



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1 September 2020** **To** **31 August 2021**

Charity name: Acle Pre-School

Charity registration number: 1073002

Objectives and Activities

| | SORP reference | |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | Enhance the development and education of children under school age. Social and emotional development. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|--|
| Policy on grant making | Para 1.38 | |
| Policy on social investment including program related investment | Para 1.38 | |
| Contribution made by volunteers | Para 1.38 | |

| | | |
|-------|--|--|
| Other | | |
|-------|--|--|

Achievements and Performance

| | SORP reference | |
|---|----------------|--|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|--|
| Achievements against objectives set | Para 1.41 | |
| Performance of fundraising activities against objectives set | Para 1.41 | |
| Investment performance against objectives | Para 1.41 | |
| Other | | |

Financial Review

| | | |
|--|-----------|--|
| Review of the charity's financial position at the end of the period | Para 1.21 | |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | We have a reserve policy of £15,000. This is to be used for redundancies / wages for higher ratio if needed and to provide support to our 1:1 children when needed and if funding for them is not given. |
| Amount of reserves held | Para 1.22 | £15,000.00 |
| Reasons for holding zero reserves | Para 1.22 | |
| Details of fund materially in deficit | Para 1.24 | |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|---|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | Fee income Local Education Authority funding |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | |
| A description of the principal risks facing the charity | Para 1.46 | |
| Other | | |

Structure, Governance and Management

| | | |
|---|-----------|--------------------------|
| Description of charity's trusts: | | Education |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Constitution |
| How is the charity constituted? (e.g unincorporated association, CIO) | Para 1.25 | Charity run organisation |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | Policies and procedures updated and reviewed on a regular basis and signed off. Training always updated and relevant. Training offered to all new members. |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | |
| Relationship with any related parties | Para 1.51 | |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|-----------------|
| Charity name | Acle Pre-School |
| Other name the charity uses | |
| Registered charity number | 1073002 |

| | |
|-----------------------------|---|
| Charity's principal address | Fletcher Rooms Fletcher Way Acle Norwich NR13 3RQ |
| | |

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|----------------|-----------------|-----------------------------------|---|
| 1 | Dave Savory | | | |
| 2 | Tim Brown | Treasurer | | |
| 3 | Eve Stephenson | | | |
| 4 | | | | |
| 5 | | | | |
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| 20 | | | | |

Corporate trustees - names of the directors at the date the report was approved

| Director name | | |
|---------------|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|--------------|-----------------------------------|--|
| | | |
| | | |
| | | |

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Funds held as custodian trustees on behalf of others

| | |
|---|--|
| Description of the assets held in this capacity | |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

| |
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| |
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Exemptions from disclosure

Reason for non-disclosure of key personnel details

| |
|--|
| |
|--|

Other optional information

| |
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Declarations

The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees

Signature(s)

| | |
|--|--|
| | |
|--|--|

Full name(s)

| | |
|--|--|
| | |
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**Position (eg
Secretary, Chair, etc)**

| | |
|--|--|
| | |
|--|--|

Date

| |
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Unaudited Management Accounts

Acle Preschool

For the period ended 31 August 2021



Prepared by

Actagen Accountants

Prepared on

25 February 2022

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Client Approval Certificate

I approve the management accounts and confirm that I have made available all relevant records and information for their preparation.

Mr T Brown

Date: _____

Financial Activities

September 2020 - August 2021

| | Total | |
|--|---------------------|--------------------------|
| | Sep 2020 - Aug 2021 | Sep 2019 - Aug 2020 (PY) |
| INCOME | | |
| Charitable activities | 1,016.51 | 602.22 |
| Fee Income | 82,790.49 | 78,546.23 |
| Interest Received | 3.40 | 26.94 |
| Total Income | 83,810.40 | 79,175.39 |
| TOTAL | 83,810.40 | 79,175.39 |
| EXPENDITURES | | |
| Computer Costs | 249.98 | 204.97 |
| Cost of Labour | 55.00 | 42.24 |
| Depreciation | 354.35 | 472.43 |
| Dues and Subscriptions | 215.00 | 431.47 |
| Legal and professional fees | 1,319.00 | 2,206.00 |
| Meals and entertainment | 231.95 | 45.20 |
| Office/General Administrative Expenses | 928.51 | 346.48 |
| Payroll Expenses | | |
| Pension | 1,049.67 | 679.24 |
| Wages | 64,580.23 | 65,885.41 |
| Total Payroll Expenses | 65,629.90 | 66,564.65 |
| Phone Costs | 500.41 | 553.48 |
| Postage | 88.79 | 73.35 |
| Premises Costs | | |
| Insurances | 645.49 | 582.77 |
| Rent or Lease of Buildings | 2,726.00 | 4,350.00 |
| Utilities | 696.70 | 352.06 |
| Total Premises Costs | 4,068.19 | 5,284.83 |
| Purchases | 10,590.36 | 6,925.91 |
| Staff Training | 720.73 | 443.32 |
| Total Expenditures | 84,952.17 | 83,594.33 |
| NET OPERATING INCOME | -1,141.77 | -4,418.94 |
| NET INCOME/(EXPENDITURE) | £ -1,141.77 | £ -4,418.94 |

Balance Sheet

As of August 31, 2021

| | Total | |
|---|--------------------|-------------------------|
| | As of Aug 31, 2021 | As of Aug 31, 2020 (PY) |
| FIXED ASSET | | |
| Tangible assets | | |
| Equipment | | |
| Equipment Cost | 14,373.72 | 14,373.72 |
| Equipment Depreciation | -13,697.83 | -13,472.52 |
| Total Equipment | 675.89 | 901.20 |
| Furniture and Fixtures | | |
| Furniture and Fixtures Cost | 1,089.32 | 1,089.32 |
| Furniture and Fixtures Depreciation | -986.48 | -952.18 |
| Total Furniture and Fixtures | 102.84 | 137.14 |
| Office equipment | | |
| Office equipment Cost | 1,115.11 | 1,115.11 |
| Office equipment Depreciation | -830.92 | -736.18 |
| Total Office equipment | 284.19 | 378.93 |
| Total Tangible assets | 1,062.92 | 1,417.27 |
| Total Fixed Asset | 1,062.92 | 1,417.27 |
| CASH AT BANK AND IN HAND | | |
| Bank Current Account | 5,366.05 | 7,184.57 |
| Bank Savings Account - XXXX7327 | 100.00 | 0.00 |
| Bank Savings Account - XXXX9402 | 15,978.81 | 15,975.41 |
| Cash on hand | 50.00 | 80.24 |
| Total Cash at bank and in hand | 21,494.86 | 23,240.22 |
| DEBTORS | | |
| Debtors | 596.06 | 596.06 |
| Total Debtors | 596.06 | 596.06 |
| CURRENT ASSETS | | |
| Prepaid Expenditures | 400.16 | 350.14 |
| Stocks | 1,800.00 | 1,800.00 |
| Total Current Assets | 2,200.16 | 2,150.14 |
| NET CURRENT ASSETS | 24,291.08 | 25,986.42 |
| CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR | | |
| Current Liabilities | | |
| Accruals and Deferred Income | 630.00 | 1,626.00 |
| Payroll Liabilities | | |
| HMRC | 293.24 | 165.15 |
| Pension | 0.00 | 40.01 |
| Total Payroll Liabilities | 293.24 | 205.16 |
| Total Current Liabilities | 923.24 | 1,831.16 |
| Total Creditors: amounts falling due within one year | 923.24 | 1,831.16 |
| NET CURRENT ASSETS (LIABILITIES) | 23,367.84 | 24,155.26 |
| TOTAL ASSETS LESS CURRENT LIABILITIES | 24,430.76 | 25,572.53 |
| TOTAL NET ASSETS (LIABILITIES) | £24,430.76 | £25,572.53 |
| CHARITY FUNDS | | |

| | Total | |
|----------------------------|--------------------|-------------------------|
| | As of Aug 31, 2021 | As of Aug 31, 2020 (PY) |
| Retained Earnings | 25,572.53 | 29,991.47 |
| Surplus/(Deficit) | -1,141.77 | -4,418.94 |
| Total Charity funds | £24,430.76 | £25,572.53 |

A/R Ageing Detail

As of August 31, 2021

| Date | Transaction Type | No. | Donor | Due Date | Amount | Open Balance |
|---|------------------|------|-----------------------|------------|------------------|----------------|
| 91 or more days past due | | | | | | |
| 31/08/2019 | Invoice | 1001 | Miscellaneous Debtors | 30/09/2019 | 1,596.06 | 596.06 |
| Total for 91 or more days past due | | | | | £1,596.06 | £596.06 |
| TOTAL | | | | | £1,596.06 | £596.06 |



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Acle Pre-School

On accounts for the year
ended

31 August 2021

Charity no
(if any)

1073002

Set out on pages

1 to 45

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2020.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached. 25

Signed:

Date:

25 February 2022

Name:

Grant Nurden

Relevant professional
qualification(s) or body:

Association of International Accountants

Address:

108 Lackford Close

Brundall, NR13 5NL

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None