

Registered number  
06840267

Breakspeare Community Pre School

Report and Unaudited Accounts

31 July 2021

**Breakspeare Community Pre School**  
**Report and accounts**  
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## **Breakspeare Community Pre School Company Information**

### **Directors**

Esther Jenkins

Kirsty Hall (appointed November 2020)

Victoria Caulfield (resigned March 2021)

Kiri Tish

Jessica Barry (resigned November 2020)

Rebecca Buckham-Neall (resigned March 2021)

Helen Takis (resigned November 2020)

Hayley Neall (appointed November 2020)

### **Secretary**

Emma Vassiliou

### **Accountants**

Chipperfield Accounting Ltd

Holly Cottage

Kings Lane

Chipperfield

WD4 9EP

### **Registered office**

School Mead

Abbots Langley

Herts

WD5 0LB

### **Registered number**

06840267

**Breakspeare Community Pre School**  
**Registered number: 06840267**  
**Directors' Report**

The directors present their report and accounts for the year ended 31 July 2021.

My name is Esther Jenkins and I am currently Chairperson of this committee. I took over this role in October 2017. The committee have worked with Breakspeare Preschool's dedicated staff to raise funds and to support Alix and the whole team in providing a nurturing and caring environment for preschoolers in the local community.

**Children**

In September 2020, we had 76 children attending, rising to 79 in January 2019. 42 girls and 37 boys.

We had 22 nursery children. The nursery cohort planning has continued to be done by Audrey, our Early Years Foundation Stage Co-ordinator and flower group is run by all the key workers.

The format of parents evening continued to work well during the first part of the preschool year, with appointments being allocated to parents.

**Additional needs**

George and Carrie were our accredited Special Educational Needs Co-ordinators. George resigned in Spring 2021 and Carrie has continued the SENCo role. Charlotte has now joined her after showing a keen interest in SEND. They worked with 16 children throughout the year, implementing the graduated approach cycle.

**Staff/Training**

We are very fortunate at Preschool to have a dedicated team of staff. Up until July 2021 there were 12 permanent staff.

Lyn Collier is the Preschool Leader and she works closely with Audrey (Curriculum Leader), Carina (Deputy Leader) and Judy (Health and Safety) as part of the Senior Leadership team with support from Amanda as the Office Manager and Jane as Finance and Registrations officer. The Office Manager role was expanded in September 2020 to include some of the administrative duties from the Preschool Leader.

Three staff updated their Safeguarding training.

Staff attended training on Mindfulness in Early Years, Play Therapy, Autism and Speech, Language and Communication Needs, Characteristics of Effective Learning and District Workshops. Courses on the new changes to the new EYFS were also attended.

Lyn attended training regarding the new Ofsted framework. She also attended Quality Improvement Forums and local network meetings.

The performance management scheme has continued for all the staff. Emphasis is placed on regular supervision and support for their work.

Non-contact time has continued to be valuable to the senior staff. This allows them the opportunity to manage their administrative duties.

**Management**

After appointing a Preschool Leader, who started in September 2020, it quickly became clear that this person was not a correct fit for the Preschool. A number of performance management meetings were held and the decision was made by the committee to terminate the contract during the probation period. Lyn Collier capably took over in September 2020 as Interim Preschool Leader. After re-advertising for the role, the committee were then pleased to be able to appoint Lyn as Preschool Leader permanently in November 2020.

**Breakspeare Community Pre School**  
**Registered number: 06840267**  
**Directors' Report**

Supervisions and appraisals were carried out for all staff by Lyn. As the chairperson, I completed Lyn's end of year appraisal and also attended action plan meetings throughout the year with Jane O'Brien and Amanda Lacey as part of ongoing support for Lyn in her first year.

The appraisal cycle continues to identify needs and professional development of all staff, training and INSET will be planned accordingly.

Many policies have been reviewed and updated with copies available on our website for all parents.

Action plans are drawn up on a termly basis reacting to the children's needs, changing cohort, staff training needs and working on the environment. Self-evaluation on progress in these areas is ongoing.

**Preschool Events**

During the Spring Term the children's understanding of Growing was developed, with sunflowers seeds being planted and the growth observed and discussed with the children. They have also planted bulbs for the spring.

The garden area has been developed to incorporate a more child friendly and free play forest garden area where the children can explore the natural world and encourage more team building and physical play.

Fundraising efforts were limited this year but with the help of Hayley and the rest of the committee, we were able to have a Christmas raffle, a sponsored Easter Bunny Hop, Easter Bonnet Parade, Amazon smile fundraising, photo commission, Happy School Bag collection, tea towels and Leaver's hoodies which in total raised around £3800.

**Building/Premises**

The preschool has now been established within this building for ten years. We have continued to negotiate with HCC about the lease for the building.

**Political donations**

During the period the company made no charitable or political contributions.

**Small company provisions**

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 11 October 2021 and signed on its behalf.

Esther Jenkins  
Director

## **Breakspeare Community Pre School**

### **Independent Examiner's Unqualified Report to the Trustees of Breakspeare Community Pre School Breakspeare Community Pre School for the year ended 31 July 2021**

#### **Respective responsibilities of trustees and examiner**

The Pre School's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Pre-School's trustees consider that an audit is not required for the 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);
- follow the procedures laid down in the general Directions given by the Charity Commissioners under Section 145(5)(b) of the 2011 Act; and
- state whether particular matters 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 Commissioners. An examination includes a review of the accounting records kept by Breakspeare Community Pre School 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 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:

- (1) Which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with Section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Section 386 of the Companies Act and with the methods and principles of the Charities SORP (FRS102) 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 be reached.

Chipperfield Accounting Ltd  
Chartered Accountants  
Holly Cottage  
Kings Lane  
Chipperfield  
WD4 9EP

11 October 2021

**Breakspeare Community Pre School**  
**Statement of financial activities (including summary income and expenditure account)**  
**for the year ended 31 July 2021**

	2021 £	2021 £	2021 £	2020 £
	Unrestricted funds	Restricted funds	Total funds	
<b>Income</b>	186,550	-	186,550	181,086
Administrative expenses	(174,243)	-	(174,243)	(172,527)
<b>Operating profit</b>	12,307	-	12,307	8,559
Interest receivable	-	-	-	50
<b>Profit before taxation</b>	12,307	-	12,307	8,609
Tax on profit on ordinary activities	-	-	-	-
<b>Profit for the financial year</b>	12,307	-	12,307	8,609
Net movement in funds	12,307	-	12,307	8,609

**Breakspeare Community Pre School**  
**Registered number:** 06840267  
**Balance Sheet**  
**as at 31 July 2021**

	Notes	2021 £	2021 £	2021 £	2020 £
		Unrestricted funds	Restricted funds	Total funds	
<b>Fixed assets</b>					
Tangible assets	3	598	-	598	-
<b>Current assets</b>					
Cash at bank and in hand		77,444	-	77,444	63,411
<b>Creditors: amounts falling due within one year</b>	4	(23,539)	-	(23,539)	(21,213)
<b>Net current assets</b>		53,905	-	53,905	42,198
<b>Net assets</b>		54,503	-	54,503	42,198
<b>Funds of the charity</b>					
Internal painting reserve	5	5,755	-	5,755	5,755
Unrestricted reserves		48,748	-	48,748	36,443
<b>Total funds</b>		54,503	-	54,503	42,198

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime and FRS102 SORP.

Esther Jenkins  
 Director  
 Approved by the board on 11 October 2021



**Breakspeare Community Pre School**  
**Notes to the Accounts**  
**for the year ended 31 July 2021**

**1 Basis of preparation**

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland and with the Charities Act 2011.

No material prior year error have been identified in the reporting period.

**2 Accounting policies**

This standard list of accounting policies has been applied by the charity except for those deleted.

**2.2 Recognition of income**

**Recognition of income** These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the
- it is more likely than not that the
- the monetary value can be measured

**Offsetting** There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

**Grants and donations** Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).  
  
In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP).

**Legacies** Legacies are included in the SOFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

**Government grants** The charity has received government grants in the reporting period.

**Tax reclaims on donations and gifts** Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

**Contractual income and performance related grants** This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.

**Donated goods** Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.  
Goods donated for on-going use by the charity are recognised as tangible fixed assets and included in the SoFA as incoming resources when receivable.  
Gifts in kind for use by the charity are included in the SoFA as income from donations when receivable.

**Breakspeare Community Pre School**  
**Notes to the Accounts**  
**for the year ended 31 July 2021**

<b>Donated services and facilities</b>	<p>Donated services and facilities are included in the SOFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.</p> <p>Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SOFA.</p>
<b>Support costs</b>	The charity has incurred expenditure on support costs.
<b>Volunteer help</b>	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
<b>Income from interest, royalties and dividends</b>	This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.
<b>Income from membership</b>	<p>Membership subscriptions received in the nature of a gift are recognised in Donations and Legacies.</p> <p>Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.</p>
<b>Settlement of insurance claims</b>	Insurance claims are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP) and are included as an item of other income in the SoFA.
<b>Investment gains and losses</b>	This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

**2.3 Expenditure and liabilities**

<b>Liability recognition</b>	Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.
<b>Governance and support costs</b>	<p>Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.</p> <p>Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.</p>
<b>Grants with performance conditions</b>	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
<b>Grants payable without performance</b>	Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.
<b>Redundancy</b>	The charity made no redundancy payments during the reporting period.
<b>Deferred Creditors</b>	<p>No material item of deferred income has been included in the accounts.</p> <p>The charity has creditors which are measured at settlement amounts less any trade discounts.</p>
<b>Provisions for liabilities</b>	A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

**Breakspeare Community Pre School**  
**Notes to the Accounts**  
**for the year ended 31 July 2021**

**Basic financial instruments** The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.

**2.4 Assets**

**Tangible fixed assets for use by charity** These are capitalised if they can be used for more than one year.  
They are valued at cost.  
The depreciation rates and methods used are disclosed in note 9.

**Intangible fixed assets** The charity has intangible fixed assets, that is, non-monetary assets that do not have physical substance but are identifiable and are controlled by the charity through custody or legal rights. The amortisation rates and methods used are disclosed.  
They are valued at cost.

**Heritage assets** The charity has heritage assets, that is, non-monetary assets with historic, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture. They are valued at cost.

**Investments** Fixed asset investments in quoted shares, traded bonds and similar investments are valued at initially at cost and subsequently at fair value (their market value) at the year end. The same treatment is applied to unlisted investments unless fair value cannot be measured reliably in which case it is measured at cost less impairment.  
Investments held for resale or pending their sale and cash and cash equivalents with a maturity date of less than 1 year are treated as current asset investments.

**Stocks and work in progress** Stocks held for sale as part of non-charitable trade are measured at the lower or cost or net realisable value.  
Goods or services provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.  
Work in progress is valued at cost less any foreseeable loss that is likely to occur on the contract.

**Debtors** Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

**Current asset investments** The charity has investments which it holds for resale or pending their sale and cash and cash equivalents with a maturity date less than one year. These include cash on deposit and cash equivalents with a maturity of less than one year held for investment purposes rather than to meet short-term cash commitments as they fall due.  
They are valued at fair value except where they qualify as basic financial instruments.

**Breakspeare Community Pre School**  
**Notes to the Accounts**  
**for the year ended 31 July 2021**

<b>3</b>	<b>Income</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	Donations	-	-	-	18
	Charitable activities	58,929	-	58,929	50,679
	Lottery grant	600	-	600	3,935
	Grants	127,021	-	127,021	115,189
		<u>186,550</u>	<u>-</u>	<u>186,550</u>	<u>169,821</u>
<b>4</b>	<b>Analysis of receipts of government grants</b>			<b>2021</b>	<b>2020</b>
				<b>£</b>	<b>£</b>
	Hertfordshire County Council			123,210	115,189
	HMRC CJRS grant and SSP			2,311	-
<b>5</b>	<b>Expenditure</b>			<b>2021</b>	<b>2020</b>
				<b>£</b>	<b>£</b>
	Generating funds and publicity			676	289
<b>6</b>	<b>Details of certain types of expenditure</b>			<b>2021</b>	<b>2020</b>
				<b>£</b>	<b>£</b>
	Accountancy fees			900	600
<b>7</b>	<b>Paid employees</b>			<b>2021</b>	<b>2020</b>
				<b>£</b>	<b>£</b>
	Salaries and wages			130,351	140,199
	Social security costs			1,015	2,023
	Pension costs			8,679	8,660
	Other employee benefits			3,725	2,072
				<u>143,770</u>	<u>152,954</u>

**Pensions**

Contributions to defined contribution plans are expensed in the period to which they relate.

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000.

**Breakspeare Community Pre School**  
**Notes to the Accounts**  
**for the year ended 31 July 2021**

**2 Employees**

	<b>2021</b>	<b>2020</b>
	<b>Number</b>	<b>Number</b>
Average number of persons employed by the company	<u>17</u>	<u>17</u>

**3 Tangible fixed assets**

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Plant and machinery                      25% straight line

	<b>£</b>
<b>Cost</b>	
At 1 August 2020	7,784
Additions	<u>798</u>
At 31 July 2021	<u>8,582</u>
<b>Depreciation</b>	
At 1 August 2020	7,784
Charge for the year	<u>200</u>
At 31 July 2021	<u>7,984</u>
<b>Net book value</b>	
At 31 July 2021	<u>598</u>

**Breakspeare Community Pre School**  
**Notes to the Accounts**  
**for the year ended 31 July 2021**

<b>4</b>	<b>Creditors: amounts falling due within one year</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	Other creditors	23,539	21,213
<b>5</b>	<b>Internal painting reserve</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	At 1 August 2020	5,755	5,755
	At 31 July 2021	5,755	5,755

**6 Other information**

Breakspeare Community Pre School is a private company limited by shares and incorporated in England. Its registered office is School Mead, Abbots Langley, WD5 0LB.

**Breakspeare Community Pre School**  
**Detailed income and expenditure account**  
**for the year ended 31 July 2021**

*This schedule does not form part of the statutory accounts*

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Fees	52,425	45,613
Registration	1,110	1,138
Funding HCC	123,210	115,189
Grant	1,500	-
HMRC CJRS grant and SSP	2,311	11,265
Lottery grant	600	3,935
T-Shirt income	948	959
Fundraising	4,446	2,969
Donations	-	18
	<u>186,550</u>	<u>181,086</u>
<b>Administrative expenses</b>		
Employee costs:		
Wages and salaries	130,351	140,199
Pensions	8,679	8,660
Employer's NI and PAYE	1,015	2,023
Staff training and welfare	1,393	762
Refreshments	389	350
T-Shirts and uniforms	1,943	535
Entertaining	-	425
	<u>143,770</u>	<u>152,954</u>
Premises costs:		
Rent	3,234	3,234
Council tax/rates	-	1,296
Light and heat	54	-
Cleaning and rubbish collection	3,556	2,546
	<u>6,844</u>	<u>7,076</u>
General administrative expenses:		
Generating funds and publicity	676	289
Stationery, printing and telephone	1,253	1,140
Subscriptions	379	403
Insurance	1,198	1,197
Equipment expended	4,925	2,717
Equipment expended - lottery grant	600	2,472
Software and IT	1,270	1,183
Repairs and maintenance	10,319	2,222
Depreciation	200	-
Bad debts	383	99
Sundry expenses	693	34
	<u>21,896</u>	<u>11,756</u>
Legal and professional costs:		
Accountancy fees	900	600
Advertising and PR	40	124
Other legal and professional	793	17
	<u>1,733</u>	<u>741</u>
	<u>174,243</u>	<u>172,527</u>