

BRETTON COMMUNITY PRESCHOOL

Charity Commission Registered No: 1055385

ANNUAL REPORT AND ACCOUNTS

For the year ended 31st July 2021

Bretton Community Preschool
Trustee Annual Report
For the year ended 31st July 2021

The trustees present their report and independently examined financial statements for the year ended 31st July 2021.

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	Ngarlui Janssens
	Treasurer	Danielle Tack
	Secretary	Rebecca Brisley
	Others	Slavomira Albrecht
		Lisia Blacely Land
		Zoe Capon
		Emma Cornwall
		Donna Hewitt
		Lisa Hill
		Kimberley Prette
		Naomi Richards

Other Trustees who served in the year:	Left 15/11/21	Jurgita Kuprescenkiene
	Left 15/11/21	Jennifer Duffy
	Left 15/11/21	Natasha Chilcot
	Left 15/12/21	Ilona Gudkova

Bankers: HSBC Bank Plc

Independent Examiner: Mark J Ruffles & Co
4 Baron Court
Werrington
Peterborough
PE4 7ZE

Bretton Community Preschool
Trustee Annual Report
For the year ended 31st July 2021

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

The committee and staff have regard to Charity Commission guidance on public benefit when setting objectives and planning activities. 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

In September we returned to preschool with a new, smaller organisational structure based on "bubbles", to keep staff and children safe, whilst also addressing the need to reduce costs. We are very pleased that we have been able to retain the quality of our provision throughout the challenge of covid and with less staff.

In January, Funky Fish room had a few cases of Covid and eventually the preschool closed for two weeks on the advice of Public Health. We did lots of activities remotely to support our preschool families, such as suggesting ideas of things to do at home and providing resource and care packs.

Although it was a difficult year, we still made sure we had fun. For Children in Need, we dressed up in fancy dress with children running a stall. Each bubble had their own Christmas party with Santa Claus doing a flyby. In March we hatched our chicks from the Happy Chick Company and encouraged

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staff and children to dress up in bright colours for our carnival themed Comic Relief fundraising. In June we invited our new parents and children to visit our Ladybirds room in preparation for starting in September.

Staff access courses on a regular basis to ensure they develop their professional knowledge and practice, enabling the pre-school to provide the very best care, learning and play opportunities for our children. This year most training has been undertaken virtually. One staff member had undergone a seven month Senco training programme so that we can provide the important support to our children with special needs. Other training included School Readiness, English as an Additional Language, and guidance on the new EYFS curriculum. The preschool also launched the toddler tool kit, which is designed to help staff to identify and meet the needs of our youngest children through different activities.

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 £72,941.

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 surplus of £31,778. This follows a loss of £68,221 the previous year. Costs reduced by £83,217 with the main savings being seen in staff wages, which reduced by £43,355 following a reduction of just under 130 staff hours per week. Peterborough City Council has delayed in invoicing the preschool for lease of the preschool area, which means currently we owe for Spring and Summer terms 2021, estimated at £12,235 in addition to the amount of £14,781 showing in the accounts.

The preschool received the following financial support in response to Covid 19:

- CJRS funding in the sum of £6,900.
- Early Years grant for £6000. Early Years also paid £540 to help towards loss of fees when the preschool had to close to due to Covid.

The final closing cash balance for the year was £140,833, leaving the preschool in a better position to face the challenges of the new academic year.

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

Signature: NgL

Full Name: NGAR-LUI JANSSENS

Date: 10/5/22

BRETTON COMMUNITY PRESCHOOL

Registered Charity No: 1055385

RECEIPTS AND PAYMENTS FOR THE FINANCIAL PERIOD ENDING 31ST JULY 2021

	UNRESTRICTED FUNDS THIS YEAR	TOTAL FUNDS LAST YEAR
<u>RECEIPTS</u>	£	£
NEF Funding	181,130	180,179
Other Funding (Local Authority)	8,374	0
Fees	12,224	9,156
Grants	6,899	1,514
Bank Interest	10	227
Other Income	290	1,094
Fund Raising and Donations	85	60
TOTAL RECEIPTS	<u>209,012</u>	<u>192,230</u>
<u>PAYMENTS</u>		
Wages inc Inland Revenue payments Note 3	(139,162)	(182,497)
Training Total	(346)	(1,867)
Other Staff Costs	(134)	(1,517)
Resources for Children	(4,189)	(5,984)
Resources for Setting	(1,606)	(1,371)
Resources for Outside Area	(520)	(13,631)
Food and Drink	(1,237)	(1,547)
Consumables	(1,655)	(2,047)
Premises	(14,781)	(35,439)
Fees and Subscriptions	(9,659)	(11,238)
Administration	(3,353)	(2,389)
Bank Charges	(126)	(129)
Other Costs	(451)	(575)
Fundraising	(15)	(220)
Transfer of Assets	0	0
TOTAL PAYMENTS	<u>(177,234)</u>	<u>(260,451)</u>
Net of Receipts/(Payments)	31,778	(68,221)
Balance b/fwd	109,055	177,276
Balance c/fwd	<u>140,833</u>	<u>109,055</u>

BRETTON COMMUNITY PRESCHOOL

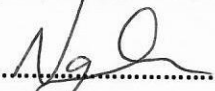
Registered Charity No: 1055385

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST JULY 2021

	UNRESTRICTED FUNDS THIS YEAR	TOTAL FUNDS LAST YEAR
<u>CASH FUNDS</u>	£	
HSBC (Current)	45,089	(1,426)
HSBC (Savings)	96,007	110,774
Petty Cash	113	2
Fees Float	20	20
Credit Card Balance	(396)	(315)
Total Cash Funds	140,833	109,055
<u>OTHER ASSETS</u>		
SMP Recovery	0	280
CJRS Grant	0	544
	0	824
<u>LIABILITIES</u>		
Independent Examination	105	105
Premises Lease	Note 2 12,235	7,000
Excellent Cleaning	330	0
Insurance Premium	500	0
Tandem Payroll Ltd	345	0
	13,515	7,105

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

NGAR-LUI JANSSENS
.....

Name

NOTES

1. No trustees received remuneration or reimbursements in the period above.
2. Invoiced in arrears - Summer Term 2020 and 2021 invoices estimated at £7000.
Spring Term 2021 invoice outstanding - this is for £5235.
3. Staff reorganisation took place in July 2020 - 2019 2020 figures include voluntary redundancy payment.

This independent examiners report relates to the accounts of

BRETTON COMMUNITY PRESCHOOL

Charity Commission Registered No: 1055385

Accounts are prepared for the period ended 31st July 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 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 FCA

Date

18/10/2021

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