



Trustees' Annual Report for the period

From **Period start date** 1st August 2021 **To** 31st July 2022 **Period end date**

Section A

Reference and administration details

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	August 2021 to February 2022	Westbury-on-Trym Baptist Church
4	Helen Thorp	Trustee	April 2022 to July 2022	Westbury-on-Trym Baptist Church
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
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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	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.

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Section C Objectives and activities

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)

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

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

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

At the beginning of the year our new Preschool Manager settled quickly and efficiently into the role and we appointed a Deputy Manager to support her. The Preschool continues to run smoothly under their leadership. The staff and children have coped well with the changing guidelines for staying safe during the covid pandemic. Gradually as the restrictions eased the staff have been able to bring back some activities that had been curtailed. This meant the parents and local community could be more involved with the Preschool activities while continuing to be mindful of the safety of the whole community.

The Preschool continues to be accessed by a diverse population of local families. The number of children attending the Preschool and the number of sessions each child attended gradually increased throughout the year. There has been a slight increase in the number of children requiring additional support this year so the staff have been accessing support from outside agencies.

The Trustees have been meeting regularly throughout the year. There also have been five meetings of the trustees, the manager and administrator over the course of the year, to ensure regular communication. This means staff feel well supported in their work.

Section E Financial review

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 £37,695 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

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)	Anne MacFarlane	Becca Finamore
Position (eg Secretary, Chair, etc)	Co-Chair	Co-Chair
Date	10/11/22	



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 2022	Charity no (if any)	1097997
Set out on pages	3-4 (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 31/07/2022.

**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:

Date:

23/11/2022

Name:

DAVID ALAN OAKENSEN

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

FCA

Address:

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

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.



Receipts and payments accounts

For the period from	1st August 2021	To	31st July 2022
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Voluntary Contributions	1,255	-		1,255	1,170
Fees Invoiced	14,905	-		14,905	13,189
Local Authority Grants	81,907	-		81,907	82,585
Fundraising	168	-		168	183
Deposits Taken	480	-		480	475
Interest on term deposit	- 1	-		- 1	-
Job retention scheme	-	-		-	-
Sub total (Gross income for AR)	98,714	-	-	98,714	97,602
A2 Asset and investment sales, (see table).					
Sub total	-	-	-	-	-
Total receipts	98,714	-	-	98,714	97,602
A3 Payments					
Consumables	2,407	-		2,407	1,929
Parties/ Leavers Presents/ Fundraising	66	-		66	116
Staff Wages	76,167	-		76,167	81,946
Redundancy	-	-		-	-
Training and Other Costs	160	-		160	-
Rent	16,000	-		16,000	16,000
Insurance	521	-		521	511
Premises Costs	39	-		39	6
Printing, Postage and Stationery	201	-		201	316
Advertising and Recruitment	432	-		432	1,362
Membership Subscriptions	249	-		249	190
DBS Checks	-	-		-	320
Legal Fees	-	-		-	-
Independent Examination	378	-		378	360
Sundries	146	-		146	223
Deposits Refunded	74	-		74	176
Sub total	96,840	-	-	96,840	103,445
A4 Asset and investment purchases, (see table)					
Outside Shed (2020) / Canopy (2019)	224	-		224	-
Reading Shed and new playhouse					
Cupboards					
Sub total	224	-	-	224	-
Total payments	97,064	-	-	97,064	103,445
Net of receipts/(payments)	1,650	-	-	1,650	5,843
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	92,868	-	-	92,868	98,711
Cash funds this year end	94,518	-	-	94,518	92,868



Receipts and payments accounts

CC16a

For the period from	1st August 2021	To	31st July 2022
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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	94,494	-	-
	Bank Term Deposit	-	-	-
	Petty Cash	24	-	-
	Total cash funds	94,518	-	-
	(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	630
	Cost of rain canopy	Unrestricted	1,870	1,217
	Cupboards	Unrestricted	1,120	448
	IT Equipment	Unrestricted	1,336	402
	Outside Equipment	Unrestricted	1,041	747
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Independent Examination Fee	Unrestricted	378	Dec 22
	Wages - July Overtime and Holiday Pay (paid August)	Unrestricted	7,871	Aug 22
	Wages - Pension (on August pay)	Unrestricted	80	Aug 22
	Deposits to be repaid	Unrestricted	75	Jul 23
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	<i>R. Finamore</i>	R. FINAMORE	23/11/22
	<i>Ann Macfarlane</i>	Ann Macfarlane	23/11/22