



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 09	Year 2019		Day 31	Month 09	Year 2020

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Yeovil Chase	
Bitterne	
Southampton	
Postcode	SO18 5NZ

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	Stephen Read	Chairperson		
2	Barry Bowerman			
3	Carly Walton	Treasurer		
4	Jelena Balandina	Secretary		
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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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Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Committee

Trustee selection methods
(eg. appointed by, elected by)

Elected

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.

This has been a very challenging year due to the pandemic. I have to praise ALL staff for their very hard work and dedication to our setting.

We have put in place major risk assessments and continue to keep on top of cleaning and bubble's as best we can.

We have had committee meetings via zoom and this has proved to be no easier than attending meetings. With this in mind we decided to try for our AGM in June 2020. As this was the first month back to pre-school we had low attendance and recruited no new committee members.

Section C

Objectives and activities

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

To have a happy environment where children of all faiths, cultures and ability will have space to show their true qualities. Our setting is equipped with outstanding resources with staff to bring out the very best in each child.

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)

Our setting welcomes children from all cultures, faiths and back grounds. We welcome children from 2 years to 4 years before they attend school.

We welcome children with all types of funding 2,3 year old and 30 hour funding also from voucher schemes that parents sign up to.

We are using current EYFS guidelines which will be changing in September 2021. This will be new training for staff before the start of September.

We have our A.G.M once a year and meet termly for meetings (more if needed). Committee members receive a welcome pack which explains about roles and responsibilities.

Our Administrator is employed to keep our books and to make sure all legal responsibilities are kept upto date and in order. She liaises with the committee and reports back any information for staff.

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.

We like to encourage students to our setting, though we are now finding that a lot of courses are requiring for the students to be employed.

We haven't had or encouraged any parents to volunteer since the pandemic began. We have put systems in place for social distancing and a scheduled cleaning rota after every child's bubble has been moved around the setting. We have been fogging once a week as additional protection to the virus.

We have now implemented a corona virus policy. Our policies are reviewed annually, by myself (chair) administrator and our lead practitioner.

Summary of the main achievements of the charity during the year

Our main achievement this past year has been to stay open and help any keyworkers that needed help with childcare so they could continue with their jobs.

The challenges we have faced this year have been more physical than financial. Our finances have been healthy due to the governments continued payment to all pre-schools regardless of how many children who were attending, this along with the running cost we have in reserves have made our life easier and less stressful. The main concern this year has been the virus.

We are hoping that September 2020 will bring a healthier start to our academic year.

Section E Financial review

Brief statement of the charity's policy on reserves

Our reserves account is looking healthy, and we have to thank the government for their continued payments to Early years over this very tough year health wise.
Our reserves policy is reviewed annually

Details of any funds materially in deficit

N/A

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.

We are grateful that the government decided to carry on paying Early years providers. This has made for a healthy bank account due to less payments on certain items, with other items (PPE) being more expensive than usual.

Our fundraising events have not gone ahead as this is far too risky due to the current climate; we will however look for grants that may be available.

Section F Other optional information

As this Covid 19 year has come to an end we are grateful that we have managed to get through unscathed and financially healthy. The financial side was made easier with the governments continued support. We are looking forward to a challenging new academic year with hopefully less worry about a pandemic fingers crossed for that. Let's hope all children and staff can come back with renewed vigour and look forward to a great new year.

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)

Position (eg Secretary, Chair, etc)

Date

Stephen Read	
Chairperson	
11/05/2021	

2019 / 2020

HAREFIELD COMMUNITY PRE-SCHOOL

**Accounts for the year ended
31st August 2020**

**ADVISORY ASSOCIATES
ACCOUNTANTS**

**78A St Johns Rd
Hedge End
Southampton**

**Tel No 01489 782685
Mobile 07976 734052
E-mail stelonoufriou@aol.com**

HAREFIELD COMMUNITY PRE-SCHOOL

Receipts and Payments accounts for the year ended 31st August 2020

	£ 2020 £	£ 2019 £
Receipts		
Total Fees	209886	188888
Bank Interest	122	101
Fundraising	0	6
Resources	960	570
Donation	<u>2141</u>	<u>0</u>
	213109	189565
Payments		
Premises	1837	40389
Consumables & Equipment	8605	6292
Catering Costs	1982	2088
Office Costs	5113	6494
Accountancy	0	294
Wages	121695	117048
Other Payments	3469	1551
Bank Charges	64	126
Pension Costs	2578	1900
Training	<u>1401</u>	<u>3283</u>
	<u>146744</u>	<u>179465</u>
Surplus	66365	10100
Balance brought forward	<u>95940</u>	<u>85840</u>
Balance carried forward	<u>162305</u>	<u>95940</u>
Balance at Bank	<u>162305</u>	<u>95940</u>

Harefield Community Pre-School

Independent Examiner's Report and Statement for the year ended 31st August 2020

Respective responsibilities of trustees and the examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my intention to :

1. Examine the accounts (under section 43(3) of the Act)
2. Follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7) (b) of the Act)
3. State whether particular matters have come to my attention.

Basis of examiner's statement

My examination was carried out in accordance with 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that in any material respect the requirements :
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

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**Advisory Associates (Accountants)
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Hedge End
Southampton
SO30 4DF**