

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 August 2021
for
Great Witley Pre School**

dhjh Tenbury Wells LLP
Chartered Certified Accountants
81 Teme Street
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Worcestershire
WR15 8AE

Great Witley Pre School

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Great Witley Pre School
Report of the Trustees
for the Year Ended 31 August 2021

The trustees present their report with the financial statements of the charity for the year ended 31 August 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

To enhance the development and education of Children primarily under statutory age, by encouraging parents to understand and provide for the needs of their children through community groups and by:- offering appropriate play, education and learning facilities, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability; encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas.

Significant activities

We run a pre-school for children aged 2 to 4 years old from our local village hall. This is over 4 days, employing 9 qualified staff who supervise up to 30 children at any one time.

Public benefit

The Pre School serves the Great Witley and surrounding villages and all children are welcomed. The trustees confirm that they have complied with the duty in Section 17(5) of the 2011 Charities Act to have due regard to guidance on the public benefit by the Charity Commission when reviewing the charity's objectives and in planning future activities.

Social investments

The pre-school engages with the local rural community by utilising the village hall and providing a local facility for families in the village.

Volunteers

Primarily parents of current or previous children, our volunteers run or assist with fundraising events and also sit on the charity's committee as trustees.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Covid-19 pandemic had a significant impact on the Pre-School in this financial year with, understandably, parents keeping their children at home or finding alternative care arrangements rather than putting them into Pre-School. For the Autumn and Spring terms, Worcestershire County Council paid out funding at an average of the equivalent term for the past two years rather than on actual children in attendance. This gave the setting the financial stability to ensure that staff levels and cleaning regimes could be maintained to remain open for children of key-workers and other parents who did want to use the facility throughout the financial year.

Covid-19 risk assessments were prepared and constantly reviewed throughout the period to ensure that the setting could be operated as safely as possible for all children, parents and our staff. The Committee are proud of the commitment and efforts of the Pre-School staff to keep the setting open throughout the pandemic, without any recourse to the Government's furlough scheme.

Without doubt, the upcoming year will be just as challenging but the Committee will work with the Pre-School Manager and her team of staff to ensure that the Pre-School is ready for the return of higher numbers of children as the effects of the pandemic continue to subside.

Fundraising activities

During the year staff and volunteers held various fundraising activities and generated funds of £246 (2020: £714).

FINANCIAL REVIEW

Financial position

During the year, incoming resources amounted to £84,276 (2020: £120,984) and resources expended amounted to £73,699 (2020: £92,418). This resulted in net income of £10,577 (2020: £28,566). This poorer result is due to fewer places taken up due to the pandemic.

Great Witley Pre School
Report of the Trustees
for the Year Ended 31 August 2021

FINANCIAL REVIEW

Reserves policy

The reserves of the pre-school are maintained and invested back into the running of the pre-school. In the event that the charity were to be dissolved, the reserves would be distributed to another pre-school (with the permission of the Charity Commission) or, transferred to the Pre-School learning alliance.

The Charity has sufficient funds to cover a significant change in circumstances leading to staff redundancies. Whilst there are no indications that the charity should not continue to operate as a financially viable pre-school, especially considering the increase in local housing and lack of other local pre-school facilities, the trustees have created a reserves policy of maintaining free reserves equivalent to three months expenditure.

Based on current expenditure, free reserves per the policy should be £18,425 (2020: £23,105).

As at 31st August 2021 free reserves amounted to £99,725 (2020: £89,148) and the trustees, therefore, believe reserves to be at a satisfactory level.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity operates under the rules of its governing document/ constitution approved by the members of the Great Witley Pre School on 12th November 2008.

Recruitment and appointment of new trustees

Under the constitution, 60% of the committee is required to be parents. As a result, there is a limit to the pool that we can select from and that are also willing volunteers. All committee members are DBS and OFSTED verified before being admitted onto the Committee.

Organisational structure

Overall management of the charity is the responsibility of the trustees who are elected and co-opted under the terms of the constitution. Day to day activity is managed and carried out by the manager, deputy manager and staff.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1127068

Principal address

Southleigh
Worcester Road
Great Witley
Worcester
WR6 6HX

Trustees

P T Lashford
H G Lashford (resigned 11.11.20)
E Gallett (resigned 11.11.20)
N Stribblehill Chair (resigned 11.11.20)
L Cusack Chair
A Morris
D Morris
S Baines
G Lewis (resigned 11.11.20)
E Garner
J Conquest (appointed 13.1.21)
J Stanley (appointed 13.1.21)

Independent Examiner

dhjh Tenbury Wells LLP
Chartered Certified Accountants
81 Teme Street
Tenbury Wells
Worcestershire
WR15 8AE

Great Witley Pre School

**Report of the Trustees
for the Year Ended 31 August 2021**

Approved by order of the board of trustees on 25 November 2021 and signed on its behalf by:

A handwritten signature in black ink, appearing to be 'L. Cusack', written over a horizontal line.

L Cusack - Trustee

**Independent Examiner's Report to the Trustees of
Great Witley Pre School**

Independent examiner's report to the trustees of Great Witley Pre School

I report to the charity trustees on my examination of the accounts of Great Witley Pre School (the Trust) for the year ended 31 August 2021.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



T G GILES FCCA
dhjh Tenbury Wells LLP
Chartered Certified Accountants
81 Teme Street
Tenbury Wells
Worcestershire
WR15 8AE

27 November 2021

Great Witley Pre School

Statement of Financial Activities
for the Year Ended 31 August 2021

| | Notes | 2021 Unrestricted fund £ | 2020 Total funds £ |
|------------------------------------|-------|-----------------------------------|-----------------------------|
| INCOME AND ENDOWMENTS FROM | | | |
| Donations and legacies | | 84,030 | 120,222 |
| Other trading activities | 2 | 246 | 753 |
| Investment income | 3 | - | 9 |
| Total | | 84,276 | 120,984 |
| EXPENDITURE ON | | | |
| Raising funds | | 71,006 | 90,390 |
| Other | 4 | 2,693 | 2,028 |
| Total | | 73,699 | 92,418 |
| NET INCOME | | 10,577 | 28,566 |
| RECONCILIATION OF FUNDS | | | |
| Total funds brought forward | | 89,148 | 60,582 |
| TOTAL FUNDS CARRIED FORWARD | | 99,725 | 89,148 |

The notes form part of these financial statements

Great Witley Pre School

Balance Sheet 31 August 2021

| | Notes | 2021 Unrestricted fund £ | 2020 Total funds £ |
|--|-------|-----------------------------------|-----------------------------|
| CURRENT ASSETS | | | |
| Debtors | 8 | - | 971 |
| Cash at bank and in hand | | 100,350 | 88,676 |
| | | <u>100,350</u> | <u>89,647</u> |
| CREDITORS | | | |
| Amounts falling due within one year | 9 | (625) | (499) |
| NET CURRENT ASSETS | | <u>99,725</u> | <u>89,148</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | <u>99,725</u> | <u>89,148</u> |
| NET ASSETS | | <u>99,725</u> | <u>89,148</u> |
| FUNDS | 10 | | |
| Unrestricted funds | | 99,725 | 89,148 |
| TOTAL FUNDS | | <u>99,725</u> | <u>89,148</u> |

The financial statements were approved by the Board of Trustees and authorised for issue on 25 November 2021 and were signed on its behalf by:



L Cusack - Trustee



P T Lashford - Trustee

Great Witley Pre School

Notes to the Financial Statements for the Year Ended 31 August 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

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 explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. OTHER TRADING ACTIVITIES

| | 2021 | 2020 |
|--------------------|------------|------------|
| | £ | £ |
| Fundraising events | 246 | 714 |
| Uniform | - | 39 |
| | <u>246</u> | <u>753</u> |

3. INVESTMENT INCOME

| | 2021 | 2020 |
|--------------------------|----------|----------|
| | £ | £ |
| Deposit account interest | - | 9 |
| | <u>-</u> | <u>9</u> |

4. OTHER

| | 2021 | 2020 |
|-----------------------------|--------------|--------------|
| | £ | £ |
| Independent examiner's fees | 725 | 500 |
| Professional Fees | 346 | 554 |
| Advertising | 28 | 35 |
| Training courses & material | 1,594 | 939 |
| | <u>2,693</u> | <u>2,028</u> |

Great Witley Pre School

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2021**

5. 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.

6. STAFF COSTS

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

| | 2021 | 2020 |
|---------------|----------|-----------|
| General Staff | <u>8</u> | <u>11</u> |

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

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted fund £ |
|--|---------------------------|
| INCOME AND ENDOWMENTS FROM | |
| Donations and legacies | 120,222 |
| Other trading activities | 753 |
| Investment income | <u>9</u> |
| Total | 120,984 |
| EXPENDITURE ON | |
| Raising funds | 90,390 |
| Other | <u>2,028</u> |
| Total | 92,418 |
| NET INCOME | <u>28,566</u> |
| RECONCILIATION OF FUNDS | |
| Total funds brought forward | 60,582 |
| TOTAL FUNDS CARRIED FORWARD | <u><u>89,148</u></u> |

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2021 £ | 2020 £ |
|---------------|-----------|------------|
| Other debtors | <u>-</u> | <u>971</u> |

Great Witley Pre School

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2021**

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2021 £ | 2020 £ |
|-----------------|------------|------------|
| Other creditors | <u>625</u> | <u>499</u> |

10. MOVEMENT IN FUNDS

| | At 1/9/20 £ | Net movement in funds £ | At 31/8/21 £ |
|---------------------------|----------------|----------------------------------|--------------------|
| Unrestricted funds | | | |
| General fund | 89,148 | 10,577 | 99,725 |
| TOTAL FUNDS | <u>89,148</u> | <u>10,577</u> | <u>99,725</u> |

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

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 84,276 | (73,699) | 10,577 |
| TOTAL FUNDS | <u>84,276</u> | <u>(73,699)</u> | <u>10,577</u> |

Comparatives for movement in funds

| | At 1/9/19 £ | Net movement in funds £ | At 31/8/20 £ |
|---------------------------|----------------|----------------------------------|--------------------|
| Unrestricted funds | | | |
| General fund | 60,582 | 28,566 | 89,148 |
| TOTAL FUNDS | <u>60,582</u> | <u>28,566</u> | <u>89,148</u> |

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 120,984 | (92,418) | 28,566 |
| TOTAL FUNDS | <u>120,984</u> | <u>(92,418)</u> | <u>28,566</u> |

Great Witley Pre School

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2021**

11. RELATED PARTY DISCLOSURES

Trustee of the Charity, A Morris was reimbursed £1,821 (2020: £2,446) of miscellaneous expenses. A Morris was employed by the Charity as the Pre-School Manager and remuneration was only received for this employment and not for trusteeship.

Trustee of the charity, P Lashford was reimbursed for miscellaneous expenses of £479 (2020: £166).

Trustee of the charity, L Cusack was reimbursed for miscellaneous expenses of £22 (2020: £0).

Trustee of the charity J Conquest paid pre-school fees of £905 and £5 for photos.

Trustee of the charity, E Garner paid £5 for photos.