

**ST PETERS FURZE PLATT LITTLE FISHES PRESCHOOL**

**REPORT AND UNAUDITED ACCOUNTS**

**FOR THE YEAR ENDED 31 AUGUST 2021**

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## **TRUSTEES ANNUAL REPORT**

*FOR THE YEAR ENDED 31 AUGUST 2021*

### **LEGAL & ADMINISTRATIVE**

Trading Name:	The charity trades under the abbreviation Little Fishes Preschool
Charity Number:	1070343
Principal Address:	36 Balmoral, Maidenhead, Berkshire, SL6 6SU (at 31 August 2021)
Trading Address:	Furze Platt War Memorial Hall, 75 Furze Platt Road, Maidenhead, Berkshire, SL6 7NG

### **TABLE OF TRUSTEES:**

NAME	OFFICE	DATE APPOINTED (if during 2020/21)	DATE RESIGNED (if during 2020/21)
Catherine Sweet	Chair (Outgoing)		
Hannah Redman	Chair (Incoming)	16 February 2021	
Fiona Lawrence	Secretary		
Louise Axford	Treasurer (Outgoing)		
Tim Eldridge	Treasurer (Incoming)	16 February 2021	
Rebecca Humphreys			
Justine Allen			
Lizzie Stone			
Anna Browning			
Anna Snelling			
Rob Harris		16 February 2021	
Emma Olorenshaw		1 July 2021	

### **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. Three new Trustees were elected at the Committee Meeting on 16 February 2021.

## **REVIEW OF THE FINANCIAL AFFAIRS AND ACTIVITIES**

### **1. Overview:**

There was a surplus after fundraising of £5,382, compared to surplus of £17,302 in 2019/20. The reduction is mainly due to timing differences between grants, in relation to the hardships caused by the Covid-19 pandemic, being received in 2019/20, and the related costs being incurred in 2020/21. The other direct costs of running the Preschool appear higher due to the preschool being open for the full year after the closure from March 2020 to June 2020.

### **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.

- National Lottery Community Fund generously granted £5,000 to assist with the reduced income; this would mainly cover additional staff costs, hall rental and marketing to attract new parents and pupils.

### **3. Fundraising:**

Fundraising is an essential part of the Preschool's income and has served to reduce the final deficit by £5,341, which is £537 more than 2020/21. Parental contributions rose by £670 to £1,498, mainly thanks to a £500 donation from the grandparents of a pupil. There was also a significant Gift Aid claim of £876. The remaining fundraising income mix was altered from previous years due to activities changing to adapt for the Covid-19 restrictions. There was £565 received in Autumn 2020, raised via a Paypal Pool in place of Summer Fair 2020. The 2020 Christmas Fair and 2021 Summer Fair, which would normally raise more than £1k each, were both cancelled, and £135 was raised via a silent auction. The two main fundraising events able to be held were the Easter Egg trail and Summer Scoot-a-thon, raising £400 and £743, respectively. 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 26 (29 in 2019/20) with 21 at start of Autumn term, gradually increasing to 30 at the end of Summer term.

### **5. Direct Costs:**

The total direct costs rose from £70.5k in 2019/20 to £77.5k in 2020/21. The Preschool's main costs are staff costs and rent. This year, the staff returned to 100% pay after the closure from Mar-20 to Jun-20. However, one member of staff was unable to return due to health issues. Overall, the staff costs reduced by £5.5k. The temporary vacancy was covered by an agency worker, costing £5.6k, which was covered by grants received from Berkshire Community Foundation and National Lottery Community Fund. The rent cost was £8,775 compared to £5,733 last year due to the prior year including a period of rent waiver during closure; for 2020/21, the Trustees kindly charged rent at 50%.

### **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 £1,268.

### **7. New Equipment:**

The Preschool spent £2,105 during the year on play equipment for the children, compared to £671 in 2019/20. This included £500 spent on trikes, scooters, helmets, and waterproofs, funded by Louis Baylis grant received in 2019/20. In addition, £458 was spent on a new bookcase and outdoor gazebo,



funded by the National Lottery Community Fund. Specific SEN resources and training purchased to support one pupil, total of £445, were covered by RBWM SEN funding. The Early Years Pupil Premium was used to provide multiple resources to enhance the provision for disadvantaged children, notably a trampoline and dental care models.

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 (£145). Deposits held relating to children who had not yet started totalled £200.

10. Children's Entertainment:

Due to the Covid restrictions in Autumn and Spring term, the Preschool were unable to have any visits. In Summer term, Zoolab visited the Preschool, enabling the children to interact with various animals, which cost £239. There was also a Christmas party held for the pupils, which cost £164.

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 6 permanent members of staff employed during September, October, June, July & August. During the other months, there were 5 permanent members of staff employed.

## **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 year has continued to be difficult 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, and to Rebecca Humphreys, Business Manager, who have showed excellent resilience and commitment 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, for always championing Little Fishes and providing a 50% rebate for rent for the year. 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. Thanks to Children and Families Minister, Emma Olorenshaw, for her support and providing additional learning to the children. 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.

A special thanks to Margaret and Andrew Halestrap, grandparents to a pupil at Little Fishes, who were extremely generous and donated £500 to aid the Preschool in providing the best for the children.

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, which were invaluable in covering unexpected costs this year:

- National Lottery Community Fund (received 2020/21)
- The Louis Baylis (Maidenhead Advertiser) Charitable Trust (received 2019/20)
- Spoores Merry Rixman Foundation (received 2019/20)
- Berkshire Community Fund (received 2019/20)

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: 	Signed: 
Name: TIM ELDRIDGE	Name: LOUISE AXFORD
Position: TRUSTEE	Position: TRUSTEE
Date: 27/5/2022	Date: 26/05/2022

## **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 2021, which are set out on pages 9 and 10.

### **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:

10/6/2022

Accountants:

Address:

48 ALL SAINTS AVE  
MAIDENHEAD  
SL6 6NA



**STATEMENT OF FINANCIAL ACTIVITIES**

<b>Financial Statement for the Year Ended 31 August 2021</b>				
<b>Income and Expenditure Account</b>				
	<b>Cash Accounting</b>		<b>Cash Accounting</b>	
	<b>1 Sep 20 to 31 Aug 21</b>		<b>1 Sep 19 to 31 Aug 20</b>	
	<b>FY 20/21</b>		<b>FY 19/20</b>	
	£	£	£	£
<b>Direct Income</b>				
R&WM funding	69,052.30		61,680.56	
Session Fees	6,059.00		12,687.50	
Deposits	200.00		(150.00)	
Grants	5,000.00	Note 4	9,500.00	
Bank Interest	9.21		100.84	
<b>Total Receipts</b>		<b>80,320.51</b>		<b>83,818.90</b>
<b>Direct Costs</b>				
Staff Costs	(56,588.58)		(62,127.71)	
Agency Worker Costs	(5,635.68)		-	
Rent	(8,775.00)		(5,733.00)	
Professional Services & Subscriptions	(703.83)		(902.55)	
Arts & Crafts, Cooking	(84.33)		-	
School Equipment & Resources	(2,105.36)	Note 3	(670.64)	
Telephone & Internet	(425.41)		(253.41)	
Admin & Stationery	(122.08)		(72.62)	
IT Software & Consumables	(411.67)		(306.12)	
Marketing	(2,050.92)		(83.82)	
Recruitment	(142.00)		-	
Staff Training	-		(264.00)	
Staff Uniform	(415.25)		(48.63)	
<b>Total Direct Costs</b>		<b>(77,460.11)</b>		<b>(70,462.50)</b>
<b>Contribution of Fees to Overheads</b>		<b>2,860.40</b>		<b>13,356.40</b>
<b>Overheads</b>				
Refreshments, Consumables & Cleaning	(809.84)		(145.79)	
Childrens Entertainment, Trips & Gifts	(560.16)		(346.32)	
IT Hardware	(789.96)		(35.96)	
Staff & Committee Gifts, Outings	(659.49)		-	
Miscellaneous	-		-	
Petty Cash	-		(330.60)	
<b>Total Overheads</b>		<b>(2,819.45)</b>		<b>(858.67)</b>
<b>Surplus / (Deficit) before Fundraising</b>		<b>40.95</b>		<b>12,497.73</b>
<b>Fundraising</b>				
Fundraising Income	5,831.77		6,600.87	
Fundraising Expenditure	(490.54)		(1,797.09)	
<b>Total Net Fundraising</b>		<b>5,341.23</b>		<b>4,803.78</b>
<b>Surplus / (Deficit) after Fundraising</b>		<b>5,382.18</b>		<b>17,301.51</b>
<b>Balance b/f</b>	Note 1	55,247.23		37,945.72
<b>Balance c/f</b>		60,629.41		55,247.23
		<b>5,382.18</b>		<b>17,301.51</b>

## NOTES TO THE INCOME AND EXPENDITURE ACCOUNT

### Financial Statement for the Year Ended 31 August 2021

#### Notes to the Income and Expenditure Account

##### Note 1: Cash & Bank Balance

	1 Sep 20	31 Aug 21	Movement
Barclays Current Account	23,528.17	28,901.14	
Barclays Savings Account	31,719.06	31,728.27	
<b>Total Balance Per Cashbook</b>	<b>55,247.23</b>	<b>60,629.41</b>	<b>5,382.18</b>

##### Note 2: Fundraising

	Income	Expenditure	Net
Parental Contribution	1,498.20	-	1,498.20
Gift Aid	876.46	-	876.46
Scoot-athon	742.81	-	742.81
Summer Fair/Raffle/Auction	565.00	-	565.00
Easter Egg Trail	400.00	-	400.00
Bags 2 School	307.20	-	307.20
Charitable Donation	250.00	-	250.00
Easy Fundraising	170.78	-	170.78
Christmas Fair/Raffle/Auction	135.00	-	135.00
Smartie Tubes	137.49	(12.00)	125.49
School Photograph	59.80	-	59.80
Amazon Smile	53.13	-	53.13
Pre-School Uniform & Bags	288.00	(239.15)	48.85
Christmas Cards	228.00	(181.25)	46.75
Craft Packs	100.00	(58.14)	41.86
Plant Sale	19.90	-	19.90
<b>Total Net Fundraising</b>	<b>5,831.77</b>	<b>(490.54)</b>	<b>5,341.23</b>

##### Note 3: School Equipment & Resources

	Expenditure
Trike, Scooter & helmet	418.99
Bookcase	290.27
Easel Freddie SEN/EYPP	256.44
Makaton Training Gurpreet	177.00
Gazebo	159.99
Sensory toys Freddie SEN	143.99
Easel Freddie SEN/EYPP	123.83
Large outdoor mirror	63.59
Playsand	49.61
Dental care models	44.40
Coveralls	40.98
Trampoline	40.98
Garden soil & greenhouse	34.80
Sand	32.99
Tarpaulins	31.40
Cushion for calm corner	30.79
Bug pots & bug viewer EYPP	30.60
Bike Helmets	25.22
Handytorch	22.73
Peg board and pegs	19.99
Storage boxes	18.00
Dry erase board	15.69
EYPP - flashcards & counting cards	12.63
Conversation cubes	12.59
See my feelings mirror	11.39
Safety knives for kids use	10.48
Garden resources - fairy garden	7.00
Book	5.99
Remaining Garden Fund (Janet)	(35.00)
<b>Total School Equipment &amp; Resources</b>	<b>2,105.36</b>

##### Note 4: Grant Expenditure

	Received	Utilised	Returned	Remaining
Louis Baylis Trust	500.00	500.00	-	-
Berkshire Community Foundation	5,000.00	4,562.54	-	437.46
National Lottery Community Fund	5,000.00	4,785.64	-	214.36
Spoore Merry Rixman Foundation	4,000.00	699.98	-	3,300.02
<b>Total Grant Expenditure</b>	<b>14,500.00</b>	<b>10,548.16</b>	<b>-</b>	<b>3,951.84</b>