

ALPINGTON AND YELVERTON PRE-SCHOOL

England & Wales · Charity number 1072330

Details

Status Registered

Legal form Other

Registered 1998-11-06

Register [View on the Charity Commission register](#)

Contact

Address Alpington & Yelverton Village Hall
Church Road
Alpington
NR14 7NS

Phone 07585873508

Email alpingtonpreschool@gmail.com

Website www.cottontailspreschool.co.uk

Activities

Objects: TO ADVANCE THE EDUCATION OF CHILDREN BELOW COMPULSORY SCHOOL AGE IN ALPINGTON AND YELVERTON A) PROVIDING SAFE AND SATISFYING GROUP PLAY IN WHICH PARENTS HAVE THE RIGHT TO TAKE PART B) ENCOURAGING OTHER CHARITABLE ACTIVITIES THROUGH WHICH PARENTS MAY HELP THE CHILDREN.

Activities: Pre-School education

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** APLINGTON AND YELVERTON.
- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£89,628	£85,085	-	-
2023-08-31	£54,774	£60,179	-	-
2022-08-31	£64,038	£60,652	-	-
2021-08-31	£47,488	£55,218	-	-
2020-08-31	£45,696	£50,040	-	-

Trustees

Name	Role	Appointed
Ashleigh Lister		2025-02-26
Ellen Thomas		2025-05-19
Gemma Dutton		2025-09-01
Hannah Scott		2024-02-28
Jennifer Dawn Myers		2025-05-19
Jennifer Nichols		2025-05-19

ALPINGTON AND YELVERTON PRE-SCHOOL

England & Wales - Charity number 1072330

Accounts

ALPINGTON & YELVERTON PRESCHOOL

TRUSTEES REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2024

ALPINGTON & YELVERTON PRESCHOOL

Charity Number : 1072330

Trustees Annual Report

Reference and Administration Details

Charity's principal address

The Village Hall, Church Road, Alington, Norwich, Norfolk, NR14 7NU.

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for the whole year
Suzi Whiting		Resigned 28 th February 2024
Laila Goodbody		
Jen Cushing		Resigned 28 th February 2024
Amy Allman	Chair	
Sarah Heelas	Treasurer	
Laura Sneddon		
Joanne Barlow		Resigned 28 th February 2024

Structure, Governance and Management

Description of the charity's trusts:

Type of governing document	Constitution dated 20 May 1998
How the charity is constituted	Association
Trustee selection methods	Elected by members

Objectives and Activities

The aim of the Charity is to advance the education of children below compulsory school age in Alington & Yelverton.

When planning the activities for the year, the Trustees have considered the Charity Commission's guidance on public benefit. In particular, The Trustees have sought to:

- (a) provide safe and satisfying group play in which parents have the right to take part; and
- (b) encourage other charitable activities through which parents may help children.

Trustee Responsibilities

The Trustees are accountable for the overall safety and wellbeing of the children as well as managing staff. They are also responsible for the overall running of the Preschool and ensuring that any monies received are managed and controlled effectively to meet the objectives of the Preschool.

ALPINGTON & YELVERTON PRESCHOOL

Charity Number : 1072330

Trustees Annual Report

Risk Management and Reserves

The Trustees seek to maintain good governance across the organisation and to operate within best practice. The Trustees aim to hold sufficient cash in reserve at any time to enable the organisation to fulfil its objects and to meet any unforeseen expenditure that may fall due. At 31 August 2024 the organisation held cash funds amounting to £9,409.34. The Trustees consider that the position is precarious to continue the support of the Preschool in future years and this is being attempted to be addressed with a drive to increase numbers, assess staff hours and a push for fundraising.

Achievements and Performance

First and foremost, a huge thank you to our incredible staff team. Your dedication, creativity, and tireless enthusiasm continue to make Cottontails a warm, nurturing, and stimulating environment for every child who walks through our doors. Whether it's through imaginative play, thoughtful learning activities, or quiet moments of support, your work makes a lasting impact on the children and families we serve. The joy, resilience, and curiosity we see in the children every day are a testament to your hard work.

This year has brought with it both new opportunities and challenges, and I'm proud to say our team has met each one with professionalism, passion, and adaptability.

To our committee members, thank you for your invaluable support behind the scenes. As a community-led preschool, we rely heavily on your time, commitment, and expertise. Whether you've helped with fundraising, governance, staffing, maintenance, or events, your contributions have ensured the smooth running of our setting and helped lay the groundwork for our continued success. Your collaborative spirit and shared vision are what help Cottontails thrive.

Together, we've celebrated wonderful events, invested in new resources, and continued to develop our preschool in line with the children's needs and interests. From our festive celebrations to outdoor learning initiatives, these shared moments have strengthened our sense of community and created lasting memories for our families.

Financial Review

Overview

The accounts which have been prepared on a receipts and payments basis show a net surplus for the year of £4,543.76 (2023: deficit £5,644.97).

Fees and Funding

Fees and funding have increased. Numbers were lower in September and increased throughout the year.

Fundraising

Our fundraising income decreased during the year.

Wages

Wages costs decreased by approximately 4% this year.

Rent

Full rent was paid during the year as the Preschool was open all year. The hourly rate charged by the Village Hall remained at £10 per hour.

Petty Cash

There were no transactions in cash during the year and the balance in cash is zero.

ALPINGTON & YELVERTON PRESCHOOL
Charity Number : 1072330

Trustees Annual Report

Declaration

The Trustees declare they have approved the Trustee's Report above.

Signed on behalf of the Charity's Trustees:

Signature

Date

Full Name

Position

ALPINGTON & YELVERTON PRESCHOOL
Charity Number : 1072330

Independent Examiner’s Report to the Trustees of Alpington & Yelverton Preschool

I report on the accounts of the Preschool for the year ended 31 August 2023 which are set out on pages 6 and 7.

Respective Responsibilities of Trustees and Examiner

The Charity’s Trustees are responsible for the preparation of the Accounts. The Charity’s Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2021 (The Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act;
- To follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner’s Report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 disclosure 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 the statement below.

Independent Examiner’s Statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in, any material respect the requirements:
- to keep accounting records in accordance with section 130 of the Charities Act, and
 - to prepare accounts which accord with the accounting records and comply with the account requirements of the Charities Act;

have not been met; or

- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signature

Date

Name

Address

Professional Qualification

ALPINGTON & YELVERTON PRESCHOOL

Charity Number : 1072330

Statement of Financial Activities for the Year Ended 31 August 2024

	Unrestricted £	Restricted £	TOTAL £	2023 £
Receipts				
Fees from parents	17,306.00	-	17,306.00	20,135.58
Gross fundraising proceeds	338.20	-	338.20	1,624.56
Donations	326.12	-	326.12	25.44
Government voucher funding	63,681.40	-	63,681.40	32,235.12
Maternity pay provision	7,539.51	-	7,539.51	-
Deposits	180.00	-	180.00	330.00
Craft and snack income	235.00	-	235.00	421.50
Interest received	22.11	-	22.11	1.62
Total Receipts	89,628.34	-	89,628.34	54,773.82
Payments				
Wages	69,879.94	-	69,879.94	45,411.59
Rent	9,695.44	-	9,695.44	9,554.89
Courses and training	281.00	-	281.00	455.00
Office expenses	330.50	-	330.50	263.86
Postage, stationery and telephone	858.50	-	858.50	527.84
Annual subscriptions	295.00	-	295.00	530.74
Insurance	706.33	-	706.33	666.88
Bookkeeping	817.25	-	817.25	770.70
School uniform	42.48	-	42.48	122.59
Cleaning equipment	292.61	-	292.61	250.59
Toys and equipment	183.07	-	183.07	174.24
Art and craft materials	84.88	-	84.88	257.01
Food, snacks and drinks	776.91	-	776.91	727.03
Fundraising expenses	256.60	-	256.60	243.30
Other expenses	584.17	-	584.17	462.53
Total Payments	85,084.58	-	85,084.58	60,418.79
Net Receipts / (Payments)	4,543.76	-	4,543.76	(5,644.97)
Cash Funds brought forward	4,343.35	522.23	4,865.58	10,510.55
Cash Funds carried forward	8,887.11	522.23	9,409.34	4,865.58

ALPINGTON & YELVERTON PRESCHOOL

Charity Number : 1072330

Statement of Assets and Liabilities at 31 August 2024

	Unrestricted £	Restricted £	TOTAL £
Cash Funds			
Santander – current account	3,945.63	522.23	4,467.86
Santander – high interest deposit account	4,941.48	-	4,941.48
Petty cash	-	-	-
	<u>8,887.11</u>	<u>522.23</u>	<u>9,409.34</u>

Assets Retained for the Charity's Own Use

The majority of assets held are toys and equipment, including a computer for use by the children and a digital camera and printing equipment for recording key moments for the children's learning stories. There is also a lockable filing cabinet containing staff records, past financial records etc.

Liabilities

The preschool owes £277.64 to HM Revenue and Customs in respect of Paye deducted from wages at 31 August 2024.

ALPINGTON & YELVERTON PRESCHOOL

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ALPINGTON & YELVERTON PRESCHOOL

Charity Number : 1072330

Independent Examiner's Report to the Trustees of Alington & Yelverton Preschool

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Basis of Independent Examiner's Report

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have not been met; or

(b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signature  Date 18.7.25

Name Nicola Sturdivant Address Greenacres
Church Road
Professional Qualification MAAT Little Ellingham
Norfolk
NR17 1JN

ALPINGTON AND YELVERTON PRE-SCHOOL

England & Wales - Charity number 1072330

Accounts

ALPINGTON & YELVERTON PRESCHOOL

TRUSTEES REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2023

ALPINGTON & YELVERTON PRESCHOOL

Charity Number : 1072330

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Names of the charity trustees who manage the charity

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Ben Warminger		Resigned 1 November 2022
Charlotte Dixon		Resigned 1 November 2022
Emma Stevens		Resigned 1 November 2022
Suzi Whiting		
Laila Goodbody		
Jen Cushing		
Amy Allman	Chair	
Sarah Heelas	Treasurer	Appointed 1 November 2022
Laura Sneddon		Appointed 1 November 2022
Joanne Barlow		Appointed 1 November 2022

Structure, Governance and Management

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Objectives and Activities

The aim of the Charity is to advance the education of children below compulsory school age in Alington & Yelverton.

When planning the activities for the year, the Trustees have considered the Charity Commission's guidance on public benefit. In particular, The Trustees have sought to:

- (a) provide safe and satisfying group play in which parents have the right to take part; and
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ALPINGTON & YELVERTON PRESCHOOL

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Trustees Annual Report

Risk Management and Reserves

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Achievements and Performance

During Autumn term we had a repeat of mouse gate in the toy cupboard, but due to the swift action by the Cottontails staff the damage this time round was nowhere near as bad as before. Thank you to the village hall for ensuring that the issue was dealt with quickly and safely. There have been no further mouse sightings for now.

Steph joined the team, after Alice resigned from her position as deputy manager. Steph has been an absolute ray of sunshine and is a true asset to the team bringing her positivity and smile in to work with her every day!

Cottontails' life started to feel a bit frantic towards the later part of 2023, Jasmin was going on maternity leave and we needed to find a new manager! After many tears, tantrums and a few sleepless nights, along came the lovely Lizzy! Thank you Lizzy for being a true superstar. You have been with us only a short time, however you are developing and growing Cottontails making it an even more wonderful setting. Personally I am enjoying the small changes you have made so far, the newsletter is fab and you have such a proactive way of working, which the committee adore!

Cottontails got Wifi – Jo did lots of research and found a charity that got us the best deals and managed the installation. I know this was not an easy job, so thank you for tirelessly working and liaising with the village hall, BT and everyone else to ensure the process was smooth(ish). We cannot thank you enough for making this happen, and we will be forever grateful.

Staff have continued to show their dedication to Cottontails, always ensuring above anything else the utmost care of the children. Thank you for your time in sprucing up the garden, creating wish-lists and spending your days covered in flour, shaving foam and snot! We appreciate you ladies so much. Again thank you for your patience through some uncertain times.

Fundraising and recruiting more committee members must be our focus for this year.

Financial Review

Overview

The accounts which have been prepared on a receipts and payments basis show a net deficit for the year of £5,644.97 (2022: surplus £3,386.08).

Fees and Funding

Fees and funding have increased over the two years now that confidence has been restored following Coronavirus. Numbers were lower in September and increased throughout the year.

Fundraising

Our fundraising income increased during the year due to Easter and Christmas fundraising together with a Tropic event.

Wages

Wages costs decreased by approximately 3% this year.

Rent

Full rent was paid during the year as the Preschool was open all year. The hourly rate charged by the Village Hall remained at £10 per hour.

Food, Snacks and Drinks

The contributions from parents have been included as income this year rather than netted off the expenditure.

Petty Cash

There were no transactions in cash during the year and the balance in cash is zero.

ALPINGTON & YELVERTON PRESCHOOL
Charity Number : 1072330

Trustees Annual Report

Declaration

The Trustees declare they have approved the Trustee's Report above.

Signed on behalf of the Charity's Trustees:

Signature 

Date 17.06.2024

Full Name SARAH HEELAS

Position Treasurer

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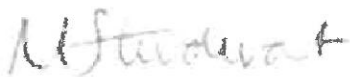
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Signature		Date	24 May 2024
Name	Nicola Sturdivant	Address	Greenacres Church Road, Little Ellingham NR17 1JN
Professional Qualification	MAAT		

ALPINGTON & YELVERTON PRESCHOOL
Charity Number : 1072330

Statement of Financial Activities for the Year Ended 31 August 2023

	Unrestricted £	Restricted £	TOTAL £	2022 £
Receipts				
Fees from parents	20,135.58	-	20,135.58	9,986.00
Gross fundraising proceeds	1,624.56	-	1,624.56	1,704.83
Donations	25.44	-	25.44	10,471.41
Government voucher funding	32,235.12	-	32,235.12	37,677.99
Grants	-	-	-	3,750.00
Deposits	330.00	-	330.00	240.00
Uniform sales	-	-	-	-
Craft and snack income	421.50	-	421.50	207.5
Interest received	1.62	-	1.62	0.34
Total Receipts	<u>54,773.82</u>	<u>-</u>	<u>54,773.82</u>	<u>64,038.07</u>
Payments				
Wages	45,411.59	-	45,411.59	47,050.85
Rent	9,554.89	-	9,554.89	8,972.65
Courses and training	455.00	-	455.00	627.00
Office expenses	263.86	-	263.86	566.89
Postage, stationery and telephone	527.84	-	527.84	339.08
Publicity	-	-	-	-
Annual subscriptions	530.74	-	530.74	181.68
Insurance	666.88	-	666.88	630.96
Bookkeeping	770.70	-	770.70	698.94
School uniform	122.59	-	122.59	-
Cleaning equipment	250.59	-	250.59	216.99
Toys and equipment	-	174.24	174.24	276.26
Art and craft materials	191.55	65.46	257.01	185.90
Food, snacks and drinks	727.03	-	727.03	360.44
Fundraising expenses	243.30	-	243.30	106.00
Other expenses	462.53	-	462.53	438.35
Total Payments	<u>60,179.09</u>	<u>239.70</u>	<u>60,418.79</u>	<u>60,651.99</u>
Net Receipts / (Payments)	<u>(5,405.27)</u>	<u>(239.70)</u>	<u>(5,644.97)</u>	<u>3,386.08</u>
Cash Funds brought forward	9,748.62	761.93	10,510.55	7,124.47
Cash Funds carried forward	4,343.35	522.23	4,865.58	10,510.55

ALPINGTON & YELVERTON PRESCHOOL
Charity Number : 1072330

Statement of Assets and Liabilities at 31 August 2023

	Unrestricted	Restricted	TOTAL
	£	£	£
Cash Funds			
Santander – current account	(458.13)	522.23	64.10
Santander – high interest deposit account	4,801.48	-	4,801.48
Petty cash	-	-	-
	<u>4,343.35</u>	<u>522.23</u>	<u>4,865.58</u>

Assets Retained for the Charity's Own Use

The majority of assets held are toys and equipment, including a computer for use by the children and a digital camera and printing equipment for recording key moments for the children's learning stories. There is also a lockable filing cabinet containing staff records, past financial records etc.

Liabilities

The preschool owes £874.71 to HM Revenue and Customs in respect of Paye deducted from wages at 31 August 2023.

ALPINGTON AND YELVERTON PRE-SCHOOL

England & Wales - Charity number 1072330

Accounts

Numbers Sheet Name

Numbers Table Name

Report & Accounts

Table 1

Receipts and Payments

Table 1

Assets & Liabilities

Table 1

Excel Worksheet Name

[Report & Accounts](#)

[Receipts and Payments](#)

[Assets & Liabilities](#)

Alpington & Yelverton Pre-School
Trustees Report and Accounts
For the year ended 31 August 2021

Charity Number: 1072330

Alpington & Yelverton Pre-School

Charity Number: 1072330

Trustee's Annual Report

Reference and administration details

Charity's principal address

The Village Hall, Church Road, Alpington, Norwich, Norfolk, NR14 7NU.

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if whole year
Victoria Johnson Doro Barnes Ben Warminger Victoria Battle Charlotte Dixon Emma Stevens Rachel Cole	Treasurer Chair	30/06/2021 01/07/2021

Structure, governance and management

Description of the charity's trusts:

Type of governing document
How the charity is constituted
Trustee selection methods

Constitution dated 20 May 1998
Association
Elected by members

Objectives and activities

The aim of the Charity is to advance the education of children below compulsory school age in Alpi

When planning the activities for the year, the Trustees have considered the Charity Commission's c public benefit. In particular, The Trustees have sort to:

- (a) provide safe and satisfying group play, in which parents have the right to take part; and
- (b) encourage other charitable activities through which parents may help the children.

Trustee Responsibilities

The Trustees are accountable for the overall safety and wellbeing of the children as well as managi also responsible for the overall running of the Pre-School and ensuring that any monies received ar controlled effectively to meet the objectives of the Pre-School.

Risk Management and Reserves

The Trustees seek to maintain good governance across the organisation and to operate within best Trustees aim to hold sufficient cash in reserve at any time to enable the organisation to fulfil its obj any unforeseen expenditure that may fall due. At 31 August 2021 the organisation held cash funds £7,124.47. The Trustees consider that the position is precarious to continue the support of the Pre-! years and this is being attempted to be addressed with a drive to increase numbers, assess staff h for fundraising

Alpington & Yelverton Pre-School

Charity Number: 1072330

Trustee's Annual Report

Achievements and performance

Thank you all for attending this AGM for Cottontails Preschool. Its always a quandry to know what things tick on nothing to big or too major going on usual fundraisers etc. Well, 2020-2021 has boug in our 2019-2020 AGM, with everyone ever hopeful of 'hopefully we will be back to 'normal' next ye

We were lucky to be able to get back to preschool after the summer break of 2019 with our children whiff of a covid outbreak amongst children, parents or staff, even with a November lockdown inbet again due to increasing infection and death rates. We were able to pull together and get a skeleton Children', thank you so much to the staff that enabled to make this happen. Come early march we enabling our funded children to come back to the setting for set sessions. Although this was great t to get in our paying 2 year olds which we heavily rely on finicially. During this time we also saw the Thankfully a friend of the committee was able to step in the amazing Linn. She has bought prescho issues. After Easter holidays preschool continued on, in the summer term we took on two new men help due to having full sessions in the summer term. We also started a Lunch Club enabling childre fund a bit more money for the preschool and allowing our older children to begin the preparations fo due to covid restrictions in place at the time which is a shame as this was one of our big fundraiser deenas images in again which is always lovely and helps to bring in a bit of fundraising too. We wei which was great fun for all the children (and im sure the staff too) to get close up to lots of creepy c

During the summer lovely Linn had to hand in her notice due to moving abroad. Our amazing treas with banking fundraising money and chasing late payments suddenly had a lot more on his shoulder to entail taking this on, youve succeeded in finally gaining an online access to our banking system ever elusive bookkeeper to join the team, although funds are tight I believe for the future this is an school in September our amazing Vicky Johnson organised an incredible Quiz & Chips, this has raise in the pipeline for the very near future.

Finances - where does one start, no one likes the subject. Preschool being a Chairty Run not for pro government funding and grants. Needless to say over this last year with various lockdowns and th account is the lowest its ever been with money being down to the wire, we have had to kindly requ installments as we didnt have enough in the bank to cover all outgoings and staff wages, they kind remember they very kindly halfed our rent last year to try to help and support us. Doro has manag this as it has literally saved our bacon for a few more months. Preschool still hangs on the breadline term to lower costs too whilst our child ratio numbers are low - which is usual for this time of year t to try and get some more 2 year olds into the setting. Whilst no one can see what the future holds newly barked garden which the children are loving and its lowered the accidents due to the unever buy and do from the very little fundraising we were able to do in the summer term.

This year I will not only be stepping down as chair but also from committee completely as I have nc has been a breeze, not that im trying to put anyone off from taking the role of chair, it really should go wrong that hasnt already so hopefully ive taken the hit of grey hairs for whoever takes the role.

I would like to say thank you to the committee for their hard work. Luckily, most of them from this y goodbye to Rachel who hasnt even had a child at preschool for 2 years now! Thank you Rachel for fresh wave of inspiration and support!

Lastly, before anyone would think id forget them. Our staff. Daisy, Ceri, Maureen, Jane, Cheryl, Ali & how much you are all appreciated, I know it might not always feel it or be shown but you really rea taking on the risks to come to work for the benefit of the children in concerning times, cutting hour behalf of all the committee, children and their parents/carers we thank you.

Thanks again to everyone who has helped at preschool, I apologise if I have forgotten anything or a future as it truly deserves too. Its been a hell of a ride but its now my time to get off and let someo

Victoria Battle- Chair

29th September 2021

Alpington & Yelverton Pre-School

Charity Number: 1072330

Financial review

Overview

The accounts, which have been prepared on a receipts and payments basis, show a net deficit for t £8,671.02 (2020: deficit £4,958.85).

The impact of the Coronavirus lockdown has had an impact on all aspects of the Pre School. Fundra than half the amount of the previous year because the Easter events could not happen and the ver Sports Day and BBQ could not go ahead.

Fees and funding

Fees and funding have increased compared to the previous year due to being able to reopen follow lockdown. There were still some restrictions and it has taken a while for parents confidence to grow children in. Numbers were lower in September and increased through the year.

Fundraising

Our fundraising income was severely hampered by the Coronavirus closure. However there was sor Deenas Photography, the Christmas Hamper, Easter raffle and a Bake sale.

Wages

Wages costs increased by approximately 12% this year. Last year all staff agreed to a 20% reducti the pre school was not eligible to furlough staff and the setting is not 100% funded by the Governr summer two new members of staff were taken on due to increased number of children towards, to were correct. Their probation period is due to end in October 2021 when their position will be reass

Rent

Rent has decreased this year, again due to the closure caused by Coronavirus. The hourly rate char Village Hall, however, did increase to £10 per hour during the year.

Toys and equipment costs

Spending in this category increased this year.

Food snacks & drinks

Parent have continued to kindly donate snacks at the preschools request, helping to keep the expe

Office and admin expenses

These have also decreased due to partial closures This category fluctuates depending upon the nur present.

Miscellaneous expenditure

There was a big increase in insurances required and subscriptions.

Petty cash

There were no transactions in cash and the balance held in cash is zero.

Declaration

The trustees declare they have approved the trustee's report above

Signed on behalf of the charity's trustees:

Signature

Date

Full Name

Position

Alpington & Yelverton Pre-School

Charity Number: 1072330

Independent Examiner's Report to the Trustees of Alpington & Yelverton Pre-School

I report on the accounts of the Pre-School for the year ended 31 August 2021, which are set out on

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees can be audited but an independent examination is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and an independent examination is needed.

It is my responsibility to:

Examine the accounts under section 145 of the Charities Act;

To follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(b) of the Charities Act); and

To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. My examination includes a review of the accounting records kept by the charity and a comparison of those records with those presented. 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 under section 145 of the Charities Act 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 the statement.

Independent examiner's 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
 - to keep accounting records in accordance with section 130 of the Charities Act;requirements of the Charities Act;
have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:.....
Name:
Relevant professional qualification or body:
Address:

Alpington & Yelverton Pre-School

Charity Number: 1072330

Statement of Financial Activities for the year ended 31 August 2021

	funds	funds
	£	£
Receipts		
Fees from parents	8,785.25	-
Gross fundraising proceeds and donations	599.06	-
Government voucher funding	38,621.43	-
Interest received	16.76	-
Uniform sales	64.50	-
Other income	-	-
TOTAL RECEIPTS	48,087.00	0.00
Payments		
Wages	46,506.45	-
Rent	4,752.50	-
Courses & training	-	-
Office expenses	1,177.55	-
Post, stationery & phone	45.10	-
Publicity	50.00	-
Annual subscriptions	80.00	-
Insurance	538.58	-
Book keeping	1,502.00	-
School uniform	131.45	-
Cleaning equipment	206.51	-
Toys & equipment	628.23	544.97
Art and craft materials	893.86	-
Food, snacks & drinks	17.72	-
Fundraising expenses	0.00	-
Other expenses	228.07	-
TOTAL PAYMENTS	56,758.02	544.97
NET RECEIPTS / (PAYMENTS)	(8,671.02)	(544.97)
Cash Funds brought forward	15,273.26	1,067.20
Cash Funds carried forward	6,602.24	522.23

Alpington & Yelverton Pre-School

Charity Number: 1072330

Statement of Assets and Liabilities at 31 August 2021

	funds	funds
Cash Funds	£	£
Santander - current account	3,225.87	522.23
Santander - high interest deposit account	3,376.37	-
Petty cash held	0.00	-
	6,602.24	522.23

Assets retained for the charity's own use

The majority of assets held are toys and equipment, including a computer for use by the children a digital camera and printing equipment for recording key moments for the children's learning stories. There is also a lockable filing cabinet containing staff records, past financial records etc.

Liabilities

Signed on behalf of all the trustees

Signature

Print name

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to write in these reports as in usual years lots stays the same, but this has been another unusual year, Covid19 still being the nuisance it was and how wrong we were!

in being able to make it all the way to Christmas Holidays without a break. Then hits January 2020 where everything was shut down and the team of staff together who enabled us to reopen to 'Key Worker' status were able to offer more spaces as restrictions began to lift. This did cause a financial impact to preschool as we were not able to replace the departure of Carol our much loved and treasured bookkeeper. I also helped with the invoicing system up to Zero and also helped with other financial matters of staff - Rainy and Ali. These two ladies have been a great help to stay for lunch on a Monday and Tuesday until 12.45 helping to run the School and longer days. Sadly we had to cancel our Sports Day this year with a bbq, raffle and stalls. At the end of summer term we had to be able to give the children a treat of having Mini Monsters come in for their crawlies and other animals.

Thank you to Ben who took on the role thinking it would just be dealing with the books. Ben a very big thank you to all the extra stress you have had bringing it back from the dark ages. We are still hunting for an important cost to raise funds for and to cover. On the return to school we had over £300 for preschool, we hope to get another event like this

Our profit organisation relies heavily on fundraising, fee paying families, and the lack of being able to fundraise has taken a huge hit. Our Parent and Friends Village Hall Committee (the venue) that we pay our rent on has kindly agreed to this - which I should also mention here whilst I managed to secure us a £3000 grant YIPPEE! Thanks so much to Doro for her help when it comes to finances, staff have kindly cut their hours this year due to children leaving for school. We have increased advertising and I can only hope that things brighten up for preschool, we have a new concrete floor. This has been something we have been able to

Now I have served my 4 years as on the constitution. I'd be lying if I said this hasn't been as hard as it's been and I can't imagine there is much left to

Our year are happy to stay on board, although we sadly also say goodbye to your time and sanity. Now, we need more people to join now for a

Thank you to Rainy an enormous THANK YOU. No words will ever describe how helpful you are an enormous asset to preschool, what you have all done for us and doing more cleaning than a cleaning firm does in a week. On

anyone but hey its been a busy year. May Preschool succeed in the
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FUNDS	LAST YEAR
£	£
8,785.25	5,195.17
599.06	1,286.00
38,621.43	39,025.03
16.76	20.04
64.50	170.00
-	-
48,087.00	45,696.24
46,506.45	41,175.82
4,752.50	4,677.50
-	369.99
1,177.55	344.45
45.10	188.78
50.00	-
80.00	50.00
538.58	473.77
1,502.00	887.50
131.45	296.60
206.51	346.84
1,173.20	535.71
893.86	110.47
17.72	49.48
-	20.00
228.07	513.18
57,302.99	50,040.09
(9,215.99)	(4,343.85)
16,340.46	20,684.31
7,124.47	16,340.46

TOTAL
£
3,748.10
3,376.37
0.00
7,124.47

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approval

Alpington & Yelverton Pre-School
Charity Number 1072330
Accounts for the year ended 31 August 2021

	2020/21	2020/19	2019/18
Non-Charitable Income			
LEA Funding	38,621.43	38,410.03	44,389.45
Fee Income	8,785.25	5,195.17	10,802.78
Uniform Sales	64.50	170.00	139.00
Bank Interest	16.76	20.04	14.73
Sundry Income	0.00	0.00	0.00
Sub Total	47,487.94	43,795.24	55,345.96
Non Charitable Expenditure			
Wages	46,506.45	41,175.82	50,489.87
Rent	4,752.50	4,677.50	6,048.50
Courses & training	0.00	369.99	685.00
Office Expenses	1,177.55	344.45	917.63
Post, stationery & phone	45.10	188.78	337.45
Publicity	50.00	0.00	0.00
Annual subscriptions	80.00	50.00	50.00
Insurance	538.58	473.77	473.77
Bookkeeping	1,502.00	887.50	813.01
School uniform	131.45	296.60	172.30
Cleaning equipment	206.51	346.84	325.62
Sundry	228.07	513.18	247.72
Sub Total	55,218.21	49,324.43	60,560.87
Non Charitable Net Income	(7,730.27)	(5,529.19)	(5,214.91)
Charitable Income			
Gross fundraising proceeds	298.06	1,254.33	2,689.25
Donations	301.00	31.67	50.00
Sub Total	599.06	1,286.00	2,739.25
Charitable Expenses			
Toys & equipment	628.23	535.71	2,144.26
Art & craft materials	893.86	110.47	463.31
Food snacks & drinks	17.72	49.48	231.86
Fund raising expenditure	0.00	20.00	400.33
	1,539.81	715.66	3,239.76
Charitable Net Income	(940.75)	570.34	(500.51)
Net Deficit	(8,671.02)	(4,958.85)	(5,715.42)
Surplus of income brought forward	15,273.26	20,232.11	25,947.53
Surplus of income carried forward	6,602.24	15,273.26	20,232.11
Restricted Funds			
Brought forward	1,067.20	452.20	426.55
Income	0.00	615.00	1,000.00
Expenditure	544.97	0.00	974.35
Balance	522.23	1,067.20	452.20
Bank and cash held	expected 7,124.47	expected 16,340.46	expected 20,684.31
	actual:	actual:	actual:
current account	3,748.10	current account 12,980.85	current account 17,344.74
HIDA	3,376.37	HIDA 3,359.61	HIDA 3,339.57
petty cash	0.00	petty cash 0.00	petty cash 0.00
Roundings	0.00	Roundings 0.00	0.00
	7,124.47	16,340.46	20,684.31
	difference 0.00	difference 0.00	difference 0.00

Alpington & Yelverton Pre-School
Charity Number: 1072330

Statement of Assets and Liabilities at 31 August 2021

	Unrestricted funds £	Restricted funds £	TOTAL £
Cash Funds			
Santander - current account	3,225.87	522.23	3,748.10
Santander - high interest deposit account	3,376.37	-	3,376.37
Petty cash held	0.00	-	0.00
	6,602.24	522.23	7,124.47

Assets retained for the charity's own use

The majority of assets held are toys and equipment, including a computer for use by the children and a digital camera and printing equipment for recording key moments for the children's learning stories. There is also a lockable filing cabinet containing staff records, past financial records etc.

Assets and Liabilities

An amount of £286.57 is due to HMRC.

Signature

Print name

Date of approval

ALPINGTON AND YELVERTON PRE-SCHOOL

England & Wales - Charity number 1072330

Accounts

Alpington & Yelverton Pre-School
Trustees Report and Accounts
For the year ended 31 August 2020

Charity Number: 1072330

Alpington & Yelverton Pre-School

Charity Number: 1072330

Trustee's Annual Report

Reference and administration details

Charity's principal address

The Village Hall, Church Road, Alpington, Norwich, Norfolk, NR14 7NU.

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for the whole year	
Victoria Battle	Chair		
Doro Barnes			
Charlotte Dixon	Treasurer		
Owen Appleton			
Kendell Culling			
Lorna Hemmant			
Amy Beardmore			
Verity Graham			
Gemma King			

Structure, governance and management

Description of the charity's trusts:

Type of governing document	Constitution dated 20 May 1998
How the charity is constituted	Association
Trustee selection methods	Elected by members

Objectives and activities

The aim of the Charity is to advance the education of children below compulsory school age in Alpington & Yelverton.

When planning the activities for the year, the Trustees have considered the Charity Commission's guidance on public benefit. In particular, The Trustees have sort to:

- (a) provide safe and satisfying group play, in which parents have the right to take part; and
- (b) encourage other charitable activities through which parents may help the children.

Trustee Responsibilities

The Trustees are accountable for the overall safety and wellbeing of the children as well as managing staff. They are also responsible for the overall running of the Pre-School and ensuring that any monies received are managed and controlled effectively to meet the objectives of the Pre-School.

Risk Management and Reserves

The Trustees seek to maintain good governance across the organisation and to operate within best practice. The Trustees aim to hold sufficient cash in reserve at any time to enable the organisation to fulfil its objects and to meet any unforeseen expenditure that may fall due. At 31 August 2020 the organisation held cash funds amounting to £16,340.46, the majority of which was unrestricted funds. The Trustees consider that the reserves held are sufficient to continue the support of the Pre-School in future years.

Alpington & Yelverton Pre-School

Charity Number: 1072330

Trustee's Annual Report

Achievements and performance

Alpington & Yelverton Pre-School

Charity Number: 1072330

Financial review

Overview

The accounts, which have been prepared on a receipts and payments basis, show a net deficit for the year of £4,958.85 (2019: deficit £5,715.42).

The impact of the Coronavirus lockdown from the end of March has had an impact on all aspects of the Pre School. Fundraising was less than half the amount of the previous year because the Easter events could not happen and the very successful Sports Day and BBQ could not go ahead.

Fees and funding

Funding income was still received for the Summer term even though the Pre School was only open for 6 sessions to limited numbers following the Coronavirus lockdown. However, funding income decreased by approximately 13% on last year's total while fee income decreased by over 50%. This can be attributed to aforementioned lockdown as the Pre School was unable to charge fees for the whole of the Summer term. The Funding base rate finally increased by 8p per hour from April and the Pre School continues to receive a small Quality premium. All funding payments are now being received in the term in which they relate, except for very late adjustments which are paid in the following term. The pre school maintained running 6 sessions through the year, until lockdown closed the setting.

Fundraising

Our fundraising income was severely hampered by the Coronavirus closure, meaning both Easter and Summer events did not take place. However, the Christmas Carol event was successful and well supported as usual.

Wages

Wages costs decreased by approximately 13% this year. The National Living Wage increased by 6.2% in April and all staff received this uplift but during lockdown, agreed to a 20% reduction in wages since the pre school was not eligible to furlough staff and the setting is not 100% funded by the Government. In addition a member of staff left before the pre school closed in March and was not replaced at the time, so their wage expense was not incurred in the Summer term.

Rent

Rent has decreased this year, again due to the closure caused by Coronavirus. The hourly rate charged by the Village Hall, however, did increase to £10 per hour during the year.

Toys and equipment costs

Spending in this category decreased dramatically this year, although last year had a higher than normal spend in this category due to the need to replace a number of high cost items such as the shed and laptop.

Food snacks & drinks

These have also decreased dramatically this year due to various factors, the Budgens subsidy of £5 per week continues to be gratefully received and no food was purchased during the summer term due to lockdown.

Office and admin expenses

These have also decreased by over 60% and is partly due to the closure for the Summer term. This category fluctuates depending upon the number of children present.

Miscellaneous expenditure

This category has more than doubled this year and is a reflection of the nature of this category, being ad hoc, one off payments.

Petty cash

There were no transactions in cash and the balance held in cash is zero.

General expenses

A budget has been implemented to allow staff to know how much they can spend on certain categories, e.g. art & craft materials, office admin, etc. Any expenditure in excess of this budget will need to be passed by the committee.

Declaration

The trustees declare they have approved the trustee's report above

Signed on behalf of the charity's trustees:

Signature

Date

Full Name

Position

Alpington & Yelverton Pre-School

Charity Number: 1072330

Independent Examiner's Report to the Trustees of Alpington & Yelverton Pre-School

I report on the accounts of the Pre-School for the year ended 31 August 2020, which are set out on pages 5 and 6.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

Examine the accounts under section 145 of the Charities Act;

To follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and

To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 the statement below.

Independent examiner's 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:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act;have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:.....

Name:

Relevant professional qualification or body:

Address:

Alpington & Yelverton Pre-School

Charity Number: 1072330

Statement of Financial Activities for the year ended 31 August 2020

	Unrestricted £	Restricted £	TOTAL £	LAST YEAR £
Receipts				
Fees from parents	5,195.17	-	5,195.17	10,802.78
Gross fundraising proceeds and donations	1,286.00	-	1,286.00	2,739.25
Government voucher funding	38,410.03	615.00	39,025.03	44,389.45
Interest received	20.04	-	20.04	14.73
Uniform sales	170.00	-	170.00	139.00
Other income	-	-	-	1,000.00
TOTAL RECEIPTS	45,081.24	615.00	45,696.24	59,085.21
Payments				
Wages	41,175.82	-	41,175.82	50,489.87
Rent	4,677.50	-	4,677.50	6,048.50
Courses & training	369.99	-	369.99	685.00
Office expenses	344.45	-	344.45	917.63
Post, stationery & phone	188.78	-	188.78	337.45
Publicity	-	-	-	-
Annual subscriptions	50.00	-	50.00	50.00
Insurance	473.77	-	473.77	473.77
Book keeping	887.50	-	887.50	813.01
School uniform	296.60	-	296.60	172.30
Cleaning equipment	346.84	-	346.84	325.62
Toys & equipment	535.71	-	535.71	3,118.61
Art and craft materials	110.47	-	110.47	463.31
Food, snacks & drinks	49.48	-	49.48	231.86
Fundraising expenses	20.00	-	20.00	400.33
Other expenses	513.18	-	513.18	247.72
TOTAL PAYMENTS	50,040.09	0.00	50,040.09	64,774.98
NET RECEIPTS / (PAYMENTS)	(4,958.85)	615.00	(4,343.85)	(5,689.77)
Cash Funds brought forward	20,232.11	452.20	20,684.31	26,374.08
Cash Funds carried forward	15,273.26	1,067.20	16,340.46	20,684.31

Alpington & Yelverton Pre-School

Charity Number: 1072330

Statement of Assets and Liabilities at 31 August 2020

	funds £	funds £	TOTAL £
Cash Funds			
Santander - current account	11,913.65	1,067.20	12,980.85
Santander - high interest deposit account	3,359.61	-	3,359.61
Petty cash held	0.00	-	0.00
	15,273.26	1,067.20	16,340.46

Assets retained for the charity's own use

The majority of assets held are toys and equipment, including a computer for use by the children and a digital camera and printing equipment for recording key moments for the children's learning stories. There is also a lockable filing cabinet containing staff records, past financial records etc.

Liabilities

An amount of £286.57 is due to HMRC.

Signed on behalf of all the trustees

Signature

Print name

Date of approval