



PIED PIPER PRE-SCHOOL

ANNUAL REPORT

4 OCTOBER 2022

www.piedpiperpreschool.org.uk

Chairperson's Report

Looking back at the year 2021-2022 it was a year of transition from the restrictions due to Covid to getting back to normal. Though many of the restrictions had been removed by September it was still very high on the agenda and guidance and procedures changed during the year. Throughout it all the staff did an excellent job of ensuring that the children could enjoy all the wonderful experiences of preschool and ensure that procedures were in place to manage and mitigate the risks of Covid.

This year the Christmas Show was held in person with a socially distanced audience. As a parent it was wonderful to see all the children taking part so confidently with the support from the staff and was a really special event. The trips to Rushall Farm and Beale Park were excellent and it was a great opportunity to spend some time with the children and their friends at preschool. Sports Day in the summer was another highlight with the children all participating wonderfully and showing their support for each other. A huge well done to the staff for the organisation and preparation of the children. You made it look so easy and effortless and that is down to your hard work so thank you.

The preschool had its much anticipated Ofsted visit in October. During the visit, the inspector identified many of the things that we would identify as the things that make Pied Piper a wonderful place for our children. The children are happy, they demonstrate that they are safe and secure, they show high levels of independence and imagination in their play, they follow group rules and can self-regulate. The staff were also acknowledged as being positive role models who plan exciting activities which promote children's curiosity and interest in learning.

I had very mixed feelings in July when it was time for my daughter to leave Pied Piper. She was ready to leave and excited for 'big school' but was very sad to be leaving the children and staff at preschool. Watching her and her other friends from Pied Piper transition to school as confident, happy little people who are ready for primary school is wonderful and I would like to say a huge thanks to the staff as it is as a result of their experiences with you that they were ready and have settled so well.

We have been a small committee this year and I would like to thank you all for your hard work and support. Nicola stepped down as secretary towards the end of the year after many years and we were very pleased to welcome Rebecca to the committee. Sharon has worked incredibly hard in her role of treasurer on the budget. Thank you for your hard work. Janice and Ray have continued to provide the link with the church and the benefit of their knowledge and experience. Becky has been invaluable with her experience and knowledge of all things related to pay and contracts. Nicole, who stepped down as Chair last year, has continued to support the preschool at events which is much appreciated.

Manager's Report

This time last year, my report stated that we were pleased to have survived the various lockdowns. Although we had the unfortunate closure in March this year when all the staff got covid at the same time, it has been otherwise great to have what felt like a more typical year. Despite our best efforts, Covid had an impact on the relationships we built with families so it has been good to feel that we're back to offering our usual service!

In October last year we were finally inspected by Ofsted who graded us good. The report read well and I'm sure any prospective parent reading it would appreciate the comment that 'staff foster a nurturing atmosphere that is focussed on building children's confidence and self-care skills in readiness for school'. We have been working towards the recommendations made in the report and will continue to over the next academic year.

The inspection report also highlighted that 'the committee maintain good oversight of staffing and operational matters in the preschool'. Over the next year I'd like to work with the committee to ensure that handover procedures are reviewed and guidance is put into place to enable us to continue to impress Ofsted with a strong committee – and minimising the handover time would support this.

Administrator's Report

Pied Piper continues to be popular in the area and we managed to fill most of our spaces by the end of the year. Friday remained a quieter morning. We've continued to prioritise younger children for the morning sessions and this seems to work well.

I continued to support the manager with general admin throughout the year and to produce monthly accounts for the committee. I am also the pre-school contact for the Charity Commission – the main job being to make sure our information is up-to-date and to upload the annual reports and accounts to their website. The Charities Act 2022 is just coming into force, but the initial changes don't affect the pre-school.

Treasurer's Report

Account Balances (as at 31st August 2022):

Current Account Balance:	£250
Business Res. Account Balance:	£19,127.61
Bonus Saver Account Balance:	£0.00
Nationwide Savings Account:	£25,783.50
Total:	£45,161.11

2021/22 Summary:

The pre-school has ended the 2021/22 academic year with surplus finances excluding reserves of £19,377.61 from an income of £84,579.00. The 2021/22 budget had forecasted a -£2,267.00 out-turn. The surplus is the result of the unspent surplus income from 21/22, controlled spending, receipt of fundraising 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 £25,783.50 in reserve funds to cover approximately one term's-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 AGMs that this amount would be increased but with uncertain years due to the pandemic the reserve fund was not increased. The reserve fund will be increased in 2022/23 to £28,757 to cover one term's worth of costs set out in the 2022/23 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.

2022/23 Final Budget:

The budget for the next academic year has been approved for use by the committee following reviews 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 cannot 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 increased inline with the minimum wage rise and hourly rate reviews have taken place outside the necessary changes required. The structure of job role/qualification hourly rates, staff contracts and holiday pay will be reviewed in 22/23.

The budget for the new academic year, not taking in to account the surplus funds from 2021/22, is showing a -£11,995 position at the end of the academic year. By allocating the surplus funds from last year, Pied Piper is able 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, increasing the reserve fund, purchasing resources for the children from fundraising income 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.

2021/2022 Budget														
		Annual	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22
RECEIPTS														
	Starting Cash	13650.62	1137.55	1137.55	1137.55	1137.55	1137.55	1137.55	1137.55	1137.55	1137.55	1137.55	1137.55	1137.57
	WBDC	68660	22887	0	0	0	22887	0	0	0	22887	0	0	0
R	Parental Income	2174	217	217	217	217	217	217	217	217	217	217	0	0
R	Enrol Deposits	100	10	10	10	10	10	10	10	10	10	10	0	0
R	Events	1038	0	0	0	0	0	0	519	0	0	519	0	0
R	Fundraising Income	0	0	0	0	0	0	0	0	0	0	0	0	0
R	Donations	0	0	0	0	0	0	0	0	0	0	0	0	0
R	Interest	20	0	0	0	0	0	0	20	0	0	0	0	0
R	Grants Income	0	0	0	0	0	0	0	0	0	0	0	0	0
R	Misc.	0	0	0	0	0	0	0	0	0	0	0	0	0
PAYMENTS														
	Starting Cash	13650.62	1137.55	1137.55	1137.55	1137.55	1137.55	1137.55	1137.55	1137.55	1137.55	1137.55	1137.55	1137.57
P	Wages	59205	4934	4934	4934	4934	4934	4934	4934	4934	4934	4934	4934	4934
P	Rent & Services	10233	853	853	853	853	853	853	853	853	853	853	853	853
P	Insurance	720	0	0	0	0	0	0	720	0	0	0	0	0
P	Staff Courses	350	32	32	32	32	32	32	32	32	32	32	32	0
P	Subscriptions	611	51	51	51	51	51	51	51	51	51	51	51	51
P	CRB Checks	145	0	0	0	95	10	10	10	10	10	0	0	0
P	Stationary & Consumables	600	55	55	55	55	55	55	55	55	55	55	50	0
P	Equipment purchase	0	0	0	0	0	0	0	0	0	0	0	0	0
P	Fundraising Expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0
P	Grant Expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0
P	Events	2075	85	85	85	30	85	85	585	85	85	585	280	0
P	Fundraising Costs	20	2	2	2	2	2	2	2	2	2	2	0	0
P	Misc	300	30	30	30	30	30	30	30	30	30	30	0	0
TOTALS														
R	Budget Total Income	85641	24251	1365	1365	1365	24251	1365	1904	1365	24251	1884	1138	1138
P	Budget Total Outgoings	87910	7179	7179	7179	7219	7189	7189	8409	7189	7189	7679	7337	6975
	Actual Income		18107	6	8483	12033	310	11907	190	14957	15200	1512	1402	473
	Actual Outgoings		7246	7926	6521	5710	5991	5656	6318	5846	6474	7220	8276	5655
	Budget Balance		17073	11259	5445	-409	16654	10830	4325	-1499	15563	9768	3569	-2269
	Actual Balance		10861	2942	4903	11226	5545	11796	5667	14778	23505	17797	10922	5740
	Natwest Savings	25771												
	Budget Bank Balance		56494.25	50680.39	44866.52	39012.65	56075.29	50251.42	43746.30	37922.44	54985.07	49189.95	42990.54	37153.12
	Actual Bank Balance		50282.63	42363.19	44324.95	50647.98	44967.08	51217.18	45088.98	54200.00	62926.44	57218.38	50343.90	45161.55

2022 - 2023 Final Budget						
		2021-22 Budget	2021-22 Actuals	2022-23 Budget	Variance of received in previous year	Notes
RECEIPTS						
	WBDC	£68,660	77649	£63,137	-£14,513	Estimated final receipt of WBDC
	Parental Income	£2,174	2214	£6,948	£4,734	Estimated final receipt of income
	Enrol Deposits	£100	105	£105	£0	Estimated final receipt of income 22/23 based on 21/22 figures
	Clothing	£0	37	£0	-£37	Not guaranteed therefore not
	Snacks & Cooking	£0	0	£0	£0	Not required
	Events	£1,038	976	£1,038	£62	No change of events from 21/22. Half of events payment
	Fundraising Income	£0	1504	£0	-£1,504	Not guaranteed therefore not
	Donations	£0	0	£0	£0	Not guaranteed therefore not
	Interest	£20	26	£26	£0	Based on LY
	Grants Income	£0	0	£0	£0	Not guaranteed therefore not
	Misc.	£0	2068	£0	-£2,068	Not guaranteed therefore not included.
PAYMENTS						
	Wages	£59,205	60547	£67,740	£7,193	Wages support staff included
	Rent & Services	£10,233	10133	£10,125	-£8	Monthly - £780 rent + £30 broadband + £20 ink. One off £40 waste collection + £90.00 GoDaddy Domain(July) + £35.00
	Insurance	£720	724	£724	£0	Based on 21/22 payment. Taken
	Staff Courses	£350	291	£300	£9	Course amount advised by Eva
	Subscriptions	£611	311	£351	£40	Assumes £155 Tapestry (May) + £73 magazine (Sept) + £22.80 Norton (Sept) + £100 Ofsted
	CRB Checks	£145	81	£145	£64	£19.00 per staff member and £10.00 per committee member. 5 x staff. 5 x
	Clothing	£0	0	£159	£159	Stock order
	Snacks & Cooking	£0	15	£0	-£15	Not required
	Stationary & Consumables	£600	564	£600	£36	Based on 21/22
	Equipment purchase	£0	185	£200	£15	Based on LY
	Fundraising Expenditure	£0	1230	£0	-£1,230	Reflects amount in Fundraising Receipts
	Grant Expenditure	£0	49	£0	-£49	Reflects amount in Grant
	Events	£2,075	2041	£2,075	£34	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
	Fundraising Costs	£20	30	£30	£0	Based on 2021-22 Payments. Spent to help fundraise
	Misc	£300	2161	£300	-£1,861	£25.00 a month (11) + £25 Audit
	Marketing	£0	240	£250	£10	Based on LY
	Information Technology	£0	235	£250	£15	Based on LY
	Total Receipts	£71,992	84579	£71,253		
	Total Payments	£74,259	78839	£83,249		
		-£2,267	£5,740	-£11,995		
2022/23 Reserve Policy						
	Rent (1 Term)	£3,375				
	Salary (1 Term)	£19,523				Salary Minus Support Staff
	Stationary/Ink (1	£200				
	Subscriptions	£117				
	Insurance	£242				
	Redundancy Funds	£5,300				
		£28,757				
Balances						
	Current Account	£250				
	Savings Account	£19,128				
	Old Reserve Account	£0				
	Reserve Fund	£25,784				
TOTALS						
	Total Receipts	£71,253				
	Total Payments	£83,249				
	Total 21/22 Reserve	£25,784				
	Total Starting Cash	£19,377.61				

Fundraising Report

Fundraising for the year got off to a great start with the Toddle Waddle, organised by the staff in October, which raised an amazing £520. We also received Gift Aid of £103 from this event.

Following last year's success at the Thatcham Lights, the staff once again filled gift bags which were sold alongside our usual favourite children's games, raising nearly £150. The raffle and stalls following the Nativity performance raised £85.

After Covid restrictions eased in the Spring Term, we were able to run more of our usual fundraising events in the pre-school, led by the staff, raising £150 at the Easter Fayre and £97 at the Sports Day. We also took part in the Thatcham Fun Day raising £149 with a few popular games and selling filled jars (kindly donated by parents and staff).

We also continue to raise money through Amazon Smile and the West Berks Lottery. We still have an Easyfundraising account but it hasn't been used for a while.

Summary from the monthly finance report, August 2022:

Fundraising Events		2021-22	2020-21
Toddle Waddle		520.00	534.00
Amazon Smile		11.57	24.59
Thatcham fun day		268.79	
West Berks Lottery		91.50	77.00
Thatcham Lights		149.95	
Xmas nativity raffle		85.00	
Xmas nativity DVD			116.60
Leavers Photos			
Photos		40.00	
Sports Day		97.21	225.00
2nd Hand Books			
Easter fayre		150.00	
Santa Letter			
Name the Bear			30.00
Raffle			105.00
Refund (Eva Hughes)		90.00	
	Total	1,504.02	1112.19
	Expenses	30.07	11.30
	TOTAL	£1,473.95	£1100.89

Grants Report

No grants were applied for this year. We still have an unspent grant from 2020-21 from the Greenham Trust and Town Council to be used to purchase IT equipment for the children.

Pied Piper Pre-School
Registered Charity 1115893

Income and Expenditure account
For the year ended 31 August 2022

INCOME	2022	2021
	£	£
Fees WBDC	77,649	75,093
Fees - Parents	2,214	4,798
Interest	26	18
Enrolment	105	100
Clothing	37	44
Children's special events	976	2,807
Fundraising	1,504	1,112
Other funding	0	3,224
Donations	0	300
Miscellaneous	2,068	268
Total income	<u>84,579</u>	<u>87,764</u>
EXPENSES		
Rent	10,133	10,198
Wages	60,480	58,791
Insurance	724	711
Annual subscriptions	311	609
Courses	291	50
Stationery/postage/Consumables	564	889
IT	236	0
Snacks/Cooking	15	39
Children's special events	2,041	2,963
Fundraising expenditure	1,230	580
Fundraising expenses	30	11
Equipment	185	267
Miscellaneous	2,161	840
CRB checks	81	73
Grant expenditure	50	525
Marketing and signage	240	0
Total expenditure	78,772	76,546
Excess of income over expenditure	<u>5,807</u>	<u>11,218</u>

Pied Piper Pre-School
Registered Charity 1115893

Balance Sheet as at 31 August 2022

	2022	2021
	£	£
Current Assets		
Stock - Clothes	461	498
Bank balances		
Current	250	250
Reserve	19,128	13,400
Bonus Saver	<u>25,783</u>	<u>25,771</u>
	45,161	39,421
	45,622	39,919
Current liabilities		
Creditors	328	395
Net Assets less liabilities	<u><u>45,294</u></u>	<u><u>39,524</u></u>
Financed by:		
General Fund		
Balance at 1 September 2021	39,026	27,808
Add: Surplus/Deficit for year	5,807	11,218
Balance at 31 August 2022	44,833	39,026
Clothing Fund		
Balance at 1 September 2021	498	542
Clothing purchases	0	0
Clothing sales	<u>37</u>	<u>44</u>
Balance at 31 August 2022	461	498
Total Funds	<u><u>45,294</u></u>	<u><u>39,524</u></u>

Independent Accountant statement

As described below, I have approved the financial statements for the year ended 31st August 2022 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

25-Sep-22

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