

ST PETERS FURZE PLATT LITTLE FISHES PRESCHOOL

REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2020

CONTENTS

TRUSTEES ANNUAL REPORT.....	3
LEGAL & ADMINISTRATIVE.....	3
REVIEW OF THE FINANCIAL AFFAIRS AND ACTIVITIES.....	4
THANKS.....	6
INDEPENDENT EXAMINER.....	7
DECLARATION	7
INDEPENDENT EXAMINER'S REPORT	8
RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES & EXAMINER.....	8
BASIS OF THE INDEPENDENT EXAMINER'S REPORT	8
INDEPENDENT EXAMINERS STATEMENT.....	8
STATEMENT OF FINANCIAL ACTIVITIES.....	9
NOTES TO THE INCOME AND EXPENDITURE ACCOUNT	10

TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 31 AUGUST 2020

LEGAL & ADMINISTRATIVE

Trading Name:	The charity trades under the abbreviation Little Fishes Preschool
Charity Number:	1070343
Principal Address:	36 Balmoral, Maidenhead, Berkshire, SL6 6SU
Trading Address:	Furze Platt War Memorial Hall, 75 Furze Platt Road, Maidenhead, Berkshire, SL6 7NG

TABLE OF TRUSTEES:

NAME	OFFICE	DATE APPOINTED (if during 2019/20)	DATE RESIGNED (if during 2019/20)
Catherine Sweet	Chair		
Matthew Davis	Secretary (Previous)		At meeting on 20 Sep 2019
Fiona Lawrence	Secretary (New)		
Louisa James	Treasurer (Previous)		At meeting on 20 Sep 2019
Louise Axford	Treasurer (New)		
Rebecca Humphreys			
Rachael Jenkins			At AGM on 19 Nov 2019
Justine Allen			
Lizzie Stone			
Carole Waterman			On 1 Jul 2020
Anna Browning		At AGM on 19 Nov 2019	
Anna Snelling		At AGM on 19 Nov 2019	

GOVERNING DOCUMENT:

The Charity is governed by the procedures laid down in its Constitution. This was initially adopted on 13 May 1998. Amendments have been made and approved by the Preschool Committee and Parochial Church Council, at the AGMs held on 5 May 2010 and 17 October 2017.

OBJECTIVES OF THE CHARITY:

1. To enhance the development and education of children under statutory school age, primarily within the parish of Furze Platt.
2. To promote and encourage Christian and British Values.

STRUCTURE AND MANAGEMENT:

The charity is run by a management committee of voluntary trustees who receive no remuneration or benefits for the work they undertake in managing the Preschool. The Trustees are drawn from parents of children who attend or have attended the Preschool in the recent past. Two new Trustees were elected at the Annual General Meeting.

REVIEW OF THE FINANCIAL AFFAIRS AND ACTIVITIES

1. Overview:

There was a deficit after fundraising of £17,302. This marked improvement compared to 2018/19 was due to grants received in relation to the hardships caused by the Covid-19 pandemic, in combination with reduced staff costs due to enforced closure and rent being waived. The other direct costs of running the Preschool remained constant.

2. Grants

The lockdown restrictions relating to Covid-19 meant the Preschool was forced to close from March 2020 until June 2020 and could only reopen in June 2020 with numbers capped to 15 children. The restrictions also meant that all fundraising events were cancelled. The Committee applied to multiple grants to help cover the expected resulting deficit in 2020/21. It was with great pleasure that a number were successful and received at the end of the financial year.

- The Louis Baylis Charitable Trust kindly donated £500 towards additional resources due to the limitations caused by Covid-19 rules.
- Berkshire Community Foundation generously granted £5,000 to assist with the reduced direct income; this would mainly cover additional staff costs and rental.
- Spoor Merry Rixman Foundation sympathetically granted £4,000 to cover lost fundraising from cancelled events; these funds were allocated to be used for school equipment and resources.

3. Fundraising:

Fundraising is an essential part of the Preschool's income and has served to reduce the final deficit by £4,804. However, this is £840 less than 2018/19 due to the cancellation of the Summer Fair, which raised £1,334 in 2018/19. Funds have been raised throughout the year by Committee led initiatives, the most successful were the Christmas fair and January School Disco raising £2,267 in total. Other notable fundraising events were the Summer Scoot-a-thon and In2Touch rugby tournament, raising £556 and £367, respectively. The Covid-19 situation prompted many parents to make additional donations, with parental contributions totalling £828. Funds are used to supplement the Preschool's main direct costs including salaries, rent, and the purchase of new equipment and resources.

4. Direct Income:

RBWM continue to provide most of the income to the Preschool based on predetermined Government funding rates. In addition to this funding, parents pay session fees for those children who are not eligible for funding due to their age or additional hours attended. The session fees payable by parents remained at £6.00 per hour, with each session lasting 3.75 hours. Four sessions a week enable all children to achieve their full 15-hour entitlement from the Government. Average pupil NOR (numbers on roll) for the year were 29 (32 in 2018/19) with 24 at start of Autumn term, gradually increasing to 34 at the end of Summer term. The actual pupil numbers attending in Summer term were reduced due to the lockdown restricting attendance to a 'bubble' of 15 children. Due to Government guidance prioritising children aged 3 or 4, who are covered by 3-year funding, this reduced the session fees in Summer term; fees of £1,875 compared to £3,240 in 2018/19. RBWM honoured the funding for Summer term based on NOR (number on roll), however this number was lower due to closure and the following restrictions meaning no visits could take place and thus no new pupils were recruited in Summer term or in preparation for Autumn term.

5. Direct Costs:

The Preschool's main costs are salaries and rent. This year, direct costs are lower than the previous year due to Committee voting to pay staff at 80% to help the Preschool reduce costs during the closure from March to June. This value was in line with the furlough scheme which Little Fishes were only able to access for the proportion of income from fee-paying sessions. The rent cost was £5,733 compared to £11,010 last year due to the Trustees of the Hall waiving rent during closure.

6. HMRC Coronavirus Job Retention Scheme (Furlough)

Most of the income received by Little Fishes is the 2-year and 3-year government funding, with approximately 15% of our income coming from session fees. Little Fishes were able to apply for a comparable percentage of staff costs from the CJRS (furlough) scheme to aid us through the closure and reduced opening. The amount received from HMRC was £2,145.

7. New Equipment:

The Preschool spent £671 during the year on play equipment for the children, compared to £3,317 in 2018/19. This included weighted blanket and sensory blocks, multicultural dolls and figures, and arts and crafts resources. Some of the cost was covered by the Early Years Pupil Premium and SEN funding.

8. Payments to Trustees:

Justine Allen, as Preschool Manager, and Rebecca Humphreys, as Business Manager, have been paid for their employment. No further payments have been made to Trustees during the year.

9. Deposits:

The Preschool returned all refundable deposits held upon a child's enrolment. After parental consent, some deposits were retained as a parental contribution (£225). Deposits held relating to children who had not yet started totalled £100.

10. Children's Entertainment:

During Autumn term and Spring term, Zoolab visited the Preschool, enabling the children to interact with various animals, which cost £143 each visit. There was also a Christmas party held for the pupils, which cost £49. Due to the restrictions in Summer term, the Preschool were unable to have any visits.

11. Accounting Policies:

The Accounts have been prepared under the historical cost convention, in accordance with: applicable accounting standards; the Statement of Recommended Practice, 'Accounting and Reporting by Charities', issued in March 2005; and the Charities Act 1993.

12. Employees:

There were 7 permanent members of staff employed during the year.

THANKS

Thank you as always to the whole of the staff team for all their hard work, dedication, and willingness to do whatever is needed to make Little Fishes the much-loved preschool that it is. This has been a particularly difficult year with the additional challenges caused by the Covid-19 pandemic and the team have gone above and beyond to ensure that the pupils could continue their journey at Little Fishes, with their wellbeing always being paramount.

A massive thanks to Justine Allen, Preschool Manager, for leading the team through these tumultuous times and to Rebecca Humphreys, Business Manager, who has navigated the many changes in guidance during the Covid-19 pandemic and efficiently carried out risk assessments and amended policies, in addition to the usual tasks involved in running the Preschool.

We were ably supported throughout the year by the Early Years team from RBWM. We appreciate and thank you for your expertise, experience, and commitment.

Further thanks go to the Trustees of the Furze Platt War Memorial Hall, the home of the Preschool, especially for their empathy during these difficult times and waiving the rent while the Preschool were closed. Special thanks go to the Hall's warden, Stephen Cronbach, and his wife Hazel, for all their work in maintaining and refurbishing to provide the best venue for Little Fishes.

St Peter's Church has remained a close partner of the Preschool. We held two services during the year to celebrate Harvest Festival and the Nativity. Thanks to Reverend David Short for his presentation and participation at these services which were well attended by children and parents. Little Fishes also owes much appreciation to our resident Father Christmas, 'Rev Kev'. Thank you to Sandy Young in the church office for her assistance, and to the congregation of St Peter's who continue to support the Preschool from provision of shelters for events through to silent auction lots.

For another year, we owe thanks to Samantha Phillips, who nominated us as one of two charities to benefit from her Touch Rugby tournament.

Little Fishes would like to provide special thanks to the following organisations for their kindness and understanding in providing the Preschool with grants to assist during the Covid-19 pandemic:

- The Louis Baylis (Maidenhead Advertiser) Charitable Trust
- Spoope Merry Rixman Foundation
- Berkshire Community Fund

Final thanks go to the Committee, parents, and other community stakeholders for their constant support of the Preschool, be it organising or attending fundraising events or promoting the Preschool.

INDEPENDENT EXAMINER

The Preschool is required under the Charities Act of 1993 to have an Independent examination of its accounts. This year we owe thanks to Stephen Lawrence for his complimentary review of the financial statements.

DECLARATION

The Trustees have approved the report.

Signed: <i>L Axford</i>	Signed: <i>Fiona Lawrence</i>
Name: LOUISE AXFORD	Name: FIONA LAWRENCE
Position: TREASURER	Position: SECRETARY
Date: 30/06/2021	Date: 30/06/21.

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF ST PETERS FURZE PLATT LITTLE FISHES PRESCHOOL

I report on the Annual Accounts of The Trust for the financial year ended 31 August 2020, which are set out on pages 7 and 8.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES & EXAMINER

As the charity's Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (The Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

BASIS OF THE INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINERS 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
 - a. to keep accounting records in accordance with section 41 of the act, and
 - b. to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met, or
2. to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

Name: **STEPHEN LAWRENCE FCCA**

Date: **30/6/21**

Accountants:

Address: **48 ALL SAINTS AVE
MAIDENHEAD
SL6 6NA**

STATEMENT OF FINANCIAL ACTIVITIES

Financial Statement for the Year Ended 31 August 2020				
Income and Expenditure Account				
		Cash Accounting	Cash Accounting	
		1 Sep 19 to 31 Aug 20	1 Sep 18 to 31 Aug 19	
		FY 19/20	FY 18/19	
		£	£	£
Direct Income				
RBWM funding		61,680.56	60,743.22	
Session Fees		12,687.50	12,187.00	
Deposits		(150.00)	250.00	
Grants		9,500.00	450.00	
Bank Interest		100.84	126.20	
Total Receipts		83,818.90	73,756.42	
Direct Costs				
Staff Costs		(59,206.91)	(63,604.52)	
HMRC (Tax & Employer NIC)		(2,920.80)	(3,667.33)	
Rent		(5,733.00)	(11,010.00)	
School Equipment & Resources	Note 3	(670.64)	(3,317.01)	
Staff Training		(264.00)	(1,066.49)	
Professional Services & Subscriptions		(902.55)	(676.88)	
Arts & Crafts, Small Equipment, Cooking		-	(38.49)	
Telephone & Internet		(253.41)	(506.80)	
Admin, Marketing, Stationery & IT		(498.52)	(837.49)	
Staff Uniform		(48.63)	(671.04)	
Total Direct Costs		(70,498.46)	(85,396.05)	
Contribution of Fees to Overheads		13,320.44	(11,639.63)	
Overheads				
Refreshments, Consumables & Cleaning		(145.79)	(303.40)	
Childrens Entertainment, Trips & Gifts		(346.32)	(450.40)	
Staff & Committee Gifts, Outings		-	-	
Miscellaneous		-	-	
Petty Cash	Note 4	(330.60)	(721.73)	
Total Overheads		(822.71)	(1,475.53)	
Surplus / (Deficit) before Fundraising		12,497.73	(13,115.16)	
Fundraising				
Fundraising Income		6,600.87	6,990.35	
Fundraising Expenditure		(1,797.09)	(1,345.91)	
Total Net Fundraising	Note 2	4,803.78	5,644.44	
Surplus / (Deficit) after Fundraising		17,301.51	(7,470.72)	
Balance b/f	Note 1	37,945.72	45,416.44	
Balance c/f		55,247.23	37,945.72	
		17,301.51	(7,470.72)	

NOTES TO THE INCOME AND EXPENDITURE ACCOUNT**Financial Statement for the Year Ended 31 August 2020****Notes to the Income and Expenditure Account****Note 1: Cash & Bank Balance**

Barclays Current Account	6,327.50	23,528.17	
Barclays Savings Account	31,618.22	31,719.06	
Total Balance Per Cashbook	37,945.72	55,247.23	17,301.51

Note 2: Fundraising

Christmas Fair/Raffle/Auction	1,456.95	(201.59)	1,255.36
School Disco (January)	1,486.90	(475.67)	1,011.23
Parental Contribution	857.60	(30.00)	827.60
Scoot-athon	556.00	-	556.00
In2Touch Rugby Tournament	367.00	-	367.00
School Disco (September)	810.70	(508.28)	302.42
Bags 2 School	262.40	-	262.40
Church Services (Harvest, Nativity, Easter)	108.50	-	108.50
School Photograph	70.77	-	70.77
Easy Fundraising	40.25	-	40.25
Toy Sale	128.85	(52.00)	76.85
Christmas Cards	169.95	(143.50)	26.45
Pre-School Uniform & Bags	285.00	(386.05)	(101.05)
Summer Fair/Raffle/Auction	-	-	-
Christmas Decorations	-	-	-
Smartie Tubes	-	-	-
Sale of Resources	-	-	-
Ice Cream sales	-	-	-
Gift Aid	-	-	-
Total Net Fundraising	6,600.87	(1,797.09)	4,803.78

Note 3: School Equipment & Resources

Weighted blanket, sensory blocks set, dark den	241.98
Multicultural dolls and figures	109.43
Resources from Noahs Ark closure	100.00
Touch&match board, sensory light ball set, 'teachable touchables'	53.08
Paint, sequins, glitter tubs and sugar paper	51.58
Kinetic sand, fibre optic lamp, sand timers x8, infinity mirror	49.35
World Maps	22.93
Peanut ball	22.29
Play Sand	20.00
Total School Equipment & Resources	670.64

Note 4: Petty Cash

Petty Cash Float	680.00		
Milk Rebate		110.14	
Milk Expense		(71.24)	
Admin / Postage / Stationery		(46.66)	
Arts / Crafts / Equipment		(130.09)	
Refreshments / Consumables		(116.85)	
Staff Presents		-	
Snack		(25.94)	
Fundraising		(10.97)	
Miscellaneous		(38.99)	
Total Petty Cash	680.00	(330.60)	349.40