

Numbers Sheet Name

Report & Accounts

Receipts and Payments

Assets & Liabilities

Numbers Table Name

Table 1

Table 1

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 wel 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 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 no 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 the year of £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. Fundraising was less than half the amount of the previous year because the Easter events could not happen and the Summer 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 following lockdown. There were still some restrictions and it has taken a while for parents' confidence to grow with 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 some income from 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% reduction in wages as the pre school was not eligible to furlough staff and the setting is not 100% funded by the Government. In the summer two new members of staff were taken on due to increased number of children towards the end of the year, which were correct. Their probation period is due to end in October 2021 when their position will be reassessed.

Rent

Rent has decreased this year, again due to the closure caused by Coronavirus. The hourly rate charged at the 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

Parents have continued to kindly donate snacks at the preschools request, helping to keep the expenses down.

Office and admin expenses

These have also decreased due to partial closures. This category fluctuates depending upon the number of children 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 elect whether an independent audit is required for this year under section 144 of the Charities Act 2011 (the Charities Act) and if 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 the information 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 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 of independent examination.

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;the 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

not for the

ngton & Yelverton.

guidance on

ng staff. They are
e managed and

practice. The
ects and to meet
amounting to
School in future
ours and a push

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 'oh dear!' how wrong were we!

Not being able to make it all the way to Christmas Holidays without a break. Then hits January 2020 where everything was shut down. A small team of staff together who enabled us to reopen to 'Key Worker' families. We were able to offer more spaces as restrictions began to lift but this did cause a financial impact to preschool as we were not able to have the departure of Carol our much loved and treasured bookkeeper. We moved our 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 with a BBQ, raffle and stalls. At the end of summer term we had been able to give the children a treat of having Mini Monsters come in with their crawlies and other animals.

Thank you to Ben who took on the role thinking it would just been dealing with the stress. 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 Preston Village Hall Committee (the venue) that we pay our rent on has kindly agreed to this - which I should also mention here whilst I have 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 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

& 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
ne else have a go.

the year of

rising was less
y successful

ing the periods of
/ to send their

ne success with

on in wages since
tent. Over the
ensure ratios
essed

rged by the

nse down.

mber of children

n Pre-School

pages 5 and 6.

onsider that an
d that an

er section 145(5)

nmission. An
re accounts
the accounts,
rtaken do not
s to whether the
tement below.

:

and

iding of the

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

nd a

5.

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
actual:		actual:	
current account	3,748.10	current account	12,980.85
HIDA	3,376.37	HIDA	3,359.61
petty cash	0.00	petty cash	0.00
Roundings	0.00	Roundings	0.00
	7,124.47		16,340.46
			20,684.31
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