

BRETTON COMMUNITY PRESCHOOL

Charity Commission Registered No: 1055385

ANNUAL REPORT AND ACCOUNTS

For the year ended 31st July 2022

Bretton Community Preschool
Trustee Annual Report
For the year ended 31st July 2022

The trustees present their report and independently examined financial statements for the year ended 31st July 2022.

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	Lisia Blacely Land
	Treasurer	Donna Hewitt
	Others	Zoe Capon
		Emma Cornwall
		Gwynneth Foster
		Ngarlui Janssens
		Nichola McCarthy
		Naomi Richards
Other Trustees who served in the year:	Left 15/11/22	Danielle Tack
	Left 15/11/22	Lisa Hill
	Left 15/11/22	Rebecca Brisley
	Left 15/11/22	Slavomira Albrecht
	Left 16/01/23	Katie-May Brennan
	Left 16/03/23	Lucy Trickey
	Left 10/05/23	Leigh Knight
	Left 10/05/23	Kimberley Prette
Bankers:	HSBC Bank Plc	
Independent Examiner:	Mark J Ruffles & Co 4 Baron Court Werrington Peterborough PE4 7ZE	

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.

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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 began to relax our rules about visitors coming inside the setting, starting with new children looking around before joining the preschool. We also started up Little Explorers for parents and younger children to meet up and play before they join preschool.

During Autumn term we visited our local retirement home, Blossom Court. The first time with Harvest festival donations and then to sing carols at Christmas. We celebrated Christmas by using our EYPP money for a mini production, Search for Santa, and with a Christmas Party.

The library bus visited in March, and we also enjoyed watching duck eggs hatch in an incubator. During Summer term we received our smile award for supporting children cleaning their teeth and celebrated the Platinum Jubilee with the children and their parents. At the end of the term local teachers visited the Preschool children to help with their transition to school, and we had a party for the children leaving the setting.

Over the year we got involved in fundraising for Children in Need, Christmas Jumper day and Comic Relief Red Nose Day. We raised £620.11 for the preschool at our annual Fun Day. We attended the Big Bash Community event to promote the preschool.

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Our new Apprentice started her Level 2 Early Years Practitioner qualification in the Autumn term, our experienced Senco left in March, and we recruited a new member of staff in April. We decided to train two staff to share the Senco role in future, due to the amount of work involved and to ensure continuity of knowledge. We had an Ofsted inspection and were pleased with our "Good" grade after the challenge of working through the pandemic.

Staff continued to develop their professional knowledge. One staff member completed an Early Years Professional Development from the Department for Education over a period of six months. Other training included supporting vulnerable children and families, Makaton, staff well-being and changes to the EYFS. Staff attended compulsory training on safeguarding, food hygiene and prevent as needed.

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 statutory notice periods and redundancy payments plus one month's costs. Throughout the year the balances have remained well over the reserves level, currently set at £74,682.

Financial Review

As a small charity the statutory reports are prepared on a Receipts and Payments basis, which tracks payments in out of the bank account and there are no adjustments made at year-end. The accounts show a surplus of £35,025. This follows a surplus of £31,778 last year and shows how well the preschool has recovered from the pandemic, when it was necessary to restructure staff hours to keep sustainable.

An analysis of income received shows that NEF Funding and fees have increased by 21% compared to the previous year. A lot of work has been done on the website and social media to build awareness of the preschool in the local area.

Costs increased by £35,145. The main increases can be seen in staff wages (£9,778), premises costs (£15,682) and purchase of new resources. The preschool increased by one member of staff during the year to bring the staff hours to a more comfortable level.

Premises costs show higher once again because we have had to pay 4 terms invoices instead of 3 due to the delay in being invoiced for Spring term 2021. However, Early Years have helped us to renegotiate the lease costs, and we hope to see a reduction in costs going forward, although this may not be as beneficial as expected due to the increase in energy costs. The preschool also installed a higher security fence around the perimeter at a cost of £5,500. The final closing cash balance for the year was £175, 858.

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

Signature: 

Full Name: Lisa Land

Date: 15-05-23

BRETTON COMMUNITY PRESCHOOL

Registered Charity No: 1055385

RECEIPTS AND PAYMENTS FOR THE FINANCIAL PERIOD ENDING 31ST JULY 2022

	UNRESTRICTED FUNDS THIS YEAR	TOTAL FUNDS LAST YEAR
<u>RECEIPTS</u>	£	£
NEF Funding	215,710	181,130
Other Funding (Local Authority)	10,394	8,374
Fees	18,096	12,224
Grants	2,000	6,899
Bank Interest	26	10
Other Income	110	290
Fund Raising and Donations	1,068	85
TOTAL RECEIPTS	247,404	209,012
<u>PAYMENTS</u>		
Wages inc Inland Revenue payments	(148,940)	(139,162)
Training Total	(689)	(346)
Other Staff Costs	(1,608)	(134)
Resources for Children	(7,974)	(4,189)
Resources for Setting	(2,311)	(1,606)
Resources for Outside Area	(1,305)	(520)
Food and Drink	(1,905)	(1,237)
Consumables	(1,639)	(1,655)
Premises	(30,463)	(14,781)
Fees and Subscriptions	(10,944)	(9,659)
Administration	(3,719)	(3,353)
Bank Charges	(171)	(126)
Other Costs	(581)	(451)
Fundraising	(130)	(15)
Transfer of Assets	0	0
TOTAL PAYMENTS	(212,379)	(177,234)
Net of Receipts/(Payments)	35,025	31,778
Balance b/fwd	140,833	109,055
Balance c/fwd	175,858	140,833

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STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST JULY 2022

	UNRESTRICTED FUNDS THIS YEAR	TOTAL FUNDS LAST YEAR
<u>CASH FUNDS</u>	£	
HSBC (Current)	80,377	45,089
HSBC (Savings)	96,034	96,007
Petty Cash	114	113
Fees Float	0	20
Credit Card Balance	(667)	(396)
Total Cash Funds	175,858	140,833
<u>OTHER ASSETS</u>		
	0	0
	0	0
<u>LIABILITIES</u>		
Independent Examination	105	105
Premises Lease	4,986	12,235
Excellent Cleaning	594	330
Hope Education	744	500
Pro-Purus	171	0
Tandem Payroll Ltd	543	345
	7,143	13,515

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.

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 2022

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



Date

31/10/2022

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