

Charity registration number: 1063187

# Tot's Pre-School

Annual Report and Financial Statements

for the Year Ended 5 April 2022

# **Tot's Pre-School**

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## **Tot's Pre-School**

### **Reference and Administrative Details**

#### **Legal Status**

The organisation is a Registered Charity governed by the model rules issued by the Pre-School Learning Alliance.

**Chair** Sammie Riley

**Trustees** Dawn Petty  
Claire Dart  
Lisa Watling, Treasurer  
Angela Hurley

**Charity Registration Number** 1063187

**Principal Office** C/o The Bewbush Academy  
Gabriel House  
Dorsten Place  
Crawley  
West Sussex  
RH11 8XW

**Independent Examiner** Blackman Terry Accountants Ltd  
Bolney Place  
Cowfold Road  
Bolney  
Haywards Heath  
West Sussex  
RH17 5QT

## Tot's Pre-School

### Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 5 April 2022 and confirm that they comply with the requirements of the Charities Act 2011 and the Charities SORP.

The legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements and the Statement of Recommended Practice - Accounting and Reporting by Charities.

#### Objectives and activities

##### *Public benefit*

The charity's aim is to enhance the development and education of children under statutory school age. The object is achieved by the maintenance and management of a pre-school facility in the Bewbush area of Crawley West Sussex. There have been no changes on the objects in the past year.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### Review of activities and future developments

The financial statements show that the resources expended exceeded the incoming resources by the sum of £24,494 (2021 - £15,060) in the year ended 5 April 2022. The incoming resources reduced in the year as a result of the covid pandemic. In response staff hours have been cut at points during the period in an attempt to reduce resources expended.

#### Structure, governance and management

##### *Organisational structure*

The committee members of this charity are its trustees for the purpose of charity law and are referred to as trustees throughout this report. The committee members are elected each year at the AGM and serve until the AGM of the following year. The committee meet regularly for the purpose of dealing with the charities affairs and to receive reports from its officers.

Jul 21, 2022

The annual report was approved by the trustees of the charity on ..... and signed on its behalf by:



L watling (Jul 21, 2022 09:46 GMT+1)

Lisa Watling  
Trustee

## Tot's Pre-School

### Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Jul 21, 2022

Approved by the trustees of the charity on ..... and signed on its behalf by:



L watling (Jul 21, 2022 09:46 GMT+1)

Lisa Watling  
Trustee

## Tot's Pre-School

### Independent Examiner's Report to the trustees of Tot's Pre-School

I report to the trustees on my examination of the accounts of Tot's Pre-School for the year ended 5 April 2022.

#### Responsibilities and basis of report

As the charity trustees of Tot's Pre-School 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 Tot's Pre-School'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 Tot's Pre-School as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting 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.

Blackman Terry Accountants  
Blackman Terry Accountants (Jul 21, 2022 10:04 GMT+1)

Blackman Terry Accountants Ltd  
ACCA

Bolney Place  
Cowfold Road  
Bolney  
Haywards Heath  
West Sussex  
RH17 5QT

Date: Jul 21, 2022  
Date:.....

## Tot's Pre-School

### Statement of Financial Activities for the Year Ended 5 April 2022

	Note	Unrestricted funds £	Total 2022 £
<b>Income and Endowments from:</b>			
Operating income of school	2	155,444	155,444
Total income		<u>155,444</u>	<u>155,444</u>
<b>Expenditure on:</b>			
Operating costs of school	3	(175,440)	(175,440)
Administrative expenditure	3	(4,498)	(4,498)
Total expenditure		<u>(179,938)</u>	<u>(179,938)</u>
Net expenditure		<u>(24,494)</u>	<u>(24,494)</u>
Net movement in funds		(24,494)	(24,494)
<b>Reconciliation of funds</b>			
Total funds brought forward		49,439	49,439
Total funds carried forward	9	<u>24,945</u>	<u>24,945</u>
	Note	Unrestricted funds £	Total 2021 £
<b>Income and Endowments from:</b>			
Operating income of school	2	190,175	190,175
Total income		<u>190,175</u>	<u>190,175</u>
<b>Expenditure on:</b>			
Operating costs of school	3	(201,121)	(201,121)
Administrative expenditure	3	(4,114)	(4,114)
Total expenditure		<u>(205,235)</u>	<u>(205,235)</u>
Net expenditure		<u>(15,060)</u>	<u>(15,060)</u>
Net movement in funds		(15,060)	(15,060)
<b>Reconciliation of funds</b>			
Total funds brought forward		64,499	64,499
Total funds carried forward	9	<u>49,439</u>	<u>49,439</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2021 is shown in note 9.

The notes on pages 7 to 14 form an integral part of these financial statements.

# Tot's Pre-School

(Registration number: 1063187)  
Balance Sheet as at 5 April 2022

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	5	8,639	10,957
<b>Current assets</b>			
Debtors	6	3,277	2,445
Cash at bank and in hand	7	14,377	38,034
		17,654	40,479
<b>Creditors: Amounts falling due within one year</b>	8	(1,348)	(1,997)
<b>Net current assets</b>		16,306	38,482
<b>Net assets</b>		24,945	49,439
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		24,945	49,439
<b>Total funds</b>	9	24,945	49,439

The financial statements on pages 5 to 14 were approved by the trustees, and authorised for issue on Jul 21, 2022..... and signed on their behalf by:

L watling  
L watling (Jul 21, 2022 09:46 GMT+1)  
.....  
Lisa Watling  
Trustee



## **Tot's Pre-School**

### **Notes to the Financial Statements for the Year Ended 5 April 2022**

#### **1 Accounting policies**

##### **Statement of compliance**

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

##### **Basis of preparation**

Tot's Pre-School meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

##### **Exemption from preparing a cash flow statement**

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

##### **Income and endowments**

##### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

##### **Raising funds**

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

##### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

##### **Tangible fixed assets**

Individual fixed assets costing £0.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

## Tot's Pre-School

### Notes to the Financial Statements for the Year Ended 5 April 2022

#### Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Leasehold improvements	Evenly over the term of the lease- straight line
Equipment	25% reducing balance

#### Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

#### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

#### Financial instruments

##### *Classification*

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

## **Tot's Pre-School**

### **Notes to the Financial Statements for the Year Ended 5 April 2022**

#### ***Recognition and measurement***

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

## **Tot's Pre-School**

### **Notes to the Financial Statements for the Year Ended 5 April 2022**

#### ***Debt instruments***

Debt instruments which meet the following conditions are subsequently measured at amortised cost using the effective interest method:

(a) The contractual return to the holder is (i) a fixed amount; (ii) a positive fixed rate or a positive variable rate; or (iii) a combination of a positive or a negative fixed rate and a positive variable rate.

(b) The contract may provide for repayments of the principal or the return to the holder (but not both) to be linked to a single relevant observable index of general price inflation of the currency in which the debt instrument is denominated, provided such links are not leveraged.

(c) The contract may provide for a determinable variation of the return to the holder during the life of the instrument, provided that (i) the new rate satisfies condition (a) and the variation is not contingent on future events other than (1) a change of a contractual variable rate; (2) to protect the holder against credit deterioration of the issuer; (3) changes in levies applied by a central bank or arising from changes in relevant taxation or law; or (ii) the new rate is a market rate of interest and satisfies condition (a).

(d) There is no contractual provision that could, by its terms, result in the holder losing the principal amount or any interest attributable to the current period or prior periods.

(e) Contractual provisions that permit the issuer to prepay a debt instrument or permit the holder to put it back to the issuer before maturity are not contingent on future events, other than to protect the holder against the credit deterioration of the issuer or a change in control of the issuer, or to protect the holder or issuer against changes in levies applied by a central bank or arising from changes in relevant taxation or law.

(f) Contractual provisions may permit the extension of the term of the debt instrument, provided that the return to the holder and any other contractual provisions applicable during the extended term satisfy the conditions of paragraphs (a) to (c).

Debt instruments that are classified as payable or receivable within one year on initial recognition and which meet the above conditions are measured at the undiscounted amount of the cash or other consideration expected to be paid or received, net of impairment.

With the exception of some hedging instruments, other debt instruments not meeting these conditions are measured at fair value through profit or loss.

Commitments to make and receive loans which meet the conditions mentioned above are measured at cost (which may be nil) less impairment.

#### ***Investments***

Investments in non-convertible preference shares and non-puttable ordinary or preference shares (where shares are publicly traded or their fair value is reliably measurable) are measured at fair value through profit or loss. Where fair value cannot be measured reliably, investments are measured at cost less impairment.

Investments in subsidiaries and associates are measured at cost less impairment. For investments in subsidiaries acquired for consideration including the issue of shares qualifying for merger relief, cost is measured by reference to the nominal value of the shares issued plus fair value of other consideration. Any premium is ignored.

## Tot's Pre-School

### Notes to the Financial Statements for the Year Ended 5 April 2022

#### *Derivative financial instruments*

The charity uses derivative financial instruments to reduce exposure to foreign exchange risk and interest rate movements. The charity does not hold or issue derivative financial instruments for speculative purposes.

Derivatives are initially recognised at fair value at the date a derivative contract is entered into and are subsequently remeasured to their fair value at each reporting date. The resulting gain or loss is recognised in statement of financial activities immediately unless the derivative is designated and effective as a hedging instrument, in which event the timing of the recognition in statement of financial activities depends on the nature of the hedge relationship.

#### *Fair value measurement*

The best evidence of fair value is a quoted price for an identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place. If the market is not active and recent transactions of an identical asset on their own are not a good estimate of fair value, the fair value is estimated by using a valuation technique.

## 2 Operating income of school

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Fees receivable	155,309	155,309	188,299
COVID SSP	135	135	1,876
	155,444	155,444	190,175

## 3 Expenditure

### a) Operating costs of school

Note	Unrestricted funds General £	Total 2022 £	Total 2021 £
Staff training	358	358	1,614
Toys, books and equipment	1,832	1,832	6,816
Hire of equipment	3,036	3,036	2,690
Canteen	433	433	277
Repairs and maintenance	3,675	3,675	496
Outings	-	-	350
Telephone and fax	858	858	812
Computer software and maintenance costs	-	-	282
Printing, postage and stationery	15	15	12
Trade subscriptions	118	118	118

## Tot's Pre-School

### Notes to the Financial Statements for the Year Ended 5 April 2022

	Note	Unrestricted funds General £	Total 2022 £	Total 2021 £
Sundry expenses		609	609	1,574
Cleaning		641	641	1,747
Uniforms		1,429	1,429	-
Advertising		1,189	1,189	858
Depreciation of short leasehold property		1,682	1,682	2,102
Depreciation of fixtures and fittings		637	637	850
Rent and rates		7,256	7,256	6,797
Insurance		1,714	1,714	1,714
Staff costs		149,958	149,958	172,012
		<u>175,440</u>	<u>175,440</u>	<u>201,121</u>

#### b) Administrative expenditure

	Note	Unrestricted funds General £	Total 2022 £	Total 2021 £
Legal fees		2,193	2,193	2,016
Accountancy		2,232	2,232	2,017
Bank charges		73	73	81
		<u>4,498</u>	<u>4,498</u>	<u>4,114</u>

#### 4 Staff costs

The aggregate payroll costs were as follows:

	2022 £	2021 £
<b>Staff costs during the year were:</b>		
Wages and salaries	<u>149,958</u>	<u>172,012</u>

No employee received emoluments of more than £60,000 during the year

## Tot's Pre-School

### Notes to the Financial Statements for the Year Ended 5 April 2022

#### 5 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
<b>Cost</b>			
At 6 April 2021	23,000	10,415	33,415
At 5 April 2022	23,000	10,415	33,415
<b>Depreciation</b>			
At 6 April 2021	14,593	7,865	22,458
Charge for the year	1,681	637	2,318
At 5 April 2022	16,274	8,502	24,776
<b>Net book value</b>			
At 5 April 2022	6,726	1,913	8,639
At 5 April 2021	8,407	2,550	10,957

Included within the net book value of land and buildings above is £Nil (2021 - £Nil) in respect of freehold land and buildings and £6,726 (2021 - £8,407) in respect of leaseholds.

#### 6 Debtors

	2022 £	2021 £
Prepayments	2,381	1,475
Other debtors	896	970
	3,277	2,445

#### 7 Cash and cash equivalents

	2022 £	2021 £
Cash at bank	14,377	38,034

#### 8 Creditors: amounts falling due within one year

	2022 £	2021 £
Other taxation and social security	268	917
Accruals	1,080	1,080
	1,348	1,997

## Tot's Pre-School

### Notes to the Financial Statements for the Year Ended 5 April 2022

#### 9 Funds

	Balance at 6 April 2021 £	Incoming resources £	Resources expended £	Balance at 5 April 2022 £
<b>Unrestricted funds</b>				
General	49,439	155,444	(179,938)	24,945
	<b>Balance at 6 April 2020 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Balance at 5 April 2021 £</b>
<b>Unrestricted funds</b>				
General	64,499	190,175	(205,235)	49,439

#### 10 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 5 April 2022 £
Tangible fixed assets	8,639	8,639
Current assets	17,654	17,654
Current liabilities	(1,348)	(1,348)
Total net assets	24,945	24,945
	Unrestricted funds General £	Total funds at 5 April 2021 £
Tangible fixed assets	10,957	10,957
Current assets	40,479	40,479
Current liabilities	(1,997)	(1,997)
Total net assets	49,439	49,439



## Tot's Pre-School

### Statement of Financial Activities by fund for the Year Ended 5 April 2022

	Total Unrestricted Funds 2022 £	Total Unrestricted Funds 2021 £
<b>Income and Endowments from:</b>		
Other income	<u>155,444</u>	<u>190,175</u>
Total income	<u>155,444</u>	<u>190,175</u>
<b>Expenditure on:</b>		
Operating costs of school	(175,440)	(201,121)
Administrative expenditure	<u>(4,498)</u>	<u>(4,114)</u>
Total expenditure	<u>(179,938)</u>	<u>(205,235)</u>
Net expenditure	<u>(24,494)</u>	<u>(15,060)</u>
Net movement in funds	(24,494)	(15,060)
<b>Reconciliation of funds</b>		
Total funds brought forward	<u>49,439</u>	<u>64,499</u>
Total funds carried forward	<u><u>24,945</u></u>	<u><u>49,439</u></u>

## Tot's Pre-School

### Detailed Statement of Financial Activities for the Year Ended 5 April 2022

	Total 2022 £	Total 2021 £
<b>Income and Endowments from:</b>		
Other income (analysed below)	155,444	190,175
Total income	<u>155,444</u>	<u>190,175</u>
<b>Expenditure on:</b>		
Operating costs of school (analysed below)	(175,440)	(201,121)
Administrative expenditure (analysed below)	(4,498)	(4,114)
Total expenditure	<u>(179,938)</u>	<u>(205,235)</u>
Net expenditure	<u>(24,494)</u>	<u>(15,060)</u>
Net movement in funds	(24,494)	(15,060)
<b>Reconciliation of funds</b>		
Total funds brought forward	<u>49,439</u>	<u>64,499</u>
Total funds carried forward	<u><u>24,945</u></u>	<u><u>49,439</u></u>

## Tot's Pre-School

### Detailed Statement of Financial Activities for the Year Ended 5 April 2022

	Total 2022 £	Total 2021 £
<b><i>Other income</i></b>		
Fees receivable	155,309	188,299
COVID SSP	135	1,876
	<u>155,444</u>	<u>190,175</u>
<b><i>Operating costs of school</i></b>		
Staff training	(358)	(1,614)
Toys, books and equipment	(1,832)	(6,816)
Hire of equipment	(3,036)	(2,690)
Canteen	(433)	(277)
Repairs and maintenance	(3,675)	(496)
Outings	-	(350)
Telephone and fax	(858)	(812)
Computer software and maintenance costs	-	(282)
Printing, postage and stationery	(15)	(12)
Trade subscriptions	(118)	(118)
Sundry expenses	(609)	(1,574)
Cleaning	(641)	(1,747)
Uniforms	(1,429)	-
Advertising	(1,189)	(858)
Depreciation of short leasehold property	(1,682)	(2,102)
Depreciation of fixtures and fittings	(637)	(850)
Wages and salaries	(149,958)	(172,012)
Rent and rates	(7,256)	(6,797)
Insurance	(1,714)	(1,714)
	<u>(175,440)</u>	<u>(201,121)</u>
<b><i>Administrative expenditure</i></b>		
Accountancy fees	(2,232)	(2,017)
Legal and professional fees	(2,193)	(2,016)
Bank charges	(73)	(81)
	<u>(4,498)</u>	<u>(4,114)</u>