

PIED PIPER PRE-SCHOOL

ANNUAL REPORT

18 OCTOBER 2021

www.piedpiperpreschool.org.uk

Chairperson's Report

It has been a challenging and successful year in equal measure. The Corona virus pandemic has continued to create pressures and concerns and add to workloads; however, the staff at Pied Piper have handled the last year with the same professionalism and the trademark 'Pied Piper Calm' that I have come to expect of them. If they felt apprehensive about working through the pandemic then they did an excellent job of disguising that with their usual cheer.

The preschool created a lovely, safe (excuse the buzzword) bubble for the children to exist in during the lockdowns. There was a real drive to allow them as much normality as possible and yet this was carefully balanced with well thought through risk assessment. For example, it was lovely to offer the children the chance to do a nativity over Christmas time; however, this needed to be filmed as audience mixing was not a safe option in December when virus case numbers were very high. Yet in July case numbers were low and so the school decided to run a Sports Day as per normal. In this way the preschool did a great job of navigating the changeable situation and adapting accordingly in order to allow the children to enjoy as many wonderful experiences as far as possible.

What impressed me the most over the last year, both as Chairperson and as a parent, was that there was consistency in terms of care and attention towards the children. The preschool continued to focus on nurturing them and offering them a happy, fun environment. This created a lot of work for the teachers, especially in terms of cleaning the toys and equipment. I would like to take this opportunity to thank them for all that they have done and continue to do to keep the Preschool open and the people in it as safe as possible. Thank you also for being the most wonderful team of teachers and staff. I have been thinking about what it is that I most appreciate about you. The way that you interact with our children, the way you encourage them, look out for them and play with them is what I most value about you as teachers. The children are happy to come to preschool, they feel safe with you and cared for by you and because of this, parents find it easier to entrust their little ones to you. Thank you for all the good things that you sow into our children's lives and the big, big part that you are playing in this chapter of them. Alison, I know that your role is outside the classroom, thank you for being reliable, quick to respond and always helpful. You are also a star.

I would also like to thank Eva for her excellent leadership over the last year. It was a stressful year for her in many ways as she shouldered the responsibility of navigating us through this pandemic. There have been many unknowns and many unknowable things over the last year and therefore, there has been a need for some educated guesswork and decisive leadership. Eva is good at both of these things and she's done a great job of guiding us through. She has made good judgement calls and kept the key stakeholders informed and/or consulted along the way. This has resulted in the preschool remaining open throughout the last year. We have also finished this year in a financially strong position. Thank you for all your hard work Eva: your lovely calm ways, sensible head and smiley face all a great asset to Pied Piper.

I would also like to thank the Committee for their work and support. The Zoom meetings were not much fun, but you continued to show up and offer your time and efforts. Special thanks to Nicola for being a fabulous Secretary. You have been very reliable and very cheerful in equal measure. Also, special thanks to Sharon for taking on the Treasurer role and running with it so brilliantly. You are just fabulous Sharon and your work on the numbers has really enhanced my grasp of the finances. Ray and Janice, thank you for providing years of Committee expertise which is a great help to us in steering the group and providing continuity within it.

Manager's Report

Looking back over the last year I think it's fair to say that we have survived the various lockdowns and managed to keep staff, children and families as safe as possible. We had some lovely feedback from parents at the end of the academic year, saying that they felt our measures had made them feel safe. The children proved to be very resilient with all the changes that had to be made and the impact of the safety measures was minimal, which I believe is a result of the support that all staff have given them.

We were all very pleased to be able to return to preschool in the autumn term on reduced safety measures, bringing back the feeling that we could once again welcome parents and visitors into the building and we hope this will continue across the year so we can hold all of our events, trips and visitor weeks. We have certainly missed those opportunities to build relationships with our families.

The year ahead will start with a focus on the changes to the Early Years Foundation Stage framework and implementing them, we will also be evaluating our planning system to ensure we continue to provide an interesting range of activities that support the children's learning and development.

For several years now, we have filled our places for the academic year by the start of the autumn term. This is very reassuring for us and the positive feedback that we receive from parents will give me confidence when we finally get our Ofsted inspection.

Administrator's Report

Enrolments: The pre-school continues to be popular in the area with a lot of new parents telling me that it had been recommended to them. We changed the session availability slightly for September 2020, prioritising younger children for the morning sessions (where a half-day was requested). This has been successful as it keeps spaces available for younger children who will probably stay on at the pre-school for 1½ to 2 years. As always, parents change their minds about which sessions they want and a few picked-up extra sessions in the Summer term. We continue to encourage enquirers to join the waiting list. The ability to do this on-line still means it's difficult to insist on the registration fee.

The general admin jobs continued through the year as usual.

Treasurer's Report (Sharon Eldred)

Account Balances (as at 31st August 2021):

Current Account Balance:	£250
Business Res. Account Balance:	£13,400.62
Bonus Saver Account Balance:	£0.00
Nationwide Savings Account:	£25,770.62
Total:	£39,421.24

2020/21 Summary:

The pre-school has ended the 2020/21 academic year with surplus finances excluding reserves of £12,891.00 from an income of £87,764. The 2019/20 budget had forecasted a £50.00 out-turn. The surplus is the result of controlled spending, receipt of grants and fundraising, lower than expected wages costs and an increase in WBDC funding as a result of new children joining Pied Piper throughout the year.

Reserve and Investment Policy:

The Pre-school currently holds £25,770.62 in reserve funds to cover approximately one terms-worth of costs in the event of a significant, unforeseen event or where a smaller instance occurs, such as the requirement for redundancy or recruitment in a given year. It was advised in the previous AGM that this amount would be increased to £26.5k but with an uncertain year due to the pandemic the reserve fund was not increased. The reserve fund will be increased in 2021/22 to £29,112 to cover one terms worth of costs set out in the 2021/22 budget. Expenditure against these funds is at the express permission of the committee only and, whilst not in use, these funds have been allocated to a high-street bank to generate what interest is available as per the pre-schools Combined Reserve and Investment Policy.

Funds in Deficit:

The pre-school does not have any funds materially in deficit.

2021/22 Final Budget:

The budget for the next academic year has been approved for use by the committee following meetings with the treasurer, chair and Pied Piper Manager. The budget does not include any income that is not guaranteed and allowed for all foreseeable expenses based on experiences gained from the previous financial year. The budget doesn't include any surplus funds from previous years so long term decisions on costs could be made independently from assumptions of surplus funds that can not be guaranteed year after year.

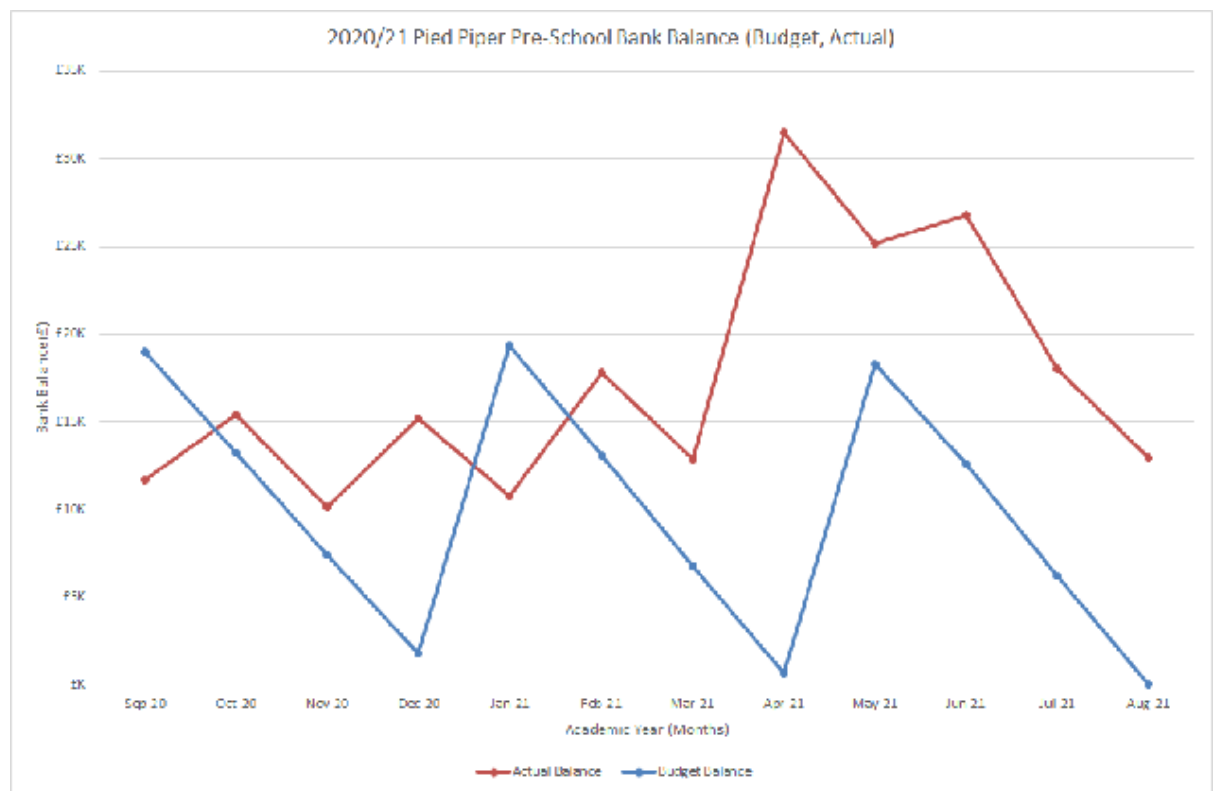
Income from West Berkshire District Council has been incorporated and includes standard funding as well as additional inclusion and disability funding. With a few places left available at the beginning of the year, we can expect the funding to increase as these places are filled.

Salaries have remained the same for the coming year as per agreement at the committee meeting in September 2021. This will be reviewed next year should the preschools financial position change.

The budget for the new academic year, not taking in to account the surplus funds from 2020/21, is showing a -£2269.00 position at the end of the academic year. By allocating the surplus funds from last year, Pied Piper is in a position to forecast a £0 position at the end of the academic year and will be allocating last year's surplus funds to the purchase of IT equipment, the maintenance and development of IT systems, increasing the reserve fund, marketing, purchasing resources for the children and supporting the loss currently budgeted.

Further meetings of the treasurer/chair/manager will be held in January and May to review receipts and expenditure for the spring and summer terms.

2020/2021 Final Budget	TOTAL	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS
	Annual	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21
RECEIPTS													
WDDC	75093	16840	25435	25435	35821	35821	47802	47845	68865	68865	75093	75093	75093
Parental Income	4798	540	1452	1680	1920	2280	2506	2650	3910	4230	4736	4798	4798
Food Deposits	100			15	20	25	35	40	55	55	80	100	100
Clothing	44	31	31	31	31	44	44	44	44	44	44	44	44
Snacks & Cooking	0												
Events	2807						34	34	34	34	2202	2807	2807
Fundraising Income	1112	8	104	584	806	825	841	841	849	863	870	1101	1112
Donations	300					300	300	300	300	300	300	300	300
Interest	18	0	0	0	0	1	1	17	17	18	18	18	18
Grants Income	3224								2400	2400	2400	2612	3224
Misc	268										68	68	268
PAYMENTS													
Wages	58621	4774	10013	14058	10424	21631	27723	32112	36476	42076	47624	53586	58621
WDDC Payback	0												
Rent & Services	10108	1644	2479	1056	4184	5040	5972	6582	7560	8191	9263	10136	10108
Insurance	711								711	711	711	711	711
Staff Courses	50								50	50	50	50	50
Subscriptions	809	146	146	146	146	146	146	146	146	299	349	349	609
CRR Checks	73		13	21	21	21	47	73	73	73	73	73	73
Clothing	0												
Snacks & Cooking	39				12	12	12	12	27	27	27	39	39
Stationery & Consumables	889	201	283	342	353	383	435	562	648	663	855	889	889
Equipment purchase	267	107	118	138	142	142	209	209	251	251	249	267	267
Fundraising Expenditure	580				385	385	385	385	385	385	385	580	580
Grand Expenditure	525											525	525
Events	2963	60	60	95	95	95	95	95	109	149	524	2963	2963
Fundraising Costs	11				11	11	11	11	11	11	11	11	11
Misc	840	12	243	266	333	339	339	339	339	447	447	687	840
TOTALS													
Total Income		16010	27022	27745	36801	30245	51363	51771	76474	76956	85030	87170	87754
Total Outgoings		6045	13354	10320	25105	30200	35274	40527	46766	53514	60786	67006	76576
Balance		9974	13667	6425	11696	20045	16089	11144	29708	23442	24244	16164	11178



2021 2022 Final Budget					
	2020-21 Budget	2020/21 Actuals	2021-22 Budget	Variance of received in previous year	Notes
RECEIPTS					
WBDC	£70,206	75093	£60,660	£6,433	WBDC funding rates and number of children provided by Eva Hughes. LYFP £724.50
Parental Income	£5,038	4708	£2,174	-£2,825	Number of children provided by Eva Hughes
Frost Deposits	£50	100	£100	£0	Based on 20/21 payment
Chilling	£0	44	£0	-£44	Not required
Snacks & Cooking	£100	0	£0	£0	Not required
Events	£750	2807	£1,038	-£1,760	Assumed to be half the expected of events in payments
Fundraising Income	£0	1112	£0	-£1,112	Not guaranteed therefore not included.
Donations	£0	300	£0	-£300	Not guaranteed therefore not included.
Interest	£200	18	£20	£2	Based on LY
Grants Income	£0	4224	£0	-£4,224	Not guaranteed therefore not included.
Misc.	£0	260	£0	£260	Not guaranteed therefore not included.
PAYMENTS					
Wages	£62,140	50021	£59,205	£284	Wages no support staff included
Rent & Services	£5,700	10190	£10,233	£35	Monthly - £714 rent + £30 broadband + £20 Ink + £75 I pads. One off £40 waste collection + £50.00 GoDaddy Domain(July) + £35.00 PAT testing (once a year)
Insurance	£710	711	£720	£9	Based on 20/21 payment. Taken In April
Staff Courses	£250	50	£350	£300	Advised by Eva Hughes. First Aid and Safeguarding required
Subscriptions	£675	600	£611	£2	Assumes £260 WBDC LY + £155 Tapestry (May) + £73 magazine (Sept) + £22.60 Norton (Sept) + £100 Cfsted (Sept/June)
CRB Checks	£100	73	£145	£72	£14.00 per staff member and £10.00 per committee member. 5 x staff, 5 x committee
Chilling	£100	0	£0	£0	Not required
Snacks & Cooking	£200	30	£0	-£170	Not required
Stationary & Consumables	£600	009	£600	£209	Based on LY - minus £200 for additional Covid 19 requirements no longer required
Equipment purchase	£700	267	£0	-£267	Fundraising to be used from 20/21
Fundraising Expenditure	£833	580	£0	-£580	Reflects amount in Fundraising Receipts
Grant Expenditure	£0	525	£0	-£525	Reflects amount in Grant Receipts
Events	£1,560	2960	£2,075	£008	Rugby is £45.00 per session and dance is £40.00. 3 sessions per term of each. Christmas party food £30. End of year party £30 food and £250 entertainer. Coach for Deale and Farm Trip £1000 coach
Fundraising Costs	£50	11	£20	£9	Based on 2020/21 Payments. Spend to help fundraise
Misc	£1,204	840	£300	-£540	£25.00 a month + £25 Audit Fee
Marketing			£0		
Information Technology			£0		
Total Receipts	£77,474	87764	£71,091		
Total Payments	£79,127	76575	£74,259	-£3,209	
2021/22 Reserve Policy					
Rent (1 Term)	£4,412				
Salary (1 Term)	£10,736				
Stationary/ink (1 Term)	£220				
Subscriptions	£204				
Insurance	£240				
Redundancy Funds	£5,300				
	£29,112				
Balances					
Current Account	£250				
Savings Account	£13,401				
Old Reserve Account	£0				
Reserve Fund Account	£25,771				
TOTALS					
Total Receipts	£71,991				
Total Payments	£74,259				
Total 21/22 Reserve Fund	£25,771				
Total Starting Cash	£13,650.62				

Fundraising Report

Fundraising was challenging this year as we needed to be sensitive to the risks surrounding Covid. We dialed back much of our typical fundraising activities; however, we did try to make the most of opportunities where possible. At Christmas time we sold the nativity DVDs for a small profit. We also ran a raffle as usual and created a one off Guess the Name of the Bear stall around that time.

It was very exciting to be able to run a market at the Sports Days this year. It was lovely to be able to sell baked goods and to run the games stalls again. We felt that it was important to offer these things at that time as Covid case numbers had declined and we wanted to give the children a fun, memorable experience of their Preschool Sports Day. The Teddy Bear Tombola was particularly successful if not a little distracting for the children during their races!

Overall, given the bigger picture, fundraising took a back seat this year; however, we did still manage to raise £1,100.89 (after expenses).

Summary from the monthly finance report, August 2021:

Fundraising Events 2020-21	
Apple Fun Day	
Waitrose	
Toddle Waddle	534.00
Amazon Smile	24.59
Sponsored obstacle course	
Thatcham fun day	
West Berks Lottery	77.00
Thatcham Lights	
Xmas nativity DVD	116.60
Leavers Photos	
Photos	
Raffle Money	105.00
Sports Day	225.00
2nd Hand Books	
Easter fayre	
Easter Bonnets	
Santa Letter	
Name the Bear	30.00
Total	1,112.19
Expenses	11.30
TOTAL	£1,100.89

Grants Report

Pied Piper had a successful year in terms of grants. We benefited from the generosity of both the Greenham Trust and the Town Council who each contributed approximately £400 to the purchasing of IT equipment for the children. We also secured a grant for purchasing new story sacks for the Preschool. This was for the sum of £600. It is also worth mentioning that the garden and the pergola were tended to by a parent who donated their services to us for free.

Pied Piper Pre-School
Registered Charity 1115893

Balance Sheet as at 31 August 2021

	2021	2020
	£	£
Current Assets		
Stock - Clothes	498	542
Bank balances		
Current	250	250
Reserve	13,400	2,229
Bonus Saver	<u>25,771</u>	<u>25,754</u>
	39,421	28,233
	39,919	28,775
Current liabilities		
Creditors	395	425
Net Assets less liabilities	<u><u>39,524</u></u>	<u><u>28,350</u></u>
Financed by:		
General Fund		
Balance at 1 September 2020	27,808	37,396
Add: Surplus/Deficit for year	11,218	-9,588
Balance at 31 August 2021	39,026	27,808
Clothing Fund		
Balance at 1 September 2020	542	481
Clothing purchases	0	103
Clothing sales	<u>44</u>	<u>42</u>
Balance at 31 August 2021	498	542
Total Funds	<u><u>39,524</u></u>	<u><u>28,350</u></u>

Independent Accountant statement

As described below, I have approved the financial statements for the year ended 31st August 2021 set out in the Income & Expenditure Account and Balance Sheet. In accordance with your instructions, I have compiled these unaudited financial statements from the accounting records and explanations provided to me.

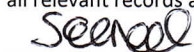


Gillian Down Bsc ACA

19-Sep-21

Treasurers approval certificate

I approve the financial statements and confirm that Pied Piper Preschool has made available all relevant records and information for their preparation.



Sharon Eldred

Pied Piper Pre-School
Registered Charity 1115893

Income and Expenditure account
For the year ended 31 August 2021

INCOME	2021	2020
	£	£
Fees WBDC	75,093	70,262
Fees - Parents	4,798	4,831
Interest	18	191
Enrolment	100	50
Clothing	44	42
Snacks/Cooking	0	274
Children's special events	2,807	506
Fundraising	1,112	833
Other funding	3,224	0
Donations	300	0
Miscellaneous	268	263
Total income	<u>87,764</u>	<u>77,252</u>
EXPENSES		
Rent	10,198	10,209
Wages	58,791	70,721
Insurance	711	710
Annual subscriptions	609	289
Courses	50	365
Stationery/postage/Consumables	889	542
Clothing	0	103
Snacks/Cooking	39	264
Children's special events	2,963	1,048
Fundraising expenditure	580	42
Fundraising expenses	11	47
Equipment	267	661
Miscellaneous	840	1,753
CRB checks	73	86
Grant expenditure	525	0
Total expenditure	76,546	86,840
Excess of income over expenditure	<u>11,218</u>	<u>-9,588</u>