

COMPANY NUMBER  
REGISTERED CHARITY NUMBER

6047640  
1119231

**WELFORD PRE-SCHOOL**  
**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31 AUGUST 2021**

WELFORD PRE-SCHOOL  
COMPANY NUMBER - 6047640  
REGISTERED CHARITY NUMBER - 1119231

FINANCIAL STATEMENTS - 31 AUGUST 2021

CONTENTS	PAGE
Report of the Trustees	1 - 3
Independent Examiner's Report	4
Statement of financial activities	5
Balance sheet	6
Notes to the accounts	7 - 10
Detailed statement of financial activities	11

WELFORD PRE-SCHOOL  
COMPANY NUMBER - 6047640  
REGISTERED CHARITY NUMBER - 1119231  
REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2021

#### REGISTERED OFFICE

The Mobile Unit  
Welford Sibbertoft & Sulby Endowed School  
West Street  
Welford  
Northants  
NN6 6HU

#### STRUCTURE AND GOVERNANCE

The company was incorporated on 10 January 2007 as a charitable company limited by guarantee, under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. There is no share capital. On 1 June 2007, following the receipt of consent from the Pre-school Learning Alliance and Charity Commission, the assets of Welford Pre School, an un-incorporated association, were transferred into the new company.

The company is managed by a voluntary committee made up of parents. The members of the committee are trustees of the charity and directors of the company. The committee is responsible for:

- employing a qualified Manager and staff to carry out the day-to-day running of the Pre-school;
- managing the pre-school's finances and arranging fundraising events;
- setting appropriate policies and ensuring they are adhered to;
- making sure that the pre-school works in partnership with parents.

Trustees / directors are appointed or reappointed annually at the AGM.

Welford Pre-school is a body in membership of the Pre-school Learning Alliance and all parents are regarded as members who have full participatory rights.

#### OBJECTIVES

The Trustees regularly review and update the Pre-School's business plan. This sets out a number of objectives for the Pre-School, which can be summarised as follows:

- To maintain and improve our facilities to provide the best learning & development environment for children who attend.
- To ensure all childcare staff receive continual professional training and, where possible, are supported in furthering their qualifications.
- To ensure the on-going development and smooth running of the business through regular strategic planning and review, and to provide greater financial stability through increasing levels of reserves.

#### PRINCIPAL ACTIVITIES AND ANY SIGNIFICANT CHANGES

Since 1 June 2007, when it assumed the business and assets of Welford Pre School, the principal activity of the company has been the provision of pre-school education to children aged over 2 and under 5 years of age. Before this the company did not trade.

In September 2008 the business expanded with the opening of a breakfast club and after-school club for children aged between 4 and 14 years.

The pre-school is a friendly, long-established setting that has served the local rural community since 1984. It is situated in separate purpose built premises within the grounds of Welford, Sibbertoft and Sulby Endowed School (WSES). This proximity enables the children to develop familiarity with the school environment from an early age and eases the transition into school.

Whilst we have close links with WSES we are a separate educational charity.

#### ACHIEVEMENTS AND PERFORMANCE

The 2020/2021 year proved to be another difficult year for the Pre-school, its staff and committee members as it continued to deal with the impact of Covid-19 and the ever-evolving challenges the crisis presented.

While Pre-school attendance levels remained steady throughout the year, unfortunately the number of children using our Breakfast and After-School Club provision has been significantly lower. This has had a knock-on effect on our overall financial position, but thanks to support from the government's furlough scheme, we have been able to mitigate our losses to a certain extent.

Once again, the Pre-school Manager and staff have worked tirelessly throughout the year to devise and implement measures that ensured all children could return as safely as possible. This meant the Pre-school remained open throughout the academic year and there was no need to shut a bubble. They have continued to work closely with WSES, thereby ensuring all necessary procedures have been followed as required.

Despite these challenges, it has still been a hugely successful year for the Pre-school and all new Reception starters were brilliantly prepared for the next stage in their education. With excellent early attendance levels for the 2021/22 academic year, we can look forward to another positive year with renewed optimism.

#### FINANCIAL REVIEW

The Pre-School has had a challenging financial year, with total income down by 7% on last year and costs increasing by a similar proportion.

Covid-19 restrictions limited the scope of the Pre-School's wrap-around care for much of the financial year and, as a result, total income from the Breakfast & After School Clubs was down 30% on the previous year. We continued to reward our hard working staff as fairly as we could and utilised some of the furlough funding available to us in the year (£2,618) to help us do this.

While Covid-19 has caused us both operational and financial difficulties over the last two school years we are hopeful of a much better result for the 2021/22 year now that restrictions have been eased.

During the year £1,125 of restricted funds were expended with £1,162 of Early Years Pupil Premium received, resulting in a net inflow of restricted funds of £37.

The charity had net outgoing resources of £8,669 for the year ended 31 August 2021 and net current assets of £79,311 at this date.

#### RESERVES POLICY

In line with the guidance issued by the Charity Commission, the trustees have reviewed the charity's needs for cash reserves. We believe that the minimum level of reserves should be the equivalent of three months of operating costs, calculated and reviewed annually and that the reserves should be built up to this level in stages, consistent with the charity's overall financial position and its need to maintain and develop its charitable activities. The income of the charity fluctuates annually, with the demand for pre-school services showing a correlation with the local birth rate. We require cash reserves to be at a level that gives us sufficient cashflow to operate a sustainable service and plan for the long term.

The reserves level at 31 August 2021 (defined as net current assets) was £79,311 which represents approximately 11 months of operating costs.



WELFORD PRE-SCHOOL  
COMPANY NUMBER - 6047640  
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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2021

DIRECTORS

The directors who have served during the year were as follows:

Ellen Worrell	Chair (appointed 22 October 2020)
Niamh Bland	Chair (to 22 October 2020)
Sarah Lane	Treasurer (from 22 October 2020)
Jonathan Smurthwaite	Treasurer (resigned 22 October 2020)
Hannah Bedard	Secretary
Rachel Law	OFSTED nominated person
Helen Bradshaw	
Alexandra Haigh	
Ruth Leddington	
Lucy Jeffery	
Kate Litchfield	Appointed 22 October 2020
Sascha Philips	Appointed 22 October 2020, resigned 13 November 2020
Louise Sparrow	Resigned 22 October 2020
Kerrilee Johnson	Resigned 22 October 2020
Lucy Hunt	Resigned 22 October 2020
George Jeffery	Resigned 22 October 2020

As required by the Memorandum and Articles of Association all directors retire from the committee at the Annual General Meeting (AGM) but are then eligible for re-election if they choose to stand.

PUBLIC BENEFIT STATEMENT

The charity trustees have complied with their duty under Section 17(5) of the Charities Act 2011 to have due regard to the guidance on public benefit, published by the Commission, in exercising their powers or duties.

The pre-school provides a safe and caring environment for children aged between 2 and 14. We welcome children from all backgrounds and recognise that each child is different, with his/her own interests, abilities and developing view of the world. We respect the many different forms of family life that children may experience as well as their social and cultural backgrounds.

Pre-school could not function properly without the support that we receive from the committee, staff, parents, carers and members of the community. Parents are encouraged to be active members of our pre-school. We also provide a range of support, information and advice for parents. We maintain regular contact with parents throughout the year, through regular newsletters, informal contact and formal reports. We are registered and inspected by Ofsted. Copies of inspection reports are available on request or can be downloaded from [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

The setting is managed by an experienced and qualified manager who leads a team of pre-school and playwork staff. Due to our commitment to safeguarding children, we follow a carefully structured recruitment and selection procedure. Our staff are experienced and trained to meet children's individual emotional and developmental needs and provide inclusive play and learning opportunities for all children attending. We provide a broad range of challenging and stimulating play activities, both indoors and outdoors.

We are an equal opportunity organisation and are committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. We make reasonable adjustments to meet the needs of staff or pupils who are or become disabled.

The report of the trustees has been prepared taking advantage of the small companies exception of section 415A of the Companies Act 2006.

ON BEHALF OF THE BOARD OF TRUSTEES

  
SARAH LANE - TRUSTEE

21 October 2021

## **Independent examiner's report to the trustees of Welford Pre-School**

I report on the accounts of the Trust for the year ended 31st August 2021.

### **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 114(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
- To follow the procedures laid down in the general Directions given by the commission under section 145(S)(b) of the 2011 Act
- To state whether particular matters have come to my attention

### **Basis of the independent examiner's report**

My examination was carried out in the accordance with the 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 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 next statement.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe 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



Anna Young

Association of Chartered Certified Accountants

23a High Street, Welford, Northants, NN6 6HT

22<sup>nd</sup> November 2021



WELFORD PRE-SCHOOL  
COMPANY NUMBER - 6047640  
REGISTERED CHARITY NUMBER - 1119231  
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2021

	Note	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Activities for generating funds	2	76,579	339	76,918	81,945
Fundraising income		1,320	-	1,320	1,982
Interest receivable		8	-	8	478
<b>Total incoming resources</b>		<b>77,907</b>	<b>339</b>	<b>78,246</b>	<b>84,405</b>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Costs of service provision and other costs	3	86,008	302	86,310	79,603
Governance costs	4	605	-	605	150
<b>Total resources expended</b>		<b>86,613</b>	<b>302</b>	<b>86,915</b>	<b>79,753</b>
<b>NET INCOMING / (OUTGOING) RESOURCES</b>		<b>(8,706)</b>	<b>37</b>	<b>(8,669)</b>	<b>4,652</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>87,355</b>	<b>625</b>	<b>87,980</b>	<b>83,328</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>78,649</b>	<b>662</b>	<b>79,311</b>	<b>87,980</b>

WELFORD PRE-SCHOOL  
COMPANY NUMBER - 6047640  
REGISTERED CHARITY NUMBER - 1119231  
BALANCE SHEET - 31 AUGUST 2021

	Note	2021		2020	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	8		-		-
<b>CURRENT ASSETS</b>					
Debtors	9	2,648		3,044	
Cash at bank and in hand		80,385		87,326	
		<u>83,033</u>		<u>90,370</u>	
<b>CREDITORS</b>					
Amounts falling due within one year	10	<u>3,722</u>		<u>2,390</u>	
<b>NET CURRENT ASSETS</b>			<u>79,311</u>		<u>87,980</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>79,311</u>		<u>87,980</u>
<b>NET ASSETS</b>			<u><u>79,311</u></u>		<u><u>87,980</u></u>
<b>FUNDS</b>					
Unrestricted funds	12		78,649		87,355
Restricted funds	12		662		625
<b>TOTAL FUNDS</b>			<u><u>79,311</u></u>		<u><u>87,980</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2021.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 August 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 Sections 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 year and of its surplus or deficit for each financial year 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 the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved and authorised for issue by the Board of Trustees on 21/10/21 and were signed on its behalf by:

  
SARAH LANE - TRUSTEE

  
ELLEN WORRELL - TRUSTEE



**1 ACCOUNTING POLICIES**

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year and also have been consistently applied within the same accounts.

**(a) Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**(b) Depreciation**

The company owns the modular classroom unit, but leases the land upon which it is sited. Depreciation is provided at a rate calculated to write off the cost of the building over the length of the lease term, which is shorter than the anticipated life of the building.

Computer equipment is fully written off in the year of purchase.

**(c) Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**(d) Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to that category.

**(e) Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further details on restricted funds are contained in the notes to the financial statements.

**(f) Grants**

Grants in respect of capital expenditure are credited to a restricted fund account and are released to profit over the expected useful lives of the relevant assets by equal annual instalments.

Grants of a revenue nature are credited to income so as to match them with the expenditure to which they relate.

WELFORD PRE-SCHOOL  
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NOTES TO THE FINANCIAL STATEMENTS - YEAR ENDED 31 AUGUST 2021  
(CONTINUED)

2 ACTIVITIES FOR GENERATING FUNDS

	2021	2020
	£	£
Fees and Early Years funding	74,175	81,945
Other income	2,743	-
	<u>76,918</u>	<u>81,945</u>

3 COSTS OF SERVICE PROVISION AND OTHER COSTS

	2021	2020
	£	£
Salaries, wages and pension costs	75,789	69,845
Training and other staff costs	646	1,296
Utilities and premises costs	3,335	2,457
Insurance	1,489	1,592
Equipment	943	319
Milk & food costs	1,751	2,159
Craft and cleaning materials	1,532	919
Other costs	825	1,016
	<u>86,310</u>	<u>79,603</u>

4 GOVERNANCE COSTS

	2021	2020
	£	£
Independent review costs	150	150
Accountancy & bookkeeping	430	-
Legal fees	25	-
	<u>605</u>	<u>150</u>

5 NET INCOMING / (OUTGOING) RESOURCES

	2021	2020
	£	£
Net resources are stated after charging:		
Examiner's remuneration - Examination	<u>150</u>	<u>150</u>

6 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2021 nor for the year ended 31 August 2020.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 August 2021 nor for the year ended 31 August 2020.

WELFORD PRE-SCHOOL  
COMPANY NUMBER - 6047640  
REGISTERED CHARITY NUMBER - 1119231  
NOTES TO THE FINANCIAL STATEMENTS - YEAR ENDED 31 AUGUST 2021  
(CONTINUED)

7 STAFF COSTS

	2021	2020
	£	£
Wages and salaries	68,620	64,216
Social security costs	4,632	3,647
Pension costs	2,537	1,982
	<u>75,789</u>	<u>69,845</u>

The average monthly number of employees during the year was as follows:

	2021	2020
Childcare staff	6	6
Cleaners	1	1
	<u>7</u>	<u>7</u>

No employees received emoluments in excess of £60,000.

8 TANGIBLE FIXED ASSETS

	Leasehold land and buildings	Computer equipment	Total
	£	£	£
Cost			
At 1 September 2020	63,685	503	64,188
Additions	-	-	-
At 31 August 2021	<u>63,685</u>	<u>503</u>	<u>64,188</u>
Depreciation:			
At 1 September 2020	63,685	503	64,188
Charge for the year	-	-	-
At 31 August 2021	<u>63,685</u>	<u>503</u>	<u>64,188</u>
Net book value:			
At 1 September 2020	<u>-</u>	<u>-</u>	<u>-</u>
At 31 August 2021	<u>-</u>	<u>-</u>	<u>-</u>

9 DEBTORS - ALL RECEIVABLE WITHIN ONE YEAR

	2021	2020
	£	£
Trade debtors	806	749
Other debtors	238	349
Prepayments	1,604	1,946
	<u>2,648</u>	<u>3,044</u>

10 CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade creditors	52	-
Other tax and social security	1,781	659
Accruals	1,799	1,731
Advance receipts	90	-
	<u>3,722</u>	<u>2,390</u>



WELFORD PRE-SCHOOL  
 COMPANY NUMBER - 6047640  
 REGISTERED CHARITY NUMBER - 1119231  
 NOTES TO THE FINANCIAL STATEMENTS - YEAR ENDED 31 AUGUST 2021  
 (CONTINUED)

11 SHARE CAPITAL

The company is limited by guarantee, and therefore there are no shares in issue. In the event of the Pre-school being wound up every member undertakes to contribute a sum not exceeding £1 to its assets for payment of any outstanding debts and liabilities. If upon the winding-up or dissolution of the Pre-school, there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Pre-school, but shall be transferred either to some other institution having objects similar to the objects of the Pre-school, or to some institution the objects of which are the promotion of charity or anything incidental or conducive thereto, such institution or institutions to be determined by the members of the Pre-school at or before the time of dissolution.

12 MOVEMENT IN FUNDS

	At 1.9.20	Net movement in funds	At 31.8.21
	£	£	£
<b>Unrestricted funds</b>			
General fund	87,355	(8,706)	78,649
<b>Restricted funds</b>			
Staff Training Grant	86	(86)	-
Early Years Pupil Premium	539	123	662
<b>TOTAL FUNDS</b>	<b>87,980</b>	<b>(8,669)</b>	<b>79,311</b>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	77,907	(86,613)	(8,706)
<b>Restricted funds</b>			
Staff Training Grant	-	(86)	(86)
Early Years Pupil Premium	1,161	(1,038)	123
<b>TOTAL FUNDS</b>	<b>79,068</b>	<b>(87,737)</b>	<b>(8,669)</b>

WELFORD PRE-SCHOOL  
DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 AUGUST 2021

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
<b>INCOMING RESOURCES</b>				
<b>Activities for generating funds</b>				
"Early Years Grant" funding	47,191.89	-	47,191.89	53,327.22
Early Years "Pupil Premium" Funding	-	1,161.34	1,161.34	897.99
Fees: Pre-school sessions	11,661.53	(822.68)	10,838.85	5,564.60
Lunch club	49.50	-	49.50	866.10
Breakfast club	4,229.50	-	4,229.50	7,724.75
After-school club	10,594.70	-	10,594.70	13,525.60
T-shirts, sweatshirts and bags	109.50	-	109.50	38.50
Furlough grant	2,617.56	-	2,617.56	-
Donations	125.00	-	125.00	-
	<u>76,579.18</u>	<u>338.66</u>	<u>76,917.84</u>	<u>81,944.76</u>
<b>Fundraising income</b>				
Christmas fair, bazaar and raffle	605.21	-	605.21	310.00
Photos	80.20	-	80.20	-
Bingo	-	-	-	520.96
Disco	-	-	-	567.57
Street Market	574.50	-	574.50	584.00
Other	59.50	-	59.50	-
	<u>1,319.41</u>	<u>-</u>	<u>1,319.41</u>	<u>1,982.53</u>
Interest receivable	<u>7.99</u>	<u>-</u>	<u>7.99</u>	<u>477.78</u>
<b>Total incoming resources</b>	<u><b>77,906.58</b></u>	<u><b>338.66</b></u>	<u><b>78,245.24</b></u>	<u><b>84,405.07</b></u>
<b>RESOURCES EXPENDED</b>				
<b>Costs of service provision and other costs</b>				
Salaries and wages	75,788.85		75,788.85	69,845.30
Training	53.76	86.24	140.00	1,067.04
Other staff costs	506.03		506.03	229.38
Utilities	2,414.18		2,414.18	1,745.08
Sundry premises costs	920.34		920.34	712.03
Equipment	727.47	216.05	943.52	318.92
Insurance	1,488.65		1,488.65	1,591.80
Food costs	1,750.57		1,750.57	2,159.26
Craft & cleaning materials	1,532.28		1,532.28	918.58
Membership subscriptions	215.00		215.00	-
Computer costs	313.20		313.20	145.13
Postage and stationery	140.72		140.72	136.00
Sundry costs	156.85		156.85	734.38
	<u>86,007.90</u>	<u>302.29</u>	<u>86,310.19</u>	<u>79,602.90</u>
<b>Governance costs</b>				
Professional fees	<u>605.00</u>	<u>-</u>	<u>605.00</u>	<u>150.00</u>
<b>Total resources expended</b>	<u><b>86,612.90</b></u>	<u><b>302.29</b></u>	<u><b>86,915.19</b></u>	<u><b>79,752.90</b></u>
<b>NET INCOMING / (OUTGOING) RESOURCES</b>	<u><b>(8,706.32)</b></u>	<u><b>36.37</b></u>	<u><b>(8,669.95)</b></u>	<u><b>4,652.17</b></u>