

Independent Examiner's Report on the Accounts

Section A

Independent Examiner's Report

Report to the trustees/members of

Charity Name

CAMBOURNE PRE SCHOOL

On accounts for the year ended

310720

Charity no (if any)

1122459

Set out on pages

1-143

(remember to include the page numbers of additional sheets)

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 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 (other than that disclosed below*):

- (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;
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

* Please delete the words in the brackets if they do not apply.

Signed

REBECCA MCKENZIE

Date

18/4/21

Name

REBECCA MCKENZIE FMAAT.

Relevant professional qualification(s)
or body (if any)

AAT

Address

21 GRANTA VALE
LINTON
CAMBRIDGE
CB21 4LB

Disclosure

Give here brief details of any items that the examiner wishes to disclose

2020

Trustees' Annual Report and Accounts



The Blue School, Eastgate, Great Cambourne, CB23 6DZ
Ofsted EY456077

Charity No. 1122459



Cambourne Pre-School



operating activities

---☆ Our pre-school is located in the heart of the community of Cambourne. We are dedicated to providing high quality care and education to children aged between two and five years old and to support the families of those children so we can ensure the best possible outcomes for each individual child.

We want to give each child the best start to their school years, so we have created a nurturing and inspiring environment where children can develop their talents and build their confidence.

Our experienced team of pre-school teachers offer a balanced and challenging early years curriculum where activities are planned carefully so that every individual child can explore their interests, understand the world around them, learn and understand the importance of values and boost their self-esteem in readiness for their transition to primary school.

Development and learning is guided by the Early Years Foundation Stage and we continually echo the four guiding themes and principles in our setting, our activities and our planning.

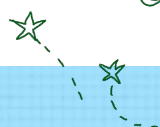
OUR VISION: to support and nurture each individual coming into Cambourne Pre-School and enhance their development through well planned and stimulating experiences within an inclusive, challenging and welcoming environment.

A UNIQUE CHILD - Every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured.

POSITIVE RELATIONSHIPS - Children learn to be strong and independent through positive relationships.

ENABLING ENVIRONMENTS - Children learn and develop well in enabling environments in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and carers. Every parent and carer is encouraged to be involved in the pre-school, they can vote at general meetings and participate in continually developing the pre-school by joining the committee.

LEARNING AND DEVELOPMENT - Children learn and develop in different ways and at different times. They start to learn about the world around them from the moment they are born. By providing them with interesting and tailored to their stage of stage of their schooling with activities that are age appropriate, challenging development, children can move onto the next confidence.



WE ARE OPEN 38 WEEKS A YEAR DURING TERM TIME.

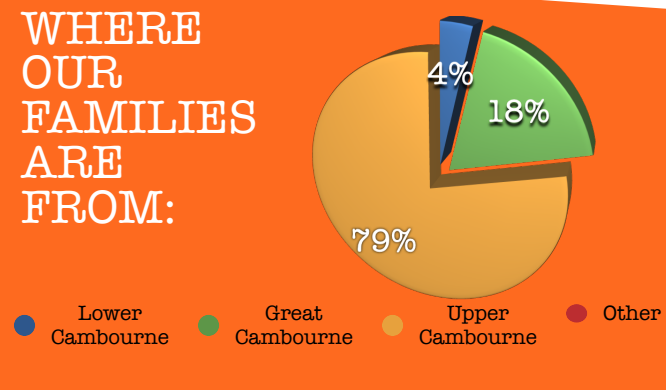
MONDAY	9am - 12pm	12pm - 3pm
TUESDAY	9am - 12pm	12pm - 3pm
WEDNESDAY	9am - 12pm	12pm - 3pm
THURSDAY	9am - 12pm	12pm - 3pm
FRIDAY	9am - 12pm	(staff meetings)



uptake of sessions

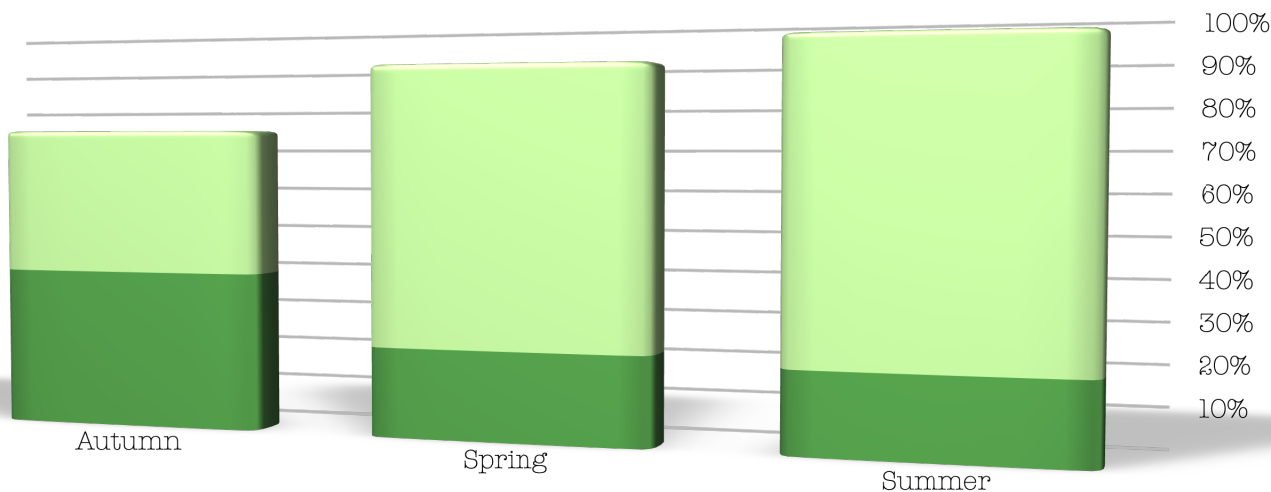
This year we were delighted to have 54 families enrolled at Cambourne Pre-School. We currently have over 40 children due to start in September, a few families on our waiting list have chosen to defer their start due to Covid-19. Our waiting list includes start dates up to January 2022.

WHERE OUR FAMILIES ARE FROM:



2yr olds

3/4yr olds



fees & funding

Children who are not yet eligible for free hours, or who wish to attend sessions beyond their entitlement are invoiced at an amount depending upon their age. The difference in price represents the additional staff costs related to younger children and is determined by the funding levels we receive for these ages.

---☆ Age 2 £16.50 per session

---☆ Age 3/4 £12.50 per session

In total we received income of **£13,035** from paying children in 2019/2020.

All three and four year olds are able to claim universal funding of up to 15 free hours each week in the term following their third birthday. We also offer extended 30 hours free childcare to eligible three and four year olds, 10% of funded hours claimed were for extended hours.

Eligible two year olds are also able to claim up to 15 hours of free childcare each week, 20% of our funded hours were for free 2's.

For the academic year, we received income of **£130,765** in Early Years Funding which includes **£5,478** of restricted funds and **£8,642** in SENIF.

The funding rates we receive per session are:

---☆ 2yr olds £16.47

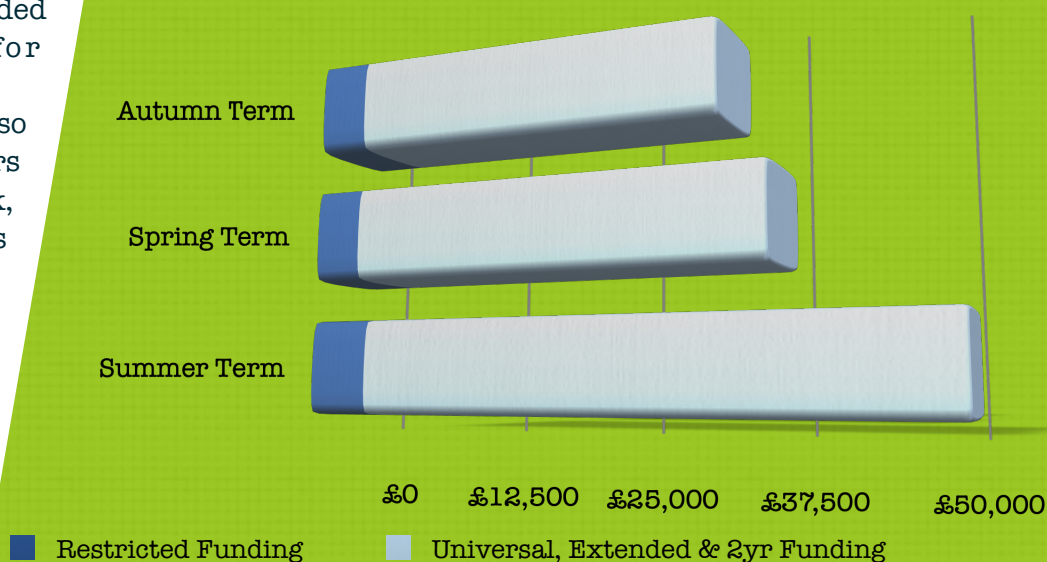
---☆ 3/4yr olds £12.42

Restricted funds represent **Early Years Pupil Premium (EYPP)**, **Deprivation Funding** and **Disability Access Funding** received for eligible three and four year olds.

We had sixteen children in receipt of EYPP at an increased rate of £14.01 per session. This additional funding is used to close the gap between the child's progress and that of their peers by improved staff training, resources or support for children. Any spend must benefit these particular children, but may also be of benefit to others at the pre-school.

An additional six children received deprivation funding at an increased rate of £13.32 per session. This funding should be used to maximise the quality of teaching, improve the quality of the setting, help with language development, provide parenting support and help with school transitional arrangements, all proven areas that help the more disadvantaged children progress.

EARLY YEARS FUNDING INCOME



We had two children in receipt of the Disability Access Funding, which is currently £615 per annum for each child. This fund is to ensure all children with SEND have access to the provision and all the benefits and services provided.

Covid-19

Lockdown and new government regulations since March 2020 have had a major impact on how we can deliver care to children and their families, with many of our policies and procedures being updated to reflect the new way the pre-school operates to achieve its aims and objectives whilst keeping everyone safe during the pandemic.

Many activities that we usually enjoy have not been possible this year. Unfortunately, we had to cancel our annual school trip along with our summer party and graduation ceremony for our primary school leavers'. We also decided to temporarily stop providing our dance and Mandarin lessons where we hire in specialist teachers, this decision was taken in order to better protect the 'bubbles' that we have formed.

During lockdown and throughout the Easter break we remained open for children of key workers and vulnerable children. The smaller amount of children attending resulted in us being able to open with fewer staff and therefore many staff members were able to stay at home during the lockdown.

Our staff used the opportunity to work from home and support those children who were not in attendance. Staff made regular telephone calls to parents checking how they were managing and offering whatever support was needed. We found this often included supporting those struggling to provide enough food for their family and for anyone having difficulty with home schooling we supplied books and activities.

During lockdown we kept in daily contact with all parents and children through our Facebook page, posting ideas for activities that could be tried at home. Staff also read daily live stories for the children to watch and enjoy.

We continued as normal with our summer term intake of new starters, albeit with social distancing guidelines in place. This did mean we were unable to provide home visits to each new child as we normally would and we could only

invite parents into the preschool building when absolutely necessary to help children settle.

Funding has continued to be paid in relation to all children registered with us for the summer term regardless of whether the children were attending or remaining at home. Therefore we have continued to pay staff and suppliers as normal.

We have however seen a financial impact, which we expect to continue during 2020/2021. So far, we have lost expected income from fee paying children as we are unable to invoice for any missed attendance related to Covid. During the spring and summer terms this totalled £3,839 lost in expected fees.

We have also lost potential income for children on our waiting list who have chosen to defer their start date.

The cost of cleaning has been steadily increasing and is projected to continue using more of our budget going forward as increased levels of deep cleaning and sterilising is needed. We are also seeing items that we usually purchase cost more, such as gloves and hand sanitisers doubling in price during the pandemic.

We have had to limit the availability of certain toys and equipment due to the need to clean and 'rest' them more frequently. Examples of this include sand, where it is not possible to ensure it can be cleaned to avoid transmission.

Although the look and feel of the pre-school has changed during the pandemic, all the children have shown themselves to be resilient to this change and take it all in their stride. We were delighted that our school leavers' were still able to leave us as happy and confident children ready for the next steps in their education!



FUNDRAISING

Each year we aim to raise around £1,000 with our various fundraising activities.

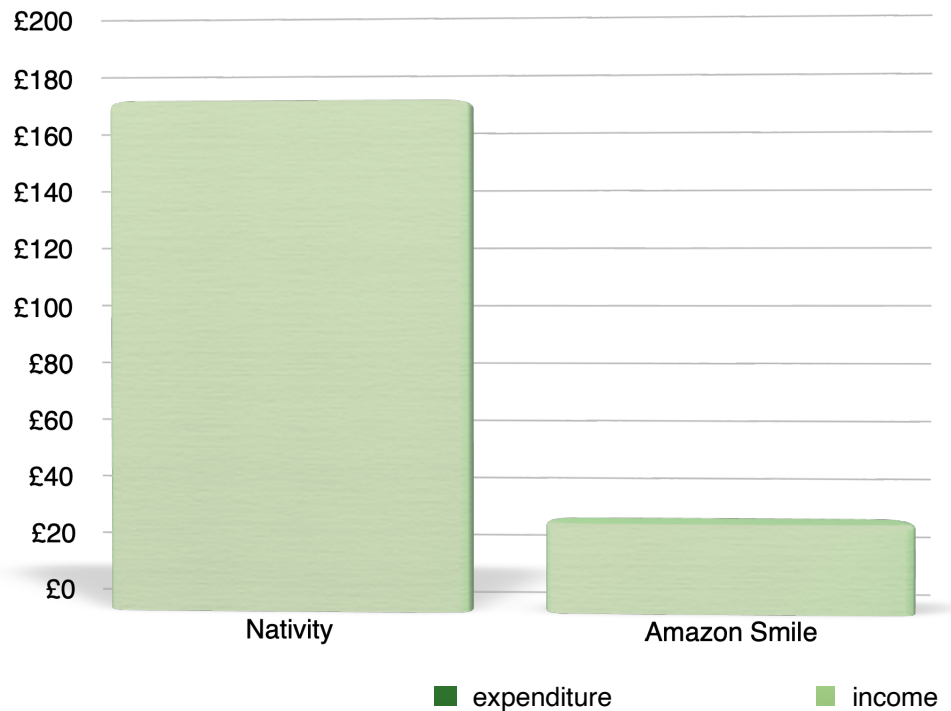
Most of our fundraising is planned for the summer term and has unfortunately not been possible this year due to lockdown and social distancing guidelines.

Each year the majority of our fundraising is achieved at our summer fete where we usually make around £600, we also historically have fundraised a further £200 at our summer party and graduation, where we sell yearbook posters, graduation photographs and cakes.

We have managed to raise £197 this year, most of which was in December where we sold tickets and refreshments for parents to come and see their children in the nativity play.

Monies raised will be used in conjunction to the grant we received from the Co-op Local Community Fund to improve our outside spaces, which are proving more important than ever during the pandemic.

So far we have received £347 from the grant and expect a second payment in November of £897.



Our pre-schoolers raised £90 for 'Children in Need' by holding a cake sale giving a £1 donation to come into pre-school wearing pyjamas!



WE ARE
MANAGED BY A
COMMITTEE OF
VOLUNTEERS
NOMINATED
BY THE
PARENTS OF
THE PRE-
SCHOOL.
TOGETHER
THEY
FORM THE
TRUSTEES
OF THE
CHARITY.



trustees and governance

We are members of the Pre-School Learning Alliance (membership 58181) and our standard governing document is the Pre-School Learning Alliance Constitution (2011), which is adopted each year at the General Meeting.

PROFESSIONAL ADVISERS

The co-operative bank plc - PO Box 101, 1 Balloon Street, Manchester, M60 4EP
Pre-School Learning Alliance - The Fitzpatrick Building, 188 York Way, London, N7 9AD
Numbers Count Limited - 5 Brookfield Way, Lower Cambourne, CB23 6EB

TRUSTEES

Chairperson - Elizabeth Smith
Treasurer - Sam Corban
Secretary - Andreia Da Silva
Committee members - Rebecca Brown, Jonathan Buwert, Donna O'Shea, Lorraine Burdett

Trustees are elected or re-elected each year by the parents at the General Meeting. All trustees have Enhanced Disclosure and Barring (DBS) checks carried out when they commence their trusteeship. The committee meet on the first Friday of each month where the Treasurers' Report and Managers report are presented, any issues are raised and addressed and planning for events is discussed.

financial review

We have **£30,414** in total cash funds this year end. (2019: £27,846)

We have still not paid rent since we moved into our new building as we wait for the town council to take ownership, but we have been advised to accrue £9,466 for past rent owed. This amount will be carried forward in our cashflow forecast and increased each month to reflect expected costs. We are also accruing £712 for tax and national insurance costs for July. This will be paid to HMRC in October along with upcoming August and September amounts. Both of these amounts are listed in the Statement of Assets and Liabilities.

We hold reserves that are sufficient to cover notice periods and unforeseen expenses.

---★ We did not experience any serious incidents in 2019/2020 that should have been brought to the Charity Commission's attention.

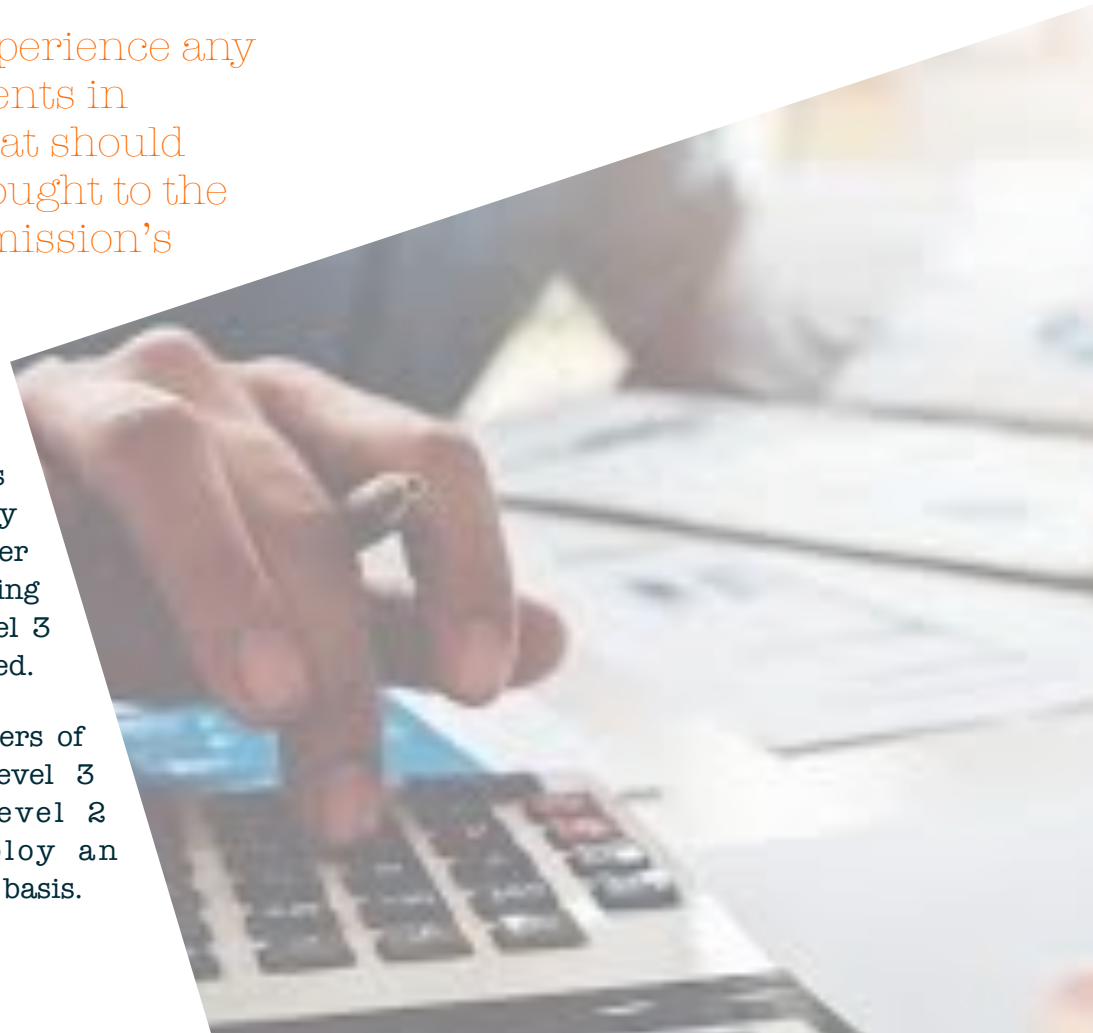
The pre-school's greatest expenditure is its staff costs. We employ a full time pre-school manager who has a foundation degree in early years along with three other full time members of teaching staff, two of which are Level 3 qualified and one is unqualified.

We have 5 part time members of teaching staff, two are Level 3 qualified and one is Level 2 qualified. We also employ an administrator on a part time basis.

Our expenditure on staff including wages, pensions, tax, national insurance, training and uniform costs represents more than 92% of our total expenditure this year. This is in line to the proportion of expenditure on staff costs in the previous years.

We manage our budget effectively to ensure that we can meet all of our liabilities and continue to offer quality care and education to the families in our community.

We keep our fees at a rate in line with current government funding, so we are affordable and accessible to as many families as is possible.



receipts & payments

for the period 1 August 2019 to 31 July 2020	Unrestricted Funds (£)	Restricted Funds (£)	YE 2020 Total Funds (£)	YE 2019 Total Funds (£)
RECEIPTS				
Early Years Funding/SENIF	116,645	14,120	130,765	117,783
Fees Invoiced	13,035		13,035	15,986
Fundraising/Donations/Grants	400	347	747	1,491
Uniform	185		185	276
Other Income	23		23	576
	130,288	14,467	144,755	136,112
PAYMENTS				
Staff costs:				
Wages	106,017	8,642	114,659	118,168
Pension (NEST)	3,386		3,386	2,450
Tax & National Insurance	12,408		12,408	10,737
Training	392		392	2,151
Uniform	121		121	173
Indirect Expenses:				
Cost of Fundraising	-		-	76
Christmas & Leavers' Parties	45		45	224
Equipment/Toys - Consumable	693	690	1,383	1,216
Insurance	612		612	605
Additional Tutors		1,713	1,713	1,080
Legal/Professional Fees	716		716	653
Maintenance	1,038		1,038	1,092
Other Expenses	17		17	701
Postage & Stationery	259		259	303
Rent				
Summer Outing			-	749
Teacher Resources & Publications	66	558	624	388
Telephone & Other Admin	2,266		2,266	1,923
Uniform	251		251	135
	128,287	11,603	139,890	142,824
Asset Purchases Furniture	243	413	656	373
Asset Purchases Equipment	248	1,393	1,641	2,772
Sub Total	491	1,806	2,297	3,145
Total Payments	128,778	13,409	142,187	145,969
Net of Receipts & Payments	1,510	1,058	2,568	
Cash Funds Last Year End	24,566	3,280	27,846	
Cash Funds This Year End	26,076	4,338	30,414	

statement of assets & liabilities

	Unrestricted Funds (£)	Restricted Funds (£)	Total (£)
--	---------------------------	-------------------------	-----------

CASH FUNDS			
Cash at Bank	26,026	4,338	30,364
Petty Cash	50		50
TOTAL CASH FUNDS	26,076	4,338	30,414

OTHER MONETARY ASSETS			
Stock - children's uniform	229		229
Outstanding fees/invoices	-		-
	2,139		2,139

ASSETS RETAINED FOR THE CHARITY'S OWN USE			
Furniture	4,108	1,103	5,211
Equipment	5,707	5,518	11,225
	9,815	6,621	16,436

LIABILITIES			
Rent - (Updated figure from Cambourne Town Council)	9,466		9,466
Tax & NI	712		712
Fees prepaid & overpaid	99		99
	10,277		10,277

trustees signature and declaration

I DECLARE IN MY CAPACITY OF CHARITY TRUSTEE
THAT:

- ★ THE TRUSTEES HAVE APPROVED THE
TRUSTEES' ANNUAL REPORT AND
ACCOUNTS; AND
- ★ HAVE AUTHORISED ME TO SIGN ON THEIR
BEHALF.



Mrs Elizabeth Smith
Chairperson



Mrs Lorraine Burdett
Administrator



The Blue School
Eastgate
Great Cambourne
CB23 6AP

Tel: 01954 715150
email: office@cambournepreschool.org.uk