

BRETTON COMMUNITY PRESCHOOL

Charity Commission Registered No: 1055385

ANNUAL REPORT AND ACCOUNTS

For the year ended 31st July 2020

**Bretton Community Preschool
Trustee Annual Report
For the year ended 31st July 2020**

The trustees present their report and independently examined financial statements for the year ended 31st July 2020.

Reference and Administrative Details:

Registered Name:	Bretton Community Preschool	
Charity No:	1055385	
Operational Address:	Watergall Children & Family Centre Watergall Bretton Peterborough PE3 8NX	
Trustees at date of Report:	Chair	Naomi Richards
	Treasurer	Danielle Tack
	Secretary	Donna Hewitt
	Others	Rebecca Brisley
		Zoe Capon
		Natasha Chilcot
		Emma Cornwall
		Jennifer Duffy
		Ilona Gudkova
		Lisa Hill
		Ngarlui Janssens
		Jurgita Kupresceniene
Other Trustees who served in the year:	Left 17/07/20	Chanelle Steward
	Left 06/11/20	Kayleigh Fitzjohn
	Left 24/03/21	Kerry Boyce
	Left 24/03/21	Kirsty Smith
Bankers:	HSBC Bank Plc	
Independent Examiner:	Mark J Ruffles & Co 4 Baron Court Werrington Peterborough PE4 7ZE	

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Structure Governance and Management

This is a membership organisation governed by the model Pre-school Learning Alliance Constitution 2011, which was adopted at the Annual General Meeting held on 9th November 2011. Members can be parents or guardians of all children who attend playgroup or other interested individuals approved by the Committee. Committee members are appointed / confirmed at the Annual General Meeting. All Committee members give their time on a voluntary basis and receive no remuneration or other benefits.

Objects and Activities

The aims of the Preschool are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability.
- (b) encouraging the study of the needs of the children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

Public benefit

In setting the objectives and planning the activities of the charity the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit. All children are eligible for Nursery Education Funding, which is provided by the Local Authority, the term after they become 3 years old. Fees are charged for children who attend between the ages of 2 and 3 but these are kept as low as possible so that our childcare is affordable to all families using our service.

Achievements and Performance

Autumn Term

At the start of the year, the Committee decided to improve part of the big garden with an artificial grass area. This work was carried out during February half-term.

In December a group of children and staff visited Lime Watergall to watch a nativity play. This was followed by another group of children and staff visiting Eyrescroft for their nativity play. We had our Christmas party at the end of term, with Santa in his grotto, games, activities and party food. Boogie Beats provided a Christmas music and movement session.

Spring Term

A member of staff started maternity leave and two new members of staff were recruited, one to cover maternity leave and the other as lunch time supervisor.

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In February we had a visit from Zoolab, who bought lots of different creatures including a mouse, snail, and spider to show the children. Shortly after half-term the setting was closed following PHE advice to deep clean following identification of a possible Covid case. The setting closed due to national lockdown on 23rd March. During this time staff made various learning packs for children and food parcels for identified families, alongside making weekly well-being phone calls to families.

Summer Term

During May, staff prepared the pre-school for children requiring care to return. In June preschool reopened following our new way of working in 3 small bubbles. The term continued with preparing children for school and maintaining weekly contact with those families who were staying home.

Due to reduced children's numbers and increase in the lease costs, financial concerns were identified. This resulted in a consultation to change the staff structure and working patterns, with one person taking voluntary redundancy and other staff losing hours. The rest of the term was spent preparing for the new style of working in the following term.

Training

We started the year with many staff renewing their first aid training. The Senco undertook a three day training course, one member of staff completed their Level 2 qualification and another completed Level 3. Staff attended various one day training courses and the "Ready for your Inspection One Day", all of which provided opportunities to share ideas and good practice.

Reserves policy

Reserves act as a cushion for any loss of income and unforeseen situations. Reserves are calculated using the amounts needed to settle any 12 week notice periods and redundancy payments plus one month's costs. Throughout the year the balances remained over the reserves level, currently set at £98,088.

Financial Review

As a small charity the statutory reports are prepared on a Receipts and Payments basis. Receipts and Payments accounts track payments in out of the bank account and there are no adjustments made at year-end.

The statutory accounts show a loss of £68,221. An analysis of income received from NEF Funding and fees shows that these reduced by £29,867 (14%) compared to the previous year. Costs increased in the following areas:

Premises – due to a delay in Peterborough City Council forwarding invoices, the preschool had to pay lease costs for the entire 2018 – 2019 accounts year plus two terms of 2019 -2020 accounts year.

Staffing costs – the number of staff were increased in general and there was also a voluntary redundancy payment for a long-serving member of staff.

Outside area – this was due to the installation of artificial grass in the big garden area.

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Fees and subscriptions – these were fees incurred whilst working towards future sustainability. The preschool received the following financial support in response to Covid 19:

- NEF funding was still paid by the local authority for summer term based on Spring term attendance,
- The preschool was able to claim a total of £2058 funding from the Job Retention Scheme.

This support helped a great deal. However, lower number of children attending when the preschool re-opened in June and significantly reduced registrations of new children for Autumn term, led to the decision to consult with staff to restructure the preschool. This took place during July and resulted in a reduction of just under 130 staff hours per week, and included the opening of a third preschool room to provide lots of space for staff and children during the pandemic, whilst also facilitating future growth.

The final closing cash balance for the year was £109,055.

This Report has been approved by the Trustees and has been signed on their behalf by:

Signature: 

Full Name: Wendy Richards

Date: 10/05/21

BRETTON COMMUNITY PRESCHOOL

Registered Charity No: 1055385

RECEIPTS AND PAYMENTS FOR THE FINANCIAL PERIOD ENDING 31ST JULY 2020

	UNRESTRICTED FUNDS THIS YEAR	TOTAL FUNDS LAST YEAR
<u>RECEIPTS</u>	£	£
NEF Funding	180,179	201,359
Other Funding	0	7,214
Fees	9,156	17,843
Grants	1,514	0
Bank Interest	227	250
Other Income	1,094	521
Fund Raising and Donations	60	1,130
TOTAL RECEIPTS	192,230	228,317
<u>PAYMENTS</u>		
Wages inc Inland Revenue payments Note 4	(182,497)	(169,812)
Training Total	(1,867)	(3,120)
Other Staff Costs	(1,517)	(805)
Resources for Children	(5,984)	(8,353)
Resources for Setting	(1,371)	(3,107)
Resources for Outside Area	(13,631)	(626)
Food and Drink	(1,547)	(2,055)
Consumables	(2,047)	(1,579)
Premises	(35,439)	(20,244)
Fees and Subscriptions	(11,238)	(8,687)
Administration	(2,389)	(2,202)
Bank Charges	(129)	(129)
Other Costs	(575)	(68)
Fundraising	(220)	(3)
Transfer of Assets	0	0
TOTAL PAYMENTS	(260,451)	(220,790)
Net of Receipts/(Payments)	(68,221)	7,527
Balance b/fwd	177,276	169,749
Balance c/fwd	109,055	177,276

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STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST JULY 2020

	UNRESTRICTED FUNDS THIS YEAR	TOTAL FUNDS LAST YEAR
<u>CASH FUNDS</u>	£	
HSBC (Current)	(1,426)	67,518
HSBC (Savings)	110,774	110,547
Petty Cash	2	100
Fees Float	20	20
Credit Card Balance	(315)	(909)
Total Cash Funds	109,055	177,276
<u>OTHER ASSETS</u>		
SMP Recovery	280	153
CJRS Grant	Note 3 544	0
	824	153
<u>LIABILITIES</u>		
Independent Examination	105	105
Premises Lease	Note 2 7,000	18,000
	7,105	18,105

I approve the Receipts and Payments Accounts set out on page 1 and above and confirm that all relevant records and information has been made available for their preparation.

Signed on behalf of the Trustees:

.....

Signature

.....

Name

NOTES

1. No trustees received remuneration or reimbursements in the period above.
2. Paid lease costs for whole of 2018-19 plus Autumn and Spring term for 2019-20. Invoiced in arrears - Summer term 2020 invoice is outstanding (estimated at £7,000).
3. CJRS Claim for July has not yet been received.
4. Staff reorganisation took place in July due to Covid 19 closure and falling children numbers. One member of staff took voluntary redundancy.

This independent examiners report relates to the accounts of

BRETTON COMMUNITY PRESCHOOL

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Accounts are prepared for the period ended 31st July 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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act;
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met;

Or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

M. J. Ruffles

Date

09/10/2020

Mark Ruffles & Co
4 Baron Court
Werrington
Peterborough
PE4 7ZE