



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/09/2020 Period start date To 31/08/2021 Period end date

Charity name: Parson Drove Pre-school

Charity registration number: 1079441

Objectives and Activities

| | SORP reference | |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | The objectives of the charity are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by... a) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunity for all children whatever their race, culture, religion, means or ability; b) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas; c) Instigating and adhering to and furthering the aims and objects of the Early Years Alliance. |
| 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 | Not relevant |

| | | |
|--|-----------|--------------|
| Policy on social investment including program related investment | Para 1.38 | Not relevant |
| Contribution made by volunteers | Para 1.38 | Not relevant |
| 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 | <p>During the COVID-19 Pandemic we have remained open following Government guidelines.</p> <p>Fundraising was limited to a Teddy Bear's Picnic at the end of the summer term, 2021.</p> <p>We applied for a grant to allow us to add a parent's covered area at our entrance. This covered area has been beneficial with restricted meeting options...it is mostly open to good ventilation.</p> |

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 | |
| | Para 1.41 | |

| | | |
|--|--|--------------|
| Investment performance against objectives | | |
| Other | | Not relevant |

Financial Review

| | | |
|--|-----------|---|
| Review of the charity's financial position at the end of the period | Para 1.21 | Overall, we are in a comfortable position and do not foresee any issues going forwards. |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | To have sufficient funds (reserves) in our bank account(s) at the end of each term to cover basic running costs for the beginning of the next. (Minimum of three months, preferably six). These funds will also cover any redundancies and repairs to the internal structure of the building. |
| Amount of reserves held | Para 1.22 | £36392.66 |
| Reasons for holding zero reserves | Para 1.22 | n/a |
| Details of fund materially in deficit | Para 1.24 | n/a |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | n/a |

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 | The majority of our funds come from Government funding for 2,3 and 4 year-old children. Fundraising comes in the form of bingo's, Christmas Fairs and Teddy Bear picnics. |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | n/a |
| A description of the principal risks facing the charity | Para 1.46 | Possible ongoing pandemic and fewer children attending. |
| Other | | All of our expenditure goes towards fulfilling our key objectives, building upkeep/utilities with the majority being spent on staffing. |

Structure, Governance and Management

| | | |
|---|-----------|--|
| Description of charity's trusts: | | |
| 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 | Affiliated with the Early Years Alliance adopted annually at the AGM |
| 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 | Elected by other committee members and approved by Ofsted. |

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 adopted and adhered to are Early Years Alliance and Safeguarding model policies provided by Cambridgeshire County Council. |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | The pre-school has a committee comprising of a Chairperson, a Treasurer, a Secretary and other members (Early Years Manager and the Headteacher of the on-site Primary School). |
| Relationship with any related parties | Para 1.51 | n/a |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|---|
| Charity name | Parson Drove Pre-school |
| Other name the charity uses | n/a |
| Registered charity number | 1079441 |
| Charity's principal address | Main Road Parson Drove Wisbech Cambs PE13 4JA |
| | |

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 | Sheree Richardson | Chairperson | | Ofsted |
| 2 | Alice Simpson | Secretary | | Ofsted |
| 3 | Lorraine Dudley | Treasurer | | Ofsted |
| 4 | Sue Blyth | | | Ofsted |
| 5 | Carol Grooms | Manager | | Ofsted |
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Corporate trustees – names of the directors at the date the report was approved

| Director name | | |
|---------------|--|--|
| | | |
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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 | n/a |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | n/a |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | n/a |

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)

Carol Grooms Manager

Exemptions from disclosure

Reason for non-disclosure of key personnel details

n/a

Other optional information

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) | Lorraine Dudley | Alice Simpson |
| Position (eg Secretary, Chair, etc) | Treasurer | Secretary |
| Date | 4 th February 2022 | |

Parson Drove Pre School
Income and Expenditure for the year 2020 - 2021

1 September 2020 - 31 August 2021

| <u>Income</u> | <u>£</u> | <u>Expenditure:</u> | <u>£</u> |
|-----------------------------------|---------------------|------------------------------------|--------------------|
| | | Wages | £ 59,454.19 |
| Fees | £ 12,552.00 | NIC | £ 4,458.76 |
| | | Insurance / membership fees | £ 875.38 |
| | | Consumables | £ 757.06 |
| Government Funding 2020-2021 | £89,567.87 | Equipment | £ 2,501.67 |
| Government Funding 2021 - 2022 | £ 0.00 | Admin | £ 1,990.20 |
| Fund Raising | £ 0.00 | Petty Cash | £ 4,059.97 |
| | | Pension contributions | £ 2,026.17 |
| Other refunds / income | £ 1,028.00 | Food items | 521.91 |
| | | Other costs inc training / repairs | £ 8,516.61 |
| Other grants | £ 1,615.00 | All services, rates & rent | £ 1,519.96 |
| Total income | £ 104,762.87 | Total expenditure | £ 86,681.88 |
| Excess of income over expenditure | £ 18,080.99 | | |

PARSON DROVE PRE SCHOOL BANK RECONCILIATION

| <u>£</u> | <u>£</u> |
|---|--|
| OPENING BANK BALANCE at 1 September 2020 | £ 32,058.51 |
| Paid in | £ 104,762.87 |
| Paid out | £ 86,681.88 |
| CURRENT BALANCE at 31 August 2021 | 50,139.50 |
| | £ 50,139.50 |
| CLOSING BALANCE Cashbook 31 August 2021 | £ 50,139.50 |
| Unreconciled to bank statement | £ 0.00 |
| CLOSING BALANCE per bank statement 31 August 2021 | £ 50,139.50 |
| Current Account | £ 50,139.50 As of 31 Aug 2021 |
| Reserve account | £36,388.98 As of 1 September 2020 |
| Funds paid in | |
| Funds withdrawn | |
| Reserve interest | £ 3.68 |
| | £ 36,392.66 Reserve as of 31 Aug 2021 |
| Total funds | £ 86,532.16 As of 31 Aug 2021 |

I certify these figures reflect the true position of the above fund for the year 2020-2021

Gillian Ross 4 November 2021

Gillian Ross 4 November 2021



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Parson Drove Pre-School Committee

**On accounts for the year
ended**

31 August 2021

**Charity no
(if any)**

1079441

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2021

**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 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.

Signed:

Gillian Ross

Date:

5 November 2021

Name:

Gillian Ross

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

Address:

47 Garnsgate Road, Long Sutton, Lincolnshire, PE12 9BT

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.