

1. Trustees' Annual Report for the period

From 1<sup>st</sup> September 2019

To 31st August 2020

**Section A** Reference and administration details

**Charity Name** **MARCHAM PRE-SCHOOL PLAYGROUP**

**Registered Charity Number** **1062332**

**Charity's principal address** **Marcham CE Primary School, Morland Road, Marcham, OX13 6PY**

**Names of the charity trustees who manage the charity**

**Trustee 1** Mrs. Jacqueline Sebire

17 Greenwood Grove

Marcham

OX13 6FR

**Trustee 2** Nicola Bunce

1 Hartley Cottages

Kingston Road

Frilford

OX13 5NX

**Trustee 3** Mrs. Nicola Sanford

10 Fettiplace Road

Marcham

Abingdon

Oxon

OX13 6PL

**Name of Senior Staff Member** Mrs. Nicky Sanford

**Section B** Structure, governance and management

**Description of the charity's trusts**

Type of governing document Constitution Adopted at AGM October 2020

How the charity is constituted Management Committee and Parent Members

Trustee selection methods Annually at AGM.



## **Additional governance issues**

The Policy and Procedure Document is reviewed annually at the AGM when it is amended and adopted if necessary.

There is a Child Protection Policy in place and Disclosure and Barring Service Checks are carried out prior to commencement of employment and prior to becoming a member of the Management Committee and Trustees.

The Pre-School is Ofsted registered and therefore is inspected to ensure all Policies and Procedures are carried out.

The Pre-School also have a partnership with the Foundation Stage of Marcham Primary School and sometimes jointly fundraise using the proceeds to benefit both the Pre-School and Primary School children.

## **Section C      Objectives and activities**

To follow the Early Years Foundation Stage curriculum. We support the children's independent learning and help lay foundations for successful learning in all areas of development.

The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide 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 such children and their families and promoting public interest in and recognition of such needs in the local area.
- c) Instigating and adhering to and furthering the aims and objectives of the Pre-School Learning Alliance.

### **Additional objectives and activities**

A great contribution is made by volunteers. Our Management Committee is made up purely by parents volunteering to become members of the committee. The Officers of the Management committee and Trustees are also volunteers.

All Fund Raising activities are carried out by the Management Committee who encourages parents of all children to join in.

Any surplus funds which are not required for activities or equipment are placed into a Deposit Account to earn interest for the future unforeseen needs of the Pre-School.

## **Section D      Summary of the main achievements of the charity during the year**

Training continues to be a priority and we continue to support all the staff with their continued professional development. We continue with 5 members of staff (and one on maternity leave) and training has continued, with a large commitment to professional development for 1 member of staff as they gain further qualifications. All staff hold a food safety certificate, first aid training and safeguarding training. In-house training continues regularly ensuring the children well-being, safety and providing the best possible learning outcomes.



The setting continues to support children with special educational needs and language delay. We have seen an increase in the number of children displaying difficulties and have developed our knowledge, training and support network in order to meet their needs. The Early Years teacher has implemented a number of individualised interventions for children and worked closely with parents.

We continue to explore cultural diversity with the children and develop British Values as specified within the Early Years Foundation Stage Framework, including exploring the community through an increase regularity for trips, outings and visits.

New housing within the village has continued to increase our numbers and we saw a significant rise in attendance over the year.

#### Section E Financial review

At the start of the financial year of September 2019 the bank accounts were looking very healthy and were as follows:

Current Account:	£ 3,695.58
Reserve Account:	£47,000.00
Partnership Account:	£ 376.60

We set a budget of £84,000 for income through fees and even though there was a different ending to the year than was expected we still managed to have an income of £91,202.97. This was largely due to the fact that even though we had to close the setting for a number of weeks, we still managed to get the funded income of £71,600.41 from the government. Other fees brought in £15,618.10 and we did process some payments of £3,984.41 for loss of income from those fees while we were on furlough. We also received income of £2,031.91 in donations, fund raising, and sale of toys.

The expenditure costs for the year was £96,366.51 which was just over the agreed budget of £95,575 and most of the excess came about due to some unforeseen costs adapting the setting due to COVID. The majority of the expenditure costs were for staffing and we had hoped to be able to carry the staffing on with all 6 members but unfortunately with COVID we had to take the decision to reduce the staffing numbers due to the uncertainty of the fees for the following year. Even though we have the reserve account we were unsure we would get the numbers in to cover the cost of 6 members of staff. During the main closure of the preschool we felt it as important to ensure that we maintained the salaries of the staff and so all members were paid in full during the time of the closure. We also had extra staffing costs to cover the salaries we paid when we opened during the half terms and Easter break.

The pension costs also increased due to the statutory commitments that we have for the pensions and with the increase to 6 members of staff had an increase in PAYE costs.

We also had to replace the iPads as the ones we had were old and not working properly and so this was an expense of £1,512.00.

We had planned to use a large portion of the reserve account money to update the classrooms but feel that this will have to be put on hold for the moment as we may need some of this money for the everyday things so will update some of the most important things for the time being.

The closing amounts for the financial year September 2019 – August 2020 was:

Current Account:	£ 6,841.87
Reserve Account:	£40,012.66
Partnership Account:	£ 1,089.95

#### Section F Forthcoming Year



We will continue to provide a "Good" setting to reinforce our Ofsted recognition and work towards "Outstanding".

With all of the restrictions in place we have decided that the income budget for the next financial year will need to be lowered for the time being. We have set this as £75,000 but are anticipating that as long as the preschool is able to stay open and will not be limited to the number of children who can attend the setting that this is a conservative amount and it should be quite a bit more. We still have an expenditure set of around £96,000 (£87,500 of this being staff costs) and so working on these figures we will have a deficit of £21,000 and so will need to keep the costs down as much as possible if the worst should happen and would need to use the money in the reserve account. It will also be a difficult time for fundraising but it would be good to think of some things we could do to raise money during these difficult times.

Section G Declaration

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

Signed on behalf of the charity's trustees.

Signature J. Sebire

Full Name Jacqueline Sebire .....

Position Chair.....

Date 07.06.2021



# Marcham Pre-School Play Group - Charity No. 1062332

## ASSET & LIABILITIES STATEMENT FOR THE PERIOD ENDING 31-Aug-2020

	31-Aug-20	31-Aug-19
<b>FIXED ASSETS</b>		
Tangible Assets	£1,925.65	£0.00
<b>CURRENT ASSETS</b>		
Bank A/C's		
70138827 - Community Account	£6,841.87	£3,695.58
90743143 - Reserve Account	£40,012.66	£47,000.00
503341649 - Partnership Account	£1,089.95	£376.60
	<u>£47,944.48</u>	<u>£51,072.18</u>
Cash	£274.33	£196.58
Debtors / Unbanked Income	£0.00	£0.00
	<u>£48,218.81</u>	<u>£51,268.76</u>
<b>CURRENT LIABILITIES</b>		
Creditors / Uncashed Cheques	£0.00	£0.00
	<u>£48,218.81</u>	<u>£51,268.76</u>
<b>NET CURRENT ASSETS</b>		
	<u>£48,218.81</u>	<u>£51,268.76</u>
<b>TOTAL NET ASSETS</b>	<u>£50,144.46</u>	<u>£51,268.76</u>
<b>FINANCED BY THE FOLLOWING FUNDS</b>		
Brought Forward Surpluses	£51,268.76	£46,911.48
Current Year Surplus / Deficit	-£1,124.30	£4,357.28
<b>TOTAL PTA FUNDS</b>	<u>£50,144.46</u>	<u>£51,268.76</u>

Darren Hale (Treasurer)



Louisa Webb BSc(Hons) BFP FCA (Independent Examiner)  
Signed in accordance with the general directions given by  
the Charity Commission



# Marcham Pre-School Play Group - Charity No. 1062332

## NET INCOME STATEMENT FOR THE PERIOD

01-Sep-2019 TO

31-Aug-2020

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<b>EXPENDITURE</b>		
	<b>This Year</b>	<i>Last Year</i>
Salaries	<b>75,701.58</b>	73,585.36
PAYE / NIC	<b>1,788.57</b>	6,893.28
Pension	<b>6,317.07</b>	1,046.43
Premises	<b>1,811.00</b>	2,131.00
Phone, Waste, Utilities	<b>350.93</b>	1,083.19
Water	<b>262.95</b>	0.00
Insurance	<b>754.73</b>	838.82
Photocopying, Stationary, Print	<b>385.67</b>	791.22
Resources, Equipment, Materia	<b>1,939.83</b>	1,884.09
Consumables	<b>1,243.89</b>	1,113.11
Grant		0.00
Training	<b>1,197.81</b>	4,126.89
Subscriptions	<b>524.52</b>	431.88
Uniform	<b>745.74</b>	351.47
Gifts (Children)	<b>304.87</b>	292.64
Trip / Zoological / Yoga	<b>250.20</b>	224.20
EYPP (Early Years Pupil Premiur	<b>80.40</b>	0.00
Misc	<b>158.35</b>	176.21
Petty Cash	<b>622.75</b>	543.54
	<b>94,440.86</b>	95,513.33

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**Independent Examiner's Report  
to the Trustees of Marcham Pre-School Play Group  
Charity Number - 1062332**

I report to the trustees on my examination of the accounts of the charity ("the Trust") for the year ended 31<sup>st</sup> August 2020.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

As the Charity's Trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the 2011 Act). 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 instead. The charity's gross income exceeded £25,000, and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England And Wales.

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, and
- To state whether particular matters have come to my attention

**BASIS OF INDEPENDENT EXAMINER'S STATEMENT**

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. 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 my statement below.

**INDEPENDENT EXAMINER'S STATEMENT**

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the 2011 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 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.



Louisa E J Webb BSc (Hons) BFP FCA  
Drive Accountancy  
30<sup>th</sup> May 2021