

End of Financial Year 2019/2020 Treasurers Report

The year commenced with the refurbishment of the garden area largely underway with the addition of a landscaped and Astro turfed play area. New play equipment was also installed and then as the year progress further works continued bringing the setting to the point where it has a construction area, two mud kitchens, a covered permanent sandpit, a recessed den area and covered storage areas for balance bikes and ride on toys all connected by decking lined with picket fencing. The remaining area is cover in bark chippings thereby minimising the past issues with mud in winter and dust in summer. Two mature trees were cut down and their stumps made into chainsaw sculptures to lighten the garden area generally. The crowns of the remaining trees were raised also.

All of these improvements have been carried out without using the contingency fund built up against winding up the setting and earmarked. In the 2020/2021 we will be installing a log cabin and relocating the pre-school office into it to free up room inside the setting for 0-2 years old children.

As the year progressed a staff issue which had arisen in the year 2018/2019 but been resolved in July 2019, rekindled. This was in connection with a staff member who presented the committee with a flexible working request at short notice to when they expected it to commence. This was to allow that member of staff to open their own competing nursery 6.5 miles away from the setting. The member of staff then failed to engage with the timeline of the statutory process and instead went sick with stress to enable them to run their own nursery. This issue next turned into a grievance against various committee members and the setting manager and the Charity resorted to using its outsourced HR company to attempt to resolve the matter. The member of staff resigned with effect from 1/1/2020 but then took the Charity to ACAS for constructive dismissal. A negotiated settlement was made on the basis that

1. no blame was apportioned to the Charity and
2. an agreement silencing both parties was entered into.

A once only payment of £3,750 was made to the member of staff drawing a line under a very unpleasant incident that had dominated Committee proceedings for best part of a year. This and an increase HR cost are reflected in the accounts.

In March 2020 the year was further complicated by the onset of the COVID 19 pandemic, and the lock down, which caused the setting to compulsorily close on March 19th 2020. A

decision was taken by the committee to ensure that the staff were paid in full throughout the closure. To do this the staff were initially furloughed and funds were claimed from the Coronavirus Job Retention Scheme. The nursery reopened to key worker and vulnerable children on May 11th 2020, and the staff were taken off furlough but paid flat wages without overtime even though they worked less hours than they were paid for, to accommodate the bubbles employed to isolate the children. On June 1st 2020 the pre-school was allowed to open up to all children, and again they were maintained in bubbles. Not all the children on the register prior to the lock down closure returned but sufficient did to ensure the continued running of the setting.

The pre-school made a bid to the village hall committee from which the pre-schools premises are rented, to be allowed to site a garden room in the garden area which would be used for 0-2 years children providing a valuable addition to the settings services. This was vetoed after a lengthy consultation process. The project would have cost around £30,000 to achieve and the principal objections were that at the time, i.e. under the COVID19 restrictions there wouldn't be sufficient demand for the service and the pre-school could fall into financial difficulties having spent so much of its reserves.

Undeterred the project was revised to use the space previously used as an office and to site the office outside in a log cabin in the garden area. This was acceptable to the village hall committee. During the August two week closure work began to convert the office and fit it out ready for opening on September 3rd 2020. The log cabin was on order and anticipated to be installed in the second week of September. The revised budget for the project was £6,000. New staff were recruited for the baby room and will commence on September 1st 2020.

During the year there have been numerous changes to the Committee structure, with Shannon commenced as chairperson in August 2019, but resigned in early 2020, whereupon Alexia MACHU stepped in as acting chairperson. She resigned in June 2020 and Gary WELCH then became the chairperson. Some new committee members were recruited at the end of the year, principally a new secretary to replace Sarah FURIA who had given unstinting service to the pre-school in that role.

All in all 2019/2020 has been a tough and challenging year for the Charity, but one through which the Charity has grown stronger and expanded, all of which augurs well for its future.

COLLINGBOURNE DUCIS PRE-SCHOOL (DRAGONFLIES)

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31ST AUGUST 2020

		<u>2020</u>	
<u>INCOME</u>			
Funding	71480		49.00%
Fees	68532		46.98%
Other Income	5864		4.02%
		145876	0.00%
<u>EXPENDITURE</u>			
Snacks and Petty Cash	4025		2.69%
Stationery and Equipment	5363		3.58%
Software,HR and Payroll Fees	4984		3.33%
Telephone	37		0.02%
Wages and PAYE	106506		71.10%
Rent	14192		9.47%
Sundry Expenditure (Training)	1050		0.70%
Insurance	873		0.58%
Garden	12548		8.38%
Ofsted	220		0.15%
Advertising			0.00%
		149797	
<u>SHORTFALL</u>		<u>-3921</u>	

GENERAL FUND

	£
Lloyds Bank Treasures Balance as at 31/08/202	11615
Lloyds Bank Bus Bank Instant Balance 31/08/20	65004
	<u>76619</u>
General Fund brought forward	80540
Shortfall for Year Ended 31st August 2020	<u>-3921</u>
	<u>76619</u>



Section A

Independent Examiner's Report

Report to the trustees/
members of

Collingbourne Pre-School

On accounts for the year
ended

31st August 2020

Charity no
(if any)

1058784

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and
basis of report

As the charity's trustees, 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Audine Callaway

Date:

16/09/20

Name:

Audine Callaway

Relevant professional
qualification(s) or body
(if any):

Address: 39 Lancaster Square

Hungerford

RG17 0AQ

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Nothing to report