

Accounts 2020 - 2021

Charity No: 1087651



Committee 2020 / 2021

Chairperson

Mrs Beverley Benyon

Treasurer

Mr Stephen McCormick

Secretary

Committee Members

**Mrs Sam Ingham
Ms Christine Howe
Mrs Nichola Macfarlane
Mrs Kate Targett**



Introduction

The aim of the charity is to provide free pre-school education to children between the ages of two years nine months to four years for a maximum of twenty children, selected by an admissions list. This admissions list operates on a date of birth priority system. Spinney Pre-School was formed in April 2001.

Activities of Spinney Pre-School

In March 2020, Pre School closed temporarily due to the COVID 19 pandemic in line with Government Guidelines. We re-opened in September 2020 for our 3 existing children and 13 of our new September intake. We have continued to promote an educational, happy and warm environment ensuring all children are encouraged to continually learn and develop. We have nurtured children's development by catering for individual needs and interests.

We have a successful Committee who are enthusiastic and supportive in all that they do. In October we welcomed our New Chairperson Mrs Beverly Benyon, to the Committee. Beverley has a background in early years education having previously been a Primary school teacher and has over 30 years' experience in the EYFS and has worked as a Specialist Leader in Education for the EYFS and Phonics, as well as supported a number of Halton Primary Schools with mathematics. We would also like to thank our previous Chairperson, Mr. Christopher McGinty, and Secretary Mrs. Sue McGinty for their many years of service to the pre-school. (The secretary role is still to be filled – at year end).

Staff continue to promote their professional development, with two full time members of staff and our Supply holding Paediatric first aid certificates. Two members of Staff are still qualified as Senco's. During the enforced COVID lockdown, we enrolled in "Noodle Now" which is an online training resource to enable the staff to do online CPD courses.

We continue to teach children through their interests and topic themes, which included 'All about Me', 'Owl Babies', 'Winter' and 'Traditional Tales'.

We have continued to develop links with outside agencies such as St Michaels with St Thomas Church, but unfortunately due to COVID 19, we haven't been able to have visitors in Pre-School. Just before Christmas we had a lovely zoom call from 'Tinsel the Elf'. We have links with the Early Years Alliance and the Early Years Partnership Team.

We have continued to develop our outside play area and enhance the continuous provision by adding resources such as cable reels etc. We have moved one side of the fence to extend the playground and had a climbing cube made, this is an excellent piece of equipment as the children are now able to jump, crawl and climb. We have also recently had built, at the front of the building, a new planting area with 3 large planters designed for easy access for the children to be able to plant seeds and plants. This will benefit the children hugely with both their Physical and Understanding the World Development. We have also continued to self-moderate learning areas, in order for us to purchase new equipment. The outdoor area is a big success, and we are very happy that we can now access outdoor play and PE regularly.

We monitor our practice through the operational plan, the self-assessment for Ofsted and through reports given to us from the Early Years Team and the PLA. We also do room area moderation/assessment, weekly/topic evaluations and peer on peer observations to maintain high standards through self-reflection.

We share information with Parents and Carers through diaries, however, we have reduced Parent's meetings due to Covid. Staff put a business plan together every April with objectives for the following year.

Our Facebook page is a great success as we continue to have positive feedback from the Parents/Carers.

Our 30-hour sessions are continuing to be a great success and the children are benefiting from these.

This is an exciting time for Pre School as we continue to move forward offering provision that is outstanding for the children in our care.

Running of the Pre-School

Income Generation.

During the financial year 2020-21 the local authority funding has amounted to £162,104.74. (This represents 96.39% of the income received - which was for the provision of child places). This included an overpayment of £80,608.74 from Halton Borough Council, made in January 2021. This was immediately notified to HBC who arranged for this to be repaid in April 2021.

During the 2020-21 financial year we have not been able to generate our usual amount of fundraising from our Christmas and Easter bingos and any other ad-hoc activities during the year, due to COVID restrictions and enforced closure. The fundraising money raised in the previous year has been used to revamp the outdoor area including fencing, painting, and a climbing cube. During the year we raised £761.90 but spent out £2,903.39 on the outdoor projects for which we raised funds last year.

Parental subs and snack money raised a total of £4,009.90, this is a much lower figure than previous years and is due to the pre-school closure from March to September due the COVID 19 pandemic. (This represents 2.4% of the income received).

Also, during the year, the setting received £500.00 charitable donation from Tesco.

Resources Expended

Wage costs are the largest expenditure item for the pre-school, amounting to £48,071.05 for the three permanent members of staff and temporary covering staff paid on an ad hoc basis. £7,431.71, was paid in taxes and NI. The pension's contributions totalled £2,548.90, for the year.

In total employment costs of £58,051.66 were 34.51% of total income.

Total Expenditure of £78,444.96 represents 46.65% of the income received.

Due to the change in status of St. Michael with St. Thomas C of E Primary School to an academy we have been forced into extraordinary expenditure as a consequence. Previously we paid a rental to Halton Borough Council for the rental of the building which included electricity and water facilities. Due to this change we will now pay a peppercorn rental to our local Church; this has incurred legal fees of £3250.00 and is still ongoing with the local Diocese. £250 fees were also paid to the Land Registry in conjunction with the lease agreement.

We have also been required to install our own independent electrical supply, which has involved considerable expense to install, which has increased our repairs bill for the year to £3769.04. (£3035.50 for the electrical installation). The electricity was connected in December 2020 and we will be incurring electricity costs from the new year. During 2020-21 we paid the School for a proportion of their electric and water bills, which is a new cost for the year.

During 2020-21 the Pre-School spent £710.21 on fixed assets, which equates to 0.42% of income (Included in the LEA income above).

Gardening costs included the construction of large wooden planters at the front of the building – this will enable the children to do lots of planting and will develop their Understanding of the World and Physical Development.

The significant items of revenue expenditure are snacks for the children at £994.73 and Bookkeeping at £1,014.72. Snack expenditure is lower this year due to the enforced Covid closure. (The bookkeeping fees include payments for payroll services, preparation of accounts and accountancy fees for certifying the accounts).

Training costs during the year included an element for online training CPD courses and Paediatric First Aid courses.

The milk purchases included in the snack figure is reimbursed by the Department of Health. During the year, the Pre-School had milk Re-imbursements of £245.52 – this is a significant reduction on the previous year.

Building & Contents insurance came to £1,116.36 which is comparable with the previous year.

We received refunds for coach travel from Anthony's Travel for the cancellation of the Chester Zoo trip, that had been pre-booked in the previous financial year – this totalled £550.

In this year revenue expenditure has been approximately 46.64% of total income.

This year the Pre-School has made a surplus of £89,727.10.

This is an artificially inflated figure due to an overpayment made by Halton Borough Council, which was repaid in April 2021. By adjusting for this overpayment of £80,608.74 the pre-school made a real surplus of £9,118.36. This represented 10.84% of the adjusted total income received in the year. (£84,109.93 adjusted - £74,991.57 = £9,118.36).

The closing cash balance for 2020-21 was £174,248.26.

However, this is an artificially inflated value due to an overpayment from Halton Borough Council of £80,608.74 – this was repaid in April 2021.

By adjusting for this, the available balance is £93,639.52 which is still a sustainable figure for the coming year, provided the take up of the thirty hours continues in a similar manner the pre-school is sustainable for the coming financial year.

Governance and Internal Control

The Committee is selected at the Annual General Meeting from nominations, voted on by the residing committee of Parents/Carers and then other interested parties. There is a staff representative at each meeting. Staff cannot be elected on to the committee because they are paid by the committee.

The Committee shall consist of three officers (Chair, Secretary and Treasurer) and not less than two or more than nine elected members and if the Committee so decides not more than three members co-opted by the Committee.

Officers, elected members and co-opted members each have one vote. In the event of a tie the Chair has a second or casting vote.

A quorum shall be not less than half the Committee, including two of the officers. No co-opted members can sit for more than four consecutive years.

The Committee meets at least three times a year plus whenever an issue needs to be resolved. All decisions taken by the Committee are discussed in full and voted on at the meetings.

Charity Law and Accounting Standards.

Charity law requires the committee to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the surplus or deficit for that period. In preparing those financial statements the committee have: -

- selected suitable accounting policies and applied them consistently.
- made judgements and estimates that are reasonable and prudent.
- prepared the financial statements on the going concern basis.

The Committee have overall responsibility for ensuring that the charity has appropriate control systems, financial and otherwise. They are also responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity law. The Committee are also responsible for safeguarding the charity's assets, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The committee have discussed the issue that a registered Auditor needs to be appointed to verify the yearly accounts and this matter is being dealt with.

Approved by the Trustees on 11/8/11 and signed on their behalf by

Mrs Beverley Benyon (Chairperson)


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Receipts and Payments Account for the Year ended 31st March 2021

Income

Local Authority Grants	162,104.74
Milk Money	245.52
Parental Fees/Snack Money	4,009.90
Trip	550.00
Fund Raising	761.90
Charitable Donations	500.00
Bank Interest	0.00
Total Income	168,172.06

Expenditure

Fixed Assets	710.21
Salary Costs	48,071.05
Tax & NI	7,431.71
Pension Contributions	2,548.90
Insurance	1,116.36
Rental of Mobile Unit	0.00
Heating, Lighting & Water	885.63
Repairs/General	6,307.43
Repairs & Maint.	0.00
DBS Checks/Ofsted	131.20
Snacks	994.73
Gardening	1,154.41
Materials – Stationery	336.53
Materials – Art	147.39
Materials – Cleaning	348.89
Consumable's pc/printer	303.24
Consumables	130.78
Clothing	0.00
Gifts	410.15
Reg Charity Donations	0.00
Book Keeping Fees	1,014.72
Legal fees	3,500.00
Information Commission	35.00
Umbrella Licence (Media)	101.77
Entertaining	59.00
Educational Visitor	0.00
General Expenses	67.20
Postage	6.28
Internet Website & Software	849.44
Telephone	633.44
Photography	0.00
Journals	84.00
Training	485.00
School Trip	0.00
Health & Safety	166.52
First Aid	48.98
Total Expenditure	78,444.96
Surplus / (Deficit) for the year	+89,727.10

Movement on Reserves at 31st March 2021

Current assets	Opening Balance	Closing Balance	Change
Cash at Bank	84,491.74	174,233.29	89,741.55
Cash at Hand	29.42	14.97	-14.45
Surplus / (Deficit)	84,521.16	174,248.26	89,727.10
Outstanding creditor	0	(80,608.74)	(80,608.74)
Total	84,521.16	93,639.52	9,118.36

1) Accounting Policies

a) Basis of Preparation

The financial statements have been prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" 2005, and with applicable accounting standards. These financial statements are drawn up on the historical cost accounting basis.

b) Status

Spinney Pre-School is a registered charity, No. 1087651.

c) Fund Accounting

All restricted funds have now been used and the balance is now zero.

All other funds were unrestricted and are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

d) Income Resources

All income resources are included in the Statement of Financial Affairs when the charity is legally entitled to the income and can be quantified with reasonable accuracy.

e) Resources Expended

All expenditure is accounted for on a receipts and payments basis, consistent for charity with a Gross income or total expenditure over £10,000 (but with gross income not over £100,000) in the relevant financial year.

f) Tangible Fixed Assets and Depreciation

All assets purchased by the pre-school have been included in the valuations. Items that have been donated have been excluded because of the difficulty of assigning a historical value.

An estimated economic life of the assets has been assumed to be three years.

2) Donations and Gifts

	2020-2021
Lottery Grants	0.00
Corporate Donors	500.00
Private Donations	0.00
	<u>500.00</u>

3) Staff Costs Trustees Remuneration

No trustees received any emoluments during the year.

	2020-2021
	£
Salaries	48,071.05
Social Security Costs	7,431.71
Pension Contributions	<u>2,548.90</u>
	58,051.66

4) Tangible Fixed Assets

Due to the small size of the pre-school all items of spending on fixed assets have been accounted for. For depreciation purposes a useful life of three years has been assumed for these items.

Fixed Assets	2010-11	2011-12	2012-13	2013-14	2014-15	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Balwd	11,287.17	9,590.32	10,857.40	8,047.23	8,019.97	8,505.07	8,488.82	8,813.14	8,329.22	4885.73	4709.09
Additions	2,063.72	5,078.95	993.84	3,181.29	3,457.83	4,023.56	1,050.99	2,011.70	889.19	1789.80	710.21
Disposals / w'off	702.00	664.77	80.80	500.00	580.08	989.96	150.00	490.00	400.80	400.00	400.00
At Year End	13,289.89	14,002.50	11,179.82	10,729.52	11,417.98	12,529.63	9,368.89	8,427.84	8,798.41	6245.53	5019.30
Depreciation	3,660.67	2,145.10	3,131.80	2,708.56	2,912.83	3,100.65	2,554.95	2,096.62	1,902.88	1538.44	1443.51
Net book Value	9,590.32	10,857.40	8,047.23	8,019.97	8,505.07	8,466.02	8,813.14	8,329.22	4,885.73	4709.09	3575.79

5) Debtors

The pre-school did not have any debtors at the year-end.

6) Creditors

The pre-school did have a creditor outstanding at the year-end of £80,608.74 to Halton Borough Council. This was an overpayment which was paid back in April 2021

7) Financial Commitments

The pre-school did not have any outstanding financial contracts or commitments at the year-end.

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Disposals / w'off	700.00	664.77	60.00	500.00	500.00	989.96	190.00	400.00	400.00	400.00	400.00
At Year End	13,250.89	14,002.50	11,179.02	10,728.52	11,417.90	12,528.63	9,368.99	8,427.84	6,788.41	6245.53	5018.30
Depreciation	3,660.57	3,146.10	3,131.80	2,708.66	2,912.83	3,190.66	2,664.95	2,098.62	1,902.68	1538.44	1443.51
Net book Value	9,590.32	10,856.40	8,047.23	8,019.97	8,505.07	8,468.02	8,813.14	6,328.22	4,885.73	4708.09	3575.79

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INDEPENDENT ACCOUNTANTS REPORT TO THE TRUSTEES OF

SPINNEY PRE-SCHOOL

I report to the trustees on my examination of the financial statements of Spinney Pre-school for the year ended 31 March 2021.

Respective Responsibilities of Trustees and Accountant

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

I report in respect of my examination of the Charity's financial statements 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) of the Act.

Basis of Independent Accountants Report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 we do not express an audit opinion on the view given by the accounts.

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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do 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.

Giles Mattocks FCA
Independent Examiner

Bramwell Morris
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