



Trustees' Annual Report for the period

From Period start date To Period end date
1st August 2020 31st July 2021

Charity name

Westbury Baptist Pre-School

Other names charity is known by

Registered charity number (if any)

1097997

Charity's principal address

Westbury Baptist Pre-School

Westbury Baptist Church

Reedley Road

Postcode

BS9 3TD

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	Anne MacFarlane	Co-Chair		Westbury-on-trym Baptist Church
2	Becca Finamore	Co-Chair		Westbury-on-trym Baptist Church
3	Phil Heard	Trustee		Westbury-on-trym Baptist Church
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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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Description of the charity's trusts

Type of governing document

Constitution

How the charity is constituted

Constitution

Trustee selection methods

Appointed annually at Westbury Baptist Church AGM

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.

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

- a) The advancement of education (including spiritual development) of children below compulsory school age, and
- b) The provision of facilities for the recreation of such children in the interest of social welfare and with the object of improving their conditions of life.

By providing for any children without discrimination by reason of the child's religious persuasion, racial origin, cultural and religious background a safe and satisfying Pre-school in a Christian environment.

Mission Statement

At Westbury Baptist Preschool we inspire curiosity, confidence and creativity by providing a stimulating, safe and nurturing environment. We encourage children to become successful independent learners.

Vision Statement

We will continue to provide experiences that enrich each child's social, emotional, spiritual, physical, intellectual, and creative abilities and interests. Through partnership with their families and the wider community, our goal is for each child to become a lifelong learner.

Statutory declaration

The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

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)

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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

The Preschool began the year establishing itself following the impact of continuing restrictions due to Covid pandemic. We began the year with 24 children attending, which increased to 34 at the end of the year. Children tended to attend fewer sessions than before the pandemic. We continued to allocate the children into bubbles, reducing their contact within preschool. Bubbles has been mainly phased out, but children still enter the preschool through different entrances.

There has been a change in Staff at preschool. The preschool leader Sue Perry retired 31 May 2021. We were delighted to appoint the Deputy leader Angela Loughlin to the role of Preschool Leader. Lorraine Edmonds was then appointed to the role of Deputy as she continues to be the SEND coordinator. The staff have continued to work hard and adapt to these changes, as a team they are working well together. They continue to provide an excellent learning environment in our Early years setting.

In spite of the difficult circumstances the Management committee has continued to meet regularly, utilising Zoom to make this possible.

Brief statement of the charity's policy on reserves

The Pre-School has a policy to try to keep a minimum of 6 months of estimated future expenditure in reserve to cater for unforeseen issues. We currently have a £34,313 surplus above this reserve.

The charity's main source of income is Local Authority grants and fees charged to parents. Both of these are based on the number children in attendance. The main costs are staff wages and rent, both of which are largely fixed. This combination of largely fixed costs but variable income based on pupil numbers means that it is prudent to maintain a significant reserve. The committee continuously reviews the excess, taking into account expectations for child numbers, to reduce it in a sensible, effective way.

Details of any funds materially in deficit

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.

Section F Other optional information

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

Signed on behalf of the charity's trustees

Signature(s)  

Full name(s)

Anne MacFarlane

Becca Finamore

Position (eg Secretary, Chair, etc)

Co-Chair

Co-Chair

Date

3/3/22.



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

WESTBURY BAPTIST PRE-SCHOOL

On accounts for the year
ended

31 JULY 2021

Charity no
(if any)

1097997

Set out on pages

3-4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2021.

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.

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.

Signed:

Date:

07/03/2022

Name:

DAVID OAKENSEN

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

FCA

Address:

WILLIAM PRICE & CO LIMITED, WESTBURY COURT, CHURCH ROAD
WESTBURY ON TRYM, BRISTOL BS9 3EF

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.



Receipts and payments accounts

CC16a

For the period
from

1st August
2020

To

31st July
2021

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Voluntary Contributions	1,170	-		1,170	1,196
Fees Invoiced	13,189	-		13,189	7,696
Local Authority Grants	82,585	-		82,585	100,492
Fundraising	183	-		183	160
Deposits Taken	475	-		475	575
Interest on term deposit	-	-		-	302
Job retention scheme	-	-		-	905
Sub total (Gross income for AR)	97,602	-	-	97,602	111,326
A2 Asset and investment sales, (see table).					
Sub total	-	-	-	-	-
Total receipts	97,602	-	-	97,602	111,326
A3 Payments					
Consumables	1,929	-		1,929	2,038
Parties/ Leavers Presents/ Fundraising	116	-		116	10
Staff Wages	81,946	-		81,946	83,537
Redundancy	-	-		-	-
Training and Other Costs	-	-		-	63
Rent	16,000	-		16,000	12,000
Insurance	511	-		511	401
Premises Costs	6	-		6	-
Printing, Postage and Stationery	316	-		316	197
Advertising and Recruitment	1,352	-		1,352	429
Membership Subscriptions	190	-		190	198
DBS Checks	320	-		320	-
Legal Fees	-	-		-	-
Independent Examination	360	-		360	420
Sundries	223	-		223	139
Deposits Refunded	176	-		176	251
Sub total	103,445	-	-	103,445	99,683
A4 Asset and investment purchases, (see table)					
Outside Shed (2020) / Canopy (2019)		-		-	180
Reading Shed and new playhouse					
Cupboards					
Sub total	-	-	-	-	180
Total payments	103,445	-	-	103,445	99,863
Net of receipts/(payments)	- 5,843	-	-	- 5,843	11,463
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	98,711	-	-	98,711	87,337
Cash funds this year end	92,868	-	-	92,868	98,800



Receipts and payments accounts

CC16a

For the period from	1st August 2020	To	31st July 2021
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Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Current Account	92,840	-	
	Bank Term Deposit	-	-	
	Petty Cash	28	-	
	Total cash funds	92,868	-	-
	(agree balances with receipts and payments account(s))			
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Sundry Equipment	Unrestricted	84	-
	Garden Railings	Unrestricted	1,260	756
	Cost of rain canopy	Unrestricted	5,499	4,399
	Cupboards	Unrestricted	1,120	672
	IT Equipment	Unrestricted	1,112	445
	Outside Equipment	Unrestricted	1,041	851
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Independent Examination Fee	Unrestricted	360	Dec 21
	Wages - July Overtime and Holiday Pay (paid August)	Unrestricted	7,001	Aug 21
	Wages - Pension (on August pay)	Unrestricted	46	Aug 21
	Deposits to be repaid	Unrestricted	175	Jul 22
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	Anne Macfarlane	ANNE MACFARLANE	3/3/22
	Rebecca Finamore	REBECCA FINAMORE	3/3/22