment	EQUIP	1,060.63	-160.63	900.00	300.00	321.19	300.00	99.56	300.00	639.88
Petty Cash	PC	1,250.00	250.00	1500.00	500.00	450.00	500.00	200.00	500.00	600.00
Christmas Party Expenses	PARTY/C/EXP	60.00	0.00	60.00	60.00	60.00	0.00	0.00	0.00	0.00
Leavers Party Expenses	PARTY/L/EXP	80.00	20.00	100.00	0.00	0.00	0.00	100.00	0.00	80.00
Pension Contributions	PEN	2,090.26	-640.26	1450.00	500.00	712.97	500.00	612.26	450.00	765.03
DCC Additional Funding Expenditure	DCC/AF/EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Legal Expenses	LEG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Redesign Outside Using Smartie Money	REDES2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Resources Upgrade Using Sponsored Walk Money	REDES3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IT Upgrade Using EBC and Scargill Foundation Grants	REDES4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Savings Transfer	SAV/TRA/EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Error	ERR/EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Snack Expenses	SNA/EXP	205.15	34.85	240.00	80.00	113.43	80.00	80.00	80.00	91.72
Refund of Overpaid Fees to Parents	FEES/REF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Craft Supplies from DCC Grant	REDES5	460.08	0.00	0.00	0.00	0.00	0.00	460.08	0.00	0.00
Total Expenses		124,605.10		98925.00	34040.00	39,975.44	32,410.00	29,810.80	32,475.00	54,818.86
Net Income / Loss		6,396.35		10786.75	4,603.03	586.46	3,196.08	7,717.02	2,987.64	-1,907.13
Expenses					Term 1 - petty cash only	Term 1 - including above	Term 2 - petty cash only	Term 2 - including above	Term 3 - petty cash only	Term 3 - including above
Petty Cash					£					
Snack Expenses					180.12	293.55	146.14	146.14	283.31	375.03
Consumables including Whole Kaboodle					112.59	831.85	36.18	513.61	180.81	761.28
Equipment					124.15	445.34	67.89	167.45	68.29	708.17
Stationery					48.15	84.62	21.20	55.49	34.40	93.92
					465.01	1,655.36	271.41	882.69	566.81	1,938.40
Bank Opening bal		8179.56999999998			Total Expenses	Total Expenses	Total Expenses	Total Expenses	Total Expenses	Total Expenses
Bank Closing bal		14575.92			Paid out from	Paid out from	Paid out from	Paid out from	Paid out from	Paid out from
		6396.35000000002			Petty Cash	Petty Cash and Account	Petty Cash	Petty Cash and Account	Petty Cash	Petty Cash and Account
					(not including WK)	(including WK)	(not including WK)	(including WK)	(not including WK)	(including WK)

Independent Examiner's Report to the Trustees of West Hallam Village Pre-School

I report on the accounts of the Pre-School for the year ended 31 August 2021.

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 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. The examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items of disclosure in the accounts.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements;
 - (a) to keep accounting records in accordance with section 41 of the 1993 Act and
 - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave 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.

Bev Bull (CPFA)
21 Richmond Close
West Hallam
Ilkeston
Derbyshire
DE7 6NA

06/25/2022

WEST HALLAM VILLAGE PRE SCHOOL PRE-SCHOOL

England & Wales - Charity number 1049840

Accounts



West Hallam Village Pre-School

Annual Report

September 2019 to August 2020

WEST HALLAM VILLAGE PRE-SCHOOL
Scargill CE Primary School, Beech Lane, West Hallam,
Ilkeston, Derbyshire DE7 6GU

Registered Charity No. 1049840

West Hallam Village Pre-School

Committee:

Chairperson:

Karen Pilkington

Treasurer:

Laura Gadsby

Secretary:

Leonie Bilbie*

Family Members:

Shirley Clamp*
Sarah Dawn*
Catherine Haswell*
Ruth Robertson*
Rachael Shawyer*
Kate Wood*
Lynda Wright*

Affiliate Members:

As above (Karen Pilkington / Laura Gadsby)

Co-opted Members:

None in place

Staff:

Samantha Marshall
Pre-School Manager

Sheane Gilhooly
Supervisor (until February 2020)

Senco

Leanne Hill
Qualified Assistant

Claire Leigh
Qualified Assistant

Tracey Hilton
Qualified Assistant

Diane Smith
Qualified Assistant

Rebecca Rogers
Qualified Assistant

Gayna Monds
Relief Staff

Zoe Flint
Relief Staff

Anita Bailey
Relief Staff

Karen Pilkington
Relief Staff

Shirley Clamp
Relief Staff

Jackie Hinsley
Administrator

The 2019/2020 Committee consisted of 10 members at the start, but unfortunately due to application issues through Ofsted, Kate Wood was unable to become a Committee Member during this year, therefore the Committee consisted of 9 members and Kate Wood remained a guest.

This was made up of 7 Family Members (*) and 2 Affiliate Members, allowing us to ensure that not less than 60 per cent of the Committee members, including Co-opted Members, at time of election or co-option were Family Members, as detailed in our constitution.

Please note, all figures quoted within this report have been taken from our end of year financial spreadsheets, prior to them being viewed by our Independent Examiner and may be subject to change after this has taken place. The exact and final figures will be able to be found in the Independent Examiners Summary 2019/2020 document once this has been completed.

Chairperson Annual Report

This year has been a difficult year for the Pre-School.

It is hard for me to write my normal report, as the structure of the year has been lost.

We started the academic year with hope and excitement. We were expecting a large intake of children and the possibility that the end financial result would be profit and not loss.

In the first part of the year, we were able to open up our new Website to sit alongside our newly open Facebook group and Twitter feed. These are all proving successful, giving a great insight into Pre-School life and the ability for our parents to have a place to go to obtain required information.

We continued to organise activities for example, Christmas and Easter Messy Church. Mother's Day, Father's Day. Some of these were able to go ahead but sadly, some had to be cancelled as we started to see the impact of Covid-19 on our daily life.

We have seen a significant impact on our finances this academic year. I hope that the next academic year allows us to recover but times are uncertain. We are unsure if we will be open as normal, or if a period of lockdown will be required again.

Finances

The Pre-School financial year runs from 1st September – 31st August.

Voucher Funding from Derbyshire County Council for this 2019-2020 period totalled £70,013.34 and fees from younger children and those not in receipt of funding totalled £14,643.00. We received £850.00 in additional funding this year. This type of funding enables our staff to give direct support to qualifying children with additional needs in our care.

In the 2018-2019 academic year, DCC funding was £74,829.87, which is slightly higher than the above amount. The decrease seen this year could be due to the impact of Covid-19 on the setting. It made a significant impact on our income from younger children and those not in receipt of funding, as parents chose to keep their children at home over the first Lockdown and were not charged during this period.

The Pre-School made a £2,391.00 loss during this period.

It must be noted that we had predicted a loss for this financial year of approximately six thousand pounds. The actual amount is lower, which could be due to the budget calculations being carried out at the start of the academic year, without the knowledge of the total amount of children for the year. We always see a steady increase in the number of children on role as the academic year progresses and this year prior to the pandemic, the increase was significant only to decline during Lockdown. With the impact of Covid-19 on a segment of this year, the above loss is acceptable and could have been much worse.

We must ensure that spending in the financial year 2020/2021 is closely monitored, as we must not rely on savings to fill the void. Careful spending, fundraising and grant applications are key to our success as attendance of children is unknown during the pandemic.

We have continued to request the voluntary snack donation from attending parents at £3.50 per half term. We will need to assess if this should be increased for next academic year but be mindful of the financial difficulties being experienced by families during the pandemic.

We increased our session fees by £1.00, to £10.00 in April. This increase was necessary to reduce the impact of the legal rise in the National Minimum Wage. The fee is comparable to that charged by the other setting in our area.

Annual General Meeting

The last Annual General Meeting was held on Monday 21st October 2019. Minutes are available in Pre-School.

Sessions

Our sessions at the start of this year were busy, but demand fell due to the Covid-19 pandemic. Sessions for the coming academic year are unknown as we enter uncertain times. Capacity will need to be regularly reviewed.

Policies

All new staff and Committee receive a memory stick containing all Policies for review. Each member of the team must complete this, returning a signed form to confirm, along with any amendments they require. Any amendments will be discussed and adopted by the Committee, with significant changes communicated to parents and carers.

We have also reviewed the Risk Assessment file, along with COSHH and regular area Health and Safety inspections.

Training

The amount spent on staff training this year has been low at £134.00

Face to face training was not possible in the second part of the academic year due to Covid-19 restrictions, with some being completed online where costs are significantly reduced.

Derbyshire County Council continue to reiterate that we must ensure all training is relevant and from a recognised source. It must be recorded and progressed. Training can make an impact on the Pre-School's budget but is something that we must do. All staff are encouraged to speak to the Committee if they wish to attend any additional courses which they feel will enhance their work at Pre-School, although we may not always be able to meet these costs.

Staff

This year has been exceedingly stressful with the difficulties and risks associated with the Covid-19 pandemic. The Committee would like to thank all the staff for their hard work and commitment over the year. We also wish to thank the relief staff for their continued involvement and hard work in these difficult times.

Samantha Marshall, our Manager, continues to take the Pre-School from strength to strength, with the support of her team.

The staff were not given confidential surveys at the end of the year due to the pandemic. We will aim to send the survey out again this December 2020, as the feedback we receive helps the Committee plan changes and improvements in the way the setting is managed at Committee level. In response to some of the previous concerns raised, we ensure that all staff have contact details for the three main Committee officers, to allow queries and concerns to be raised easily if required.

We have a staff rota that is reviewed every half term, to ensure that ratios are always being met and to allow sufficient levels of staffing to enable staff to take the twenty minutes lunch time break they are entitled to. We have also tried to ensure that the rota allows for staff to have time away from the session to complete paperwork. This can get more difficult to achieve towards the end of an academic year, as children numbers increase and the demands on the staff are greater.

We unfortunately had to say goodbye to Zoe Flint who stepped down from her Relief Staff Member role due to an increase in her work commitments. I would like to take this opportunity to thank her for all she has done for us.

Committee

Unfortunately, this AGM saw the stepping down of three members; Anita Bailey in her role as Treasurer; Zoe Flint in her role as Secretary and Danielle Titterton. I would like to thank them all for their hard work and determination in their roles and I know that they will be greatly missed.

We welcomed seven new Committee members this year. Kate Wood, Ruth Robertson, Catherine Haswell, Leonie Bilbie, Rachael Shawyer, Sarah Dawn and Lynda Wright. Unfortunately, due to application issues through Ofsted, Kate Wood was unable to become a Committee Member during this year, but continues to remain in the process, with the hope of joining us next academic year.

I would like to thank our existing Committee members for all their hard work this year. It has been challenging but without the team, we would not succeed, and their involvement is so valuable.

Fundraising

We raised £573.40 in fundraising and donations this year with £256.93 in expenses. The impact of the Covid-19 pandemic can be clearly seen in these figures. We have never had such a low income from fundraising, caused by closure of the setting and not being able to hold our normal fundraising events due to social distancing and limiting exposure.

Although not strictly fundraising, the snack pot voluntary contribution system has given us £538.00. This is close to our forecast and is due to the fact that contributions for the year usually come into the setting at the start and this was prior to the pandemic affecting us.

We were extremely fortunate to be in receipt of two grants this year. One from the Scargill Education Foundation for £380.00 and one from Erewash Borough Council for £600.00. It had been decided, prior to the pandemic, that these specific grants would be used to upgrade our IT facilities and enabled us to purchase a new laptop, Microsoft Office, printer, digital camera, memory cards and music system. These items have made a real difference in the setting and for this we are very grateful.

IT Developments

Our Website was completed and is now up and running, alongside our Facebook and Twitter accounts. I would like to thank Samantha Marshall and Rachael Shawyer for all their hard work in making this happen. Our parents can now be regularly updated and have a place to go to obtain required information.

We are still using our online learning journal Tapestry, which comes with an annual fee. It has been an amazing asset to the Pre-School.

The amount spent on IT this year was £783.45. This was made up of annual fees for Tapestry, Payroll Manager and Website etc, printer ink and mobile phone usage. There were also items within this that were paid for from the two grants outlined above.

Pre-School Events

It has been a difficult time at Pre-School this year with many events having to be cancelled due to the pandemic. Prior to its arrival, we were able to hold a Macmillan Coffee Morning in October, our Christmas Concert and Messy Church and the Christmas Party for the children. Sadly, we had organised a Messy Church for Easter and a celebration for both Mother's Day and Father's Day, but all of these were cancelled. We are uncertain of what next year will hold and if any events will be allowed.

2020/2021 Projects

Over the coming academic year, we will aim to survive the dreadful impact of the Covid-19 pandemic. We have lost thousands of pounds due to loss of fundraising opportunities and unpaid parent fees. Our main aim will be emergency grant applications and recovery. Expenditure will need to be closely monitored.

We will continue to develop the setting and ensure all our systems are reviewed and in place.

The 2019/2020 Pre-School academic year has been extremely challenging but thanks to the hard work of staff and Committee, the Pre-School has survived. I am enormously proud of the team, stepping up during these uncertain times, managing their own worries and concerns of the pandemic and continuing to provide a stable environment for the children in our care.

This year should have been our year to financially recover and gain some security for the future. This has not happened, resulting in us having to use our reserve to survive. I hope that the new year 2020/2021 is kind and allows us to repair the financial damage to our Pre-School.

Karen Pilkington
West Hallam Village Pre-School
Committee Chairperson

		Actuals	Forecast To Go	Full Year Forecast	Term 1 15 (DCC14) wks (forecast)	Term 1 15 (DCC14) wks (actual)	Term 2 13 wks (forecast)	Term 2 13 wks (actual)	Term 3 11 wks (forecast)	Term 3 11 wks (actual)	2018-2019
		£	£	£	£	£	£	£	£	£	£
Income											
Paid Fees	FEES	14,643.00	1,784.40	16,427.40	6,597.00	6,453.00	4,968.00	7,478.00	4,862.40	712.00	12,684.54
Universal and Extended Funding from DCC	DCC/STA	70,013.34	-4,315.30	65,698.04	21,144.48	22,199.88	20,587.16	32,375.40	23,966.40	15,438.06	74,829.87
New Starter Administration Fee	ADMIN	32.00	-60.00	260.00	40.00	160.00	140.00	160.00	80.00	0.00	260.00
Milk Refunds	MILK	90.70	-0.70	90.00	30.00	45.44	30.00	37.23	30.00	8.03	102.51
Childrens Uniform	UNI/CHI/SOLD	323.00	-23.00	300.00	150.00	223.00	100.00	100.00	50.00	0.00	357.00
Staff Uniform	UNI/STA/SOLD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00
Fundraising Internal	FUND/INT	573.40	1,426.60	2,000.00	500.00	477.40	500.00	96.00	1,000.00	0.00	3,255.42
Fundraising External	FUND/EXT	45.00	-25.00	20.00	0.00	45.00	0.00	0.00	20.00	0.00	0.00
Grants	GRA	980.00	-980.00	0.00	0.00	0.00	0.00	0.00	0.00	980.00	0.00
Interest	INTR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DCC Additional Hours Funding	DCC/AF	850.00	-550.00	300.00	100.00	323.00	100.00	527.00	100.00	0.00	191.25
Snack Pot	SNA/INC	538.00	62.00	600.00	200.00	173.40	200.00	364.60	200.00	0.00	605.80
Christmas Party	PARTY/C/INC	55.00	45.00	100.00	100.00	0.00	0.00	55.00	0.00	0.00	80.00
Savings Transfer	SAV/TRA/INC	11,035.40	-9,035.40	2,000.00	2,000.00	2,000.00	0.00	9,035.40	0.00	0.00	4,500.00
Refund	REFUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Training Income	TRAIN/INC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
Error	ERR/INC	336.00	-336.00	0.00	0.00	300.00	0.00	0.00	0.00	0.00	36.00
Coronavirus Job Retention Scheme Payment	CIRS	2,936.14	-2,936.14	0.00	0.00	0.00	0.00	0.00	0.00	2,936.14	2,253.84
Total Income		102,738.98		87,795.44	30,861.48	32,400.12	26,625.16	50,228.63	30,308.80	20,110.23	99,169.23
minus Savings Transfer due to closure of account		9,035.40						not including savings			
Total Income		93,703.58						41,193.23			
								note DCC pymnts high		note DCC pymnts low	
Expenses											
Staff Wages	WAGES	76,673.08	-1,673.08	75,000.00	25,000.00	24,465.73	25,000.00	20,655.56	25,000.00	31,551.79	77,616.96
Tax & NI	TAX/NI	4,897.63	352.37	5,250.00	1,750.00	1,329.64	1,750.00	2,805.21	1,750.00	762.78	4,985.58
Rent	RENT	6,000.00	0.00	6,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	6,000.00
Consumables	CON	404.33	495.67	900.00	300.00	147.02	300.00	101.94	300.00	155.37	1,239.58
Insurance	INS	618.33	1.67	620.00	620.00	618.33	0.00	0.00	0.00	0.00	0.00
Subscriptions	SUBS	20.00	20.00	20.00	0.00	0.00	20.00	0.00	0.00	0.00	92.00
IT	IT	783.45	-33.45	750.00	250.00	189.48	250.00	508.08	250.00	85.89	789.01
Fundraising Expenses	FUND/EXP	256.93	243.07	500.00	0.00	236.93	250.00	0.00	250.00	20.00	632.49
Fundraising Donations	FUND/DON	0.00	20.00	20.00	0.00	0.00	0.00	0.00	20.00	0.00	35.00
Bank Charges	CHARGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gifts	GIFTS	10.50	-10.50	0.00	0.00	0.00	0.00	0.00	0.00	10.50	166.58
Training	TRAIN/OUT	134.00	166.00	300.00	100.00	85.00	100.00	10.00	100.00	39.00	1,421.60
Uniform Staff	UNI/STA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	109.00
Uniform Children	UNI/CHI	187.50	62.50	250.00	150.00	187.50	50.00	0.00	50.00	0.00	747.50
Recruitment	REC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DBS Checks	DBS	0.00	100.00	100.00	50.00	0.00	50.00	0.00	0.00	0.00	0.00
Whole Kaboodle	WK	291.60	8.40	300.00	100.00	135.78	100.00	155.82	100.00	0.00	379.32
Stationery	STA	81.95	128.05	210.00	70.00	19.39	70.00	55.58	70.00	6.98	226.28
Registration Fees	REG/FEES	230.00	-50.00	180.00	60.00	75.00	60.00	115.00	60.00	40.00	187.00
Equipment	EQUIP	552.04	347.96	900.00	300.00	34.91	300.00	194.99	300.00	322.14	1,816.42
Petty Cash	PC	900.00	1,000.00	1,500.00	500.00	200.00	500.00	100.00	500.00	200.00	1,790.00
Christmas Party Expenses	PARTY/C/EXP	29.97	10.03	40.00	0.00	29.97	0.00	0.00	0.00	0.00	38.37
Leavers Party Expenses	PARTY/L/EXP	30.00	95.00	125.00	0.00	0.00	0.00	0.00	0.00	30.00	125.00
Pension Contributions	PEN	1,371.88	-171.88	1,200.00	400.00	473.36	400.00	415.01	400.00	483.51	1,236.87
DCC Additional Funding Expenditure	DCC/AF/EXP	816.73	-816.73	0.00	0.00	0.00	0.00	482.75	0.00	333.98	0.00
Legal Expenses	LEG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,016.00
Resources Upgrade Using Sponsored Walk Money	REDES3	413.24	-413.24	0.00	0.00	413.24	0.00	0.00	0.00	0.00	460.00
IT Upgrade Using EBC and Scargill Foundation Grants	REDES4	622.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	622.84	0.00
Savings Transfer	SAV/TRA/EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
Error	ERR/EXP	180.00	-180.00	0.00	0.00	180.00	0.00	0.00	0.00	0.00	192.81
Snack Expenses	SNA/EXP	232.58	-232.58	0.00	0.00	73.31	0.00	88.24	0.00	71.03	179.43
Refund of Overpaid Fees to Parents	FEES/REF	761.00	-761.00	0.00	0.00	0.00	0.00	0.00	0.00	761.00	0.00
Total Expenses		96,094.58		94,165.00	31,690.00	30,909.59	31,200.00	27,688.18	31,275.00	37,496.81	104,637.07
Net Income / Loss		6,644.40		-6369.56	-828.52	1,490.53	-4,574.84	22,540.45	-966.20	-17,386.58	-5,467.84
not counting Savings Transfer due to closure of account		-2,391.00						not including savings			
								13,505.05			
NOTE - Savings Account held Reserve. Aim to return it to £10K											
Expenses					Term 1 - petty cash only	Term 1 - including above	Term 2 - petty cash only	Term 2 - including above	Term 3 - petty cash only	Term 3 - including above	
Petty Cash					£						
Snack Expenses					160.30	233.61	86.45	174.69	43.11	114.14	
Consumables including Whole Kaboodle					114.34	397.14	74.23	331.99	49.21	204.58	
Equipment					8.00	42.91	0.00	194.99	17.99	340.13	
Stationery					15.18	34.57	41.49	97.07	39.96	46.94	
					297.82	708.23	202.17	798.74			
					Total Expenses	Total Expenses	Total Expenses	Total Expenses	Total Expenses	Total Expenses	
					Paid out from	Paid out from	Paid out from	Paid out from	Paid out from	Paid out from	
					Petty Cash	Petty Cash and Account	Petty Cash	Petty Cash and Account	Petty Cash	Petty Cash and Account	
					(not including WK)	(including WK)	(not including WK)	(including WK)	(not including WK)	(including WK)	

Independent Examiner's Report to the Trustees of West Hallam Village Pre-School

I report on the accounts of the Pre-School for the year ended 31 August 2020.

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 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. The examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items of disclosure in the accounts.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements;
 - (a) to keep accounting records in accordance with section 41 of the 1993 Act and
 - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave 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.

Name and address
Bev Bull (CPFA)
21 Richmond Close
West Hallam

Ilkeston

Derbyshire

DE7 6NA

Date

21 June 2021