

Zion Community Pre-School

Charity number 1112170

Trustees Report and Annual Accounts

Year Ended

31 August 2022

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The Committee of Zion Community Preschool present their annual report and independently examined accounts for the year ended 31 August 2022 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 Preschool. 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 Preschool. 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 a committee member, 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:

- Successfully appointed a new preschool lead and ensured a smooth transition by incorporating new ideas and practices.
- Reviewed policies and practices ranging from safeguarding, health & safety, risk assessments and fees policies etc.
- Achieved financial solvency mainly through a large increase of children attending the preschool.
- Further improved relationships with parents/guardians through increased number of effective communication lines. This has included introducing a new Facebook page, monthly newsletters and incorporating the Tapestry online children's development app.

- Utilised South Gloucestershire Council setting support officer to support staff to help ensure practice is meeting OFSTED guidelines.
- Introduced local providers to assist in children's learning through theatre and music groups.
- Successfully appointed a new committee with varied skills and experience to help assist the improvement of the preschool and its practices.

FUTURE PLAN

The plan for the next year as a committee member is to continue to ensure there is financial stability within the preschool against a backdrop of rising costs. We plan to continue increasing the number of children on roll to facilitate this.

To further our knowledge of good practice between staff, committee, preschool lead and parents alike to ensure the childcare provision consistently runs smoothly and effectively.

To incorporate more activities and outside groups as the pre-school becomes more financially stable. Activities such as sport sessions, woodworking and forest school are hoped to provide more fun and variety for the children whilst learning a wide range of skills.

To reach out to the local community so they become interested in the workings of the preschool. It is hoped that people will then be more inclined to become involved in fundraising events and maybe even future committee membership.

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 typed and photographic evidence through Tapestry online children's development app).

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, although children are asked to bring in their own water bottles. We operate a rolling snack system where children are encouraged to prepare their own snack. This is carried out over a non-determined time within the morning session where children have snack around their morning activities. 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 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

Creative Area

Within this area children are able to access a wide range of creative resources such as paints, stickers, gluing, safe scissors, pens and different textured materials. Children are encouraged to express themselves creatively through their own thoughts and ideas.

Markmaking Area

Whilst the children play at the markmaking table they develop their literacy skills as well as their personal, social and emotional skills. Children use a variety of tools such as pens, pencils, felt tips and a selection of crayons to draw and make their own pictures. The children talk about their feelings and ideas and share this amongst themselves.

Sand & Water

These activities are always available for the children to access. Through sand and water play children are able to learn and develop mathematical skills such as volume, shapes, pouring and emptying. They can also express themselves through the different textures that are provided such as wet/dry, cold/hot and smooth/rough.

Book Area

Children love books. At Pre-school we provide a quiet area where the children are able to access a wide variety of books. These can be fiction and non fiction books which also apply to varied age ranges. The book corner is used for quieter periods and especially helps children who have a quieter personality or just enjoys reading. 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.

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. We currently employ the services of an outside music group called Jo Jingles. This helps the children develop their language and listening skills whilst also improving their confidence.

Garden Area

Children are able to access our outdoor area throughout the day to assist with their learning of the environment. The garden area offers a variety of activities including a music board, digging area, mud kitchen, sensory area, see saw, climbing frames/slides, bikes and scooters. Children can also enjoy a markmaking area, outside book corner, playhouses and mathematical activities such as stepping stones and puzzles. These activities encourage children to enhance mainly their physical skills whilst also helping their learning in all areas of the early years foundation stage.

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. A newsletter is sent out to parents/guardians once a month. In addition, each child has a tapestry account used to record the individual's development. Parents are able to access this and add their own evidence of the child's progress. In the foyer we also have a notice board where updates and reminders are displayed. We also used online communication through email, Facebook 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 years 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 from Grant Funding provided by the South Gloucestershire Council which is 71.60% of the total income. A further 24.72% of income came from private fees. The remaining 3.68% of income arrived through fundraising. This was an increase in overall income of £17,932 compared to the previous year.

Expenditure totaled £68,340 for the year. The majority of this was spent on staff wages which accounted for 79.5% of the total expenditure. The 20.5% of the total expenditure goes to rent, tax, NI, Insurance, facilitating the improvement of childcare provision etc.

The financial statement of Zion Preschool shows a surplus for the year ended 31st August 2021 of £3,214.11.

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 31st August 2022 were, £4,019.71 in the business current account and the savings account had a closing balance of £5039.05.

The Committee consider that the preschool has started to overcome the financial difficulties it was faced with in the previous year. The organisation has now posted a surplus and is starting to build some reserves. The committee plan to continue this financial development by continuing to build the child numbers (of which there is capacity) in order to remain solvent.

COMMITTEE MEMBER AND CHARITY TRUSTEES

The committee members are the charity trustees of Zion Community Preschool. Zion Community Pre-school 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 2022 are as follows:

1. Emma Vowels (Chairperson from 01 September 2021)
2. Richard Glanville (Treasurer from 01 September 2021)
3. Charlotte Stone-Sharpe (Secretary from 20 Nov 2020)
4. Joe Collett (Fundraising from 01 September 2021)
5. Kristine Collett (Fundraising from 01 September 2021)
6. Sofie Martin (Fundraising from 01 September 2021)
7. Jane Medicott-Davis (Fundraising from 01 September 2021)

Preschool Leader: Victoria Glanville

CONTACT DETAILS

Addresses: Zion Community Preschool
Zion United Church Hall
Woodend Road, Frampton Cotterell Bristol BS36 2HX

Email: enquiriesforzionpreschool@mail.com

Website: www.zionpreschool.co.uk

Signed 

EMMA VOWELS

Current Chairperson

Date 7/6/23

Signed 

RICHARD GLANVILLE

Current Treasurer

Date 7/6/23

Report to the Trustees of Zion Community Pre-School.

I report on the accounts of the charity for the year ended 31 August 2022 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.

Blenheim Accounting

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

Date: 31 May 2023

ZION COMMUNITY PRE-SCHOOL

Statement of financial activities for the year ended 31 August 2022

| | Note | Total 2022 £ | Total 2021 £ |
|---|----------|--------------------|--------------------|
| <u>Incoming resources</u> | 3 | | |
| Investment income | | 1 | 7 |
| Grant and voluntary income | | 52,984 | 45,999 |
| Incoming resources from charitable activities | | 19,887 | 7,592 |
| Total incoming resources | 7 | 72,872 | 53,598 |
| <u>Resources expended</u> | 4 | | |
| Charitable activities | | 71,798 | 65,771 |
| Total resources expended | 7 | 71,798 | 65,771 |
| Net incoming/(outgoing) resources | | 1,074 | (12,173) |
| Funds brought forward | | 6,039 | 18,212 |
| Funds carried forward | | 7,113 | 6,039 |

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 2022

| | Note | Total 2022 £ | Total 2021 £ |
|--|------|----------------------------|----------------------------|
| Current assets | | | |
| Cash at bank and in hand | | 9,874 | 16,558 |
| | | <u>9,874</u> | <u>6,558</u> |
| Creditors: amounts falling due within one year | 6 | (2,761) | (519) |
| Net current assets | | <u>7,113</u> | <u>6,039</u> |
| Net assets | | <u><u>7,113</u></u> | <u><u>6,039</u></u> |
| Financed by: | | | |
| Funds of the charity | 7 | | |
| Unrestricted funds | | | |
| General funds | | 7,113 | 6,039 |
| | | <u>7,113</u> | <u>6,039</u> |

.....
Name: **EMMA VOWELL**

Position: Current Chair

Date: **7/6/23**

.....
Name: **RICHARD GLANVILLE**

Position: Current Treasurer

7/6/23

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

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

| | 2022 | 2021 |
|-----------------------------------|---------------|---------------|
| | £ | £ |
| <u>Grant and voluntary income</u> | | |
| Grant income | 51,231 | 45,895 |
| Donations | 1,753 | 104 |
| | <u>52,984</u> | <u>45,999</u> |

| | 2022 | 2021 |
|--|---------------|--------------|
| | £ | £ |
| <u>Incoming resources from charitable activities</u> | | |
| Fees | 19,887 | 7,592 |
| | <u>19,887</u> | <u>7,592</u> |

4. Analysis of resources expended

| | 2022 | 2021 |
|------------------------------|---------------|---------------|
| | £ | £ |
| <u>Charitable activities</u> | | |
| Salaries | 58,946 | 58,130 |
| Pension | 384 | 889 |
| Accountancy fees | 480 | - |
| Equipment expensed | 595 | - |
| Legal and professional fees | 143 | - |
| Freelancers | 550 | - |
| Educational supplies | 1,288 | 287 |
| Insurance | 762 | 750 |
| Rent | 6,850 | 4,770 |
| Stationery and printing | 324 | 38 |
| Subscriptions | 240 | 50 |
| Sundry expenses | 766 | 256 |
| Uniforms | 221 | 213 |
| Telephones | 30 | - |
| Training | 219 | 388 |
| | <u>71,798</u> | <u>65,771</u> |

5. Staff costs

| | 2022 | 2021 |
|--|---------------|---------------|
| | £ | £ |
| Gross wages, salaries and benefits in kind | 58,946 | 58,130 |
| Pension | 384 | 889 |
| Total staff costs | <u>59,330</u> | <u>59,019</u> |

Average number of full-time equivalent employees in the year

| | 2022 No | 2021 No |
|-----------------------|------------|------------|
| Charitable activities | 7 | 7 |
| Total | <u>7</u> | <u>7</u> |

6. Creditors: amounts falling due within one year

| | 2022 £ | 2021 £ |
|-----------------|--------------|------------|
| PAYE & NIC | 2,516 | - |
| Other creditors | 245 | 519 |
| | <u>2,761</u> | <u>519</u> |

7. Statement of funds

| | B/fwd £ | Incoming resources £ | Outgoing resources £ | C/fwd £ |
|--------------------|---------------------|----------------------------|----------------------------|---------------------|
| General fund | 6,039 | 72,872 | (71,798) | 7,113 |
| | <u>6,039</u> | <u>72,872</u> | <u>(71,798)</u> | <u>7,113</u> |
| Total funds | <u>6,039</u> | <u>72,872</u> | <u>(71,798)</u> | <u>7,113</u> |

Unrestricted funds

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