



# Trustees' Annual Report for the period

Period start date		Period end date	
From	01 01 2020	To	31 12 2020

## Section A

## Reference and administration details

Charity name

Whitewell Pre School Group

Other names charity is known by

Registered charity number (if any) 105538

Charity's principal address

Whitewell Bottom Community Centre

Burnley Road

Rossendale

Postcode

BB4 9LB

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	John Goffee	Chair	01/07/09 - Current	
2	Amanda Robertson	Secretary	01/07/09 - Current	
3	Trisha Bernard	Treasurer	01/07/09 - Current	
4	Carmen Carlton	Pre-school Manager	11/07/17 - Current	
5				
6				
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12				
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14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year



## Type of adviser

Name \_\_\_\_\_

**Address**


Other names may be known by

## Section B

## Structure, governance and management

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Set up in April 1996
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing Trustees via nomination and seconding

**You may choose to include additional information, where relevant, about:**

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

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.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

**You may choose to include further statements, where relevant, about:**

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



### Summary of the main achievements of the charity during the year

January 2020 started off as a good year with 28 children attending Pre-school both funded and non funded children. In March 2020 we were told by the Government to close due to Covid 19. We had no key worker children requiring places at this time. Pre-school closed and learning commenced online. We had prepared home learning packs for all our children and devised a plan to put into motion once we knew what was happening. Pre-school was closed from March until September. We were in constant communication with all our families, offering support and making welfare calls. Staff worked from home and due to the Government continuing to pay for our funded children we were able to continue to pay staff wages. In June when we were told to re-open only 3 out of 28 parents wanted to send their children back. These were not children of key workers and as such was decided this was not financially viable. We continued with home learning and all school Transitions were completed over the phone with local primary schools. The Pre-school manager was told to shield and continued to work from home. All other staff went into Pre-school in socially distanced pairs and cleaned and prepared everything for our return in September. We were extremely fortunate to receive a number of grants. As a business who doesn't pay rates we didn't qualify for the Government's £10,000 Covid grant but received £5,000 from the councils discretionary Fund to cover loss of revenue. We also managed to secure other grants to help create two outdoor classrooms, help with PPE costs, help with cleaning materials and Covid signage, advertising and resources to support the children's mental health. These were from the following:

Warburton's £500 for PPE

Lancashire Covid 19 Community Support Fund ~~£4,220.00~~<sup>£4,220.00</sup> for the construction of two outdoor classrooms, Signage and PPE.

Rossendale Borough Council Discretionary Grant £5,000.

Comic Relief community fund/capacity build £1,000 for advertisement, website and staff uniform.

Rossendale community partnership £500 to help with rent costs and Pendle, Burnley and Rossendale CVS £450 for resources to support children's mental health.

Pre-school re-opened in September and learning was taken outdoors. The children really enjoyed being outdoors and the new outdoor classrooms were amazing. The children enjoyed their Christmas Party and had a visit from our very own Father Christmas. They were also fantastic in the Pre-school Nativity which was uploaded for all our parents to see. All in all I am extremely proud of everyone involved with our Pre-school. The staff, Parents and all of children have been amazing in this dreadful time and to come through the year with only a small loss of £3,581 is an achievement.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We are a small Charity, and our policy is that wherever possible we like to hold a balance of between £10,000 - £15,000 in reserve. This is to cover basic running costs until the LCC grants are received during term-time. Also, we hold a reserve just in case cover is required for staff sickness, maternity cover or even buy extra materials for the children at Christmas or Easter and other celebrated occasions.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our only source of income is from donations, pre school fees and applying for grants.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	A Robertson	
Full name(s)	AMANDA ROBERTSON	
Position (eg Secretary, Chair, etc)	SECRETARY	
Date	21.10.21	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Whitewell PreSchool Group

No (if any)  
1055538

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/01/2020

To

Period end date  
31/12/2020

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Nursery Fees	6,350	-	-	6,350	18,337
LCC - Nursery Vouchers	55,639	-	-	55,639	58,742
Income - Fund raising activities	-	-	-	-	-
Dept of Health - Milk	368	-	-	368	552
Donations	-	-	-	-	-
Bank interest received	184	-	-	184	242
Grants received	13,620	-	-	13,620	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>76,161</b>	<b>-</b>	<b>-</b>	<b>76,161</b>	<b>77,873</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>76,161</b>	<b>-</b>	<b>-</b>	<b>76,161</b>	<b>77,873</b>
<b>A3 Payments</b>					
Wage costs	57,783	-	-	57,783	63,218
Training costs	393	-	-	393	675
Educational resources	3,806	-	-	3,806	2,826
Rent	3,270	-	-	3,270	4,905
Postage, stationery and telephone	1,438	-	-	1,438	1,792
Computer expenses	615	-	-	615	493
Repairs	7,975	-	-	7,975	2,575
Insurance	621	-	-	621	621
Refreshments	22	-	-	22	-
Professional fees	3,297	-	-	3,297	2,656
Membership fees	85	-	-	85	127
Accountants	35	-	-	35	130
Sundry	331	-	-	331	-
Bank charges	71	-	-	71	84
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>79,741</b>	<b>-</b>	<b>-</b>	<b>79,741</b>	<b>80,102</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>79,741</b>	<b>-</b>	<b>-</b>	<b>79,741</b>	<b>80,102</b>
<b>Net of receipts/(payments)</b>	<b>- 3,581</b>	<b>-</b>	<b>-</b>	<b>- 3,581</b>	<b>- 2,229</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>22,855</b>	<b>-</b>	<b>-</b>	<b>22,855</b>	<b>25,084</b>
<b>Cash funds this year end</b>	<b>19,274</b>	<b>-</b>	<b>-</b>	<b>19,274</b>	<b>22,855</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank Account - Current	7,373	-	-
	Bank Account - Deposit	11,888	-	-
	Petty Cash	13	-	-
	<b>Total cash funds</b>	<b>19,274</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



**LUMB ACCOUNTANCY SERVICES**

Chartered Certified Accountants

**WHITEWELL PRESCHOOL GROUP, WHITEWELL BOTTOM, ROSSENDALE**

**Independent examiner's report to the members/trustees of Whitewell PreSchool Group, Whitewell Bottom, Rossendale.**

I report to the trustees on my examination of the accounts of Whitewell PreSchool Group for the year ended 31 December 2020.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Martin Urquhart FCCA  
Lumb Accountancy Services Limited  
Chartered Certified Accountants  
Unit 2 Elm Street Mill  
Travis Street  
Burnley  
BB10 1NY

21 October 2021