



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 January 2020	To	31 December 2020

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

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	Emma Frost	Chair		
2	Julianty Noble	Secretary		
3	Justine Wells	Treasurer		
4	Avril Doyle			
5	Kathryn Bond-Smith		Until 31 st July 2020	
6	Naomi Page		Until 31 st July 2020	
7	Sarah Webb	Co-Chair	From 1 st September 2020	
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The object of the charity is to provide a Pre-School to facilitate educational, physical, social and spiritual development of children under statutory school age by:

- offering appropriate educational and recreational facilities
- actively promoting the virtues of the Christian faith affiliating to and furthering the aims of the Preschool Learning Alliance

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main
achievements of the charity
during the year**

Continued to provide pre-school education to 43 children aged between 2 and 5 years old.

We were open for 39 weeks of the year, five mornings a week.

Continued to provide training to all staff.

The charity continues to support itself in non-profit making ways, fundraising to provide additional equipment for the preschool.

The pre-school was closed from March 2020 to June 2020 in line with the government guidelines due to Covid-19. During this time the staff continued to provide activities online for the children.

Section E

Financial review

Brief statement of the charity's policy on reserves

The reserves policy is retain sufficient funds to make redundancy payments should the preschool need to close. In addition, since the current premises are part of a rebuilding project in 2020, we have a temporary reserve to cover expected rental costs / additional expenses of the alternative premises in the 2020. £24,800 is held in reserve.

Details of any funds materially in deficit

Nil

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Government funding is the prime source of funding for the children that are 3 years old and parental fees for those under 3 years old.

Section F

Other optional information

The preschool relocated for 2020 whilst the building that the preschool occupied was being rebuilt / refurbished and is due to move back in in September 2021. The preschool was closed from March 2020 to May 2020 as a result of the Covid-19 restrictions.

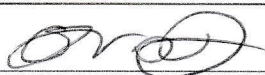
Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Emma Frost

Justine Wells

Position (eg Secretary, Chair, etc)

Chair

Treasurer

Date

8/7/21

The ARK PreSchool

Summary Accounts for the Period 1st January to 31st December 2020

			2,020	2019
Balance Brought Forward			44,108.92	
	Held in			
	Current Account	1st Jan 2020	19,231.23	
	Deposit Account	1st Jan 2020	24,877.69	
Payments				
	Salaries		40,111.45	42,825.17
	Income Tax/NI		594.93	543.68
	Running Expenses		3,182.38	2,112.75
	Training		0.00	1,105.00
	Repairs		0.00	16.80
	Uniforms		58.88	0.00
	Insurance		579.59	396.93
	Membership Fees/Subscriptions		200.00	85.00
	Equipment		0.00	199.00
	Donations made		0.00	1,000.00
	Donations spent		0.00	0.00
	Events		366.32	0.00
	Publications		92.40	92.40
	Miscellaneous		0.00	56.00
			<u>45,185.95</u>	<u>48,432.73</u>
Receipts				
	Grant Payments		36,161.36	40,384.36
	Fees		12,244.70	10,681.51
	Nursery Milk		37.26	83.80
	Bank Interest (Deposit Account)		22.95	49.70
	Donations		250.00	759.32
	Events		597.50	274.00
	Uniform		51.65	11.95
	Training		0.00	350.00
	Miscellaneous		105.65	105.50
			<u>49,471.07</u>	<u>52,700.14</u>
Surplus / Loss	Surplus		4,285.12	4,267.41
Balance Carried Forward			<u>48,394.04</u>	<u>44,108.92</u>
Bank Balances	Current Account	31st Dec 2020	23,493.40	
	Deposit Account	31st Dec 2020	<u>24,900.64</u>	
	Total		<u>48,394.04</u>	

Signature

Date



8/7/21

Emma Frost
Chairperson
The Ark Preschool



8/7/21

Justine Wells
Treasurer
The Ark Preschool

Treasurer's Report on the Accounts for the Period 1st January 2020 to 31st December 2020

Attached is the Summary Statement of Receipts and Payments for the financial year 1st January to 31st December 2020.

Overview

The Ark current and deposit accounts are held with HSBC. The balance in the current account as of the 31st December 2020 was £23,493.40 (compared with £19,231.23 at the end of 2019). The amount held in the deposit account was £24,900.64 (compared with £24,877.69 at the end of 2019).

Details

The summary of accounts shows payments of £45,185.95, a decrease of £3,247 and receipts of £49,471.07, a decrease of £3,229. Overall there was surplus of £4,285.

Receipts

- There was a decrease in the combined total for grant payments and fees of £2,655. This was primarily due to a loss of income of £1,275 as a result of restrictions on opening in the Summer Term due to Covid-19. We still received our grant funding but we lost any income from fee paying children during this term. During the Autumn we had more children paying fees than in 2019 which explains the higher income from fees overall.
- The donations that the Ark received were lower than in previous years. Part of this was due to the normal fundraising events being cancelled due to Covid-19 restrictions.
- Receipts from events now include the cost of the Christmas party and photographs. In previous years this was included in the donation section.

Payments

- Staff costs were slightly lower because the pre-school was closed for 8 weeks in the summer term. Staff were paid their normal salaries but no additional hours were claimed.
- No staff training took place in 2020. The biggest training cost is first aid and that was carried out in 2019.
- It should be noted that the running expenses incurred in 2020 included £908.78 of expenses incurred in 2019 which were not claimed until 2020.
- Insurance increased due to a change in the timing of payments. Previously payments were paid monthly and this year it was paid annually in September for 2020/21.
- Membership Fees / subscriptions were higher due to additional Ofsted fees because of operating from alternative premises and also increase in EYA membership.
- Events now include the cost of the Christmas party and photographs, where in previous years this was just included in the general running expenses.

Reserves

The reserves policy of the Ark Pre-School is that we should retain sufficient funds to cover staff costs for a term (approximately £14,000). In addition, since the current premises are part of a rebuilding project, we have a temporary reserves policy which is to cover additional costs due to relocating premises in 2020/2021 of £8,000. This will cover staff costs to relocate the pre-school and the purchase of new equipment and storage when the preschool moves back to the hall at Crowthorne Baptist Church.

These accounts have been assessed by Ian Burrow as designated independent assessor and signed off by him on the 26th March 2021 and are subject to approval at the AGM in 2021.



Justine Wells
Treasurer
The Ark Pre-school

8/7/21



Emma Frost
Chairperson
The Ark Pre-school

8/7/21



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

The AMK Preschool

On accounts for the year
ended

December 31st 2020

Charity no
(if any)

1073525

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 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 ~~(other than that disclosed below*)~~ in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

* Please delete the words in the brackets if they do not apply.

Signed:

Ian Burrow

Date:

26/3/21

Name:

IAN BURROW

Relevant professional
qualification(s) or body
(if any):

Address:

44 Chaucer Road

Crowthorne

Berkshire, RG45 7BN

Section B**Disclosure**

Only complete if the examiner needs to highlight 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