

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 December 2020
for
Yapton Community Pre-School

Yapton Community Pre-School

Contents of the Financial Statements
for the Year Ended 31 December 2020

	Page
Charity Information	1
Trustees Annual Report	2
Statement of directors' responsibilities	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statements	7
Independent Examiner's Report	14

Yapton Community Pre-School

Charity Information
for the Year Ended 31 December 2020

TRUSTEES/DIRECTORS: Stephanie Noble (Chairperson)
James Cobb (Treasurer)
Emily Standing (Secretary)
Kelly Taylor
Amanda Evans

SECRETARY: Emily Standing

REGISTERED OFFICE: 9 Downview Road
Yapton
West Sussex
BN18 0HL

PRINCIPAL OPERATING ADDRESS: North End Road
Yapton
West Sussex
BN18 0DU

REGISTERED CHARITY NUMBER: 1110584

REGISTERED COMPANY NUMBER: 05302984

INDEPENDENT EXAMINER: Rachel Hall
R S Hall and Co
27 Belle Meade Close
Woodgate
West Sussex
PO20 3YD

Yapton Community Pre-School
Trustees Annual Report (including Directors' Report)
for the Year Ended 31 December 2020

The trustees present their report with the financial statements of the charity for the year ended 31 December 2020, which also comprises the Directors' Report required by the Companies Act 2006.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, the Memorandum and Articles of Association, dated 2 December 2004, and is an incorporated charity.

By operation of law, all trustees are directors under the Companies Act 2006, and all directors are trustees under Charities legislation, and have responsibilities as such under both company and charity legislation.

Risk management

The trustees have a duty to identify and review risks to which the charity is exposed, and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Trustees

New Trustees are recruited from the families of children attending Pre-School. The appointment of new Trustees is proposed by the Trustees and ratified at the Annual General Meeting of the members.

CONSTITUTION, OBJECTS AND PRINCIPAL ACTIVITIES

The charity's objects and principal activities, having due regard to the Trustees duty in Section 17(5) of the 2011 Charities Act concerning public benefit, during the year were as follows:-

1. 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;
2. 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;
3. Encouraging the study of the needs of such children and their families, and promoting public interest in recognition of such needs;
4. Instigating and adhering to, and furthering the aims and objects of the Preschool Learning Alliance.

REVIEW OF ACTIVITIES

We have continued to provide good quality learning experiences for children aged 2 - 4 years in our local area.

We work closely with our local Primary schools to ensure children are well prepared for starting school and that the transition is smooth for them. All children made good progress during their time with us. All the relevant children made the transition to Primary school without additional help. The feedback about the children's school readiness, from both the schools and the parents, is very positive.

We have had some major repairs done to the outside area to ensure the safety and wellbeing of the children. This was particularly necessary as we are outside most of the time as this is considered to be the safest place for both the children and staff during the current Covid crisis. We have also spent money on PPI because of Covid and related items that we have always bought e.g. latex gloves, have dramatically increased in price.

For our staff, we have continued to subscribe to training schemes and help to finance other training to enable everyone to continually progress professionally and personally.

For the wider community we continue to offer work placements to students from local schools and colleges and to promote the work of other charities, both locally and nationally, such as our local hospital's baby unit, 'World Book Day' and 'Children in Need'. We have also celebrated several festivals with the children.

The Trustees have had regard to the Charity Commission's guidance on public benefit in managing the activities of the Charity.

Yapton Community Pre-School
Trustees Annual Report (including Directors' Report)
for the Year Ended 31 December 2020

TRUSTEES/DIRECTORS

Stephanie Noble
 James Cobb (Treasurer)
 Emily Standing
 Kelly Taylor
 Amanda Evans
 Fiona Trust (appointed 20 November 2019; resigned 22 June 2020)

FINANCIAL REVIEW

The financial position of the charity as at 31 December 2020 and comparatives for the prior period, as more fully detailed in the accounts can be summarised as follows:-

	2020	2019
	£	£
Net (Expenditure)/Income	(8,358)	(10,460)
Unrestricted funds available for the general purposes of the charity	63,667	72,025
Total funds	63,667	72,025

The trustees consider the financial performance by the charity during the year to be satisfactory.

Our income is less than in 2019 due to Covid 19 lockdown rules, but the Free Entitlement paid by West Sussex County Council has only increased by a small amount.

RESERVES POLICY

The trustees seek to retain sufficient general reserves that are deemed necessary to fund the on-going day-to-day operations of the charity. All monies received for designated or restricted purposes are shown in separate funds in the accounts.

Yapton Community Pre-School
Trustees Annual Report (including Directors' Report)
for the Year Ended 31 December 2020

TRUSTEES RESPONSIBILITIES

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with the terms of the Companies Act 2006, the Charities Act 2011, and the Charities (Accounts and Reports) Regulations 2008. The accounts have been prepared according to the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period.

In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Declarations

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors



.....
Stephanie Noble (Chairperson)

27. 42021

Yapton Community Pre-School

Statement Of Financial Activities (including the Income and Expenditure Account as required by the Companies Act 2006)
For the Year Ended 31 December 2020

		Unrestricted funds	Restricted funds	Total Year Ended 31 December 2020	Total Year Ended 31 December 2019
	Note	£	£	£	£
Income					
Income and endowments from					
Donations and legacies		-	-	-	-
Charitable Activities	15	80,721	-	80,721	85,351
Other trading activities	16	-	-	-	-
Investment income		41	-	41	77
Other receipts		-	-	-	-
Total		80,762	-	80,762	85,428
Resources expended					
Raising funds		-	-	-	-
Charitable activities	17	77,248	-	77,248	76,803
Support costs	18	11,152	-	11,152	18,365
Other costs		720	-	720	720
Total		89,120	-	89,120	95,888
Net income / (expenditure)		(8,358)	-	(8,358)	(10,460)
Transfers between funds		-	-	-	-
Net movement in funds		(8,358)	-	(8,358)	(10,460)
Total funds brought forward		72,025	-	72,025	82,485
Total funds carried forward	13	63,667	-	63,667	72,025

Yapton Community Pre-School
Balance Sheet
31 December 2020

	Notes	31.12.20 £	£	31.12.19 £	£
FIXED ASSETS					
Tangible assets	8		322		429
CURRENT ASSETS					
Debtors	9	-		-	
Cash at bank and in hand		<u>78,679</u>		<u>90,312</u>	
		78,679		90,312	
CREDITORS					
Amounts falling due within one year	10	<u>15,334</u>		<u>18,716</u>	
NET CURRENT ASSETS/(LIABILITIES)			<u>63,345</u>		<u>71,596</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>63,667</u>		<u>72,025</u>
RESERVES					
Restricted funds	13	-		-	
General Unrestricted Fund	13	<u>63,667</u>		<u>72,025</u>	
		<u>63,667</u>		<u>72,025</u>	


The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the Trustees on 27th April 2021 and were signed on its behalf by:


.....
Stephanie Noble (Chairperson)

Yapton Community Pre-School

Notes to the Financial Statements
for the Year Ended 31 December 2020

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Yapton Community Pre-School meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Risk and future assumptions

The accounts have been prepared on the basis of the charity being a going concern.

Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Voluntary income and donations are accounted for as they are received.

Income from charitable activities is shown gross, with associated costs included in direct charitable expenditure.

Investment income (bank interest) is included in the accounts when receivable.

No permanent endowments or material legacies were received in the year.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity's activities.

Tangible fixed assets

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

Leasehold premises	- 20% straight line
Furniture and equipment	- 20% straight line

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 due.

Yapton Community Pre-School

Notes to the Financial Statements
for the Year Ended 31 December 2020

Cash at bank and in hand

Cash at bank and cash 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. Cash held by the charity is included at the amount actually held and counted at the year end. Bank balances, whether in credit or overdrawn, are shown at the amounts properly reconciled to the bank statements.

Creditors and provisions

Creditors and provisions 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.

2. **Liability to taxation**

The Trustees consider that the charity satisfies the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by chapter 3 part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively on the specific charitable objects of the charity and for no other purpose. Value Added Tax is not recoverable by the charity, and is therefore included in the relevant costs in the Statement of Financial Activities.

3. **Winding up or dissolution of the charity**

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

4. **Net surplus before tax in the financial year**

	2020 £	2019 £
The net surplus before tax in the financial year is stated after charging:-		
Depreciation of owned fixed assets	<u>107</u>	<u>107</u>
5. Staff costs		
	2020 £	2019 £
Gross salaries excluding trustees and key management personnel	76,534	73,788
Trustees' remuneration	-	-
Total salaries, wages and related costs	<u>76,534</u>	<u>73,788</u>

Numbers of full time employees or full time equivalents

	2020 £	2019 £
The average number of staff employed in the year was	7	7

6. **Remuneration and payments to Trustees**

Neither the Trustees nor any person connected with them received any remuneration from the charity or any related entity, either in the current or prior year.

Yapton Community Pre-School

Notes to the Financial Statements
for the Year Ended 31 December 2020

7. Deferred Income – Unrestricted and Designated Funds

	2020	2019
	£	£
WSSC grants for Spring Term	<u>12,339</u>	<u>14,951</u>

The deferrals included in creditors relate to funding specialised by the funders as relating to specific periods and represent those parts of unrestricted funds which relate to periods subsequent to the accounting year, and are treated as grants in advance.

8. FIXED ASSETS

	<u>LEASEHOLD</u> <u>PROPERTY</u>	<u>FIXTURES</u> <u>& FITTINGS</u>	<u>TOTAL</u>
	£	£	£
COST			
At 1 January 2020	838	20,339	21,177
Additions	-	-	-
Disposal	-	-	-
At 31 December 2020	<u>838</u>	<u>20,339</u>	<u>21,177</u>
 DEPRECIATION	838	19,910	20,748
At 1 January 2020	-	107	107
Charge for the year	-	-	-
At 31 December 2020	<u>838</u>	<u>20,017</u>	<u>20,855</u>
 NET BOOK VALUE			
At 31 December 2020	<u>-</u>	<u>322</u>	<u>322</u>
At 31 December 2019	<u>-</u>	<u>429</u>	<u>429</u>

9. DEBTORS

	31 December 2020	31 December 2019
	£	£
Trade debtors	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>

Yapton Community Pre-School

Notes to the Financial Statements
for the Year Ended 31 December 2020

10. CREDITORS

	31 December 2020	31 December 2019
	£	£
Deferred income	12,339	14,951
Taxation	-	-
Other creditors	-	-
Accruals	2,995	3,765
	<u>15,334</u>	<u>18,716</u>

11. FINANCIAL COMMITMENTS UNDER OPERATING LEASES

At the end of the year the charity had annual commitments under non-cancellable operating leases as set out below:-

	31 December 2020	31 December 2019
	£	£
Expiring within two to five years	5,250	5,250

12. ANALYSIS OF ASSETS AND LIABILITIES REPRESENTING EACH TYPE OF FUND

	Unrestricted Funds	Restricted Funds	Total funds
	£	£	£
Fixed assets	322	-	322
Debtors	-	-	-
Cash	78,679	-	78,679
Creditors	<u>(15,334)</u>	<u>-</u>	<u>(15,334)</u>
Total	<u>63,667</u>	<u>-</u>	<u>63,667</u>

13. MOVEMENT IN FUNDS

	Opening funds	Income	Expenditure	Closing funds
	£		£	£
<i>Unrestricted and designated funds</i>				
Unrestricted revenue funds	<u>72,025</u>	<u>80,762</u>	<u>(89,120)</u>	<u>63,667</u>

Unrestricted funds are held to meet the objectives of the charity, and to provide reserves for future activities, and, subject to charity legislation, are free from all restrictions on use.

14. ULTIMATE CONTROLLING PARTY

The charity is under the control of its members

Every member of the charity is obliged to contribute such amount as may be required, not exceeding £1 to the assets of the company in the event of it being wound up while he or she is a member, or within one year after he or she ceases to be a member.

Yapton Community Pre-School

Notes to the Financial Statements - continued
for the Year Ended 31 December 2020

Detailed analysis of income and expenditure for the year to 31 December 2020, as required by the Charities SORP (FRS 102)

15. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds	Restricted funds	Total 31 December 2020	Total 31 December 2019
	£	£	£	£
Fees and nursery vouchers	80,612	-	80,612	84,907
Commission received	79	-	79	57
Fundraising	30	-	30	387
	<u>80,721</u>	<u>-</u>	<u>80,721</u>	<u>85,351</u>

16. OTHER TRADING ACTIVITIES

	Unrestricted funds	Restricted funds	Total 31 December 2020	Total 31 December 2019
	£	£	£	£
Sale of clothing	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

17. CHARITABLE ACTIVITIES

	Unrestricted funds	Restricted funds	Total 31 December 2020	Total 31 December 2019
	£	£	£	£
Gross wages and salaries	76,534	-	76,534	73,788
Crafts, toys and activities	605	-	605	2,866
Refreshments	109	-	109	149
	<u>77,248</u>	<u>-</u>	<u>77,248</u>	<u>76,803</u>

Yapton Community Pre-School

Notes to the Financial Statements - continued
for the Year Ended 31 December 2020

18. SUPPORT COSTS

	Unrestricted funds	Restricted funds	31 December 2020	31 December 2019
	£	£	£	£
<i>Employee costs</i>				
Training and uniforms	83	-	83	672
<i>Premises expenses</i>				
Rent	5,250	-	5,250	5,250
Light heat and power	1,627	-	1,627	2,497
Premises repairs and maintenance	1,713	-	1,713	7,146
<i>Administrative overheads</i>				
Office supplies and telephone	838	-	838	455
Membership subscriptions	155	-	155	544
Software licenses and expenses	216	-	216	392
Insurance	878	-	878	867
<i>Professional fees</i>				
Accountancy (other than independent examination)	225	-	225	375
Other legal and professional costs	-	-	-	-
<i>Financial costs</i>				
Bank charges	60	-	60	60
Depreciation	107	-	107	107
Total support costs	<u>11,152</u>	<u>-</u>	<u>11,152</u>	<u>18,365</u>

19. OTHER COSTS

	Unrestricted funds	Restricted funds	31 December 2020	31 December 2019
	£	£	£	£
Independent Examiner's fees	720	-	720	720
Total other costs	<u>720</u>	<u>-</u>	<u>720</u>	<u>720</u>

Yapton Community Pre-School

Independent Examiner's Report to the Trustees of
Yapton Community Pre-School
For the Year Ended 31 December 2020

I report on the accounts of the charity for the Year Ended 31 December 2020, which are set out on pages 5 to 13.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

The charity's trustees consider that an audit is not required for this year under Part 16 of the 2006 Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- 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.

Rachel Hall

Rachel Hall
R S Hall and Co
27 Belle Meade Close
Woodgate
Chichester
West Sussex
PO20 3YD

Date: 13 April 2021