

REGISTERED COMPANY NUMBER: 04879683 (England and Wales)
REGISTERED CHARITY NUMBER: 1101326

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2021
FOR
CLIFFE WOODS PRE-SCHOOL

The Carley Partnership
St James's House
8 Overcliffe
Gravesend
Kent
DA11 0HJ

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 July 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

As per the charity's governing document, the charity's objects 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:

- Offering appropriate play, education and care facilities and training courses, 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 opportunities for all children whatever their race, culture, religion, means or ability;
- Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs;
- Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

Significant activities

The main activity of the charity during the year was the provision of early years childcare.

Public benefit

The Trustees have had due regard to the Charity Commission's guidance on public benefit when setting the charity's activities.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

We have 92 children attend the preschool weekly. The Trustees are confident Cliffe Woods Pre-school provides good quality care and education for preschool and after school. The pre-school was rated "Good" by an Ofsted inspection in 2017.

We have been able to offer more spaces to parents of children aged 2-11 years; we have expanded our outside area to include sensory, imaginary play and physical development. Expanding on and developing children's experiences and learning opportunities.

Internal and external factors

The employment and retention of staff is of concern to the trustees due to minimal Government funding and low rates of pay.

FINANCIAL REVIEW

Reserves policy

The charity aims to hold a minimum of £30,000 as free reserves and feel this is sufficient to meet any liabilities due for the next couple of months. We have now been in our new pre-school building for four years within the grounds of Cliffe Woods Primary School.

Going concern

The trustees currently have no concerns regarding the future of the charity.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

All members are eligible to stand for election to be a trustee. At the Annual General Meeting, the new elected members of the board of trustees will be those candidates from amongst those having notified their willingness to stand who receive the highest number of votes from the members, up to a maximum of 12 elected trustees in total.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

Membership of the pre-school is divided into two kinds:

Family Membership applies to parents or guardians of all children who attend any group run by the pre-school wishing to support the aims of the pre-school.

Affiliate Membership is open to those individuals, organisations or other bodies interested in supporting the aims of the pre-school.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04879683 (England and Wales)

Registered Charity number

1101326

Registered office

Cliffe Woods Preschool

View Road

Cliffe Woods

Rochester

Kent

ME3 8UJ

Trustees

D A Buckle Chairman

Mrs C Hobbs Treasurer

R Mayger (resigned 3/9/2020)

S Williams

Mrs S Price (appointed 25/5/2021)

Committee Members

S Golden

L Cole

R Playford

S Bailey

K Dhanda

Company Secretary

Mrs S Price

Independent Examiner

The Carley Partnership

St James's House

8 Overcliffe

Gravesend

Kent

DA11 0HJ

Approved by order of the board of trustees on 21 April 2022 and signed on its behalf by:

D A Buckle - Trustee

Independent examiner's report to the trustees of Cliffe Woods Pre-school ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ACA, FCCA which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.

Claire Ralph
ACA, FCCA
The Carley Partnership
St James's House
8 Overcliffe
Gravesend
Kent
DA11 0HJ

27 April 2022

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2021

| | | 2021 Unrestricted fund £ | 2020 Total funds £ |
|-----------------------------|-------|-----------------------------------|-----------------------------|
| INCOME AND ENDOWMENTS FROM | Notes | | |
| Donations and legacies | | 1,734 | 49 |
| Charitable activities | | | |
| Childcare sessions | | 290,034 | 313,540 |
| Other trading activities | 2 | 2,501 | 1,997 |
| Investment income | 3 | 4 | 163 |
| Total | | 294,273 | 315,749 |
| EXPENDITURE ON | | | |
| Charitable activities | | | |
| Childcare sessions | | 277,971 | 289,202 |
| Other | | 2,801 | 3,374 |
| Total | | 280,772 | 292,576 |
| NET INCOME | | 13,501 | 23,173 |
| RECONCILIATION OF FUNDS | | | |
| Total funds brought forward | | 237,302 | 214,129 |
| TOTAL FUNDS CARRIED FORWARD | | 250,803 | 237,302 |

BALANCE SHEET
31 JULY 2021

| | | 2021 Unrestricted fund £ | 2020 Total funds £ |
|--|-------|-----------------------------------|-----------------------------|
| FIXED ASSETS | Notes | | |
| Tangible assets | 9 | 185,591 | 192,144 |
| CURRENT ASSETS | | | |
| Debtors | 10 | 3,688 | 2,167 |
| Cash at bank | | 115,351 | 103,167 |
| | | <u>119,039</u> | <u>105,334</u> |
| CREDITORS | | | |
| Amounts falling due within one year | 11 | (48,087) | (50,436) |
| | | <u>70,952</u> | <u>54,898</u> |
| NET CURRENT ASSETS | | | |
| | | <u>70,952</u> | <u>54,898</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | 256,543 | 247,042 |
| CREDITORS | | | |
| Amounts falling due after more than one year | 12 | (5,740) | (9,740) |
| | | <u>250,803</u> | <u>237,302</u> |
| NET ASSETS | | <u>250,803</u> | <u>237,302</u> |
| FUNDS | 14 | | |
| Unrestricted funds | | 250,803 | 237,302 |
| TOTAL FUNDS | | <u>250,803</u> | <u>237,302</u> |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 21 April 2022 and were signed on its behalf by:

D A Buckle - Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 25% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Government grants

Grant income is recognised using the accrual model in the period in which it becomes receivable.

2. OTHER TRADING ACTIVITIES

| | 2021 | 2020 |
|--------------------|--------------|--------------|
| | £ | £ |
| Fundraising events | <u>2,501</u> | <u>1,997</u> |

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2021

3. INVESTMENT INCOME

| | 2021 | 2020 |
|--------------------------|----------|------------|
| | £ | £ |
| Bank interest receivable | 4 | 163 |
| | <u>4</u> | <u>163</u> |

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 2021 | 2020 |
|-----------------------------|---------------|---------------|
| | £ | £ |
| Depreciation - owned assets | 12,683 | 11,150 |
| | <u>12,683</u> | <u>11,150</u> |

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2021 nor for the year ended 31 July 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 July 2021 nor for the year ended 31 July 2020.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

| | 2021 | 2020 |
|-------|-----------|-----------|
| | 16 | 16 |
| Staff | <u>16</u> | <u>16</u> |

No employees received emoluments in excess of £60,000.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted fund £ |
|----------------------------|------------------------|
| INCOME AND ENDOWMENTS FROM | |
| Donations and legacies | 49 |
| Charitable activities | |
| Childcare sessions | 313,540 |
| Other trading activities | 1,997 |
| Investment income | 163 |
| Total | <u>315,749</u> |
| EXPENDITURE ON | |
| Charitable activities | |
| Childcare sessions | 289,202 |
| Other | 3,374 |
| Total | <u>292,576</u> |
| NET INCOME | <u>23,173</u> |

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

Unrestricted
fund
£

RECONCILIATION OF FUNDS

Total funds brought forward 214,129

TOTAL FUNDS CARRIED FORWARD 237,302

8. INDEPENDENT EXAMINER'S FEE

The accounts include an accrual of £1,440 (2020: £1,440) for fees payable to the independent examiner in respect of the year ended 31st July 2021. £1,080 of this represents the cost of preparing the accounts, while £360 represents the Independent Examiners Fees.

9. TANGIBLE FIXED ASSETS

| | Freehold property £ | Fixtures and fittings £ | Totals £ |
|-----------------------|---------------------------|----------------------------------|----------------|
| COST | | | |
| At 1 August 2020 | 166,514 | 50,172 | 216,686 |
| Additions | - | 6,130 | 6,130 |
| At 31 July 2021 | <u>166,514</u> | <u>56,302</u> | <u>222,816</u> |
| DEPRECIATION | | | |
| At 1 August 2020 | - | 24,542 | 24,542 |
| Charge for year | - | 12,683 | 12,683 |
| At 31 July 2021 | <u>-</u> | <u>37,225</u> | <u>37,225</u> |
| NET BOOK VALUE | | | |
| At 31 July 2021 | <u>166,514</u> | <u>19,077</u> | <u>185,591</u> |
| At 31 July 2020 | <u>166,514</u> | <u>25,630</u> | <u>192,144</u> |

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2021 £ | 2020 £ |
|---------------|--------------|--------------|
| Trade debtors | 326 | 1 |
| Prepayments | <u>3,362</u> | <u>2,166</u> |
| | <u>3,688</u> | <u>2,167</u> |

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2021

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2021 | 2020 |
|---------------------------------|---------------|---------------|
| | £ | £ |
| Other loans (see note 13) | 4,000 | 4,000 |
| Social security and other taxes | 3,872 | 2,539 |
| Wages and pension creditor | 16,640 | 16,259 |
| Other creditors | 22,135 | 22,102 |
| Accruals and deferred income | 1,440 | 5,536 |
| | <u>48,087</u> | <u>50,436</u> |

12. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

| | 2021 | 2020 |
|---------------------------|--------------|--------------|
| | £ | £ |
| Other loans (see note 13) | <u>5,740</u> | <u>9,740</u> |

13. LOANS

An analysis of the maturity of loans is given below:

| | 2021 | 2020 |
|---|--------------|--------------|
| | £ | £ |
| Amounts falling due within one year on demand: | | |
| Other loans | <u>4,000</u> | <u>4,000</u> |
| Amounts falling between one and two years: | | |
| Other loans - 1-2 years | <u>4,000</u> | <u>8,000</u> |
| Amounts falling due between two and five years: | | |
| Other loans - 2-5 years | <u>1,740</u> | <u>1,740</u> |

14. MOVEMENT IN FUNDS

| | At 1.8.20 | Net movement | At |
|--------------------|----------------|---------------|----------------|
| | £ | in funds | 31.7.21 |
| | | £ | £ |
| Unrestricted funds | | | |
| General fund | 237,302 | 13,501 | 250,803 |
| | <u>237,302</u> | <u>13,501</u> | <u>250,803</u> |
| TOTAL FUNDS | <u>237,302</u> | <u>13,501</u> | <u>250,803</u> |

Net movement in funds, included in the above are as follows:

| | Incoming resources | Resources expended | Movement in funds |
|--------------------|--------------------|--------------------|-------------------|
| | £ | £ | £ |
| Unrestricted funds | | | |
| General fund | 294,273 | (280,772) | 13,501 |
| | <u>294,273</u> | <u>(280,772)</u> | <u>13,501</u> |
| TOTAL FUNDS | <u>294,273</u> | <u>(280,772)</u> | <u>13,501</u> |

14. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

| | At 1.8.19 £ | Net movement in funds £ | At 31.7.20 £ |
|--------------------|-------------------|----------------------------------|--------------------|
| Unrestricted funds | | | |
| General fund | 214,129 | 23,173 | 237,302 |
| | <u> </u> | <u> </u> | <u> </u> |
| TOTAL FUNDS | <u>214,129</u> | <u>23,173</u> | <u>237,302</u> |

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|--------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 315,749 | (292,576) | 23,173 |
| | <u> </u> | <u> </u> | <u> </u> |
| TOTAL FUNDS | <u>315,749</u> | <u>(292,576)</u> | <u>23,173</u> |

A current year 12 months and prior year 12 months combined position is as follows:

| | At 1.8.19 £ | Net movement in funds £ | At 31.7.21 £ |
|--------------------|-------------------|----------------------------------|--------------------|
| Unrestricted funds | | | |
| General fund | 214,129 | 36,674 | 250,803 |
| | <u> </u> | <u> </u> | <u> </u> |
| TOTAL FUNDS | <u>214,129</u> | <u>36,674</u> | <u>250,803</u> |

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|--------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 610,022 | (573,348) | 36,674 |
| | <u> </u> | <u> </u> | <u> </u> |
| TOTAL FUNDS | <u>610,022</u> | <u>(573,348)</u> | <u>36,674</u> |

15. RELATED PARTY DISCLOSURES

There were no related party transaction in the year ended 31st July 2021. In 2020, D Buckle received £75.30 in respect of materials purchased on behalf of Cliffe Woods Preschool.

16. LOAN

A loan from Cliffe Woods Primary for £40,000 was borrowed for the expansion to the pre school and is repayable over 10 years.

CLIFFE WOODS PRE-SCHOOL

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2021

| | 2021 £ | 2020 £ |
|------------------------------|----------------|----------------|
| INCOME AND ENDOWMENTS | | |
| Donations and legacies | | |
| Donations | 1,734 | 49 |
| Other trading activities | | |
| Fundraising events | 2,501 | 1,997 |
| Investment income | | |
| Bank interest receivable | 4 | 163 |
| Charitable activities | | |
| Fees | 278,293 | 307,506 |
| Grants | 11,741 | 6,034 |
| | <u>290,034</u> | <u>313,540</u> |
| Total incoming resources | 294,273 | 315,749 |
| EXPENDITURE | | |
| Charitable activities | | |
| Wages | 209,758 | 214,272 |
| Social security | 12,581 | 11,957 |
| Pensions | 2,152 | 2,468 |
| Rates and water | 1,354 | 1,792 |
| Light and heat | 1,600 | 1,635 |
| Advertising and promotion | 552 | 907 |
| Consumables | 15,355 | 17,274 |
| Photos, outings and events | 842 | 1,023 |
| Repairs and maintenance | 2,900 | 3,253 |
| Cleaning and caretaking | 1,607 | 5,704 |
| Staff training and welfare | 1,240 | 1,885 |
| Rent | 2,485 | 2,100 |
| Computer costs | 2,824 | 1,672 |
| Fixtures and fittings | 12,683 | 11,150 |
| | <u>267,933</u> | <u>277,092</u> |
| Other | | |
| Loan interest | 635 | 3,374 |
| Support costs | | |
| Finance | | |
| Bank charges | 185 | 277 |
| Other | | |
| Insurance | 1,089 | 363 |
| Telephone | 2,568 | 2,369 |
| Postage and stationery | 1,634 | 2,761 |
| Sundries | 404 | 341 |
| Carried forward | 5,695 | 5,834 |

This page does not form part of the statutory financial statements

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2021

| | 2021 £ | 2020 £ |
|--------------------------|----------------|----------------|
| Other | | |
| Brought forward | 5,695 | 5,834 |
| Subscriptions | 2,679 | 2,310 |
| Legal fees | 193 | 216 |
| Payroll software and HR | 1,892 | 1,893 |
| | <u>10,459</u> | <u>10,253</u> |
| Governance costs | | |
| Accountancy fees | 1,560 | 1,580 |
| | <u>280,772</u> | <u>292,576</u> |
| Total resources expended | | |
| Net income | <u>13,501</u> | <u>23,173</u> |