

Zion Community Pre-School

Charity number 1112170

Trustees Report and Annual Accounts

Year Ended

31 August 2021

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The Committee of Zion Community Preschool present their annual report and independently examined accounts for the year ended 31 August 2021 and confirm they comply with the requirements of the Charities SORP (FRS 102).

Our Preschool is a non-profit making organisation and registered charity 1112170. The preschool is governed by the Early Years Alliance constitution document. All funds are raised through grants, fees and other fundraising activities and are put back into Pre-school. Our Preschool is run by a parent committee elected each year at the Annual General Meeting. The members of the committee are all volunteers and are parents of children who attend Pre-school. Sessions for children aged 2-5 years run Monday and Friday 9am-12 noon and 9am-3pm on a Tuesday, Wednesday, and Thursday. Parents are regarded as members of our setting who have full participatory rights. These include a right to be valued and respected, informed, consulted, involved, and included at all levels.

OUR AIMS

We aim, through our Pre-school, to continue providing excellent pre-school education to the children of Frampton Cotterell and the surrounding area. We are based at Zion United Church Hall on Woodend Road. We are a non-domicile setting and we value and welcome everyone regardless of age, sex, race, or cultural background.

OUR OBJECTIVES

Our objectives are to ensure the Preschool provides a safe, secure, and stimulating environment for all children and their parents/carers. We provide a high standard of care and treat all our children as individuals, encouraging and developing children's learning through independent play and group activities. We provide a wide range of stimulating play equipment and activities appropriate to the age of the children and stage of learning and structure all our activities around the Early Years Foundation Stage (EYFS) framework. For young children it is important that they are made to feel safe and secure in their surroundings, this is aided by having a 'Key Worker' within the setting who will get to know parent and child well and build a positive relationship with both.

REVIEW OF ACTIVITIES AND ACHIEVEMENTS

As committee members, we put full commitment and support in the smooth running of the Preschool and maintaining an excellent relationship with the staff members and parents. We usually have committee meetings every six to eight weeks in a year. We invite staff members and parents to join the meetings to maintain a good communication system and transparency.

The activities and achievement of the year are:

- To recruit a suitable successor to the current pre school lead, who is retiring.
- Building a better relationship and communication lines with all our children's parents.
- Successfully negotiate the preschool through the main covid period.
- Fundraising team organised a few mainly non contact events within the difficult Covid lockdown period.
- Encourage staff training to maintain and improve health and safety measure as well as policies and procedures in the Preschool. This was particularly relevant given the Covid restrictions/regulations that were in place.

FUTURE PLANS

The plan for the next year, as committee members, is to successfully integrate the new lead into the running of the pre-school. We hope that the new lead will bring fresh ideas and help to modernise the setting.

We plan to increase committee members in order to ensure we have a number of skills at our disposal.

The committee would like to increase child numbers and fundraising to help negotiate the pre-school out of the financially difficult covid period. Whilst the finances are important the pre-school will be required to continue to improve educational standards whilst adhering to any covid regulations.

The committee would also like to work closely with the pre-school lead to achieve these aims.

PRESCHOOL LOGISTICS

Staffing Ratios

At Zion Community Pre-school we operate above the legal requirement for staffing ratios. The main pre-school sessions operate on at least a 1:6 ratio, therefore on a full session of 24 children there will be four members of staff (the legal requirement is 1:8). The maximum number of children we can take in one session is 24. Our minimum staffing level is 3 per session regardless of the number of children therefore on a quiet day with only 12 children we may have a ratio of 1:4.

Key Workers

All the children at Zion Community Pre-school are supported in developing their potential at their own pace. Our Key Worker system enables us to meet the needs of each individual child. When starting at Pre-school, every child will be allocated a specific member of staff as their Key worker who will ensure that his/her needs are recognised within Pre-school. The Key worker will also continue to monitor his/her development and progress towards the Early Learning Goals, through observations and a Learning Diary (a collection of written and photographic evidence relating to the child).

Settling in at Pre-school

A happy introduction to Pre-school is very important. The Pre-school Leader will arrange a visit prior to the child starting so that they can meet the staff and see the Pre-school in action. We will then work with you to make sure the child feels confident and secure in the group, during a settling in period. This can take longer for some children than others and they should not worry if your child takes a while to settle. Parents are welcome to stay for as long as their child needs them.

Snacks and Drinks

During Pre-school sessions all children have access to fresh drinking water. The 'snack bar' is open from 10.15am – 11am. The pre-school encourages children to make decisions and encourages independence by allowing children to choose when they want to have a snack. We can accommodate children with special dietary requirements and the member of staff or adult helper supervising the snack bar can ensure children with allergies do not pick an unsuitable item. Parents are asked about any dietary needs and allergies, these are asked to be clearly stated on the child's registration form.

Typical Pre-school Day

Pre-school provides a safe, happy, and stimulating environment where children can learn through Play, enjoying the company of other children and meeting adults from outside their family. They may choose from a wide range of activities to enable them to develop at their own pace, grow in self-confidence and gain independence in readiness for the time ahead at Primary School. At the start of each session children meet on the rug for register and to hear about the activities planned for the day. The morning then starts with a period of free play where a number of different activities will be available for the children. The snack bar is open from 10.15am -11am. The second half of the session will normally include some structured group activities such as singing, dancing, group games and reading. These activities may involve the whole group or smaller groups. During the session children also have the opportunity to play outdoors in the garden. At the end of the session the children gather together as a group to put their coats on and wait to be collected.

Pre-school Activities

Painting and drawing

Children paint freely and are not limited in the number of paintings they do. There are paints, large sheets of paper and an easel. Children are not shown how to paint and at first may simply want to cover the paper with colour. When they have more experience, they may begin to paint and draw houses and people.

Water

Children find water fascinating and they need to get soaked in the process. Plastic aprons are provided. Play can be experimental – studying what the water does when it is poured, splashed, or dripped. Water is also soothing to the excited child and is a safe outlet for any aggression. In using sand and water, children gain ideas about weight and volume.

Sand

Dry sand, like water, is soothing. Wet sand can be moulded and controlled. Very wet sand, like mud, can be squeezed and squashed most children welcome and need the opportunity to be messy in some way.

Books

Children love books. At Pre-school we have a range of age relevant books with stories and pictures. Books are available for them to look at and handle, and for adults to read and talk about. Enjoying books in this way will foster the growth of their imagination and develop in them a love of language that will encourage them to want to read for themselves later. Every year we celebrate National Book Day and we also invite a number of visitors from the local community to come in and read stories.

Jigsaws

We have a range of jigsaws at varying levels, and we let children take the lead using them to help stretch and challenge children. Jigsaws are a very important part of a child's reading development.

Music

We offer opportunities for children to share in the enjoyment of singing, movement, reciting rhymes and finger plays. Every-day sounds are a vital part of the young child's world and he/she is encouraged to explore sounds, to listen and to experiment.

Climbing Frames

Children need the challenges, daring and joy of running, jumping, climbing, balancing, throwing and perhaps catching. Pre-school tries to provide an environment in which children's physical needs can be fully extended rather than suppressed. By using these and other physical play equipment children not only strengthen their muscles and learn control over their bodies, but they also develop the skills of judgement and decision making. At Pre-school we have a range of both indoor and outdoor equipment and always provide some physical activity within our pre-school day regardless of weather.

Dough

Depending on the recipe used dough can take many forms. It can be stretchy or firm, pliable or crumbly, but the different properties it demonstrates encourage the children to experiment and use their sense of touch. Playing with dough can be a group activity or one child on his/her own can enjoy it. All that is necessary for good dough play is plentiful supply of dough and the freedom and time to explore its possibilities. We also ask the children to help us make the dough.

Junk and Collage

These cutting and gluing activities may be messy, but they give children the opportunities to experiment. They help children to learn about shapes, textures, and colours and at the end the result may not look much to the adult, but it is the fun and experience that the child has had in creating his/her "masterpiece" that is important.

Role Play Area

This is an area set aside in Pre-school for children to act out imaginary situations based on real life, so they can explore and begin to understand new emotions and have some insight into other peoples' feelings and behaviour. Various props and items of furniture, together with dressing-up clothes of the right size, are arranged here.

Information Technology

Information Technology is becoming a bigger part of everyday life. We use Information Technology in a variety of ways i.e., washing machine, microwave, kettle, and toaster. We already have an extensive range of equipment in our role play area. We also have laptop computers for use during the session.

Other Activities

The children also have a chance to experiment with clay, construction toys, woodwork, gardening, and cookery. We also use Nature and Interest Tables that will help them form ideas about the world around them. Children gain in skills and understanding through their play sessions especially when they are able to share their enjoyment with adults and to talk about their discoveries. At Pre-school, children are not taught but learn at their own pace, in their own time.

How Parents Take Part in The Setting

Our setting recognises parents as the first and most important educators of their children. All the staff see themselves as partners with parents in providing care and education for their child. There are many ways in which parents take part in making the setting a welcoming and stimulating place for children and parents. By exchanging knowledge about their children's needs, activities, interests and progress with the staff, by sharing their own special interests with the children and helping to provide, make and look after the equipment and materials used in the children's play activities. Parents can also take part by being part of the management of the setting and by taking part in events and informal discussions about the activities and curriculum provided by the setting.

Communication

Good communication between Pre-school staff and parents is very important. All members of staff are always available after the Pre-school session to talk when required. In addition, each child has a communication folder used to store newsletters and other information. The folders are put out in the foyer when they have something in them. In the foyer we also have a notice board where updates and reminders are displayed. We also used online communication through email and preschool website.

The Pre-school Curriculum Learning through play

Our setting uses the Early Years Foundation Stage to plan and provide a range of play activities. This helps children to make progress in each of the areas of learning and development. In some of these activities' children decide how they will use the activity, and, in others, an adult takes the lead.

The Early Years Foundation Stage – Children's Development and Learning

The Early Years Foundation Stage (EYFS) sets the standards that all early year's providers must meet to ensure that children learn and develop well and are kept healthy and safe. We strictly follow the standards provided by the EYFS. We are inspected by Ofsted and achieved a good Ofsted rating.

OUR FINANCES

The major source of income is coming from Grant Funding provided by the South Gloucestershire Council which is 85.6% of the total income. A further 14.2% of income came from private fees. The remaining income arrived through fundraising and from bank interest. This was a reduction on overall income of £14,378 compared to the previous year.

Expenditure totaled £65,771 for the year. The majority of this was spent on staff wages and pension contributions which accounted for 89.7% of the total expenditure. A full breakdown of the expenditure is shown in note 4 on page 12.

The financial statement of Zion Preschool shows a deficit for the year ended 31 August 2021 of £12,173 (2020: Surplus of £6,092)

Reserves and Financial Health

The Committee regularly review the finances, budgets and spend against budget together with the head of the staff in the meetings as part of the effective stewardship of the Preschool.

The closing balances for the year ending 31 August 2021 were, £1,520 in the business current account and the savings account had a closing balance of £5,037.

The Committee consider that the preschool has struggled financially in the past year due to the difficult covid period. Although reserves are broadly the same, our balance in the current account has been severely eroded, therefore there is an urgent need to improve the financial health of the organisation. Our plan to increase numbers of children attending and fundraising should assist in our aim.

ZION COMMUNITY PRE-SCHOOL

Report of the Trustees for the year ended 31 August 2021 (continued)

COMMITTEE MEMBER AND CHARITY TRUSTEES

The committee members are the charity trustees of Zion Community Preschool. Zion Community Preschool belongs to the families that use it. A parent management committee - whose members are elected by the parents of the children who attend the setting – manages the setting. The elections take place at our Annual General Meeting. The committee is responsible for managing the settings finances, employing, and managing the staff, making sure that the setting has and works to the policies that help it to provide a quality service and to make sure that the setting works in partnership with the children's parents. The Annual General Meeting is open to the parents of all the children who attend the setting. It is our shared forum for looking back over the previous year's activities and shaping the coming years plans. The committee consists of Chairperson, Treasurer, Secretary and three other committee members whose work as fundraising team elected this year at the Annual General Meeting.

Names of Committee members for the year ended 31 August 2021 are as follows:

- Catherine Whiteman (Joint Chairperson from 20 July 2021)
- Joyce Richards (Joint Chairperson from 20 July 2021)
- Beth Burnard (Chairperson from 21 Nov 2020 up to 20 July 2021)
- Victoria Donald (Chairperson up to 20 Nov 2020)
- Asharani Irom (Treasurer from 20 Nov. 2018)
- Charlotte Stone-Sharpe (Secretary from 20 Nov 2020)
- Bridie Walters (Secretary from 20 Nov. 2019 to 20 Nov 2020)
- Carly Taylor (Fundraising from 20 Nov. 20)
- Deanna Martin (Fundraising from 20 Nov 2018)

Preschool Leader: Carole Baldwin

CONTACT DETAILS

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Woodend Road, Frampton Cotterell Bristol BS36 2HX

Email: enquiriesforzionpreschool@mail.com

Website: www.zionpreschool.co.uk

Signed 

Current Chairperson

Date 22/6/22

Signed 

Current Treasurer

Date 22/6/22

Report to the Trustees of Zion Community Pre-School.

I report on the accounts of the charity for the year ended 31 August 2021 which are set out on pages 9 to 13.

Respective responsibilities of the trustees and 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 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities 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 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 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.



C D Godden FCA
Blenheim, Chartered Accountants and Business Advisers
Elm House
10 Fountain Court
New Leaze
Bradley Stoke
Bristol
BS32 4LA

Date: 24 June 2022

ZION COMMUNITY PRE-SCHOOL

Statement of financial activities for the year ended 31 August 2021

	Note	Total 2021 £	Total 2020 £
<u>Incoming resources</u>	3		
Investment income		7	21
Grant and voluntary income		45,999	64,258
Incoming resources from charitable activities		7,592	3,697
Total incoming resources	7	53,598	67,976
<u>Resources expended</u>	4		
Charitable activities		65,771	61,884
Total resources expended	7	65,771	61,884
Net incoming/(outgoing) resources		(12,173)	6,092
Funds brought forward		18,212	12,120
Funds carried forward		6,039	18,212

All amounts relate to continuing activities

All gains and losses recognised during the period are included above.

The notes on pages 11 to 13 form part of these accounts

ZION COMMUNITY PRE-SCHOOL

Balance sheet as at 31 August 2021

	Note	Total 2021 £	Total 2020 £
Current assets			
Cash at bank and in hand		6,558	18,212
		<u>6,558</u>	<u>18,212</u>
Creditors: amounts falling due within one year	6	(519)	-
Net current assets		<u>6,039</u>	<u>18,212</u>
Net assets		<u>6,039</u>	<u>18,212</u>
Financed by:			
Funds of the charity	7		
Unrestricted funds			
General funds		6,039	18,212
		<u>6,039</u>	<u>18,212</u>

EMMA VOWLES

Name: Em

Position: Current Chair

Date: 22/6/22

The notes on pages 11 to 13 form part of these accounts

RICHARD GLANVILLE

Name: R. T. Vowles

Position: Current Treasurer

22/6/22

1. Basis of preparation

These accounts have been prepared on the basis of historic cost in accordance with the Statement of Recommended Practice (Charities SORP (FRS 102)), applicable accounting standards and the Charities Act 2011. There has been no change to the accounting policies since last year. The format of the SoFA balance sheet takes advantage of the small charity concessions set out in the SORP.

2. Accounting policies

Incoming resources

Incoming resources are included in the Statement of Financial Activities (SoFA) when: (i) the charity becomes entitled to the resources; (ii) the trustees are virtually certain they will receive the resources; and (iii) the monetary value can be measured with sufficient reliability.

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.

Donated services are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

The value of any volunteer help received is not included in the accounts but is described in the trustees' annual report.

Investment income is included in the accounts when receivable.

Expenditure and liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

3. Analysis of incoming resources

	2021 £	2020 £
<u>Grant and voluntary income</u>		
Grant income	45,895	60,467
Donations	104	3,791
	<u>45,999</u>	<u>64,258</u>

	2021 £	2020 £
<u>Incoming resources from charitable activities</u>		
Fees	7,592	3,697
	<u>7,592</u>	<u>3,697</u>

4. Analysis of resources expended

	2021 £	2020 £
<u>Charitable activities</u>		
Salaries	58,130	52,873
Pension	889	1,956
Educational supplies	287	783
Insurance	750	740
Rent	4,770	4,409
Stationery and printing	38	52
Subscriptions	50	50
Sundry expenses	256	372
Uniforms	213	497
Training	388	152
	<u>65,771</u>	<u>61,884</u>

5. Staff costs

	2021 £	2020 £
Gross wages, salaries and benefits in kind	58,130	52,873
Pension	889	1,956
Total staff costs	<u>59,019</u>	<u>54,829</u>

Average number of full-time equivalent employees in the year

	2021 No
Charitable activities	7
Total	<u>7</u>

ZION COMMUNITY PRE-SCHOOL

Notes forming part of the annual accounts for the year ended 31 August 2021 (continued)

6. Creditors: amounts falling due within one year

	2021 £	2020 £
Other creditors	519	-
	<u>519</u>	<u>-</u>

7. Statement of funds

	B/fwd £	Incoming resources £	Outgoing resources £	C/fwd £
General fund	18,212	53,598	(65,771)	6,039
	<u>18,212</u>	<u>53,598</u>	<u>(65,771)</u>	<u>6,039</u>
Total funds	<u>18,212</u>	<u>53,598</u>	<u>(65,771)</u>	<u>6,039</u>

Unrestricted funds

Fund name	Type	Purpose
General fund	General	Day to day expenditure in the running of the charity for the charitable objectives.