

**Charnock Richard Pre-School  
Limited by Guarantee  
31 August 2021  
Legal and Administrative Information**

The Directors / Trustees	Steven Hughes Adele Calderbank	Chair Vice Chair
Secretary	Zoe Cross	
Registered Charity Number	1105516	
Company Number	04939225	
Registered Office / Principle Address	Parish Rooms Charter Lane Charnock Richard Chorley PR7 5NA	
Independent Examiner	FPS Chartered Certified Accountants Levine House 233 Wigan Road Ashton in Makerfield Wigan WN4 9SL	
Bankers	RBS 56 Market Street Chorley PR7 2SD	

**Charnock Richard Pre-School  
Company Limited by Guarantee  
31 August 2021  
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**Charnock Richard Pre-School  
Company Limited by Guarantee  
Trustees' Annual Report (Incorporating the Director's Report)  
For the Year Ended 31 August 2021**

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 August 2020.

Reference and administrative details are provided on a separate information page at the front of these financial statements.

**Structure, governance and management**

The charity is a company limited by guarantee. It was incorporated on 21 October 2003 and registered as a charity on 17 August 2004.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members of the Management Committee are required to contribute £1 to the assets of the charitable company.

The management committee, who are also the directors for the purpose of company law, and who served during the year were:

Paul Leadbetter	(resigned 24.10.20)
Beverley Hughes	(resigned 15.3.21)
Suzanne Williams	(resigned 25.5.21)
Steven Hughes	(app 24.10.20)
Adele Calderbank	(app 15.3.21)

None of the management committee has any beneficial interest in the company.

Under the Articles, the members of the management committee are elected at the Annual General Meeting to serve a period of one year, subject to ratification at each Annual General Meeting.

The management committee meet regularly throughout the year to review the strategy, operations and performance of the charity. The management committee are fully responsible for the decision making process operated by the charity.

Current members of the management committee are familiar with the practical work of the charity and their responsibilities and update training is provided when considered necessary. Additionally, new members of the management committee will be provided with appropriate training and induction.

During the financial year the day to day financial management of the charity rested with Mrs B Hughes.

The management committee have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to these risks.

### **Objective and Activities**

The aims of the Pre-School are to enhance the development and education of children, primarily under statutory school age, by providing professional early years' education and encouraging parents to understand, and provide for, the needs of their children through community groups and by:

- a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that opportunities are offered for all the children whatever their race, culture, means or ability;
- b) encouraging the study of the needs of such children, and their families, and promoting public interest in, and recognition of, such needs in the local areas;
- c) to raise funds. Pre-School operates not for profit and must remain compliant with section 4 of the Charities Act 2006, in that we have due regard to public benefit, as such the income of the Pre-School is applied solely towards the promotion of these objectives.

The Pre-School vision is "To be the best we can be" and in so doing provide a fun, happy and safe learning experience for all, where individuality is respected and valued in everyone.

### **Achievements and Performance**

At the beginning of the academic year the pre-school intake of children was at a very good level which enabled us to keep the staffing levels at a consistent number and in turn gave us good child to staff ratios. During the period from September to November there were management changes within the pre school as G Leadbetter decided to leave which led to B Hughes being appointed as manager.

There were also new appointments to the committee as Paul Leadbetter stepped down and Steven Hughes was appointed, S Williams stepped down as secretary and Z Cross appointed. B Hughes stepped down from her role as treasurer on the committee and A Calderbank was appointed as treasurer.

During this uncertain period of 2020/21 the pre-school continued to receive funding for the children. Therefore pre-school did not have to make any staff redundancies and remained open with all health and safety procedures for Covid 19 in place along with risk assessments that were reviewed as government guidance changed. Our aim was to provide a smooth transition from pre-school to school for our leavers albeit a little different to the previous year due to Covid.

incurred additional costs to the charity.

With the help and support of our dedicated staff and committee the pre-school continued successfully to safely provide early years learning to the local community in which the charity was set up to do.

The financial year with all aspects taken into consideration has turned out to be very satisfactory under the circumstances and the pre-school has managed to keep a small surplus in the accounts which is a reflection on the management.

The management team, set out at the beginning of the new term that the outside area was in need of a great revamp, this was discussed and a decision was made that from December to April there was to be a concerted effort to fund raise the amount needed. The amount that the pre-school raised was £1503 for the outdoor area which was a great effort from everyone connected to Charnock Richard pre-school. During the summer term the outside area was overhauled from new play equipment to outdoor stages and music and water walls, also new fencing was erected to enhance the safety of the outdoor play area.

### **Financial Review**

As shown in the statement of financial activities on page 4, the net surplus for the year amounted to £1490. It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level that will ensure that if there is any significant drop in funding, the charity will be able to continue with its current activities whilst consideration is given to ways in which additional funds may be raised. The charity currently aims to maintain funds at a level of three months' expenditure, this level has been maintained throughout the year.

The management committee, having regard to ongoing liquidity requirements of the charity, have kept available funds in the bank current account.

### **Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption. The trustees' annual report was approved on .....and signed on behalf of the board of trustees by:

**Mr S Hughes**  
Chair

**Charnock Richard Pre-School  
Company Limited by Guarantee  
Independent Examiner's Report to the Trustees of Charnock Richard Pre-School  
Year ended 31 August 2021**

I report to the charity trustees on my examination of the accounts of the Company for year ended 31 August 2021 which are set out on pages 4 to 12.

**Responsibilities and basis of report**

As the charity's trustees of the company (who are also the directors of the company for the purpose 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 for this year 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**

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- \* accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- \* the accounts do not accord with such records; or
- \* the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- \* the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.

Date:

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Amanda Kershaw FCCA  
FPS Chartered Certified Accountants  
Levine House  
233 Wigan Road  
Ashton-in-Makerfield  
Wigan  
WN4 9SL

**Charnock Richard Pre-School**

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**Company Limited by Guarantee****Statement of Financial Activities (including Income and Expenditure Account)****For the Year Ended 31 August 2021**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<b>INCOME AND ENDOWMENTS</b>					
Donations and legacies	4a	-	-	-	100
Income from charitable activities	4b	118,266	-	118,266	109,665
Other trading activities	5	20,649	-	20,649	31,795
Other income	6	1,184	-	1,184	1,008
Total income		140,099	-	140,099	142,568
<b>Expenditure</b>					
Expenditure on raising funds:					
Costs of voluntary income	7	120,115	-	120,115	125,225
Expenditure on charitable activities:					
Community activities	8	16,356	-	16,356	14,379
Other expenditure	9	2,138	-	2,138	2,040
Total expenditure		138,609	-	138,609	141,644
<b>Net income/(expenditure) and net movement in funds</b>		1,490		1,490	924
Total funds brought forward		43,871	-	43,871	42,947
<b>Total funds carried forward</b>		45,361	-	45,361	43,871

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

**Charnock Richard Pre-School  
Company Limited by Guarantee  
Statement of Financial Position  
As At 31 August 2021**

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	Note	2021	2020
		£	£
<b>FIXED ASSETS</b>			
Tangible assets	12	4,420	2,230
<b>CURRENT ASSETS</b>			
Debtors	13	-	2,151
Cash at bank and in hand		42,818	62,777
		<u>42,818</u>	<u>64,928</u>
<b>Creditors: amounts falling due within one year</b>	14	<u>(1,877)</u>	<u>(23,287)</u>
<b>Net current assets</b>		<u>40,941</u>	<u>41,641</u>
<b>Net Assets</b>		<u>45,361</u>	<u>43,871</u>
<b>Funds of the Charity</b>			
Unrestricted funds	17	45,361	43,871
Restricted funds	16	-	-
		<u>45,361</u>	<u>43,871</u>
<b>Total charity funds</b>		<u>45,361</u>	<u>43,871</u>

For the financial year ended 31 August 2021 the company was entitled to exemption from audit under Section 477 Companies Act 2006 relating to small companies.

**Directors' responsibilities**

- The members have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on .....and are signed on behalf of the board by:

.....  
Mr S Hughes

**Charnock Richard Pre-School  
Company Limited by Guarantee  
Notes to the Accounts  
For the Year Ended 31 August 2021**

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**1 General information**

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office Parish Rooms, Charter Lane, Charnock Richard, Chorley PR7 5NA.

**2 Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

**3 Accounting Policies**

**3.1 Basis of Preparation**

The accounts have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling which is the functional currency of the entity.

**3.2 Going concern**

There are no material uncertainties about the charity's ability to continue.

**3.3 Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes. Designated funds are restricted funds earmarked by the trustees for particular future projects or commitment. Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes, restricted income funds or endowment funds.

**3.4 Incoming Resources**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

Income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

Legacy income is recognised when receipt is probable and entitlement established.

Income from donated goods at the fair values of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value.

Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

Income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.



### **3.5 Resources Expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates.

Expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities and the sale of donated goods.

Expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities. Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

### **3.6 Depreciation**

Depreciation is calculated so to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Office Equipment	20% per annum reducing balance basis
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### **3.7 Pensions**

The pension costs charged in the accounts represent the contributions payable by the charity during the year.

### **3.8 Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts etc.

### **3.9 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

### **3.1 Creditors and Provisions**

Creditors and provision are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

### **3.11 Financial Instruments**

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**Charnock Richard Pre-School  
Company Limited by Guarantee  
Notes to the Accounts  
For the Year Ended 31 August 2021**

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**4: Donations and Legacies**

	2021	2020
£	£	

Donations	0	100
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**4b Income from charitable activities**

	2021	2020
£	£	

Local government grants	118266	109665
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Other grants	0	0
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	118266	109665
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**5 Other Trading Activities**

	2021	2020
£	£	

Fees	20649	30992
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Fundraising	0	803
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Fundraising	20649	31795
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**6 Other incoming resources**

	2021	2020
£	£	

Miscellaneous income	1184	1008
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**Charnock Richard Pre-Schol  
Company Limited by Guarantee  
Notes to the Accounts  
For the Year Ended 31 August 2021**

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**7 Costs of voluntary income**

	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Staff costs	108634	113885
Rent	10640	10300
Insurance	516	566
Dance	325	474
	<hr/>	<hr/>
	120115	125225

**8 Community activities**

	<b>2021 £</b>	<b>2020 £</b>
Pension costs	1416	1150
Training	776	1203
Repairs and maintenance	552	409
Refreshments	3110	3269
Fees and subscriptions	286	147
Play materials and resources	6159	5324
Postage and stationery	1176	861
Telephone	457	361
Advertising	285	166
Hire charges	180	110
Depreciation	1104	558
Sundry expenses	855	821
	<hr/>	<hr/>
	16356	14379

**9 Other expenditure**

	<b>2021 £</b>	<b>2020 £</b>
Independent Examiner's fees	2138	2040
	<hr/>	<hr/>

**Charnock Richard Pre-School  
Company Limited by Guarantee  
Notes to the Accounts  
For the Year Ended 31 August 2021**

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**10 Employees** **2021** **2020**

**Number of employees**

The average monthly number of employees during the year was:

Administration	1	1
Nursery workers	10	9

**Employment costs**

**2021** **2020**  
£ £

Wages and salaries	108634	113885
Pension costs	1416	1150
	<u>110050</u>	<u>115035</u>

There were no employees whose remuneration was £60000 or more.

**11 Taxation**

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

**12 Tangible Fixed Assets**

**Plant** **Total**  
**& Equpt**  
£ £

**Cost**

At 1 September 2020	4012	4012
Additions	3294	3294
<b>At 31 August 2021</b>	<u>7306</u>	<u>7306</u>

**Depreciation**

At 1 September 2020	1782	1782
Charge for the year	1104	1104

<b>At 31 August 2021</b>	<u>2886</u>	<u>2886</u>
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**Net book value**

<b>At 31 August 2021</b>	<u>4420</u>	<u>4420</u>
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<b>At 31 August 2020</b>	<u>2230</u>	<u>2230</u>
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**Charnock Richard Pre-School  
Company Limited by Guarantee  
Notes to the Accounts  
For the Year Ended 31 August 2021**

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**13 Debtors**

	<b>2021</b>	<b>2020</b>
£	£	
Trade debtors	0	2151

**14 Creditors due within one year**

	<b>2021</b>	<b>2020</b>
£	£	
Accruals and deferred income	1350	22765
Paye / Nic	527	522
	<u>1877</u>	<u>23287</u>

**15 Share capital**

The charity has no share capital being a company limited by guarantee. Each member guarantees to contribute an amount not exceeding £1 in the event of a winding up situation.

**16 Restricted Funds**

The charity had no restricted funds in the year.

**Charnock Richard Pre-School  
Company Limited by Guarantee  
Notes to the Accounts  
For the Year Ended 31 August 2021**

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**17 Analysis of movements in unrestricted funds**

£

**General fund**

Balance 1 September 2020	43871
Incoming resources	140099
Resources expenses	-138609
	<hr/>
Balance 31 August 2021	<u>45361</u>

**18 Analysis of net assets between funds**

	<b>Unrestric- ted Funds</b>	<b>Restricted Funds</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Fund balances at 31 August 2021 are represented by:			
Tangible fixed assets	4420	0	4420
Current assets	42818	0	42818
Creditors: amounts falling due within one year	-1877	0	-1877
	<hr/>		
	<u>45361</u>	<u>0</u>	<u>45361</u>