

Accounts 2021 - 2022

Charity No: 1087651



Committee 2021 / 2022

Chairperson

Mrs Beverley Benyon

Treasurer

Mr Stephen McCormick

Secretary

Mrs Patricia Evans

Committee Members

**Mrs Sam Ingham
Ms Christine Howe
Mrs Doreen Quayle
Mrs Kate Targett**



Report of the trustees for the year ended 31st March 2022

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

Pre School 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, we welcomed our new Secretary Mrs Patricia Evans and Mrs Doreen Quayle to our committee.

Staff continue to promote their professional development with two full time staff members of staff and our supply staff holding Paediatric first aid certificates. Two members of Staff are still qualified as Senco's.

We continue to teach children through their interests and topic themes, which included The Hungry Caterpillar, People who help, Nursery Rhymes, Diwali/Autumn/Christmas, Julia Donaldson.

We have continued to develop links with outside agencies, such as St Michaels with St Thomas Church, we had Chicks on Wheels come into Pre School to entertain the children at our Christmas party, one of children's parents came into Pre-School in November to talk to the children all about Diwali. 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 and had a new playhouse built for the children. We have had three allotment squares made outside in the shared access area where we have grown potatoes, wildflowers etc. 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 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 LA. 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 and we have reduced Parents meeting due to Covid. Staff put a business plan together every April with objectives for the following year.

Our Facebook page is continuing to be a great success as we have had positive feedback from the Parents/Carers. We have started to put what we will be having for snack on Facebook and emails for the ones that are not on it to inform them, this was a suggestion from a Parent on a Questionnaire we sent out.

Our 30 hour sessions continue to be a great success and the children are benefiting from this.

Running of the Pre-School

Income Generation.

During the previous financial year 2020-21 the local authority funding has amounted to £162,104.74.

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 2021-22 year the pre-school received local authority grants totalling £76,882.95. This equates to 91% of the pre-school income for the year. (Adjusting for the overpayment). Due to the repayment in the year, there is a deficit of £3725.79 on the Local Authority Grant line for the year – this is to counteract the overstatement from the previous year.

During the 2021-22 year were able to host a Christmas bingo which raised £1350 for our fund raising which totalled £1370 for the full year. This was a substantial increase over the previous years £762 which was severely curtailed due to COVID.

Parental subs and snack money raised a total of £4,898.20. (This represents 5.8% of the income received).

Also, during the year, the setting received £418.02 charitable donations from Paypal Just Giving & Amazon Smile.

Resources Expended

Wage costs are the largest expenditure item for the pre-school, amounting to £52,939.33 for the three permanent members of staff and temporary covering staff paid on an ad hoc basis. £7109.08, was paid in taxes and NI. The pension's contributions totalled £2,737.40, for the year.

In total employment costs of £62,785.85 were 74.3% of total income.

Total Expenditure of £77,864.48 represents 92.1% of the income received.

During the year our expenditure on electricity and water totalled £1981.05, which is 2.5% of our total expenditure.

During 2021-22 the Pre-School spent £3,096.22 on fixed assets, which equates to 3.7% of income (Included in the LEA income above). This included a replacement staff laptop, Amazon fire tablets, cameras, toys and an outside play house.

The significant items of revenue expenditure are snacks for the children at £1718.31, which is significantly higher than the previous year, due to the COVID school closures of 2020-21. Bookkeeping costs at £974.40 were slightly down from the previous year.

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 £595.02 – this is back to its normal level after being low the previous year due to Covid closures.

Building & Contents insurance came to £1,127.40 which is comparable with the previous year.

Our Chester Zoo trip and transport cost £900.50 – this had been cancelled the previous.

In this year revenue expenditure has been approximately 92.1% of total income, the previous year was artificial low due to the HBC over payment, which was subsequently returned in 2021-22.

This year the Pre-School has made a deficit of £73,947.33 however this needs to be taken in the context that a repayment of £80,608.74 was made in this period which pertained to previous period. Taking this into account the pre-school made an adjusted surplus of £6,661.41 on the year

The closing cash balance for 2021-22 was £100,300.93.

This is made up of the 2020-21 available balance of £93,639.52 + effective surplus of £6,661.41 to arrive at the balance of £100,300.93 .

This is a sustainable balance 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 25/9/22 and signed on their behalf by

Mrs Beverley Benyon (Chairperson)

.....*B. Benyon*.....

**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 2022.

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**

Mattocks Grindley
Chartered Accountants
15 Mulberry Avenue
Turnstone Business Park
Widnes
Cheshire
WA8 0WN

25/9/22

Receipts and Payments Account for the Year ended 31st March 2022

Income

Local Authority Grants	76,882.95
Local Authority refund	-80,808.74
Milk Money	595.02
Parental Fees/Snack Money	4,898.20
Trip	381.50
Fund Raising	1,370.20
Charitable Donations	418.02
Bank Interest	0.00
Total Income	3,917.15

Expenditure

Fixed Assets	3,096.22
Salary Costs	52,939.33
Tax & NI	7,109.08
Pension Contributions	2,737.44
Insurance	1,127.40
Rental of Mobile Unit	0.00
Heating, Lighting & Water	1,981.05
Repairs/General	774.87
Repairs & Maint.	693.96
DBS Checks/Ofsted	139.30
Snacks	1,718.31
Gardening	34.80
Materials – Stationery	348.86
Materials – Art	216.08
Materials – Cleaning	390.20
Consumable's pc/printer	141.38
Consumables	249.80
Clothing	24.48
Gifts	658.36
Reg Charity Donations	0.00
Book Keeping Fees	974.40
Legal fees	0.00
Information Commission	35.00
Umbrella Licence (Media)	104.83
Entertaining	26.50
Educational Visitor	190.00
General Expenses	67.20
Postage	15.84
Internet Website & Software	554.20
Telephone	320.05
Photography	6.86
Journals	84.00
Training	30.00
School Trip	900.50
Health & Safety	170.68
First Aid	3.50
Total Expenditure	77,864.48

Surplus / (Deficit) for the year	-73,947.33
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Movement on Reserves at 31st March 2021

Current assets	Opening Balance	Closing Balance	Change
Cash at Bank	174,233.29	100,284.96	-73,948.33
Cash at Hand	14.97	15.97	1.00
Surplus / (Deficit)	174,248.26	100,300.93	-73,947.33
Restricted Fund	0.00	0.00	0.00
Total	174,248.26	100,300.93	-73,947.33

Notes forming part of the financial statements for the year ended 31 March 2022.

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

	2021-2022
Lottery Grants	0.00
Corporate Donors	0.00
Private Donations	0.00
	<hr/> 0.00

3) Staff Costs Trustees Remuneration

No trustees received any emoluments during the year.

	2021-2022
	£
Salaries	52,939.33
Social Security Costs	7,109.08
Pension Contributions	2,737.44
	<hr/> 62,785.85

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	2012-13	2013-14	2014-15	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Original	10,857.40	8,647.23	8,019.97	8,505.07	8,488.02	8,813.14	8,328.22	4885.73	4708.08	3575.79
Additions	883.84	3,161.29	3,467.93	4,823.56	1,888.08	2,811.79	888.19	1788.80	718.21	5885.93
Disposals / w/off	80.00	800.00	588.00	888.96	158.80	488.88	488.00	488.00	488.00	888.00
At Year End	11,179.02	10,728.82	11,417.80	12,528.63	9,388.09	9,427.84	8,788.41	6245.63	5918.30	8071.72
Depreciation	3,131.88	2,788.88	2,812.83	3,188.65	2,554.98	2,888.62	1,882.88	1586.44	1443.51	1887.87
Net book Value	8,047.13	8,018.97	8,595.07	8,488.02	6,813.14	6,328.22	4,885.73	4708.08	3575.79	4584.88

5) Debtors

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

6) Creditors

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

7) Financial Commitments

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