

Registered number  
06840267

Breakspeare Community Pre School

Report and Unaudited Accounts

31 July 2022

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

### **Directors**

Emma Gallagher (appointed February 2022)  
Anna Walkington (appointed February 2022)  
Esther Jenkins (resigned February 2022)  
Kirsty Hall  
Kiri Tish (resigned February 2022)  
Hayley Neall

### **Secretary**

Britta Smith (appointed February 2022)  
Emma Vassiliou (resigned February 2022)

### **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 2022.

My name is Emma Chaplin and I am currently Chairperson of this committee. I took over this role at the last AGM in October 2021. The committee have worked with Breakspeare Preschool's dedicated staff to raise funds and to support the Preschool team in providing a nurturing and caring environment for preschoolers in the local community.

**Children:**

In September 2021, we had 69 children attending, rising to 78 in January 2022. with an even split between girls and boys.

We had 18 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.

**Parents evening:**

Parents evening was scheduled to be held face to face in November 2021 but due to an increased number of COVID 19 cases the decision was made to move to phone calls home. However, we did manage to offer face-to-face meetings in April 2022, these meetings were well attended, the sessions did over run slightly but this does tend to happen, especially as this was the first time many of the parents had actually had the opportunity to come into the pre-school.

In December we were able to offer prospective parents show around of the setting, these were facilitated by Amanda in 10 minute appointments, these sessions allowed parents to see us in action. All visitors were asked to wear masks as a precaution.

**Additional needs:**

Carrie and Charlotte continued to support children with SEND and work closely with parents/carers and keypersons to achieve the best possible outcomes for children. They have both undertaken their CERTSEY qualification which is due to be completed in November 2022.

Kerry has now become our behaviour lead and she supports children, families and keypersons with any emotional or behaviour issues they may have concerns about.

**Staff/Training:**

We are very fortunate at Preschool to have a dedicated team of staff. Up until July 2022 there were 12 permanent staff also supported by 3 regular support/cover staff.

We also had a student doing her placement 2 days a week whilst doing her level 2 qualification at West Herts College, she was very popular with the team and the children and we were very happy to be able to support her.

All staff completed their paediatric first aid training in October 2021.

Other training completed by staff as part of their CPD includes: Child Development training, TAB training (therapeutic approach to behaviour), healthy difference and choices, Outdoor Classroom, Transition level of need and building behaviour.

Lyn completed a management development program throughout the year with Herts for learning. She also regularly attended early years network meetings and keeps up to date with any changes in practice.

**Management:**

Lyn has completed her first full academic year in the role of pre-school manager, she has been well supported by a fantastic team including Amanda in the office. Lyn completed a management development program throughout the year with Herts for learning. She also regularly attended early years network meetings and keeps up to date with any changes in practice.

Supervisions and appraisals were carried out for all staff by Lyn. As the chairperson, I completed Lyn's end of year appraisal.

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.

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

**Preschool Events:**

Fundraising events this year have included:

- Happy School Bag
- 2 x Quiz Nights
- Christmas Raffle
- Christmas jumper week
- Amazon Smile
- Garden Photographs
- Sponsored Bunny Hop
- Easter Bonnet Parade
- Tea Towels

Raising over £4000 which is an absolutely fantastic amount.

As part of our contribution to the wider community we also raised funds for children in need, save the children and comic relief.

We also took part in the little hands Christmas exhibition in Henderson Hall.

**Building/Premises:**

As of November 2021 the preschool had been in the building for 11 years.

All chairs were replaced within the preschool this year and they have made a big difference to the overall feel and look of the room, reducing noise and being more suitable for our cohort.

**Thank you:**

A number of committee members have stood down this year and we would like to thank them for their support and efforts in fundraising for preschool over the past year. Many thanks to Anna Wyatt, Kirsty Goddard and Debbie Sanger Thank you to those members who have helped fundraise and continue to support the preschool this year – Hayley Neall, Briita Smith and Kerry Moloney

Finally, our thanks goes to all the staff at Breakspeare Community Preschool for their hard work and dedication to make this a fantastic environment for our children to learn and grow. This concludes my report.

This report was approved by the board on 11 October 2022 and signed on its behalf.

Emma Chaplin (Gallagher)  
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 2022**

#### **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 2022

**Breakspeare Community Pre School**  
**Statement of financial activities (including summary income and expenditure account)**  
**for the year ended 31 July 2022**

	2022 £	2022 £	2022 £	2021 £
	Unrestricted funds	Restricted funds	Total funds	
<b>Income</b>	177,848	-	177,848	186,550
Administrative expenses	(174,413)	-	(174,413)	(174,243)
<b>Operating profit</b>	3,435	-	3,435	12,307
<b>Profit before taxation</b>	3,435	-	3,435	12,307
Tax on profit on ordinary activities	-	-	-	-
<b>Profit for the financial year</b>	3,435	-	3,435	12,307
Net movement in funds	3,435	-	3,435	12,307

**Breakspeare Community Pre School**  
**Registered number:** 06840267  
**Balance Sheet**  
**as at 31 July 2022**

	Notes	2022 £	2022 £	2022 £	2021 £
		Unrestricted funds	Restricted funds	Total funds	
<b>Fixed assets</b>					
Tangible assets	9	4,264	-	4,264	598
<b>Current assets</b>					
Cash at bank and in hand		76,820	-	76,820	77,444
<b>Creditors: amounts falling due within one year</b>	10	(26,304)	-	(26,304)	(23,539)
<b>Net current assets</b>		50,516	-	50,516	53,905
<b>Net assets</b>		54,780	-	54,780	54,503
<b>Funds of the charity</b>					
Internal painting reserve	11	3,599	-	3,599	5,755
Unrestricted reserves		51,181	-	51,181	48,748
<b>Total funds</b>		54,780	-	54,780	54,503

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.

Emma Chaplin (Gallagher)  
 Director  
 Approved by the board on 11 October 2022



**Breakspeare Community Pre School**  
**Notes to the Accounts**  
**for the year ended 31 July 2022**

**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.

**2.1 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 2022**

<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 2022**

**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 2022**

<b>3</b>	<b>Income</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	Donations	200	-	200	-
	Charitable activities	55,049	-	55,049	58,929
	Lottery grant	-	-	-	600
	Grants	122,599	-	122,599	127,021
		<u>177,848</u>	<u>-</u>	<u>177,848</u>	<u>186,550</u>
<b>4</b>	<b>Analysis of receipts of government grants</b>			<b>2022</b>	<b>2021</b>
				<b>£</b>	<b>£</b>
	Hertfordshire County Council			122,551	123,210
	HMRC CJRS grant and SSP			48	2,311
<b>5</b>	<b>Expenditure</b>			<b>2022</b>	<b>2021</b>
				<b>£</b>	<b>£</b>
	Generating funds and publicity			7	676
<b>6</b>	<b>Details of certain types of expenditure</b>			<b>2022</b>	<b>2021</b>
				<b>£</b>	<b>£</b>
	Accountancy fees			720	900
<b>7</b>	<b>Paid employees</b>			<b>2022</b>	<b>2021</b>
				<b>£</b>	<b>£</b>
	Salaries and wages			138,174	130,351
	Social security costs			1,506	1,015
	Pension costs			10,043	8,679
	Other employee benefits			3,422	3,725
				<u>153,145</u>	<u>143,770</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 2022**

<b>8 Employees</b>	<b>2022 Number</b>	<b>2021 Number</b>
Average number of persons employed by the company	<u>16</u>	<u>17</u>

**9 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 2021	8,582
Additions	<u>5,155</u>
At 31 July 2022	<u>13,737</u>
<b>Depreciation</b>	
At 1 August 2021	7,984
Charge for the year	<u>1,489</u>
At 31 July 2022	<u>9,473</u>
<b>Net book value</b>	
At 31 July 2022	<u>4,264</u>
At 31 July 2021	<u>598</u>

**Breakspeare Community Pre School**  
**Notes to the Accounts**  
**for the year ended 31 July 2022**

<b>10</b>	<b>Creditors: amounts falling due within one year</b>	<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
	Other creditors	26,304	23,539
		<hr/>	<hr/>
<b>11</b>	<b>Internal painting reserve</b>	<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
	At 1 August 2021	5,755	5,755
	Movement	(2,156)	-
	At 31 July 2022	3,599	5,755
		<hr/>	<hr/>

**12 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 2022**

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

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Fees	47,963	52,425
Registration	1,170	1,110
Funding HCC	122,551	123,210
Grant	-	1,500
HMRC CJRS grant and SSP	48	2,311
Lottery grant	-	600
T-Shirt income	935	948
Fundraising	4,981	4,446
Donations	200	-
	<u>177,848</u>	<u>186,550</u>
<b>Administrative expenses</b>		
Employee costs:		
Wages and salaries	138,174	130,351
Pensions	10,043	8,679
Employer's NI and PAYE	1,506	1,015
Staff training and welfare	1,127	1,393
Refreshments	420	389
T-Shirts and uniforms	1,275	1,943
Gifts	600	-
	<u>153,145</u>	<u>143,770</u>
Premises costs:		
Rent	3,234	3,234
Council tax/rates	986	-
Light and heat	298	54
Cleaning and rubbish collection	3,740	3,556
	<u>8,258</u>	<u>6,844</u>
General administrative expenses:		
Generating funds and publicity	7	676
Stationery, printing and telephone	1,173	1,253
Subscriptions	383	379
Insurance	1,225	1,198
Equipment expensed	3,901	4,925
Equipment expensed - lottery grant	-	600
Software and IT	1,691	1,270
Repairs and maintenance	1,938	10,319
Depreciation	1,489	200
Bad debts	378	383
Sundry expenses	47	693
	<u>12,232</u>	<u>21,896</u>
Legal and professional costs:		
Accountancy fees	720	900
Debt collection	50	-
Advertising and PR	8	40
Other legal and professional	-	793
	<u>778</u>	<u>1,733</u>
	<u>174,413</u>	<u>174,243</u>