

**Trustees Annual Report**

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**Statement of Accounts**

**1<sup>st</sup> September 2021 - 31<sup>st</sup> August 2022**

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**Independent Examiner's Report**

**PETER PAN PRE-SCHOOL  
FLECKNEY**

**Registered Charity No: 1122507**

**Annual Trustees Report for Peter Pan Pre-School**  
**Charity No: 1122507**  
**EY358316**

**Fleckney Village Hall, 2 The Parade, Fleckney Leics LE8 8AY**

**Report prepared April 2023 for the period 1<sup>st</sup> September 2021 - 31<sup>st</sup> August 2022**

**Head of Trustees: Father Philip O'Reilly**  
**Manager of Peter Pan Pre-School: Rachel Skinner**

Peter Pan Pre-School caters for preschool children aged 2-4 years of age, with its main aim to teach the children, socialise then and prepare then to start school and to be wholly ready for this. As well as addressing any Special Educational Needs that the child is suspected to have and to put additional assistance and support on place, ready for when they start school.

It was again decided that, in order to remain financially viable, we must continue to open only 3 days a week in order to minimise property rental and staff wages but still provide access to the 15 hours free government funding that the majority of the children attending our preschool receive. Along with the funded children, the preschool has been able to offer 2 & 3 hour 'stay and play' sessions for non-funded 2 year-olds, in order to prepare them for when they receive their 15 hours government funding. This also provides much needed extra income.

To adhere to child:adult ratios we have maintained 3 members of staff but have taken on 1 extra member of staff just to work 2 hours per morning to cover the 2-hour stay & play sessions and also to cover snack-time, when more help is required. Three members of staff are on minimum wage and the manager is also on minimum wage plus 20p per hour for her added responsibilities and workload. We cannot unfortunately afford to pay our staff more than this! We have an average of 12 children attending in the morning, with 8-10 of these staying all day. However, this is slowly picking up and we have 17 children on the books, although 3 are just doing one day per week.

Following our last Ofsted inspection in 2020, we have been graded ' Good' with some very positive comments in the report. We continue to try and recruit new children by social media and an advert in the local community magazine. All staff are highly qualified with a minimum NVQ Level 2 in a childcare qualification. Two member of staff are qualified to NVQ Level 3. Staff continue to renew and update their training and all staff are DBS checked to an enhanced level. The deputy manager holds a Montessori teaching qualification and the manager holds an NVQ Level 2 in Understanding Autism. Peter Pan continues to take part in various community activities such as the Christmas Tree festival and going to the local church for our own small service once a term.

Our aim for the future is to continue to provide a high level of care and education for our children and try to maintain the same level of numbers we currently have – and indeed to grow! We would very much like to thank the Fleckney Village Hall Committee for their continues support in giving us a reduced rent. Without it, we would very likely to have closed down by now.

Rachel Skinner Manager.

# **Independent Examiner's Report to the Trustees of Peter Pan Pre-School**

I report on the accounts of the Peter Pan Pre-School Fleckney for the year ended 31<sup>st</sup> August 2022.

## **Respective Responsibilities of the Trustees and the Examiner**

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit of the accounts 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
- To state whether particular matters have come to my attention.

## **Basis of Independent Examiner's Report**

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination include 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 terms or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken so not provide all the evidence that would be required for an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view'. The report is limited to those matters set out in the statement below.

## **Independent Examiner's Statement**

I have completed my examination in accordance with the Charities Act and confirm that there is nothing contained in the Financial Records of the Peter Pan Pre-School Charity No: 1122507 that gives me cause to believe that the information now presented to me is incomplete or inaccurate.

Signed: *Linda S Marshall*

Name: Linda Marshall

Address: 25 Lodge Road Fleckney Leics LE8 8BX

Date: 6 May 2023

*The Income & Expenditure Accounts for the 2021/ 2022 financial year are presented on the following pages with the information for 2020/2021 included for comparison.*

*The Independent Examiner's notes for the trustees are also included for 2021/22 on the final page.*

**Peter Pan Pre-School  
Income and Expenditure Account  
Year ending 31 August 2022**

	<b>2022</b>	<b>2021</b>
<b>INCOME</b>		
Fees & charges [bank]	38667	28516
Fees [cash]	90	-
Other income	-	
	<b>38757</b>	
 <b>EXPENDITURE</b>		
Salaries	23788	27062
Pension	403	573
Employer NI	763	400
Advertising	288	252
Rent	4440	4830
Computer equipment	-	-
Miscellaneous	86	57
Uniforms	-	-
Insurances	737	729
Telephone	-	-
Training	97	176
Professional fees	554	617
Equipment & stationery	1012	641
	----- <b>32168</b>	----- <b>35335</b>
 <b>PROFIT / [LOSS] for the year</b>	 <b>6589</b>	 <b>[- 6819]</b>
<b>CURRENT ASSETS</b>		
Balance at the bank 31/8/22	18336.31	11691.07
Petty Cash as at 31/8/22	37.19	93.35
 <b>CURRENT LIABILITIES</b>		
Unrepresented cheques	-	-
Payment in advance	-	-
	----- <b>18373.50</b>	----- <b>11784.42</b>
 <b>FINANCED BY:</b>		
Accumulated surpluses	11784.42	18603.90
Surplus /[ deficit] current year	6589.08	[6819.48]
	----- <b>18373.50</b> =====	----- <b>11784.42</b> =====

Signed by:

Signed by:

**Father Philip O'Reilly    Date:**

**Sandie Baynham    Date:**

**On behalf of Peter Pan Pre-School**

## **Independent Examiners Notes for Trustees in respect of 2021/2022**

- Income for 2021/22 is improved this year [+ £10151 compared to 2020/2021]
- Salaries are reduced this year [- £3274 compared to 2020/2021]
- Rent is reduced by £390 this year, reflecting ongoing support from Fleckney Village Hall
- Employer NI is increased by £363 this year
- Pension contributions are reduced by £168 this year
- Insurance costs are similar at £737 this year, £729 last year
- Advertising costs are similar £288 compared to £252 last year
- Training costs at £97 are considerably less this year [- £79]
- Professional fees are slightly less [-£63]
- Spending on equipment and stationery are considerably more this year [+£341] year
- Fees received as cash payments this year have been included in the total income figure.
- Petty cash end-of-year figure of £37.19 has been reconciled with current balances and all transactions in 2021/22 and current year-to-date, after discussion with the manager to confirm expenditure and balances.
- An adjustment of £86 under miscellaneous has been made to reconcile final figures to cash book entries, verified assets in the bank and actual petty cash at 31 August 2022.
- Surplus for the year is £6589.

Linda Marshall     6 May 2023.