

Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 December 2022  
for  
Yapton Community Pre-School

Yapton Community Pre-School

Contents of the Financial Statements  
for the Year Ended 31 December 2022

	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 2022

**TRUSTEES/DIRECTORS:**

Kelly Taylor (Chairperson)  
Christina Leogue (Secretary)  
Jade Cook  
Leanne Collins  
Diane Porter

**SECRETARY:**

Christina Leogue

**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 2022

The trustees present their report with the financial statements of the charity for the year ended 31 December 2022, 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 2022

## TRUSTEES/DIRECTORS

Kelly Taylor (Chairperson)  
Christine Leogue (Secretary) – appointed 30/06/2022  
Jade Cook – appointed 30/06/2022  
Leanne Collins – appointed 30/06/2022  
Diane Porter – appointed 19/01/2023  
Stephanie Noble – resigned 21/09/2022  
James Cobb – resigned 19/09/2022  
Emily Standing – resigned 30/06/2022  
Amanda Evans – resigned 30/06/2022  
Emily Standing - resigned 30/06/2022

## FINANCIAL REVIEW

The financial position of the charity as at 31 December 2022 and comparatives for the prior period, as more fully detailed in the accounts can be summarised as follows:-

	2022	2021
	£	£
<b>Net (Expenditure)/Income</b>	1,933	(6,220)
Unrestricted funds available for the general purposes of the charity	59,380	57,447
<b>Total funds</b>	<b>59,380</b>	<b>57,447</b>

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

## 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 2022

## **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

.....  
Kelly Taylor (Chairperson)

.....2023

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 2022

		<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total Year Ended 31 December 2022</b>	<b>Total Year Ended 31 December 2021</b>
	Note	£	£	£	£
<b>Income</b>					
<b>Income and endowments from</b>					
Donations and legacies		-	-	-	-
Charitable Activities	15	82,824	-	82,824	80,204
Other trading activities	16	-	-	-	-
Investment income		213	-	213	5
Other receipts		-	-	-	-
<b>Total</b>		<b>83,037</b>	<b>-</b>	<b>83,037</b>	<b>80,209</b>
<b>Resources expended</b>					
Raising funds		3	-	3	-
Charitable activities	17	69,738	-	69,738	73,175
Support costs	18	10,643	-	10,643	12,534
Other costs		720	-	720	720
<b>Total</b>		<b>81,104</b>	<b>-</b>	<b>81,104</b>	<b>86,429</b>
<b>Net income / (expenditure)</b>		<b>1,933</b>	<b>-</b>	<b>1,933</b>	<b>(6,220)</b>
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>		<b>1,933</b>	<b>-</b>	<b>1,933</b>	<b>(6,220)</b>
<b>Total funds brought forward</b>		<b>57,447</b>	<b>-</b>	<b>57,447</b>	<b>63,667</b>
<b>Total funds carried forward</b>	13	<b>59,380</b>	<b>-</b>	<b>59,380</b>	<b>57,447</b>

Yapton Community Pre-School  
Balance Sheet  
31 December 2022

	Notes	31.12.22 £	£	31.12.21 £	£
<b>FIXED ASSETS</b>					
Tangible assets	8		358		590
<b>CURRENT ASSETS</b>					
Debtors	9	-		-	
Cash at bank and in hand		68,368		71,135	
		68,368		71,135	
<b>CREDITORS</b>					
Amounts falling due within one year	10	9,346		14,278	
<b>NET CURRENT ASSETS/(LIABILITIES)</b>			59,022		56,857
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			59,380		57,447
<b>RESERVES</b>					
Restricted funds	13	-		-	
General Unrestricted Fund	13	59,380		57,447	
		59,380		57,447	

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 ..... and were signed on its behalf by:

.....  
Kelly Taylor (Chairperson)



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 - 25% 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 2022

**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**

	2022	2021
	£	£
The net surplus before tax in the financial year is stated after charging:-		
Depreciation of owned fixed assets	<u>232</u>	<u>232</u>

5. **Staff costs**

	2022	2021
	£	£
Gross salaries excluding trustees and key management personnel	68,739	71,919
Trustees' remuneration	-	-
	<hr/>	<hr/>
<b>Total salaries, wages and related costs</b>	<b><u>68,739</u></b>	<b><u>71,919</u></b>

***Numbers of full time employees or full time equivalents***

	2022	2021
	£	£
The average number of staff employed in the year was	6	6

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 2022

**7. Deferred Income – Unrestricted and Designated Funds**

	2022 £	2021 £
WSCC grants for Spring Term	<u>6,276</u>	<u>11,508</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 PROPERTY</u> £	<u>FIXTURES &amp; FITTINGS</u> £	<u>TOTAL</u> £
<b>COST</b>			
At 1 January 2022	838	20,839	21,677
Additions	-	-	-
Disposal	-	-	-
At 31 December 2022	<u>838</u>	<u>20,839</u>	<u>21,677</u>
 <b>DEPRECIATION</b>	 838	 20,249	 21,087
At 1 January 2022	-	232	232
Charge for the year	-	-	-
At 31 December 2022	<u>838</u>	<u>20,481</u>	<u>21,319</u>
 <b>NET BOOK VALUE</b>			
At 31 December 2022	<u>-</u>	<u>358</u>	<u>358</u>
At 31 December 2021	<u>-</u>	<u>590</u>	<u>590</u>

**9. DEBTORS**

	31 December 2022 £	31 December 2021 £
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 2022

**10. CREDITORS**

	<b>31 December 2022</b>	<b>31 December 2021</b>
	£	£
Deferred income	6,276	11,508
Taxation	-	-
Other creditors	-	-
Accruals	3,070	2,770
	<u>9,346</u>	<u>14,278</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:-

	<b>31 December 2022</b>	<b>31 December 2021</b>
	£	£
Expiring within two to five years	6,300	6,300

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

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total funds</b>
	£	£	£
Fixed assets	358	-	358
Debtors	-	-	-
Cash	68,368	-	68,368
Creditors	<u>(9,346)</u>	<u>-</u>	<u>(9,346)</u>
Total	<u>59,380</u>	<u>-</u>	<u>59,380</u>

**13. MOVEMENT IN FUNDS**

	<b>Opening funds</b>	<b>Income</b>	<b>Expenditure</b>	<b>Closing funds</b>
	£		£	£
<b><i>Unrestricted and designated funds</i></b>				
Unrestricted revenue funds	<u>57,447</u>	<u>83,037</u>	<u>(81,104)</u>	<u>59,380</u>

Unrestricted funds are held to meet the objectives of the charity, and to provides 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 it's 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 2022

**Detailed analysis of income and expenditure for the year to 31 December 2022, as required by the Charities SORP (FRS 102)**

**15. INCOME FROM CHARITABLE ACTIVITIES**

	Unrestricted funds	Restricted funds	Total 31 December 2022	Total 31 December 2021
	£	£	£	£
Fees and nursery vouchers	82,215	-	82,215	80,204
Commission received	-	-	-	-
Fundraising	609	-	609	-
	<u>82,824</u>	<u>-</u>	<u>82,824</u>	<u>80,204</u>

**16. OTHER TRADING ACTIVITIES**

	Unrestricted funds	Restricted funds	Total 31 December 2022	Total 31 December 2021
	£	£	£	£
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 2022	Total 31 December 2021
	£	£	£	£
Gross wages and salaries	68,739	-	68,739	71,919
Crafts, toys and activities	856	-	856	1,221
Refreshments	143	-	143	35
	<u>69,738</u>	<u>-</u>	<u>69,738</u>	<u>73,175</u>

Yapton Community Pre-School

Notes to the Financial Statements - continued  
for the Year Ended 31 December 2022

18. **SUPPORT COSTS**

	Unrestricted funds	Restricted funds	31 December 2022	31 December 2021
	£	£	£	£
<b><i>Employee costs</i></b>				
Training and uniforms	127	-	127	472
<b><i>Premises expenses</i></b>				
Rent	6,300	-	6,300	6,300
Light heat and power	786	-	786	1,004
Premises repairs and maintenance	1,200	-	1,200	2,063
<b><i>Administrative overheads</i></b>				
Office supplies and telephone	777	-	777	824
Membership subscriptions	105	-	105	52
Software licenses and expenses	134	-	134	89
Insurance	888	-	888	872
<b><i>Professional fees</i></b>				
Accountancy (other than independent examination)	-	-	-	180
Other legal and professional costs	13	-	13	350
	-			
<b><i>Financial costs</i></b>				
Bank charges	81	-	81	96
Depreciation	232	-	232	232
<b>Total support costs</b>	<b>10,643</b>	<b>-</b>	<b>10,643</b>	<b>12,534</b>

19. **OTHER COSTS**

	Unrestricted funds	Restricted funds	31 December 2022	31 December 2021
	£	£	£	£
Independent Examiner's fees	720	-	720	720
<b>Total other costs</b>	<b>720</b>	<b>-</b>	<b>720</b>	<b>720</b>



Yapton Community Pre-School  
Independent Examiner's Report to the Trustees of  
Yapton Community Pre-School  
For the Year Ended 31 December 2022

I report on the accounts of the charity for the Year Ended 31 December 2022, 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  
R S Hall and Co  
27 Belle Meade Close  
Woodgate  
Chichester  
West Sussex  
PO20 3YD

Date: 2 March 2023