

**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 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



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

# Alpington & Yelverton Pre-School

Charity Number: 1072330

## Statement of Assets and Liabilities at 31 August 2020

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

### 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