

Registered Company No: 05537796
Registered Charity No: 1112175

The Owl Pre-school
Annual Report and Financial Statements
for the year ended 31 July 2021

The Owl Pre-school

Information

Registered Charity Number: 1112175

Company Number: 05537796

Registered Office: The Owl Pre-School Building
Packham Road
Northfleet
Kent
DA11 7JF

Independent Examiner: K Scudder

Secretary: P Hickmott

Bankers: Santander and Nationwide

Trustees: J Gooch (Chair)
D Johnson (Resigned 28 April 2022)
J Scarff
J Brimble (Resigned 30 November 2021)
S Ewing
P Hickmott
K Stone (Resigned 30 November 2021)
S Cooper (Resigned 30 November 2021)
L Gilbert
J Haile
S Luckhurst (Resigned 30 November 2021)
L Morris (Resigned 30 November 2021)
M Bobby (Appointed 30 November 2021, Resigned 28 April 2022)
L Read (Appointed 30 November 2021)
A Garnett (Appointed 30 November 2021)
B Reynolds (Appointed 30 November 2021)

The Owl Pre-School

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**Trustees' Report
For the year ended 31 July 2021**

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 July 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) (FRS 102).

The company is registered as a charitable company limited by guarantee and is constituted by memorandum and articles of association incorporated 16 August 2005 as amended by special resolution dated 10 November 2016.

STRUCTURE, GOVERNANCE, OBJECTIVES AND MANAGEMENT

Objectives

The objectives of the charity are 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 and 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.
- Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs.
- Instigating and adhering to and furthering the aims and objects of the Pre-School Learning Alliance.

Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that period. In preparing these 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 accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Trustees' Report Continued
For the year ended 31 July 2021**

Public benefit

In meeting the objectives of the charity The Owl Pre-School fulfils its public benefit requirement by providing the highest quality of care and education for all children and are committed to valuing diversity by providing equality of opportunity and anti-discriminatory practice for all children and their families.

Appointment and Training of Trustees

The trustees who have served during the year are set out above. The trustees are appointed by the members of the company and one third of the trustees retires by rotation each year and may offer themselves for re-election in accordance with the Articles of Association.

The Trustees and directors

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

J Gooch (Chair)	P Hickmott
K Stone (Resigned 30 November 2021)	D Johnson (Resigned 28 April 2022)
S Cooper (Resigned 30 November 2021)	J Scarf
L Gilbert	J Haile
J Brimble (Resigned 30 November 2021)	S Luckhurst (Resigned 30 November 2021)
S Ewing	L Morris (Resigned 30 November 2021)
B Reynolds (Appointed 30 November 2021)	A Garnett (Appointed 30 November 2021)
L Read (Appointed 30 November 2021)	
M Bobby (Appointed 30 November 2021, Resigned 28 April 2022)	

Risk Assessment

The trustees have reviewed the risks and are confident that they have all risks covered with actions to minimise risk and exposure to the charity.

ACTIVITIES, ACHIEVEMENTS, PERFORMANCE AND FINANCIAL REVIEW

Review of Developments, Activities and Achievements

The Income and Expenditure Account

Please see the attached. As in previous years we have achieved a fairly sound financial position despite the on-going pandemic and its subsequent unforeseen expenses. We have been able to continue to provide the security and quality of service standards, set by the management committee.

Incomes

Our main income is generated by Early Years Funding, the scheme that is run by local authorities for children aged 2 to 4 years. We had some children under the age of 3 years that pay to attend some sessions, but we still must carry out a large amount of fund-raising to cover the shortfall.

Trustees Report Continued
For the year ended 31 July 2021

Expenditure

Rent and Buildings

All repairs are the responsibility of the Pre-School. We are not covered by KCC, like the schools. Our operating costs such as gas, "electricity, water, telephone and internet are included under the heading Rent & Buildings"

We own the building, but KCC own the land and we have negotiated a new lease with them.

Because the build is over 25 years old, maintenance is part of our business planned expenditure. The garden needs updating and we are therefore building a fundraising pot to replace the area and update the equipment. We continue to monitor the rising expenditure of energy and regular maintenance contracts have been established.

Salaries

There are currently 13 part-time members of staff and 1 zero hours contracted member of staff.

Materials and Consumable Items

We are always looking to purchase new toys and resources for the Pre-School. We have been looking into purchasing new communication and language toys for the children to enable them to have opportunities and learn whilst playing. The pandemic has had a significant effect on children's communication and language development, and we have noticed that children are not meeting their milestones in this area of learning.

We budget for new paint, paper, cleaning and hygiene consumables, stationery, and children's daily refreshments and they are accounted for under this heading. Although we do ask parents for a small voluntary contribution towards snacks, thus lowering the annual cost of refreshments. We have joined the Fareshare scheme to lower food costs.

Quality Development and Staff Training

Because the children benefit greatly, we are committed to ongoing training of the staff. They have attended KCC, Early Years Alliance courses as well as others that were applicable to the needs of the children. All Staff attend the statutory First Aid and safe guarding courses, and some are asked to attend additional courses to meet individual children's needs. Many of these courses had to be completed online due to Covid 19.

Reserves

Approximately £50,000.00 in the deposit account is "untouchable"- This sum of money has to be reserved to cover redundancy payments if the Pre-School was forced to close. This is a stipulation of the Charity Commissioners.

Repairs and Maintenance are inevitable with a build over 25 years old so a building fund is also included in this account. We are looking to replace our aging outside area and equipment and hope this will mainly be funded by fund raising activities.

Jane Gooch

Chair

Trustee:

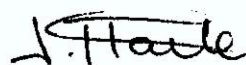
J Gooch



JANE NICOLA GOOCH

Trustee:

J Haile



JOANNA HAILE

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE OWL PRE-SCHOOL
ADMINISTRATORS CHARITABLE TRUST
For the year ended 31 July 2021**

I report on the accounts of the Trust for the year ended 31 July 2021 which are set out on pages 7 to 11.

Respective responsibilities of 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 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

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 you as 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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



K Scudder

Date: 01/06/2022

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2021

	Notes	£	2020 £	£	2020 £
Incoming Resources					
Donations & legacies	2		2,063		7,244
Income from charitable activities	3		136,070		128,901
Investment income	4		81		382
Fundraising	5		296		1,078
Other income	6		2,438		1,361
			<u>140,948</u>		<u>138,966</u>
Resources Expended					
Expenditure on charitable activities	7	(147,976)		(151,960)	
			<u>(147,976)</u>		<u>(151,960)</u>
Net incoming resources/(resources expended)			<u>(7,028)</u>		<u>(12,994)</u>
Net movement in fund			<u>(7,028)</u>		<u>(12,994)</u>
Balance brought forward at 1 August 2020			74,021		87,015
Balance carried forward at 31 July 2021			<u>66,993</u>		<u>74,021</u>

The notes on pages 13 to 15 form an integral part of these financial statements

The Owl Pre-School (Company Registration number 05537796)

BALANCE SHEET AS AT 31 JULY 2021

	Notes	£	2021 £	£	2020 £
Fixed Assets				466	582
Current Assets					
Debtors	9	5,208		1,548	
Cash at bank and in hand		69,527		76,417	
			74,735		77,965
			75,201		78,547
Creditors: amounts falling due within one year	10	(8,208)		(4,526)	
			(8,208)		(4,526)
Net Assets			66,993		74,021
Financed by:	13				
Unrestricted Fund as at 1 August 2020			74,021		87,015
Add Surplus/(Deficit) from Revenue Account			(7,028)		(12,994)
			66,993		74,021

For the year ending 31 July 2021 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the charitable company to obtain an audit of its financial statements for the year ending 31 July 2021 in accordance with section 476 of the Companies Act 2006.


The trustees acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records that comply with Section 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial period and of its surplus or deficit for each financial period in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with Section 398 of the Companies Act 2006 Section 138 of the Charities Act 2011. These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

Approved by the trustees on 23/5/2022 and signed on their behalf by

Trustee:



J Gooch

Trustee:



J Haile

**NOTES TO THE ACCOUNTS
for the year ended 31 July 2021**

1 Accounting Policies:

Accounting Convention: 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.

The Owls 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).

Reconciliation with previously Generally Accepted Accounting Practice: In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 no restatement of comparative items was required.

Incoming Resources: All incoming resources are included in the Statement of Financial Activities (SOFA) when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

For legacies, entitlement is the earlier of the Charity being notified of an impending distribution or the legacy being received.

Resources Expended: All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities consistent with the resources.

Fund Accounting: General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes. Designated funds are unrestricted funds which the trustees have designated for a specific purpose. There are no restricted funds.

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

Computer Equipment - 20% reducing balance

Debtors: These relate to prepayments and accrued income.

Creditors: These relate to other creditors, accruals and deferred income.

Value Added Tax: Irrecoverable VAT which can be attributed to a capital item or revenue expenditure is added to the cost of the capital item or expenses where practicable and material.

The Owl Pre-School (Company Registration number 05537796)

**NOTES TO THE ACCOUNTS
for the year ended 31 July 2021**

2 Donations and legacies

	2021	2020
	£	£
Donations	2,066	3,573
Grant from KCC for roof repair	-	3,480
Gift Aid income	-	191
	<u>2,066</u>	<u>7,244</u>

3 Income from charitable activities

	2021	2020
	£	£
Income from KCC	135,716	122,280
Fees	324	6,621
	<u>136,040</u>	<u>128,901</u>

4 Investment income

	2021	2020
	£	£
Bank interest received	<u>81</u>	<u>382</u>

5 Fundraising

	2021	2020
	£	£
Christmas Fair	-	347
Raffles	-	731
Photos	296	-
	<u>296</u>	<u>1,078</u>

6 Other income

	2021	2020
	£	£
Course	-	-
Snacks	1,201	770
Uniform & water bottle sales	1,237	591
	<u>2,438</u>	<u>1,361</u>

NOTES TO THE ACCOUNTS
for the year ended 31 July 2021

7 Analysis of charitable expenditure

	2021	2020
	£	£
Direct costs	5,824	6,022
Wages and salaries costs	122,757	118,745
Staff training and welfare	533	618
Redistribution of funding	-	747
Purchases	64	-
Christmas Fair costs	-	378
Rent	2,000	2,000
Rates	336	-
Light and heat	1,297	1,454
Telephone and fax	1,274	1,012
Stationery and printing	3,989	5,467
Subscriptions	1,219	1,315
Insurance	880	859
Software	1,727	1,012
Repairs and maintenance	1,106	7,474
Snacks	1,607	997
PPE equipment	387	661
Uniform	-	433
Sundry expenses	1,131	1,088
Donations	53	-
Depreciation charge	116	145
Accountancy Fees	1,500	1,300
Other legal and professional	176	233
	<u>147,976</u>	<u>151,960</u>

8 Analysis of Resources Expended

	2021	2020
	£	£
Resources expended include the following:		
Independent examiners fee	<u>180</u>	<u>180</u>

NOTES TO THE ACCOUNTS
for the year ended 31 July 2021

9 Fixed Assets

	Computer Equipment £
Cost	
At 1 August 2020	909
At 31 July 2021	<u>909</u>
Depreciation	
At 1 August 2020	327
Charge for the year	116
At 31 July 2021	<u>443</u>
Net Book Value	
At 31 July 2021	<u>466</u>
At 31 July 2020	<u>582</u>

10 Debtors

	2021 £	2020 £
Prepayments and accrued income	<u>5,208</u>	<u>1,548</u>

11 Creditors < 1 year

	2021 £	2020 £
Other taxes and social security	3,973	1,311
Other creditors and accruals	<u>4,235</u>	<u>3,216</u>
	<u>8,208</u>	<u>4,527</u>

12 Trustee Remuneration

Trustees do not receive remuneration for their services as trustees.

NOTES TO THE ACCOUNTS
for the year ended 31 July 2021

12 Trustees' Expenses

Trustees received out of pocket expenses totalling £nil (2020: £nil).

13 Employee Emoluments

	2021	2020
	£	£
Wages and salaries	121,540	117,689
Employers pension contributions	1,217	1,056
	<u>122,757</u>	<u>118,745</u>

15 Reserves

	Unrestricted Funds 2021	Unrestricted Funds 2020
	£	£
Balance at start of financial year	74,021	87,015
Surplus/(Deficit) for the year	<u>(7,028)</u>	<u>(12,994)</u>
Balance at close of financial year	<u>66,993</u>	<u>74,021</u>

16 Related party transactions

There are no related party transactions in the year.

17 Controlling interest

The Trustees as a collective body control the charity.

18 Commitments

The trustees had no capital commitments as at 31 July 2021 (2020: £nil).